

Request for Proposals for the Judge and Presiding Officer of the City Court of St. Marys, Georgia

The City of St. Marys, Georgia is requesting proposals from qualified individuals interested in serving as the Judge and Presiding Officer of the City Court of St. Marys, Georgia. Sealed Proposals will be received in the office of Amy Peeples in the Finance Department at 418 Osborne Street, St. Marys, GA 31558 up to and until 2:00 PM on July 15, 2014. Proposals received after the above date and time or in any location other than the office stated above will be rejected. No proposal may be withdrawn after the closing time for the receipt of proposals for a period of sixty (60) days.

One (1) original and two (2) copies of the proposal package must be submitted in a SEALED envelope/package. The name of the respondent submitting a proposal must be clearly marked on the outside of the proposal package. The proposal package must be clearly labeled with the following information:

City of St. Marys
Attn: Amy Peeples
RFP for Judge and Presiding Officer of the City Court
418 Osborne Street
St. Marys, GA 31558

All proposals must include the following information:

- A. Resume
- B. Cover letter and statement of qualifications
- C. Georgia State Bar Numbers
- D. Three professional references with addresses and phone numbers
- E. Release allowing the City of St. Marys access to all GSBA disciplinary investigations and/or actions
- F. Monthly fee schedule

The Municipal Court Judge is the Presiding Judge of the City of St. Marys Municipal Court and presides over and adjudicates a variety of hearings and trials related to violations of City codes and certain State laws in accordance with established legal procedures as prescribed in Georgia State law and City of St. Marys Ordinances. The Municipal Court Judge imposes appropriate sentences and penalties as prescribed by law and communicates with other city, county and state criminal justice agencies.

The Municipal Court Judge is appointed by the City Council. The Judge is appointed for a term of four (4) years. No person shall be qualified or eligible to serve as a judge of the municipal court unless such person shall have attained the age of 21 years and shall be an active member in good standing of the State Bar of Georgia. The person selected must take an oath of office, be bondable and must be willing to be contacted nights and weekends. The Presiding Judge must comply with the Code of Judicial Conduct and be subject to ethics laws applicable to this office.

No assignment or transfer of the Contract or of any interest in the Contract shall be made by the Municipal Court Judge without the prior written consent of the City.

Copies of the complete Request for Proposal document may be obtained from Amy Peeples in the City of St. Marys Finance Department located at 418 Osborne Street, St. Marys, Georgia 31558. The documents may also be requested via email to amy.peeples@stmarysga.gov or by calling 912-510-4044. Street address, contact person, phone and fax number must be provided to ensure prompt delivery and notification of addenda.

Unauthorized contact regarding the proposal with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of St. Marys. Vendors should rely only on written statements.

The City will select the proposal that, in its sole discretion, is the most responsive and responsible proposal to the City. Each proposal will be scored independently by a selection committee. The evaluation and award criteria is explained in the proposal document. The City reserves the right to shortlist, interview and negotiate with vendors submitting proposals.

The City of St. Marys is not liable for any cost incurred by vendors in preparation of this proposal.

The City of St. Marys reserves the right to reject any or all bids, to waive informalities and to re-advertise, pursuant to federal and state law.