

VILLAGE OF SULLIVAN

P.O. Box 6

SULLIVAN, WI 53178

PHONE: (262) 593-2388

FAX: (262) 593-2383

LEGAL SERVICES REQUEST FOR PROPOSAL

The Village of Sullivan is seeking proposals from qualified Attorneys to provide the highest quality of legal services at the best cost to our taxpayers. We are interested in a one-year commitment with the selected Attorney with re-appointment options.

Selection of the Attorney will be based upon the following criteria:

- The ability to meet all the requirements in the Request for Proposal
- The most reasonable cost aggregate cost to the Village for legal services
- The overall reputation
- Availability and response time

Services/Information Requested

Each Attorney shall complete a proposal letter, with any material they feel will better provide documentation of the services they offer.

If an applicant cannot meet a service requested, then the term “No Proposal” should be entered on the proposal letter after that service.

All Proposals must arrive by the due date in order to be considered. Bids will be opened on November 2, 2021 at our monthly board meeting at 6:00pm.

All Submitted proposals and information shall become public record upon their delivery.

Please submit the proposal along with any pertinent materials in a sealed envelope or package and bear the title “**Village of Sullivan Legal Services Sealed Bid**”, along with applicant’s name and address. The applicant shall return pertinent information by 4:30pm October 29, 2021 to the following Address:

Village of Sullivan
Attention: Village Clerk
P.O. Box 6
Sullivan, WI 53178

The Village of Sullivan reserves the right to reject any and all bids, waive any irregularities or informalities and select, in its opinion the best bid.

Outline of Services

In order to provide the highest quality of legal services at a reasonable cost to our taxpayers, services are not limited. The following information is to provide a synopsis of services the Village expects to receive.

The Village of Sullivan currently operates on a fiscally conservative Budget. The population of the Village is approximately 663.

Attendance at Board meetings is not required, but may be requested at various times throughout the year.

The Village also has two public works employees/wastewater plant operators, a Village Clerk/Treasurer, and a Deputy Clerk/Treasurer. The Village also has a volunteer paid on call fire department.

Services for Municipal Court (located in Oconomowoc) should be included in the bid form, but may or may not be utilized.

Any additional charges for copies, clerical staff, mileage, and a detailed analysis of the hourly charge should be included in all bids.

The Village of Sullivan at times may need assistance in various fields. A detailed description of services offered shall include but not be limited to; Labor Negotiations, Financial, Real Estate Transactions, Open Records, Ordinance drafting, Municipal Court, and overall Municipal operations.

Any memberships, appointments, specialized education, or previous experience with other Municipalities must be listed and fully described.