



REQUEST FOR PROPOSALS (RFP) FOR COMMERCE POLICE SERVICES ALTERNATIVES ANALYSIS

PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

Dear Proposer:

The City of Commerce is soliciting written proposals from qualified firms or individuals for conducting a Police Services Alternatives Analysis to better determine the quality of service it is currently receiving and options it may opt to explore to improve police services. Although price is very important, other factors such as experience and references will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 5:00 pm, on Wednesday May 30, 2018.** All responses must be in a sealed envelope and have “**COMMERCE POLICE SERVICES ALTERNATIVES ANALYSIS**” clearly marked on the **outer most mailing envelope**. Please submit one (1) unbound original copy of the proposal as follows:

Mail or Hand Deliver To:

City of Commerce, City Clerk's office
2535 Commerce Way
Commerce, CA 90040

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

For questions concerning the anticipated work, or scope of the project, please **contact Purchasing Division via PlanetBids** no later than **Wednesday, May 23, 2018 at 4:00 pm Pacific Time**. For general questions concerning the submittal process, contact purchasing at 323-722-4805. This Request for Proposal (RFP) is published on PlanetBids. Interested vendors shall register on PlanetBids, City of Commerce Vendor Portal, which can be accessed by the following link: <https://www.planetbids.com/portal/portal.cfm?CompanyID=32906>.

We look forward to receiving and reviewing your proposal.

Sincerely,

Edgar P. Cisneros

I. SUMMARY

The City of Commerce, a community of approximately 13,000 residents, contracts for police services with the Los Angeles County Sheriff's Department. The community has expectations for the provision of police services in the City of Commerce and an analysis to better determine the quality of the services it is currently receiving and options it may opt to explore in order to improve police services. The City is currently in need of a firm with extensive knowledge of public safety services in California cities to perform an analysis of police services alternatives.

II. SCOPE OF SERVICES

The City of Commerce is seeking a study designed to evaluate current law enforcement service delivery and potential alternatives to the delivery of these services. These alternatives would include the City of Commerce creating a municipal police department or contracting with another municipality or a joint powers authority or making changes to its existing contract with the Sheriff's Department for the next contract period scheduled to commence July 1, 2019. The feasibility of these alternatives shall be compared with the existing service in terms of level of service and cost effectiveness. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficiency and effectiveness. Provide a list of individuals, including their resumes, for individuals who will be providing services under this function and indicate the functions that each will perform.

III. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

1. Contractor Identification:

Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number.

2. Statement of Qualifications:

Provide a narrative detailing the proposer's qualifications, credentials and experience, to provide the equipment and perform the services included in this RFP.

3. Client References:

Provide a minimum of three (3) client references for which the contractor has provided the same or similar services. References should be California cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, email address, and the project(s) that were completed under that client's direction.

4. Price Proposal:

The Price Proposal shall include pricing for all products and services required for the contractor to complete the desired study. The Proposal shall itemize all services, including hourly rates for all professional, technical and support personnel, products and product warranties, taxes, shipping, maintenance, and all other charges related to completion of the work.

5. Project Timeline:

A clear timeline for initiation and final execution of the project study shall be included in the proposal.

IV. SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which firm is hired.

1.1 Qualifications and Experience - 45%

1.2 References - 5%

1.3 Costs - 50%

A selection panel will be convened of two (2) staff to perform the review and evaluation.

Conflict of Interest:

In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor if the vendor or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract or has a direct or indirect interest in the contract. Furthermore, the City may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. The City, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. **Please identify any person associated with the firm that has a potential conflict of interest.**

V. OTHER REQUIREMENTS

A. Insurance

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$2,000,000, automobile liability insurance in the minimum amount of \$1,000,000 and a professional liability insurance policy in the amount of \$2,000,000 to cover any claims arising out of the performance of the contract. The general liability

and automobile insurance must name the City, its officers, agents, volunteers and employees as additional insureds.

B. Worker's Compensation Insurance:

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

C. Business License

Virtually every contractor that does business with the City must obtain a City business license. The business license requirement applies whether or not the contractor has an office within the City limits.

Vendor must apply for a City business license and show proof of application to Purchasing Manager within seven days of being selected as intended contractor. This may be only be waived at the discretion of the City Council or City Administrator.

VI. SCHEDULE

May 16, 2018	Issue RFP
May, 30, 2018	Proposals due from Potential Bidders
June 5, 2018	Council approval of Agreement for Services (Tentative)

Thank you for your interest in working with the City of Commerce for this service. We look forward to receiving your proposal.