TOWN OF SANDY CREEK

REQUEST FOR PROPOSALS

NOTICE FOR AUDIT SERVICES

Request for Proposal Guidelines:

NOTICE IS HEREBY GIVEN; that the Town of Sandy Creek will receive Requests for Proposal (RFP) for Auditing Services. Proposals must be submitted to the Town of Sandy Creek Town Clerk’s Office, Attention: Tammy L. Miller, Town Clerk, 1992 Harwood Drive, P.O. Box 52, Sandy Creek, New York 13145. Proposals are due no later than 3:00 p.m. on October 11, 2023.

Any vendor submitting a proposal based on incomplete or inaccurate information resulting from documentation received from any third party shall not have cause for relief from award or completion of a contract in accordance with the official documents. The Town of Sandy Creek reserves the right to reject any or all proposals submitted in response to this RFP.

DEADLINE

October 11, 2023 at 3:00 p.m.

SUBMISSION

Firms interested in being considered shall submit two (2) copies of their qualifications and proposals to:

Town of Sandy Creek

Attn: Tammy L. Miller, Town Clerk

1992 Harwood Drive

P.O. Box 52

Sandy Creek, New York 13145

CONTACT

Questions regarding this RFP may be directed to:

Tammy L. Miller, Town Clerk

(315) 387-5456, ext. 6

sctownclerk@frontiernet.net

INSTRUCTIONS TO VENDORS

1. Read all documents contained in the RFP specifications
2. Questions about or clarifications to the technical specifications must be made in writing or verified email to Tammy L. Miller, Town Clerk: sctownclerk@frontiernet.net. Such questions must be received three (3) working days prior to the RFP opening date unless indicated.
3. Vendors shall indicate on the outside of their sealed RFP the following information:
	1. Title of RFP – Town of Sandy Creek Auditing Services RFP
	2. Due Date and Time – October 11, 2023 at 3:00 p.m.
	3. Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The only forms necessary to be submitted with your proposal are the following:

1. The proposal form, filled out completely.
2. Indemnification form signed.
3. Insurance certificate or letter or intent showing insurability.
4. References per specifications.

METHOD OF AWARD

General Information: The award, if any will be made after consideration by the Town of Sandy Creek Town Board. All successful vendors shall be notified by the Town Clerk or any contracts they have been awarded. Notice of awards shall be in the form of a copy of the resolution awarded by the Town of Sandy Creek Town Board. Unsuccessful vendors shall not be informed.

Term of Contract: Any contract resulting from this RFP shall be for a one-time project.

RFP FORM RESPONSES

When filling out the proposal form, be certain that:

1. All blanks are filled in with the requested information.
2. All forms are “signature” signed in blue ink.
3. All areas requiring a price are to be filled in as follows:
	1. Supply a numerical price for all products or services to be provided.
	2. The words: NO RFP: if you are not interested in or unable to perform any particular portion of the proposal.

SPECIFICATIONS

The Towns of Richland and Sandy Creek have partnered for two water projects.  The Eastern Shore Water System was the first joint project, Sandy Creek’s Water District #1 and Richland’s #3.  This $14 million project provided public water to approximately 1,540 people through 930 service connections. Since the majority of the 40 miles of water main was in the Town of Sandy Creek, Sandy Creek served as the lead agency administering the project by managing most of the paperwork and financing.  The Town of Richland provides the public drinking water through numerous wells that they own.  The Town of Sandy Creek holds the 30-year 0% interest loan on this project. This project won the CNY APWA 2014 environmental project of the year award.

The second project that the Town of Sandy Creek is completing now is the $16.9 million Richland-Sandy Creek Joint Water Project, Sandy Creek’s Water District #3 and Richland’s Water District #5.  The two towns partnered to install 33 miles of water main and 767 services to provide public drinking water to 2,000 more residents.  This project was funded by a $3 million NYS EFC WIIA grant, a $2.5 million USDA RD grant, and NYS EFC 30-year hardship funding at 0% interest.  Again, Sandy Creek is lead agency and will hold the loan and Richland will provide the public drinking water.

Recently, the Town of Richland increased their price to the Town of Sandy Creek for the sale of water by 125% without being able to provide any supporting documentation for such increase. The Town Board of the Town of Sandy Creek desires a full audit of the records to determine the actual cost for the Town of Richland to provide water to the Town of Sandy Creek’s two water districts.

Under two separate intermunicipal agreements, the determination of the number of equivalent dwelling units in each Town, the Uniform Equivalent Dwelling Unit Charge, each municipality’s portion of the total annual costs as any other applicable costs incurred by each Town and the surplus or deficit applicable to the Project shall be audited by an independent party agreed to in writing by all Municipalities party to this agreement. Such audit shall be undertaken at the written request of the Town Board of any of the Municipalities pursuant to a resolution of the Board. The cost of said audit shall be an applicable annual cost which shall be incorporated into the determination of the Uniform Equivalent Dwelling Unit Charge.

AUDIT SERVICES – PROPOSAL FORM

PROPOSAL FORM RFP to be received on October 11, 2023 by 3:00 p.m. at the Town of Sandy Creek Town Clerk’s Office, 1992 Harwood Drive, PO Box 52 Sandy Creek, New York 13145-0052.

Proposals must be submitted in a sealed envelope, plainly marked as to its contents. Required is one (1) original hard copy proposal, and one (1) electronic copy.

The Town reserves the right to reject any or all proposals. The undersigned proposes to furnish the following, in accordance with the Specifications contained herein.

NAME OF FIRM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of Representative)

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Print Name)

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FEDERAL TAX ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: By signing and submitting this proposal for consideration by the Town of Sandy Creek Town Board, the vendor acknowledges that they have read, understood and agree to all aspects of specifications as presented without reservation or alteration. Proposals containing exceptions shall be deemed non-responsive by the Town Board and will not be considered for award.

PROPOSED PRICING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INDEMNIFICATION AGREEMENT

THE CONTRACTOR AGREES:

1. That except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the Town, the Contractor agrees to indemnify and hold harmless the Town of Sandy Creek, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney’s fees or loss arising directly or indirectly out of the performance or failure to perform hereunder by the Contractor or third parties under the direction or control of the Contractor; and
2. To provide defense for and defend, at its sole expense, any and all claims, demands or clauses of action directly or indirectly arising out of the Agreement and to bear all other costs and expenses related thereto.

AUTHORIZED SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: