



**Nerahoo Hemraj**  
**Controller**

**GENESEE COUNTY PURCHASING**  
**A Division of the Genesee County Controller's Office**  
COUNTY ADMINISTRATION BLDG  
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November 5, 2018

## **ADDENDUM #2**

### **#18-156 WEEKDAY ARRAINGMENT TEAM & OTHER LEGAL SERVICES**

1. The due date that sealed proposals will be received is **Tuesday, November 20, 2018 at 3:00 p.m.**
2. **The value of this contract is \$616,920.00** including 5<sup>th</sup> election division misdemeanor legal services + other legal services as described in scope of work.
3. Minutes INFORMATIONAL PRE-PROPOSAL MEETING: Friday, November 2, 2018 at 10:00 a.m.

The Informational Pre-Proposal meeting was held at the Genesee County Administration Building in room #301. Cindy Carnes, Genesee County Purchasing Manager, called the meeting to order at 9:01 a.m. and reminded everyone to sign-in.

Attendance:

Cindy Carnes, Purchasing Manager  
Barbara Menear, Court Administrator  
Christal Dye  
Phil Beauvais  
Frank Turnage  
Doug Theodero  
Brenda Bendall

Cindy Carnes stated RFP #18-156 for Weekday Arraignment Team & Other Legal Services will be reviewed. Make sure you have the proposals here before 3:00 p.m. because we will not accept the proposal after that time.

This meeting is not mandatory to attend, it is just an informational meeting to answer questions. Everything for the bid will be published on the Genesee County website: [www.gc4me.com](http://www.gc4me.com). Be sure to check the website for Addendums.

Cindy reviewed the information on how to submit a responsive proposal. This proposal is due at 3:00 p.m. on November 20, 2018. It must be in our office and time stamped by 3:00 p.m. If you show up at 3:01 p.m. we will not accept your proposal. You may turn your proposal in early. It is kept sealed until the opening time. If you get it done early, turn it in early. The first page is an introductory page telling when the proposal is due and the date

of the pre-proposal meeting so that you could come with questions. I did not receive any questions via email prior to this meeting.

Instructions for Proposal. This page tells you when the proposal is due. The envelope has to be sealed. It has to have label the envelope with your company's name on the outside, have it here by 3:00 p.m. on the day it is due. Make sure you read this. You need to submit an original, a copy and an electronic copy of your proposal. It is extremely important that you do not talk to staff regarding these RFPs. Cindy Carnes or Derrick Jones of the Purchasing Department are the contact people regarding questions on these proposals or you can send an email to [geneseecountypurchasing@co.genesee.mi.us](mailto:geneseecountypurchasing@co.genesee.mi.us). Please do not discuss the offerings with staff other than the Purchasing Department. The contract is attached at the end of the proposal for you to review. The Insurance Checklist is showing you what insurance you will need to have if you are awarded the contract. Our Standard Terms and Conditions are at the Genesee County website along with the Purchasing Regulations. There are a few additional Terms and Conditions listed in the RFP. Addendums will be posted to the Genesee County website. You must sign the Signature Page. If you have not signed the Signature Page you are non-responsive and your proposal cannot be considered. If you have any exception to anything in the proposal, put it in writing on your letterhead and include it with the proposal. There is a spot on the Signature Page to check that tells us you have included an exception page.

Section 4 – these are your qualifications. In your submission make sure you address all of this information and you are capable of meeting these requirements.

Section 7 – Payments will be made monthly based on the annual rate. Security is another item you will need to comply with.

Section 8 - Information Required from Proposers. This is the information that needs to be submitted with your proposal. The original, copy and electronic copy need to be exactly the same. You need to tell us how you see this program to work. We want to hear about your organization and the team of attorneys that you are putting together. Explain how you are meeting these compliance items. Also tell us how your staff is qualified.

Signature Page – The signature page must be signed. If it is not signed it will disqualify your proposal. If you do not have a DUNS number that is ok. You must supply your tax ID number.

Insurance Checklist – This is the insurance that you will need to have on file. You will have to submit a Certificate of Insurance to the county when you are awarded the contract. Discuss this with your insurance agent and it must be signed.

References – Your references need to be professional references based on your work in the community.

Schedule - We need you to show how you are going to schedule your staff to work with the courts. We want to see that you have thought through and are dedicating enough hours to this program. This is another evaluation tools for the staff to use.

Contract – Read through the contract and make sure you do not have any exceptions. If you have any exceptions put it on your letterhead and submit it with your proposal and also check the box on the signature page. These are proposals so it is not just the cost it is your qualifications and the services you are providing. That is what the Evaluation Criteria and Selection Procedures are discussing.

Q1. Who do we drop it off too?

A1. The Genesee County Administration Building, Purchasing Office on the third floor, room #361.

Q2. A DUNS number?

A2. If you have one. It is not required. It is a business tracking number that businesses typically have.

Q3. Federal identification?

A3. Yes, that will be enough.

Q4. We have already spoken with the insurance company regarding the malpractice insurance. We have went through everything that we need and what is going to cost. The insurance company suggested that it would be cheaper for us is to just make sure everyone in the group has malpractice insurance with the requested limits that cover that instead of the entity. Would the county accept this?

A4. You would have to ask Stephen Cooperrider, Risk Manager, for Genesee County 810-257-2628 if that would be acceptable. We will ask him and the answer will be in the addendum. You may also contact him directly and talk with him.

Answer from Risk Management: The County is not to be named as an additional insured under the attorney's professional liability policy. Therefore, a certificate of insurance showing proof of each attorneys' professional liability coverage is sufficient in part.

Each attorney would still need to provide proof of auto liability, general liability and work comp. However, they are to name the County as an additional insured under their general liability policy. If they do not have work comp because they are a sole proprietor, LLC or Limited Corporation, we can have them sign off on a work comp release.

Q5. The worker compensation if you are an LLC you can do a resolution which excludes all of the workers within that from receiving workman compensation, which is a minimal cost. It makes more sense for us to do it that way and to be done.

A5. That is fine.

Q6. We don't have to have that in place when we submit our proposal, just before we sign the contract.

A6. Correct.

Q7. One of the people that was supposed to be in our group, we hear through the grapevine is part of a second group that is going to apply for something else in the misdemeanor group. Can someone sit on both?

A7. No.

- Q8. We have monthly meeting to discuss any problems. Would the judges be interested in attending those meetings or getting with us on a monthly basis to see if there are any problems they want to correct or anything that needs to be smoothed out? I think communication between the bench and whoever is doing the contract is important.
- A8. This would not be on individual cases, because you would need someone from the prosecutor's office there and attorney from city, township etc. Do meet and discuss procedures, I think it would be a positive thing to suggest. We can't speak for them. Maybe someone from the court administrative staff.
- Q9. When do you see this taking affect?  
A9. Probably February 1<sup>st</sup>.

**Indicate on the Signature Page item #6 and on the exterior of the envelope containing your proposal:**

**ADDENDUM #2 RECEIVED**

**ALL PROPOSALS MUST BE RECEIVED AT:  
GENESEE COUNTY PURCHASING DEPARTMENT  
1101 BEACH STREET, ROOM 361  
FLINT, MI 48502**

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Cindy Carnes, Purchasing Manager  
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