

REQUEST FOR PROPOSALS

The City of St. Marys solicits sealed proposals to establish a contract for **External Audit Services**. Proposals shall be received in the office of Amy Peeples, City of St. Marys Finance Department, 418 Osborne Street, St. Marys, GA 31558 until 2:00 PM, EST on March 5, 2013 and shall be publicly opened at that time in the St. Marys City Hall Council Chamber, 418 Osborne Street, St. Marys, GA 31558. No proposal shall be withdrawn after the closing time for the receipt of proposals for a period of sixty (60) days.

The Request for Proposal package may be obtained from Amy Peeples in the City of St. Marys Finance Department located at 418 Osborne Street, St. Marys, Georgia 31558. Street address, contact person, phone, email and fax number must be provided to ensure prompt delivery and notification of addenda.

Questions regarding the proposals should be directed to Jennifer Brown – Finance Director in writing at 418 Osborne Street, St. Marys, GA 31558 or jennifer.brown@stmarysga.gov.

One original and three (3) copies must be submitted in a sealed envelope/package. Each package shall contain the full name and address of each person/company submitting the bid and “**External Audit Services**” on the outside of the sealed submittal envelope. Proposals will not be accepted by facsimile or e-mail. Any proposal received after the time and date specified or in any other location than specified for the opening of the proposals will not be considered.

Each proposal will be scored independently by a review committee based on the criteria identified in the proposal package. The City has the authority to reject all bids or proposals or any bid or proposal that is nonresponsive or not responsible and to waive technicalities and informalities.

The City, at its sole discretion, may short-list firms that are deemed to best meet the City’s requirements, taking into consideration all criteria listed in the Request for Proposals.

All expenses involved with the preparation and submission of the Request for Proposals to the City of St. Marys, or any work performed in connection therewith is the responsibility of the vendor(s). Any Responders that contact elected officials or staff directly or indirectly for the purpose of influencing the selection process prior to a contract award shall be immediately disqualified and removed from consideration.

Vendors submitting bid packages certify that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended. Vendors submitting bid packages must provide information to indicate compliance with the Georgia Security and Immigration Compliance Act as stated in O.C.G.A. 13-10-91.

The City of St. Marys does not discriminate on the basis of race, religion, color, sex, national origin, age or disability.