



Request for Quotation (“RFQ”) for Police Protection Services

Population (2010 census)	2,454	
Area	.55 square miles	
No. of Households	731	
Calls for Service:	2014	2,394
	2015	2,867
	2016	1,163 *
*Jan-June 2016		

Charter Township of Royal Oak is seeking quotations/proposals for police protection services to potentially commence in early 2017. Charter Township of Royal Oak is currently under an agreement with Michigan State Police and is asking for proposals to consider potential alternatives the Township may have in securing police protection services for the residents of the Township. Proposals should also include strategies on engaging the community to become partners with law enforcement to address quality of life issues.

Demographics

Royal Oak Township 2015 Police Statistics summary reflects the following:

- 403 total complaints of which 350 were dispatched through 911 for an average of 3.88 dispatches per day
- 17 traffic crashes
- Total reported crime is down in 2015: 107 in 2014 to 83 in 2015 –which equates to a 22.43% drop in crime
- Crimes against people make up 19 of the 83 crimes committed with the remainder considered crimes against property
- Calls by Service Type – over 21% of calls are health and safety with 15% that consist of burglary and civil disputes.

Anticipated Staffing Needs

Currently, the Michigan State Police meets the Township's needs with two Officers 6:00 a.m. - 6:00 p.m. and two Officers 6:00 p.m. – 6:00 a.m. However, the Township is flexible in working with the partnering Departments staffing model and open to a model that will be mutually beneficial.

For purposes of this RFP, the term "Provider" shall mean the police department and/or other police protection entity proposing police protection coverage in response to this RFP. Each Provider responding to this request should provide a brief letter of introduction identifying the Provider with a description of the Provider and its available police protection services, including the size of the Provider and its current location and the extent of its current services.

SCOPE OF SERVICE/CONDITIONS TO BE INCLUDED IN PROVIDER'S PROPOSAL:

- Provider shall provide twenty-four (24) hour per day calls for service coverage. (i.e. Twenty-four hours per day the Provider will respond to calls for service within Charter Township of Royal Oak to provide police protection services.) Provider shall also specifically explain in the proposal how Provider will satisfy this requirement and provide the above referenced 24 hour calls for service coverage.
- Provider shall provide mutually agreed upon hours per day of police protection and proactive patrol coverage as part of its routine patrolling activities and should be presented in detail, including the number of officers to provide the patrol coverage. Provider shall also specifically explain in the proposal how Provider will satisfy this requirement. The Township understands the various approaches for hours of operation and welcomes ALL cost-effective approaches.
- Provider shall provide full-service police protection, which shall include responding to all calls and necessary court time in efforts of testifying on the Township's behalf.
- Provider shall provide collaboration and will cooperate with existing public safety agencies within Charter Township of Royal Oak.
- Provider shall provide on-site and/or special patrolling police protection coverage services during special Charter Township of Royal Oak events and/or special community events held within Charter Township of Royal Oak at an agreed upon flat rate.
- Provider shall be responsible for any and all labor and employment obligations and all costs of personnel and employees of the Provider necessary to satisfy the coverage and police protection services set forth herein.
- Provider shall be responsible for any and all administrative services, functions and/or tasks associated with operating the Provider's police department and providing the services identified herein, including the costs associated with such administrative services.
- Provider shall furnish and supply all necessary supervision, equipment, communication facilities and supplies necessary to offer police protection coverage services to Charter

Township of Royal Oak. In the event of ROT supplying equipment, the necessary equipment and costs for this equipment should be presented in a line item detail, including type of equipment, purpose, and costs.

- In the event of a joint agreement, the Provider shall work with Michigan State Police when scheduling all patrol services and arrange patrol zones to include Charter Township of Royal Oak during the agreed upon hours set forth herein. Such schedule shall be provided to Michigan State Police on a regular basis.
- Provider will establish and maintain a complete and up-to-date uniform police records system concerning all services rendered to Charter Township of Royal Oak.
- Provider will submit to the Board of Trustees of the Charter Township of Royal Oak a monthly and yearly police activity report and shall attend a minimum of one (1) ROT Board of Trustees meeting per quarter. In efforts of a smooth transition partnering community shall work with both the Township Board and Citizens Committee for a Town Hall presenting the new partnership.
- Provider will submit to the state and federal governments all required and necessary reports on behalf of Charter Township of Royal Oak.
- The fines and fees collected on behalf of the Charter Township of Royal Oak shall be agreed upon with the Partnering community.
- Provider shall be responsible for negotiating and shall be liable for any and all employer requirements under collective bargaining agreements with the police force that will be providing the police protection services as part of the proposal in response to this RFP.
- Provider shall maintain the requisite general liability, workers compensation, professional and/or other insurance coverage needed for providing police protection services, and shall name the Township as an additional insured. Provider shall indemnify, defend and hold harmless the Township and all of the Township's officers, agents and employees from any and all actions, claims and/or liabilities associated with and/or resulting from the Provider's performance of police protection services to the Township.
- Neither the Provider nor any of the employees of the Provider shall be considered employees of the Township and Provider shall be responsible for any and all employment responsibilities and/or obligations associated therewith.
- Provider's proposal shall include the costs for the above-referenced police protection services for two years including startup costs. The proposal shall set forth how ROT may renew the agreement following year two (2) of the contract. (It is an expectation of this RFQ that all proposals include the ability for ROT to renew the agreement with the Provider and shall also set forth a limit on the percentage increase in price per year)

- MISCELLANEOUS

1. This RFP does not, under any circumstances, commit and/or bind the Charter Township of Royal Oak to any cost incurred by any Provider prior to the execution of a final agreement with the Township.
2. The Township reserves the right to reject any and all proposals received as a result of this request and to negotiate separately with competing Providers.
3. Provider may submit questions prior to submitting a proposal. Questions must be submitted by email to jthomas@jessicathomasllc.com. Responses to questions received will go to all bidders.
4. Proposals must arrive by mail or email at the Charter Township of Royal Oak Municipal Building at 21131 Garden Lane Road, Ferndale, MI 48220. Electronic proposals can be sent to jthomas@jessicathomasllc.com.
5. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Provider's ability to meet the requirements of this RFP. However, if the Partner can provide the Township with a mutually agreeable cost effective approach not presented in this RFQ, please note the Township is willing to consider ALL economical options.
6. Provider may be asked to make an oral presentation to the Charter Township of Royal Oak.
7. Provider shall provide the number of years the Provider has been in existence and operating.
8. Provider shall identify the point person for the Township to contact in relation to this request.

Thank you for your attention to the foregoing and for your anticipated response.

Submitted by:

Jessica Thomas, Consent Agreement Consultant

Date: _____