



Patricia A. Peshka  
Purchasing Agent

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Mayor

**City of Warwick**  
Purchasing Division  
3275 Post Road  
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The following notice is to appear on the City of Warwick's website Wednesday, November 8, 2017. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK  
PROPOSALS REQUESTED FOR**

**RFP2018-207 CPA Consulting Services for City Council**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Wednesday, November 8, 2017. Please note that our offices will be closed on Friday, November 10, 2017. We will also be closing at noon on Wednesday, November 22, 2017 and re-opening on Monday, November 27, 2017 at 8:30 AM.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Tuesday, November 28, 2017. The bids will be opened publicly commencing at 11:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive proposal price. Please note that no proposals can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the proposal opening date.

Patricia A. Peshka  
Purchasing Agent

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL**

**Acknowledgement of Addendum (if applicable)**

<b>Addendum Number</b>	<b>Signature of Bidder</b>
_____	_____
_____	_____

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

COMPANY ADDRESS: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

BIDDER'S SIGNATURE: \_\_\_\_\_

BIDDER'S NAME (PRINT): \_\_\_\_\_

TITLE: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\*

\*Please include your email address. Future proposals will be emailed, unless otherwise noted.

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**II. AWARD AND CONTRACT:**

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above proposal and hereby enters into a contract with the above party to pay the proposal price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: \_\_\_\_\_  
RFP2018-207

\_\_\_\_\_  
Purchasing Agent

**CERTIFICATION & WARRANT FORM\***

**This form must be completed and submitted with sealed bid.  
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statues, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**\*This form cannot be altered in any way**

**CITY OF WARWICK  
NOTICE TO BIDDERS**

**RFP2018-207 CPA Consulting Services for City Council**

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Proposals received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified. No proposals shall be accepted via facsimile or email.

The opening of proposals shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any proposals on that item has been opened, no other proposals on that item will be accepted and any such proposal shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a proposal thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the proposal or has participated in contract negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for proposals, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals should be submitted with one (1) original and three (3) copies in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP2018-207 CPA Consulting Services for City Council."

Should you have any questions, please contact Council President Joseph Solomon at 401-739-2291 or 401-739-5100.

All proposals should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Negligence on the part of the bidder in preparing the proposal confers no rights for the withdrawal of the proposal after it is open.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the proposal will deviate from specifications.

The IRS Form W-9 available on [www.warwickri.gov](http://www.warwickri.gov) should be completed and submitted with the proposal if the bidder falls under IRS requirements to file this form.

The successful bidder must provide the City of Warwick with an original **Certificate of Insurance** or Professional Liability Errors and Omissions in a minimum amount of \$1 million. The certificate of insurance must name the **City of Warwick as the additional insured** and so stated on the certificate with the proposal name and proposal number. It is the vendor's responsibility to provide the City of Warwick with an updated certificate of insurance upon expiration of the original certificate.

For a bid to be awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Purchasing Agent a **Certificate of Good Standing** from **The Rhode Island Secretary of State** dated no more than thirty (30) days prior to the date upon which the bid approval was made. **Please note that no other State's Certificate of Good Standing will be accepted.**

The successful bidder will provide said **Certificate of Insurance** and **State of Rhode Island's Certificate of Good Standing** (if required) within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm one (1) year from date of award. Term contracts may be extended for one (1) additional year, same term and conditions, renewal option upon mutual agreement unless otherwise stated.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The Purchasing Agent reserves the right to reject any and all proposals, to waive any minor deviations or informalities in the proposals received, and to accept the proposal deemed most favorable to the interest of the City.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City Council shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents proposal or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City Council shall be entitled to recover from the respondent any losses, damages or costs incurred by the City Council as a result of such failure or refusal.

The City Council reserves the right to rescind award for non-compliance to proposal specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

## **CPA Consulting Services for City Council**

### **I. SCOPE OF SERVICES**

The successful bidder(s) selected through this RFP will be required to provide the following services:

Analyze and interpret financial information provided by the City Council and its Finance Committee, as it pertains to the City Council's finances, on an as needed basis.

Prepare written reports to support bidder's conclusion.

The successful bidder(s) will report to the City Council President directly, and will submit all reports, communications, and work product, which will also be disseminated to the entire City Council by the City Council President.

These reports will be used only in connection with the referenced matter and will not be published or used in any other manner without the successful bidder(s) written consent.

All work papers or other documents used by the successful bidder(s) during this engagement are to be maintained in segregated files, and such originals and all copies will be returned to the City Council upon completion of services.

### **II. FEES**

Respondents should submit a comprehensive cost proposal that would include all of the above services. If there are any additional fees required above the cost proposal as submitted, responders must list those fees separately, as well as the estimated cost of such additional fees.

### **III. TERM**

The term of the City Council's CPA consultant contract is to be held firm one (1) year from date of award. Term contracts may be extended for one (1) additional year, same term and conditions, renewal option upon mutual agreement, unless otherwise stated.

### **IV. QUALIFICATIONS AND STABILITY OF THE FIRM**

The Responding firm should have a minimum of ten (10) years of experience in accounting auditing consulting, and at least five (5) years of experience in consulting for a minimum of three (3) other Rhode Island municipalities. Responders must provide a list of other municipalities in the state of Rhode Island for whom they have performed similar services.

**V. QUALIFICATION – EXPERIENCE OF THE CONSULTANTS**

The principal individual consultants who would be assigned to handle the City Council’s needs should have at least ten (10) years of experience as an accounting auditing consultant with a minimum of five (5) years of experience with Rhode Island municipalities. Responders must provide resumes of the principal individual consultants who would be assigned to the City Council. These individuals should provide a listing of other engagements where services of the kind sought in this RFP were performed. Such listing should also provide the names of contact persons who supervised such engagements.

**VI. EVALUATION, REVIEW, SELECTION AND AWARD PROCESS**

**a. Evaluation of Responders**

The weight given in evaluating Responders shall be as follows:

Stability of the Firm —	20%
Experience of the Principals assigned to Warwick —	20%
Other Qualifications —	20%
Cost —	40%

**b. Review and Evaluation**

An individual or a committee will be assigned to review and evaluate all RFPs submitted. Said individual or committee shall make a recommendation to the City Council based upon the evaluation criteria set forth herein.

**c. Selection**

The City Council will make the selection of the successful bidder based upon what best meets the needs of the City Council. The City Council also reserves the right to reject all proposals.



**CITY OF WARWICK**

**PROPOSAL AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** RFP2018-207 CPA Consulting Services for City Council

**I. PROPOSAL:**

WHEREAS, the CITY OF WARWICK has duly asked for proposals for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the proposal price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this proposal or another proposal on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the proposal into a contract. This proposal and contract shall be secured by Bonds, if required by the specifications.

Responders shall use the following chart to present the costs of their proposal. Please attach additional information if needed for pricing.

<b>Description</b>	<b>Bid</b>
Cost for these services as outlined in this RFP (Section I)	\$
Any Additional Costs (if applicable)	\$
Total Cost	\$