

City of San Luis REQUEST FOR PROPOSALS

SOLICITATION FOR: Professional Audit Services

SOLICITATION NO.: 2016-AU

CLOSING DATE AND TIME: 3:00 P.M. THURSDAY MARCH 10, 2016

WHERE TO SUBMIT PROPOSALS (“OFFERS”): Offers shall be submitted prior to the Closing Date and Time in a sealed envelope as addressed below:

Attention: City Clerk
SEALED OFFER: Solicitation No. 2016-AU for Professional Audit Services
Closing Date and Time: 3:00 P.M. THURSDAY MARCH 10, 2016
City of San Luis,
Office of the City Clerk
1090 E. Union Street
San Luis, AZ 85349

CITY NEEDS: The City is seeking to acquire Professional Audit Services for our Finance Department.

INFORMATION: The Solicitation and all related materials and any addenda may be downloaded from the City Website, <http://www.cityofsanluis.org/>

Katie St. Louis, Finance Director, Telephone No. :(928) 341-8520, Facsimile No.: (928) 341-8539, Email Address: kstlouis@cityofsanluis.org.

QUESTIONS: Any questions must be received by the Finance Director via telephone, email, or facsimile at least eight (8) calendar days prior to the Closing Date and Time.

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INSTRUCTIONS

INSTRUCTIONS IN GENERAL

DUE DILIGENCE: It is your responsibility to examine the entire Solicitation prior to completing your offer, including the form of contract, City of San Luis Standard Terms and Conditions and Special Terms and Conditions.

INSPECTION OF WORK SITE: Before submitting an offer, you are required to inspect the work location referenced in the Solicitation and notify the Finance Director if you believe the work sites or conditions do not match the description found in the Solicitation.

DISABILITIES: A person with a disability may request a reasonable accommodation in the Solicitation process by contacting the Finance Director as early as possible to allow time to arrange the accommodation.

SUBMITTAL OF OFFER: The outer envelope in which proposals are tendered should be marked "Audit Proposal"

Attention: City Clerk
SEALED OFFER: Solicitation No. 2016-AU for Professional Audit Services
Closing Date and Time: 3:00 P.M. THURSDAY MARCH 10, 2016
City of San Luis,
Office of the City Clerk
1090 E. Union Street
San Luis, AZ 85349

Six (6) copies of the proposal are required, not to be opened until after the final submission date and hour noted above. Submit your offer by mail or hand deliver to the address as labeled (Note. U.S. Postal does not deliver to the physical address). Offers submitted by fax, email, telegraph or mailgram will not be considered.

COST OF OFFER: You are responsible for all costs related to preparation and submittal of an offer. The City will not reimburse any such costs.

LATE OFFERS: Late offers shall not be accepted. The City will return any late offers.

WITHDRAWAL OF OFFERS: You may withdraw an offer before the Closing Date and Time. A withdrawal must be signed by the firm's authorized representative and submitted to the Finance Director by hand delivery or mail.

OFFER ACCEPTANCE PERIOD: An offer made in response to this Solicitation shall be valid and irrevocable for ninety (90) days after the Closing Date and Time.

QUESTIONS: If you have any questions about this Solicitation, contact the Finance Director. **The City will only respond to questions at least eight (8) calendar days before the Closing Date and Time.** The Finance Director may require you to submit any question in writing. Any question shall refer to the Solicitation number, page and paragraph number in question. The City **will not** be responsible if you adjust your offer based on any verbal statements made by employees or officers of the City, particularly if such statements conflict with the Solicitation. You may request the Finance Director to issue an addendum to the Solicitation.

ADDENDA: The City will issue any interpretation or correction of the Solicitation only by written addendum and a copy of each addendum will be mailed, faxed or delivered **only to those firms who have returned an Acknowledgment of Receipt (form).** Submit this form immediately. Addenda will also be posted on the City website.

RETURN OF SIGNED ADDENDA: You are required to sign and return each Addendum along with your offer. Failure to return a signed copy of each Addendum shall result in rejection of the offer.

IMPROPER CONTACT WITH CITY EMPLOYEES: All firms submitting an offer (including the firm's employees, representatives, agents, lobbyists, attorneys, and subcontractors) will refrain from direct or indirect contact for the purpose of influencing or creating bias in the evaluation/selection process with any person who may play a part in the evaluation/selection process. This includes but is not limited to the evaluation committee, City Council Members, City Manager, Assistant to City Manager, Department Directors or other staff ("City Staff"). This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process. Firm is responsible for bringing all questions and concerns to the Finance Director identified on Page One of this document. A firm may be disqualified if the firm: (a) contacts a quorum of the Council or contributes to an open meeting law violation; (b) offers political support or gratuities in exchange for approval or support of firm's offer; (c) obtains information from City Staff not available to other firms which may result in an unfair advantage in the competitive procurement process and fails to notify Finance Director of this fact within 48 hours thereafter; or (d) engages in any other egregious conduct.

PROCUREMENT PROCESS: The City's procurement process is described in the City Code Manual, which can be accessed at <http://www.cityofsanluis.org/> under Codes. It is not required, but firm may wish to review this manual. The Solicitation is intended to provide all relevant information related to the procurement so that you may submit an offer. In the event of any conflict, the procedure outlined in this solicitation will be followed or the conflict will be resolved by an Addendum.

FORM OF CONTRACT: The City's proposed form of contract is attached. The final form of contract will be conformed to match this Solicitation prior to contract award.

INSURANCE: The City's insurance requirements are attached. The insurance requirements are an explicit part of the Solicitation and any resulting contract with the City.

SPECIAL TERMS AND CONDITIONS: The City of San Luis Special Terms and Conditions (in Scope of Work) are an explicit part of the Solicitation and any resulting contract with the City.

EXCEPTIONS: You may request changes to the form of contract, insurance or any terms and conditions as part of your offer. (Use the Exceptions form)

CONTRACT WITH CITY

CHANGES TO CONTRACT AFTER CONTRACT AWARD: Requests to change the contract after contract award, including but not limited to changes to insurance may be rejected by the City. The contract shall not be modified within the first year after contract award where: (a) an amendment may result in a competitive advantage that was not made available to other firms; (b) requests for changes may delay commencement of performance.

FINANCIAL AND TAX CONSIDERATIONS FOR OFFER

QUANTITIES: Unless the Solicitation states otherwise (in the Scope of Work or Special Terms and Conditions), the contract will be non-exclusive, and the City makes no guarantees as to the quantities of services to be received from a firm.

PARTIAL AWARD: The City reserves the right to make multiple awards or to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.

ALL CHARGES: The offer should separately list all applicable fees and charges. The failure to include such information may cause the City to consider the offer as non-responsive or non-responsible.

UNIT PRICES: Please check all maths prior to submittal of your offer. If the offer unit prices do not correspond with the multiplied subtotal or total, the unit price shall prevail unless there is an obvious clerical error in the unit price.

PAYMENT: The City's standard form of contract provides that payment will be made within 30 days following receipt and acceptance of service and a correct invoice.

EVALUATION OF OFFER AND CONTRACT AWARD

PROPOSAL MOST ADVANTAGEOUS TO THE CITY: The City will award a contract to a responsible and responsive firm whose offer is the most satisfactory and advantageous to the City based on the Evaluation Criteria set forth in the Solicitation.

RESPONSIBILITY: In evaluating responsibility, the City may consider all matters related to the firm's ability to perform the contract satisfactorily as further described in Article 36.04 of the City's Procurement Code Manual.

The responsibility criteria include:

1. The audit firm's capacity to do the work, including adequate finances, equipment, facilities, employees and competing commitments;
2. The competency and responsibility of the firm's proposed subcontractors;
3. The firm's experience in performing similar work;
4. The firm's integrity and record of performance:
 - a. Positive factors include but are not limited to timely completion within budget, quality of work, prompt resolution of problems, good working relationships and the ability to resolve disputes without litigation;
 - b. Negative factors include but are not limited to past contract terminations or deductions due to failure to perform; termination for cause due to breach; failure to comply with the contract; documented poor performance; customer complaints and/or negative references; unresolved disputes with project owners or subcontractors; and litigation without merit. In addition, any of the grounds set forth in Title 41 Article 9-2613 of the Arizona Revised Statutes for suspension or debarment may be considered.

5. The firm is qualified legally to contract with the City;
 6. Whether the firm has truthfully supplied all information concerning its responsibility requested by the Finance Director; and
 7. Whether the firm holds any required and active valid State of Arizona license(s) to conduct business or to perform the work proposed.
 8. Any other evaluation criteria listed in the solicitation. Examples of other evaluation criteria include but are not limited to: requirement of a balanced bid, requirement that the bid or proposal identify the percentage and cost of work that each subcontractor will perform and a cap on the total project value that can be completed by subcontractors, or requirement that no work shall be subcontracted.
- Any single factor or combination of factors may be grounds for disqualification.

EVALUATION CRITERIA:

All responsive proposals shall be evaluated by the Proposal Evaluation Committee using the weighting and criteria listed below. The recommendation will be made for contract award to the responsible proposer whose proposal is determined to be the most advantageous to the City when applying the following criteria and weighting.

- | | |
|---|-----------|
| A. Firm Expertise and Key Staff Experience | 35 points |
| B. Specific Audit Approach | 35 points |
| C. Pricing | 20 points |
| D. Other Service, Exceptions and References | 10 points |
- Total Possible Points: 100 points**

Oral Presentations

After all proposals have been evaluated, the City's evaluation committee may require representatives of one or more of the Proposer's to appear before the committee in San Luis, Arizona, for the purpose of making a final evaluation and recommendation.

PROPOSAL CONTENTS:

A. Firm Expertise and Key Staff Experience-(Maximum 35 points)

1. Independence

The firm should provide an affirmative statement that it is independent of the City as defined by generally accepted auditing standards and the U.S. Government Accountability Office's *Government Auditing Standards* 2011 Revision.

The firm also should provide an affirmative statement that it is independent of all component units of the City as defined by those same standards.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the City or any of its component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City Finance Director written notice of any professional relationships entered into during the period of this agreement.

2. License to Practice in Arizona

An affirmative statement shall be included that the firm and all assigned key professional staff are properly registered as Certified Public Accountants with the Arizona State Board of Accountancy.

3. Firm Qualifications and Experience

The proposer shall state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full time and on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk or field reviews of its audits during the past three (3) years, such as those submitted for review to the Arizona Auditor General. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

4. Partner, Supervisory and Staff Qualifications and Experience

The proposer shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who will be assigned to the engagement. Indicate whether each person is registered as a Certified Public Accountant in Arizona. Provide information on each person's government auditing experience, relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

The proposer shall provide as much information as possible regarding the number, qualifications, experience and relevant training of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

The City prefers to have an ongoing working relationship that involves the same key positions managing the audit annually to assure consistency. Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City. However, the City retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the City. The City retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

5. Similar Engagements with Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

Provide a reference list of three (3) current and/or former clients that the City may contact regarding proposer's performance. List shall include the contact name, city/agency, address, phone number and description of the work performed. However, the City is not limited to this list. (Use References Form)

B. Specific Audit Approach-(Maximum 35 points)

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in this Request for Proposals. In developing the work plan, refer to such sources of information as the City's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on the audit approach:

- a. Proposed segmentation of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement. Please note that the City requires an audit supervisor to be on-site any time staff auditors are working.
- c. Sample size and the extent to which statistical sampling is to be used in the engagement.
- d. Extent to which software will be used to test the City's financial systems during the engagement.
- e. Type and extent of analytical procedures to be used in the engagement.
- f. Approach to be taken to gain and document an understanding of the City's internal control structure.
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- h. Approach to be taken in drawing audit samples for tests of compliance.
- i. Areas/departments that will be subject to compliance and substantive sampling.
- j. The proposal shall indicate how the audit approach will differ, if applicable, in the second and subsequent years of the engagement regarding the planned staff level, sample sizes, test work, sampling techniques, and other aspects of the engagement.

- k. The proposal shall identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

C. Pricing-See Offer Form (Page 15)- (Maximum 20 points)

D. Other Services, Exceptions and References-(Maximum 10 points)

As part of the commitment to provide services above the annual audit, the City is interested in additional services your firm may have to offer. This could include (not limited to) items such as education and training opportunities, newsletters, and involvement in professional organizations. Please provide information regarding these additional services and if there are any cost/fees related to these services.

EVALUATION PROCESS: The City of San Luis's evaluation committee will review the initial offers and score them according to the Evaluation Criteria. The committee will then:

- a. Engage in discussions with highest scoring firm. If the parties are unable to reach an agreement, the evaluation committee may engage in discussions with the second-highest scoring firm.

Or

- b. Engage in discussions with the highest scoring firms ("short list"). Following such discussions, the City may request such firms to make "best and final" offers.

PURPOSE OF DISCUSSIONS: The purpose of discussions with a firm shall be to:

- a. Determine in greater detail such firm's qualifications;
- b. Explore with the firm the scope and nature of the project, the firm's proposed presented approach, the relative utility of alternate methods of approach and method of performance;
- c. Determine that the firm will make available the necessary personnel and facilities to perform within the required time;
- d. Agree upon compensation which is fair and reasonable, taking into account the value of the estimated value of the required services, the scope and complexity of the proposed project and natures of such services.

In conducting discussions, there shall be no disclosure of any information derived from offers submitted by competing firms.

REVISIONS TO OFFERS: If the City calls for "best and final" offers, those firms will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of offers prior to contract award.

FINANCIAL STATUS: If requested by the City following the Closing Date and Time, you must provide a current audited financial statement, a current audited financial report, or a copy of a current federal income tax return. Failure or refusal to provide this information within five (5) business days after

communication of the request by the City shall be sufficient grounds for the City to reject an offer, and/or to declare the offer as non-responsive or non-responsible.

REQUESTS FOR ADDITIONAL INFORMATION: After the Closing Date and Time, the City may request the firm to provide additional information related to the offer. Failure to provide this information within five (5) business days after communication of the request by the City will be grounds for the City to reject an offer, and/or to declare the offer as non-responsive or non-responsible.

RESERVATION OF RIGHTS: The City reserves the right to reject any and all offers, or any part thereof. The City reserves the right to accept any offer in whole or in part, or any line item, and to award a contract for services of the same. The City reserves the right to waive any clerical error or nonmaterial defect in the offer when it is deemed to be in the City's best interest. The City reserves the right to cancel or reissue a Solicitation.

NOTICE OF PROPOSED CONTRACT AWARD OR RECOMMENDATION: All firms will receive an email notifying them of the City's proposed contract award or recommendation to reject all offers. This notice will be posted as part of the agenda for the regular meeting of the City Council, on the City website. The agenda is typically posted at least one (1) week prior to the Council Meeting.

PUBLIC RECORDS: Offers received by the City are available for public inspection after a contract has been awarded, subject to any confidentiality restrictions.

PROTESTS: If you wish to protest the Solicitation, a protest shall be in writing and shall be personally delivered or served upon the City Finance Director. A protest related to the Solicitation (such as specifications, requirements, or scope) shall be received by the City Finance Department before the Closing Date and Time. A protest of a proposed award or of an award shall be personally delivered or served upon the City Finance Director within ten (10) days after the protester knows or should have known the basis of the protest. A protest shall include:

- a. The name, address and telephone number of the protester;
- b. The signature of the protester or its representative;
- c. Identification of the solicitation or contract number;
- d. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- e. The form of relief requested.

OFFER FORMAT

QUALITY OF OFFER: The City will evaluate the quality of the offer as evidence of your qualifications and competence. The offer should be: (1) complete, (2) thorough, (3) accurate, (4) comply with Solicitation instructions, (5) organized, and (6) concise.

PAGE LIMIT: The offer **shall not exceed a total of 20 pages front and back**, except the Cover, Cover Letter, and City Forms will not be counted in the page limit. Any pages attached to the City Forms shall be counted toward the page limit. The City may reject an offer that exceeds the page limit as non-responsive.

NUMBER OF COPIES: Submit **SIX (6) copies** of your offer.

MATERIALS USED FOR OFFER: The offer must be submitted in packaging/packing materials that meet at least one of, and preferable all of the following criteria: (a) Made from 100% post-consumer recycled materials; (b) Non-toxic; (c) Bio-degradable; (d) Reusable; (e) Recyclable. All six (6) copies should be printed on recycled paper (minimum 50% post-consumer waste) and printed double-sided.

OFFER FORMAT:

Cover:

The cover should contain the following:

- Solicitation Number
- Solicitation Name
- Closing Date and Time
- Company name (and logo if desired)
- Other information/graphics as desired

Tabbed Sections of Binder:

A. Cover Letter (1 page)

B. Firm Expertise and Key Staff Experience

C. Specific Audit Approach

D. Pricing-See Offer Form Page 15

E. Other Services, Exceptions and References

F. Offer (form) (attach proposed costs/pricing/fees)

G. Firm Questionnaire (form) (attach copies of licenses)

H. References (form)

I. Acknowledgement of Receipt of Addenda (form) (attach all Addenda)

J. Exceptions (form) (attach information)

K. Confidential Materials (form)

L. Cooperative Service (form)

M. Disclosure (form); Declaration Related to Solvency (form); Declaration Related to Gratuities (form); Declaration of Non-Collusion (form) (attach explanations)

All completed forms must be submitted with offer

ACKNOWLEDGMENT OF RECEIPT OF SOLICITATION AND REQUEST FOR ADDENDA (FORM)

SOLICITATION FOR: Professional Audit Services

SOLICITATION NO.: 2016-AU

CLOSING DATE AND TIME: 3:00 P.M. Thursday MARCH 10, 2016

Please complete this form and return it to the City Finance Director via facsimile at (928) 341-8549 or mail it to the Finance Director at the address listed above to acknowledge your receipt of this Solicitation and to receive notification of any addenda or responses to questions regarding this Solicitation.

Firm Name:

Name / Title of Contact:

Address:

Phone #: ()

Fax #: ()

E-Mail Address: _____

Signature:

Date:

NO RESPONSE (FORM)

SOLICITATION FOR: Professional Audit Services

SOLICITATION NO.: 2016-AU

CLOSING DATE AND TIME: 3:00 P.M. Thursday MARCH 10, 2016

If you are not responding to this Solicitation, please complete and return this form to the Finance Director at the address listed above or fax to (928) 341-8549.

Firm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Reason for NO OFFER:

Do not provide the materials or services requested

Unable to respond due to current staff availability and/or business conditions:

Insufficient time

Unable to meet terms, conditions, specifications or requirements as described within the solicitation due to:

Other: _____

This *NO OFFER* response is authorized by: _____

Signature

Title

Please check one: Retain our company on the mailing list for future solicitations.

 Please remove our company from the mailing list.

 Please remove our company from this commodity or service only.

OFFER FORM

TO THE CITY OF SAN LUIS:

The undersigned Firm hereby offers and agrees to furnish materials and/or services in compliance with the Solicitation, including the Addenda, and as described in this offer made to the City.

Signature _____

Title _____

Printed Name _____

Date _____

SUMMARY OF PROFESSIONAL FEES

TOTAL ALL-INCLUSIVE MAXIMUM CONTRACT PRICE

FOR THE YEARS ENDED JUNE 30, 2016 THROUGH JUNE 30, 2020

June 30, 2016 \$ _____

June 30, 2017 \$ _____

June 30, 2018 \$ _____

June 30, 2019 \$ _____

June 30, 2020 \$ _____

SCHEDULE OF PROFESSIONAL FEES
COMBINING SCHEDULE – ALL STAFF CHARGES
FOR THE YEAR ENDED JUNE 30, 2016

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partner	_____	_____	_____	_____
	\$	\$	\$	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____
Subtotal	_____	_____	_____	\$ _____
Out of pocket expenses:				_____
Meals and Lodging				_____
Transportation				_____
Other (Specify)				_____
Pricing for Additional/Optional Services				_____
Total all inclusive maximum contract price for the year ended June 30, 2016				_____

SCHEDULE OF PROFESSIONAL FEES
COMBINING SCHEDULE – ALL STAFF CHARGES
FOR THE YEAR ENDED JUNE 30, 2017

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partner	_____	\$ _____	\$ _____	\$ _____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____
	_____	_____	_____	_____
Subtotal	_____			\$ _____
Out of pocket expenses:				_____
Meals and Lodging				_____
Transportation				_____
Other (Specify)				_____
Pricing for Additional/Optional Services				_____
Total all inclusive maximum contract price for the year ended June 30, 2017				_____

SCHEDULE OF PROFESSIONAL FEES
COMBINING SCHEDULE – ALL STAFF CHARGES
FOR THE YEAR ENDED JUNE 30, 2018

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partner	_____	\$ _____	\$ _____	\$ _____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____
	_____	_____	_____	_____
Subtotal	_____			\$ _____
Out of pocket expenses				_____
Meals and Lodging				_____
Transportation				_____
Other (Specify)				_____
Pricing for Additional/Optional Services				_____
Total all inclusive maximum contract price for the year ended June 30, 2018				_____

SCHEDULE OF PROFESSIONAL FEES
COMBINING SCHEDULE – ALL STAFF CHARGES
FOR THE YEAR ENDED JUNE 30, 2019

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partner	_____	\$ _____	\$ _____	\$ _____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____
	_____	_____	_____	_____
Subtotal	_____			\$ _____
Out of pocket expenses:				_____
Meals and Lodging				_____
Transportation				_____
Other (Specify)				_____
Pricing for Additional/Optional Services				_____
Total all inclusive maximum contract price for the year ended June 30, 2019				_____

SCHEDULE OF PROFESSIONAL FEES
COMBINING SCHEDULE – ALL STAFF CHARGES
FOR THE YEAR ENDED JUNE 30, 2020

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partner	_____	\$ _____	\$ _____	\$ _____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____
Subtotal	_____	_____	_____	\$ _____
Out of pocket expenses	_____	_____	_____	_____
Meals and Lodging	_____	_____	_____	_____
Transportation	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____
Pricing for Additional/Optional Services	_____	_____	_____	_____
Total all inclusive maximum contract price for the year ended June 30, 2020	_____	_____	_____	_____

FIRM QUESTIONNAIRE (FORM)

Firm:

Company Name: _____

Doing Business As (if different than above): _____

Address: _____

City: _____ State: _____ Zip: _____ -

Phone: _____ Fax: _____

E-Mail Address: _____ Website: _____

Taxpayer Identification Number: _____

Mailing Address (if different than above): _____

Address: _____

City: _____ State: _____ Zip: _____ -

Firm Contact for Questions about Offer:

Name: _____ Fax: _____

Phone: _____ E-Mail Address: _____

Other Licenses (list any existing licenses you have required for work, e.g. Arizona Registrar of Contractor licenses, and attach copies):

Insurance (who will provide required coverages):

Insurance Company Name _____ .

Contact & Phone Number _____

Subcontractors:

List any subcontractors to be utilized, if any.

REFERENCES (FORM)

REFERENCES. Please submit at least three (3) and no more than five (5) references for contracts your company has performed in the last five (5) years demonstrating your experience with providing materials and/or services comparable to the Solicitation. Include sufficient detail for the City to evaluate your experience. You should include the name, title, and telephone number of both the current project owner and the project owner at time of work.

Firm/Government Agency Name:	
Contact Person:	Phone:
Title:	Fax:
Address:	E-Mail Address:
	Reason for Selecting as Reference:
Project Date, Size, Complexity, Scope and Duration:	
Firm/Government Agency Name:	
Contact Person:	Phone:
Title:	Fax:
Address:	E-Mail Address:
	Reason for Selecting as Reference:
Project Date, Size, Complexity, Scope and Duration:	
Firm/Government Agency Name:	
Contact Person:	Phone:
Title:	Fax:
Address:	E-Mail Address:
	Reason for Selecting as Reference:
Project Date, Size, Complexity, Scope and Duration:	

Firm/Government Agency Name:	
Contact Person:	Phone:
Title:	Fax:
Address:	E-Mail Address:
	Reason for Selecting as Reference:
Project Date, Size, Complexity, Scope and Duration:	

Firm/Government Agency Name:	
Contact Person:	Phone:
Title:	Fax:
Address:	E-Mail Address:
	Reason for Selecting as Reference:
Project Date, Size, Complexity, Scope and Duration:	

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA (FORM)

The undersigned Firm hereby acknowledges receipt of the Addenda attached hereto and that its Offer takes into consideration such Addenda.

Signature of Person Authorized to Sign Offer

Firm must attach all Addenda

EXCEPTIONS (FORM)

Notations. Any strikeouts, notes or modifications to the Solicitation documents shall be initialed in ink by the authorized person who signs the offer. If notations are made, they must be submitted with your offer and are considered Exceptions.

Exceptions: In addition to any notations on the Solicitation documents, please identify and list any exceptions to the Solicitation, by section/paragraph, on this Exceptions Form. The City reserves the right to reject, accept or further negotiate Exceptions. Exceptions may render the offer non-responsive.

Exceptions to Form of Contract: You may request changes to the form of contract (including any Standard or Special Terms and Conditions) on the Exceptions Form. You may also submit your own form of contract. The City will consider these in the same manner as any other exceptions.

You must indicate any and all exceptions taken to the requirements, specifications, and/or terms and conditions of this Solicitation, including the contract.

Exceptions (INITIAL ONE):

_____ No exceptions

_____ Exceptions taken (describe). Attach additional pages if needed.

CONFIDENTIAL MATERIALS (FORM)

If you believe part of your offer is confidential, mark the page(s) "CONFIDENTIAL" and isolate the pages as an attachment to this form. Also include an explanation why they are confidential.

Requests to deem the entire offer as confidential will not be considered.

If you want confidential information returned to you after contract award (and you are not selected for contract award), then note this below. You will be responsible for pick up.

Generally, information submitted in response to a Solicitation is subject to disclosure pursuant to the Arizona Public Records Law after contract award.

The information identified as confidential shall not be disclosed until the City makes a written determination whether the information may be treated as confidential. If the City determines it is necessary to disclose the information, the City will inform you in writing.

Confidential/Proprietary Materials (INITIAL ONE):

_____ No confidential/proprietary materials have been included with this offer

_____ Confidential/Proprietary materials are included in this offer. See attached.

DISCLOSURE (FORM)

For any item checked YES, you must provide information. Answering YES to one or more questions does not necessarily mean you will be disqualified from this Solicitation. **FAILURE TO PROVIDE TRUE AND COMPLETE INFORMATION MAY RESULT IN DISQUALIFICATION FROM THIS SOLICITATION.**

1. Has your company or any affiliate* in the past 5 years: (i) had a permit revoked or suspended, (ii) been required to pay a fine, judgment or settlement of more than \$100,000, (iii) been convicted of a criminal offense (including a plea of guilty or *nolo contendere*), or (iv) been found in contempt of court, as a result of or in connection with any of the following:
- a. Any offense relating to integrity or honesty, including fraud, bribery, embezzlement, false claims, false statements, falsification or destruction of records, forgery, obstruction of justice, receiving stolen property, theft, price fixing, proposal rigging, restraint of trade or other antitrust law violation? YES _____ NO _____
 - b. Violation of the terms of any public contract? YES _____ NO _____
 - c. Failure to pay any uncontested debt to a government agency? YES _____ NO _____
 - d. Violation of any law or regulation pertaining to the protection of public health or the environment? YES _____ NO _____

*An "affiliate" of your company means any person, company or other entity that, either directly or indirectly (for example, through stock ownership by family members), controls, is controlled by, or is under common control with, your company.

2. Has your company or any affiliate in the past 5 years been named as a party in any lawsuit related to performance of a contract (you do not need to list subcontractor lien claims which have been fully paid/satisfied)?

YES _____ NO _____

3. Has your company or any affiliate of your company in the past 5 years been debarred or suspended from submitting proposals on public contracts?

YES _____ NO _____

I hereby verify that the foregoing information, and any explanation attached are to the best of my knowledge, true and complete.

Signature of Person Authorized to Sign Offer

DECLARATION RELATED TO SOLVENCY (FORM)

Is your firm currently involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or has a trustee or receiver been appointed over all or a substantial portion of the property of your firm under federal bankruptcy law or any state insolvency law?

_____ Yes _____ No (INITIAL ONE)

DECLARATION RELATED TO GRATUITIES (FORM)

I hereby verify and declare that, to the best of my knowledge, neither the firm nor anyone associated with the firm has given, offered to give, or intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the offer ("Gratuities").

Signature of Person Authorized to Sign Offer

DECLARATION OF NON-COLLUSION (FORM)

I hereby verify and declare that:

The pricing for this offer has been arrived at independently and without consultation, communication or agreement with any other firm who may submit an offer.

The pricing for this offer has not been disclosed to any other firm who may submit an offer, and will not be, prior to the Closing Date and Time.

No attempt has been made or will be made to induce any firm or person to refrain from submitting an offer, or to submit an offer with higher pricing than this offer, or to submit an intentionally high or noncompetitive offer or other form of complementary offer.

This offer is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

Firm, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

Signature of Person Authorized to Sign Offer

City of San Luis, Office of the City Clerk
P. O. Box 1170
San Luis, AZ 85349

Solicitation No. 2016-AU
Katie St. Louis, Finance Director
PH: (928) 341-8520 FX: (928) 341-8549

Appendix A

APPENDIX B

CITY OF SAN LUIS SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (TBP)

JANUARY 2016

City of San Luis, Office of the City Clerk
P. O. Box 1170
San Luis, AZ 85349

Solicitation No. 2016-AU
Katie St. Louis, Finance Director
PH: (928) 341-8520 FX: (928) 341-8549

COPY OF CONTRACT
SEE ATTACHED DOCUMENT

SCOPE OF WORK
SEE ATTACHED EXHIBIT A

INSURANCE REQUIREMENTS
SEE ATTACHED EXHIBIT B