

<b>LEGAL SERVICES - ASSESSOR 12-12-2017</b>	<b>HARNESS LAW OFFICE LLC</b>	<b>THE SCHNAARE LW FIRM, P.C</b>
	703 N TRUMAN BLVD CRYSTAL CITY MO 63019	321 MAIN ST PO BOX 440 HILLSBORO MO 63050
<b>FEES PROPOSAL</b>		SEE ATTACHED "BILLING RATES AND EXCEPTIONS SHEET" FOR DETAILS WHICH SHALL GOVERN
<b>TASK</b>		
HOURLY RATE OR FLAT MONTHLY RATE	HOURLY \$100	MONTHLY
<b>TOTAL</b>	\$100/HOUR	\$2,000 FOR 10 HOURS CREDIT
<b>REQUIRED DOCUMENTS</b>		
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):	Y	Y
COPY OF INSURANCE PROVIDED	Y	Y
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	Y	Y
COOPERATIVE BID FORM (Y/N)	Y	Y
COOPERATIVE CONTACT INFO:	Y	N
COMPANY INFORMATION AND SIGNATURE	Y	Y
BID DEPOSIT REQUIRED	N/A	N/A
<b>COMMENTS:</b>		SEE ATTACHED FOR PRICING



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
729 MAPLE ST / PO BOX 100  
HILLSBORO MO 63050  
[WWW.JEFFCOMO.ORG](http://WWW.JEFFCOMO.ORG)

**BID #:** 17-0087

**Request for Proposal:** LEGAL SERVICES - ASSESSOR

**Date Issued:** 11-7-2017

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, DECEMBER 12, 2017, AT 2:00 P.M. LOCAL TIME.

**Specification Contact:**

**ROBERT BOYER**

Jefferson County, Missouri, Assessor

636-797-5397

rboyer@jeffcomo.org

— **LEGAL SERVICES - ASSESSOR**  
— **ORIGINAL** —

**Contract Contact:**

**VICKIE PRATT**

Department of Administrative Services

636-797-5380

**Mail (3) Three Complete Copies With Vendor And Proposal Information As Shown In Sample:**

SAMPLE ENVELOPE

*VENDOR NAME*

*VENDOR ADDRESS*

*CONTACT NUMBER*

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

*SEALED PROPOSAL: (PROPOSAL NAME)*

**Contract Term:**  
**upon approval by the County Council and County Executive**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Proposal, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor Information:**

<u>Harness Law Office, LLC</u>	<u>R. Scott Harness</u>	
<u>Company Name</u>	<u>Authorized Agent (Print)</u>	
<u>703 N Truman Blvd</u>	<u></u>	
<u>Address</u>	<u>Signature</u>	
<u>Crystal City MO 63019</u>	<u>Owner</u>	
<u>City/State/Zip Code</u>	<u>Title</u>	
<u>636-931-8900</u>	<u>12-11-17</u>	<u>26-3658715</u>
<u>Telephone #</u>	<u>Date</u>	<u>Tax ID #</u>
<u>rscott@harnesslawoffice.com</u>	<u>636-931-3899</u>	
<u>E-mail</u>		<u>Fax #</u>

**PRICING PAGE**  
**LEGAL SERVICES - ASSESSOR**

Funding limitations may require Jefferson County Government to perform part of the work outlined in the SCOPE OF SERVICES. An estimated break-down of the cost for each of the components of the scope is requested.

## **FEE PROPOSAL**

## TASKS

Hourly Rate or Flat Monthly Rate \$ 100.00  
Indicate X Hourly    Monthly

TOTAL \$ 100.00 / hour

**AUTHORIZED SIGNATURE**

*Must be signed by a person having the authority to contractually bind the business.*



Mark R. Johnson

12-8-2017  
Date

R. Scott Harness Owner/Manager  
*Print Name and Title*

MR

ORIGINAL



JEFFERSON COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
729 MAPLE ST / PO BOX 100  
HILLSBORO MO 63050  
[WWW.JEFFCOMO.ORG](http://WWW.JEFFCOMO.ORG)

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Contact:

**ROBERT BOYER**  
Jefferson County, Missouri, Assessor  
636-797-5397  
[rboyer@jeffcomo.org](mailto:rboyer@jeffcomo.org)

Contract  
Contact:

**VICKIE PRATT**  
Department of Administrative Services  
636-797-5380

Mail (3) Three  
Complete Copies  
With Vendor And  
Proposal  
Information As  
Shown In Sample:

Contract Term:  
upon approval by  
the County Council  
and County  
Executive

Vendor  
Information:

SAMPLE ENVELOPE

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	<b>DEPARTMENT OF THE COUNTY CLERK</b>
	<b>JEFFERSON COUNTY MISSOURI</b>
	<b>729 MAPLE ST / PO BOX 100</b>
	<b>HILLSBORO MO 63050-0100</b>

SEALED PROPOSAL: (PROPOSAL NAME)

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The Schnaare Law Firm, P.C. Stanley D. Schnaare

Company Name

321 Main St. PO Box 440

Authorized Agent (Print)

Signature

Address

Hillsboro, MO 63069

President

City/State/Zip Code

636-797-3355

Title

12/11/17 43-1458345

Telephone #

[schnaarelaw@sbcglobal.net](mailto:schnaarelaw@sbcglobal.net)

Date

Tax ID #

636-789-3354

E-mail

Fax #

- 6.2 An evaluation committee will review and rank all proposals individually on their technical merits and according to the criteria established in this RFP. The committee may contact respondents if any clarification is needed on the proposal. The evaluation committee shall be comprised of at least: The Jefferson County Assessor, County Counselor and the Contracts and Grants Manager.
- 6.3 The firm that provides the County with the most reliable and cost effective services based on the established evaluation criteria will be recommended to the Assessor and ultimately the County Council for approval.
- 6.4 All proposals will be reviewed independently by the selection committee and ranked on the basis of the criteria below.

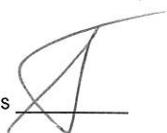
GRADING CRITERIA	POINTS
Firm's Credentials	20
Qualifications and previous Legal Services	20
Documented Results on Similar Jobs as Verified by References	30
Firm's capacity to effectively meet scope	10
Responsiveness to RFP	10
Cost Proposal	10

## 8. CONFLICT OF INTEREST

- 1.1 The Attorney and/or Firm has to agree that during their representation of the Assessor's Department that said attorney or firm or any member of said firm will not undertake any action against the County or any of its departments, divisions, employees or agents in a representative capacity and will not appear in opposition to any County action in a court of law or before a board and/or commission. Any appearance will be deemed an automatic conflict and the contract or Agreement herein will be subject to immediate cancellation. SEE THE ATTACHED EXCEPTIONS SHEET

## 9. COMPENSATION

- 1.1 The vendor shall provide a not-to-exceed annual fee for the services described herein. Any increases for subsequent renewal periods must be reflected in the cost proposal. The contractor must receive approval from County prior to performing any services outside of the Scope of Services in order to receive payment for the services.  
 PROPOSAL IS ESTIMATED ON A NOT TO EXCEED \$24,000.00  
 ANNUAL FEE - COUNTY IS ADVISED HOWEVER TO SEE THE  
 BIDDER'S "Billing Rates and Exceptions Sheet to Legal  
 Services"  
 AS THIS ANNUAL FEE MAY BE EXCEEDED IN THE EVENT OF  
 DEMAND FOR SERVICES.



## REVIEW AND SELECTION CRITERIA

All proposals submitted before deadline will be reviewed to determine compliance with the requirements of the RFP. Primary factors in the evaluation include, but will not necessarily be limited to:

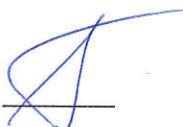
1. Demonstrated understanding of the scope of work as set forth in the RFP including Consultant's strategy for carrying out the needed work tasks to meet the goals. SEE ATTACHMENTS
2. Firm and staff's demonstrated qualifications and expertise regarding relevant experience with municipal clients. SEE ATTACHMENTS
3. The firm's present workload and demonstrated capacity to provide services in a professional manner and within approved timeline. SEE ATTACHMENTS
4. The firm's past record of performance, if any, with respect to quality of work and ability to deliver on goals, timelines and budget. SEE ATTACHMENTS
5. The quality, conciseness and completeness of the proposal. REFER TO WORK DONE FOR CIRCUIT CLERK
6. Project timeline.
7. Proposed fees.

Proposals will be evaluated based on criteria outlined in the RFP, interviews, and reference checks. An agreement will be negotiated with the Consultant whose qualifications would be most advantageous to the county, all factors considered. If an agreement cannot be reached with the top ranked Consultant, the county will then negotiate with the second ranked consultant.

## ESTIMATED SCHEDULE

The schedule is as follows:

County releases RFP	November 8, 2016
Responses due	December 12, 2017
Consultant Interviews (begin)	TBD (To Be Determined)
Contract awarded	TBD
Project start date, no later than	TBD
Draft Study due, no later than	TBD
Final Report due	TBD
Acceptance of Final Report	TBD



## EXCEPTION SHEET

If the item(s) and/or service(s) proposed in the response to this proposal is in any way different from that contained in this proposal, the proposer is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the proposer's offer is in total compliance with all aspects of the proposal.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

SEE THE "Billing Rates and Exceptions Sheet to Legal Services"  
ATTACHED WITH THIS BID.

A handwritten signature consisting of a stylized 'J' or 'L' shape followed by a horizontal line.

**PRICING PAGE**  
**LEGAL SERVICES - ASSESSOR**

Funding limitations may require Jefferson County Government to perform part of the work outlined in the SCOPE OF SERVICES. An estimated break-down of the cost for each of the components of the scope is requested.

**FEE PROPOSAL** SEE THE ATTACHED "Billing Rates and Exceptions Sheet" FOR DETAILS WHICH SHALL GOVERN.

## **TASKS**

Hourly Rate or Flat Monthly Rate \$ 2,000.00 for 10 hours credit

Indicate  Hourly  Monthly

TOTAL \$

**AUTHORIZED SIGNATURE**

*Must be signed by a person having the authority to contractually bind the business.*

John Palmer

December 11, 2017

*Date*

Stanley D. Schnaare, President

✓

**Billing Rates and Exceptions Sheet to Legal Services**  
**– Assessor’s Bid #17-0087 – 2017-2018**

- 1.) The Schnaare Law Firm, PC will provide legal services for a base monthly **flat** rate amount of \$2,000.00 for all work up to 10.0 hours in any month, all work more than 10.0 hours in any month shall be paid at \$250.00 per hour in 2018 and \$275.00 for 2019. In any month in which The Schnaare Law Firm, PC exceeds 10.0 hours of work, it will provide an hourly billing statement for that month.

The minimum hourly time segment shall be  $\frac{1}{4}$  hour and increase in  $\frac{1}{4}$  hour increments for the duration of the chargeable event.

The flat rate amount will be paid irrespective of the amount of time spent, unless the time exceeds 10.0 hours in any month. If the time accrued is less than the flat rate hourly amount, then the flat rate shall apply. Billing will begin in January. All bills will be paid within 30 days of invoice or interest at 10% APR shall apply until the bill is paid.

Bidder shall in addition be offered the opportunity to participate in statewide training programs for the assessor’s office when available, which participation time shall not be charged against the monthly hourly time, but which expenses shall be paid for by the assessor’s office for at least one representative of the Schnaare Law Firm PC.

- 2.) All costs of litigation or services provided, such as filing costs, deposition expenses, transcript expense and the like shall be borne by the County and are not considered fees as per this bid.
- 3.) Periodically Bidder retains the assistance of research subcontractors to perform research and drafting of legal documents and pleadings. These subcontractors report directly to the Bidder. Subcontractor time will be included in the time accumulation of the Bidder, pursuant to the terms of paragraph #1 above.
- 4.) The Schnaare Law Firm, PC will agree to not engage in any case which would conflict with its duties in support of the Assessor of Jefferson County, but The Schnaare Law Firm, PC reserves the right to practice in other areas where Jefferson County is the litigant (ie. Traffic violations, zoning changes). Jefferson County will agree to waive all other conflict in cases such as zoning applications and appeals, where there is no conflict with the representation with the Assessor’s office.
- 5.) The Schnaare Law Firm, PC carries professional liability insurance and has been approved to raise this level from \$500,000.00 to \$1,000,000.00 if the bid is accepted and that amount is specifically requested. However, The Schnaare Law Firm, PC believes that \$500,000.00 should be sufficient.
- 6.) All operations of this law firm are at 321 Main St., Hillsboro, MO 63050.
- 7.) See attachments at the end of bid for additional supporting documentation such as resumés, etc..

Bidder’s Initials

