

CITY OF ST. MARYS, GEORGIA
REQUEST FOR PROPOSALS
EXTERNAL AUDIT SERVICES

The City of St. Marys is requesting competitive sealed proposals for Professional **External Audit Services**. The Proposal deadline is **June 15, 2018 by 3:00 pm**, at which time said sealed bids will be publicly opened and vendor's names will be read aloud. Proposals received after the required time will not be accepted. Neither faxed nor email submissions will be accepted. Sealed Proposals must be submitted to City of St. Marys Finance Department, Attn: Amy Peeples, 418 Osborne Street, St. Marys, GA 31558.

In order to be considered for selection, auditors must submit a complete response to the RFP. Incomplete proposals may not be considered if the omissions are determined to be significant. Proposals must be submitted in three parts: (A) One (1) complete signed original of the Request for Proposals; (B) *two (2) copies* of the Technical Proposal; and (C) one (1) original of the Cost Proposal. The Cost Proposal must be submitted in a sealed envelope which specifies on its face the name of the auditing firm and the **City of St. Marys – External Audit Services**.

The City of St. Marys reserves the right to reject any and all proposals submitted and to request additional information from all proposers. The City in its sole discretion reserves the right to award to the vendor who offers the services that best serve the interest of the City of St. Marys. Any contract awarded will be awarded to the auditor, who, based upon evaluation of all proposals, is determined to have submitted the best proposal, considering both technical factors and cost.

Proposals may be withdrawn by written request only if the request is received prior to the time and date set for the opening bids. Negligence on the part of the bidders in preparing his proposal confers no right of withdrawal or modification of his proposal after proposal has been opened. No proposal may be withdrawn for a period of ninety (90) days after the time and date of opening.

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

Unauthorized contact regarding this invitation to bid 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 of St. Marys, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation,

Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

The Owner reserves the right to reject any or all bids, to waive informalities and to re-advertise, pursuant to federal and state law