



**Borough of
Tinton Falls
New Jersey**

DARRIEL R. ANDERSON, R.P.P.O.
PURCHASING AGENT

556 TINTON AVENUE
TINTON FALLS, NJ 07724-3298
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FAX #: 732-542-3246
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REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

RFP #13-12

PROPOSALS TO BE RECEIVED AT

11:00 AM

ON

WEDNESDAY, NOVEMBER 9, 2011

**DARRIEL R. ANDERSON, QPA, RPPO
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**BOROUGH OF TINTON FALLS
NOTICE OF REQUEST FOR PROPOSALS FOR
PROFESSIONAL AUDITING SERVICES FOR 2012 AUDIT
RFP #13-12**

Notice is hereby given that, in accordance with NJSA 19:44-20.5 et seq., through a fair and open process, the Borough of Tinton Falls is requesting sealed proposals for Professional Auditing Services for the 2012 Audit.

DATE OF RECEIPT OF PROPOSAL: WEDNESDAY, NOVEMBER 9, 2011 11:00 AM

Proposal packages may be obtained as PDF files from the Borough's website at www.tintonfalls.com (click on Competitive Bidding in the left column and then Requests for Proposals. If you prefer to have a proposal package mailed to you, please call me at 732-542-3400 Ext. 255 or email me at danderson@tintonfalls.com.

Proposal/Submissions will be received by the Purchasing Agent, at the Borough of Tinton Falls, 556 Tinton Avenue, Tinton Falls, NJ on the date and time noted above. Firms need not be present and may mail or deliver proposal package to the attention of the Purchasing Agent at the above address **prior** to date and time of above.

Professional service contractors are required to comply with the requirements of N.J.S.A. 10:5-31 et seq, and N.J.A.C. 17:27 et seq., PL 2004, c.1. Successful contractors will also be required to comply with all terms imposed by NJ Election Laws NJSA 19:44A-20.27 subject to campaign funding limits, and with the Borough of Tinton Falls "Pay to Play" Ordinance #05-1146.

**DARRIEL R. ANDERSON, QPA, RPPO
PURCHASING AGENT**

TO BE PUBLISHED: THURSDAY, OCTOBER 20, 2011

RFP #13-12
REQUEST FOR PROPOSALS FOR
PROFESSIONAL AUDITING SERVICES

Request for Qualifications for Professional Auditing Services

The Borough of Tinton Falls is requesting qualifications from accountants, licensed as a Registered Municipal Accountant by the State of New Jersey, to conduct an audit of financial statements of the Borough for the year ending December 31, 2012, in accordance with New Jersey statutory requirements.

Another service to be provided is to review the Statement of Net Assets Available for Length of Service Award Plan ("LOSAP") of the Borough of Tinton Falls as of December 31, 2012, and the related Statement of Changes in Net Assets Available for Plan Benefits, and the Statement of Investment Program Activity, for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

Additionally, the auditor **may** be required to prepare and file the Borough's Annual Financial Statement and Annual Debt Statement with the New Jersey Department of Community Affairs, Division of Local Government Services.

Qualifications submission must include all of the following:

1. Name, address, phone and fax number of firm. If multiple office sites, list all, and indicate corporate office.
2. Name of individual with RMA license applying for appointment.
3. Biography or history of the firm.
4. List of principals and/or partners.
5. List of personnel that would be assigned to the Borough of Tinton Falls audit, including a summary of their education, qualifications, expertise and years of experience as it relates to the services the Borough requires.
6. List of references from at least 2 municipalities for which the firm has provided similar services, including name, address, phone and contact information.
7. Provide prior experience, if any, the firm may have providing services to the Borough of Tinton Falls, and in what capacity.
8. List of municipalities currently under contract with the firm.

9. a) Provide a lump sum fee for audit of 2012 financial records as outlined in the paragraph above and in accordance with New Jersey State statutes, rules and regulations regarding annual audit of municipal records.
 - b) Provide a lump sum fee for review of the Statement of New Assets available for LOSAP as described in the paragraph above.
 - c) Provide a lump sum fee for preparation and filing Financial and Debt statements as outlined in the paragraph above.
10. Copy of current Certificate of Professional Liability Insurance.

One original and one (1) photocopy of the submission package must be submitted to the Borough for consideration.

Evaluation, Review and Selection Process

An evaluation team will review all proposals to determine if they satisfy the proposal requirements, determine if a proposal should be rejected and then recommend award to the governing body.

Proposals will be reviewed and award of contract will be based upon the following criteria:

- Experience and reputation of the firm in the field of auditing services.
- Qualifications of the individuals who will perform the required services, and their respective participation.
- Years of experience of the individuals as it relates to the particular expertise required to perform the contract.
- Ability of the firm to perform the services on a timely basis, including staffing and familiarity with the subject matter.
- Experience with or specific knowledge the Borough of Tinton Falls as it pertains to the contract.
- Professional fee schedule as requested in the Request for Qualifications attached.
- References

The Borough reserves the right to reject any or all proposals if the evidence submitted by, or investigation of such respondent fails to satisfy the owner that such respondent is properly qualified to carry out the obligation of the RFP and to complete the work contemplated therein. The owner reserves the right to waive any minor informality in the RFP.

Notice of Award

The successful respondent will be notified of the award of contract upon a favorable decision by the governing body.

Additional Pay to Play Requirements

Contractors are advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Enforcement Commission, pursuant to N.J.S.A. 19:44-20.13 (P.L. 2005, c, 271, s.3), if the contractor receives contracts in excess of \$50,000 from public Entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)
) ss:
COUNTY OF _____)

I, _____ of the Municipality of _____
(Print Name) (Print)

in the County of _____ and the State of _____

am of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____,
Print Title Print Name of Firm

the bidder making this Proposal enclosed and that I executed the said proposal with full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Borough of Tinton Falls relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Name of Firm NJSA 52:34-15

Print Address

Witness

Authorized Signature

Subscribed and sworn to before me

Print Name and Title

this _____ day of _____

State of _____

County of _____

Signature of Notary Public

My Commission expires on _____
(SEAL)

**BOROUGH OF TINTON FALLS
STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission**

Name of Business _____

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- Partnership Corporation Sole Proprietorship
Limited Partnership Limited Liability Corporation Limited Liability Partnership
Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

STOCKHOLDERS:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day

of _____, 20____.

(Name of Business)

(Notary Public)

(Print name & title)

My Commission expires:

(Corporate Seal)

SEAL:

PROPOSAL
RFP #13-12
REQUEST FOR PROPOSAL FOR
PROFESSIONAL AUDITING SERVICES

**TO THE BOROUGH OF TINTON FALLS
BOROUGH COUNCIL:**

The undersigned declares they have read the Request for Proposal, Non-Collusion Affidavit and Stockholder Disclosure, that they have determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services for the following auditing services:

A) Lump sum for audit of 2012 financial records as outlined in proposal. \$ _____

B) Lump sum for review of the Statement of New Assets available for LOSAP as outlined in the proposal. \$ _____

TOTAL A & B \$ _____

OPTION:

C) Lump sum fee for preparation and filing Financial and Debt statements as outlined in proposal. \$ _____

FIRM: _____

ADDRESS: _____

TELEPHONE NO.: _____ FAX NO.: _____

EMAIL ADDRESS: _____

FEDERAL I.D. # OR SOCIAL SECURITY NO.: _____

SIGNATURE OF AGENT: _____

TYPE OR PRINT NAME
OF AGENT: _____

SEAL IF A CORPORATION

CHECKLIST

- Original and 1 copy _____
- Non-Collusion Affidavit _____
- Stockholder Disclosure _____
- Business Registration Certificate _____
- Affirmative Action Compliance _____
- Experience/Qualifications _____
- References _____
- Signed Proposal _____