

CITY OF BRUNSWICK, GEORGIA

JUNE 26, 2017

**AUDIT OF FINANCIAL STATEMENTS
&
COMPREHENSIVE ANNUAL FINANCIAL
REPORT (CAFR) PREPARATION**

REQUEST FOR PROPOSALS

(#E-7)



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AUDIT OF FINANCIAL RECORDS & CAFR PREPARATION

RFP (#E-7)

1. Invitation to Service Providers:

The City of Brunswick, Georgia (the City) will receive sealed technical and fee proposals for Audit of Financial Records & CAFR Preparation until Friday July 07, 2017 at 3:00 p.m. EST for the above referenced services which are described in the attached schedules. The City invites service providers to submit proposals responsive to the specific requirements set forth in this request for proposals (RFP).

The envelopes containing the proposal **must be sealed**, and addressed to:

J. Aaron Dunham Jr.
Purchasing Agent
City of Brunswick
601 Gloucester Street, City Hall
Brunswick, Georgia 31520
ADunham@cityofbrunswick-ga.gov

All proposals must be marked **“Audit of Financial Records & CAFR Preparation” RFP (#E-7)**. The envelope must bear on the outside the name and address of the Service provider. No proposal may be withdrawn or modified in any way after the deadline for proposal openings, and no faxed or electronic submissions of proposals will be accepted.

Proposals may also be submitted electronically through the online vendor service “Vendor Registry” where they will remain sealed until the deadline has passed. Service providers can sign up with Vendor Registry by visiting the City of Brunswick’s website at www.brunswickga.org and click the provided link found under the “News and Announcements” section and follow the instructions provided.

Proposals will be publically opened approximately 30 minutes after the deadline for proposals, and only the name(s) of those service providers responding will be mentioned. All service providers are invited to be present during the proposal opening.

Proposals must be valid for ninety (90) days following the opening date. If the current service provider does not submit the winning proposal then there will be an expectation that the current service provider will not hinder the newly selected service provider during the transition period.

The service providers’ response shall include a technical proposal and fee proposal with all other information requested in this Request For Proposal (RFP). The fees shall be the full cost to the City, and the City may request additional information by proposers, including a presentation if deemed necessary to clarify elements of their bid proposals. The City also reserves the right to make independent investigations as to the qualifications of each service provider, including existing customers, or site visits to existing operations.

2. Purpose:

The City of Brunswick, Georgia (City) is in search of qualified proposals from Certified Public Accounting firms to audit the City's financial records, and prepare the City's Comprehensive Annual Report (CAFR) for the fiscal year ending June 30, 2017 with an option to renew the contract for audit and CAFR preparation for each of the subsequent four (4) years (FY 2018 – FY 2021).

3. Background:

The City of Brunswick, Georgia is located in the southeastern portion of Georgia in Glynn County, nestled along the Georgia coast. Brunswick has approximately 15,800 residents and its chief industry is tourism though it has a major involvement in manufacturing wood pulp and paper products as well as various chemicals derived from pine tree stumps. Brunswick is the second-largest urban area on the Georgia coast after Savannah and contains the Brunswick Old Town Historic District.

Brunswick is located on a harbor of the Atlantic Ocean approximately 40 mi (60 km) north of Florida and 80 mi (130 km) south of South Carolina, Brunswick is bordered on the west by Oglethorpe Bay, the East River, and the Turtle River. It is bordered on the south by the Brunswick River and on the east by the Atlantic Intracoastal Waterway in the Mackay River, which separates it from the Golden Isles.

4. Scope of Services:

4.1 Audit:

The proposed contract for services will include audits of the City's financial statements as of June 30 of each year of the contract term.

The following are standards that must be followed for auditing purposes: The Firm must conduct the audits of the City's financial statements in accordance with generally accepted auditing standards and generally accepted government auditing standards for financial and compliance audits as set out in Government Auditing Standards issued by the Comptroller General of the United States and the provisions of the Single Audit Act of 1984, United States Office of Management and Budget (OMB) Circular No. A-128 and OMB's Compliance Supplement titled Uniform Requirements for grants to State and Local Governments. Those standards require that the Firm plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining on test basis evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall financial statement presentation.

4.2 Single Audit:

Single audit requirements: The firm shall ensure that the City is in compliance with OMB Circular A-133 and the audit requirements for Federal Financial Assistance. The schedule of federal financial assistance and related auditor's report as well as the reports on the internal control structure and compliance are not to be included in the Comprehensive Annual Financial Report, but are to be issued separately.

4.3 Audit Reports:

In addition to the Firm's report on the financial statements, the firm must issue the following reports or types of reports:

- A) Supplementary reports on the fairness of the presentation of the City's schedule of federal financial assistance for each contract year ending June 30.
- B) Reports on compliance with statutory regulatory and contractual matters that meet the requirements of the Government Auditing Standards, the Single Audit Act of 1984 and the OMB Circular A-128.
- C) Reports on the City's internal control structure and controls used in administering federal programs that meet the requirements of the Government Auditing Standards, the Single Audit Act of 1984, and OMB Circular A-128.

4.4 Funds and Account Groups:

The Funds and account groups maintained by the City; and that are to be included as part of the audit is as follows:

- General Fund
- Roosevelt Harris Center Fund
- CDBG Entitlement
- SPLOST V Fund
- SPLOST VI Fund
- Sanitation Fund (Enterprise Fund)
- Worker's Compensation Fund (Self-Funded)
- Group Health Fund (Self-Funded)
- Miscellaneous small funds maintained by the City with limited activity

The federal and state financial assistance programs in which the City participates and which are to be included as part of the single audit compliance examination are those which are identified by City personnel during the performance of audit field work.

4.5 Audit Reports:

The Firm's reports on internal accounting and administrative control must include any reportable conditions and material structural or operational weaknesses in the system of which the Firm becomes aware. The Firm's reports on compliance matters must include any errors, irregularities of illegal acts; violations of compliance obligations and other responsibilities imposed by state and federal statutes and regulations and assumed by contract and any state or federal grant, entitlement or loan program questioned costs of which the Firm becomes aware.

The audits are subject to the inherent risk that material errors, irregularities of illegal acts, including fraud or defalcations, if they exist, may not be detected. Audits are also subject to the inherent risk that violations of compliance obligations and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts, if they exist, may not be detected.

If circumstances relating to the conditions of the City's records and/or the availability of sufficient competent evidential matter arise during the course of the Firm's work which in the Firm's professional judgment prevents it from completing an audit, the Firm must notify the City immediately in such a situation, the Firm has the right to take any course of action

permitted by professional standards, including withdrawal from the audit agreement pursuant to the contract terms.

The financial statements are the responsibility of the City's management. Management has the primary responsibility for properly recording transactions in the records, for safeguarding assets and for preparing reliable financial statements. At the conclusion of the audits, the Firm may request certain written representations from the City about the financial statements and matters related thereto as well as certain compliance matters.

The city acknowledges and grants its assent that the representatives of the cognizant agency or its designee, other government audit staffs and the United States General Accounting Office shall have access to the audit working papers upon their request. The Firm must agree to maintain the working papers for a period of at least seven (7) years after the date of the report, or for a longer period if the Firm is requested to do so by the cognizant agency.

During the course of the Firm's work, the Firm may accumulate records containing data which should be reflected in the City's books and records. The city will determine that all such data, if necessary, will be so reflected and the City will not expect the Firm to maintain copies of such records in its possession.

If the City intends to publish or otherwise reproduce the financial statements and make reference to the auditing Firm's name, the City agrees to provide the Firm with printer's proofs or master for the Firm's review and approval before printing. The City also agrees to provide the auditing Firm with a copy of the final reproduced material for the Firm's approval before it is distributed. The auditing Firm's report on the financial statements is not to be included in an official statement or other document involved with the sale of debt instruments without the Firm's prior approval.

5. Comprehensive Annual Financial Report (CAFR):

The proposed contract for services will include preparation of the City's financial statements of its governmental activities, including each major fund and the aggregate remaining fund information. The Firm chosen will be responsible for compiling the City's CAFR in accordance with generally accepted accounting principles and the GASB 34 reporting requirements. The Firm must ensure that all required disclosures/footnotes are included in the City's financial statements for that fiscal year.

5.1 Accounting Standards:

The Firm must prepare the City's CAFR in accordance with generally accepted accounting standards as set forth by the American Institute of Certified Public Accountants, and the Government Finance Officers Association (GFOA) Blue Book, Governmental Accounting, Auditing, and Financial Reporting (GAAFR) requirements. The financial statements also must comply with any new standards for CAFR preparation that become effective for the fiscal years covered by the contract.

5.2 Working Papers:

All working papers and reports must be retained at the Firm's expense, for a minimum of seven (7) years, unless the Firm is notified in writing by the City of the need to extend the retention

period. Subject to applicable law and professional standards, the Firm agrees to make all working papers available upon request to the following parties or their designees:

City of Brunswick
United States General Accounting Office (GAO)
Office of Legislative Audits, Georgia Department of Audits and Accounts
Parties designated by the federal or state governments or by the City as part of an audit quality review process.

In addition, the Firm shall respond to the reasonable inquiries of the City's auditors (or successor auditors) and allow any successors to review the working papers and reports relating to matters of continuing accounting significance as required by applicable professional standards.

5.3 Fund Structure For CAFR

The Firm will develop a time schedule and procedures for the preparation of the City's CAFR for each fiscal year of the contract. The schedule and procedures will be developed in conjunction with the City and shall be subject to approval by the City. Preliminary financial statements must be submitted for City review no later than October 31st of each contract year. The City's financial report for each year must be filed with the Georgia Department of Audits and Accounts on or before December 15th following the end of the fiscal year.

Pension Plan: The City of Brunswick has a defined benefit pension plan. The plan is a multiple-employer cost sharing defined benefit plan. The Firm will have the responsibility to compile the pension plan information in accordance with generally accepted accounting principles (GAAP) and GASB 67 and GASB 68 reporting requirement.

Finance Department: The Finance Department is presently headed by Kathy Mills and consists of four additional employees. The principal functions to be performed and the number of employees assigned to each are as follows:

<u>Function</u>	<u>Number of Employees</u>
Assist with Financial Reports	2
Accounts Payable	1
Accounts Receivable	2
Payroll	1
Bank Reconciliations	1
Purchasing	1

The Finance Department will prepare the following schedules. Additional schedules may be prepared upon request;

- a. Trial Balance
- b. General Ledger audit trials, as needed for all funds
- c. List of all new bank accounts
- d. Budget report for all funds
- e. Bank Reconciliations
- f. Schedule of receivables and deferred revenue
- g. Investment records
- h. Accounts Payable and long term debt information

- i. Schedule of accrued vacation leave
- j. Schedule of fixed asset additions and disposals
- k. Data for statistical tables

City management will prepare the Management, Discussion and Analysis, along with the Transmittal Letter.

6. Proposal Submittal Instructions:

Proposal Due Date: The deadline for proposal submissions is 3:00 P.M. on Friday July 7, 2017. Requests for extensions of the date and time will not be granted and no late proposals or late request for modifications will be considered. Proposals should be addressed in the following manner:

J. Aaron Dunham Jr.
Purchasing Agent
City of Brunswick
601 Gloucester Street
Brunswick, Georgia 31520

Proposals also may be submitted electronically through the Vendor Registry service with links found on the City of Brunswick's website at www.brunswickga.org under the "News and Announcements" section of the website. This will be the only acceptable means to submit a proposal electronically. Registration is free to all vendors, and all future solicitations and bids will also be placed with this service. Notification will be sent to all registered vendors concerning their business industry.

Proposals must be submitted in a sealed envelope or package labeled "Proposal for City of Brunswick Audit and CAFR preparation RFP (#E-7).

Technical Format: The Firm should submit a signed cover page or letter of intent to respond to the solicitation. Also the firm shall submit a brief narrative highlighting its qualifications, competence, and capacity to undertake the preparation of the City's audits and CAFR in conformance with the requirements of this RFP. This narrative should identify the work plan and methodology to be followed in the preparation of the audit and CAFR of the City's financial statements. The audits and CAFR must be in compliance with all applicable requirements of the GFOA's Governmental Accounting, Auditing, and Financial Reporting and the Government Accounting Standards Board. The City's Budget information and audit reports are available upon request

A company profile, including number of years in business, type of operation, and number of employers, including a list of all persons who will be directly or indirectly involved in providing services to the City under the proposal and a brief resume for each named person shall be included. The Firm shall also provide a listing of past projects of similar size and scope.

The Firm shall also identify the principal supervisory and management staff who would be assigned to preparation of the City's audit and to preparation of the CAFR, and indicate which person(s) are licensed as certified public accountants in Georgia. The Firm also should provide information on the government accounting and auditing experience of the firm and of each person who will provide services to the City under this proposal. The Firm further must explain how it will maintain and enforce a segregation of the duties of the Firm's staff who will be

assigned to the preparation of the City's audit from the duties of the Firm's staff who will be assigned to the preparation of the City's CAFR.

The Firm must provide at least three references including the organization name, contact person's title and contact information to include mailing address, telephone number, and email address. References should be for work that was performed within the last five (5) years, and should include both audit and CAFR duties performed.

7. Price Proposal:

Separate lump sum total cost proposals for preparing the City's Audit, and (2) the City's CAFR, as described in this RFP for:

1. The fiscal year ending June 30, 2017; and
2. Each of the following four fiscal years (FY 2018 through FY 2021)

Each cost proposal should clearly reflect the amount of time (and estimate of the hours and hourly rates) and specify the personnel needed to accomplish all tasks necessary for preparation of (1) the City's audit and (2) the City's CAFR, as described in this RFP.

Pricing information also should include an estimate and itemization of all non-labor costs, such as deliveries, transportation, site visits, print, reproduction, and other expenses. Such expenses are to be included within each lump sum total cost proposal.

Payment Schedule: Invoices may be submitted for progress payments during the course of performance of the service set forth in this RFP. Payment will be made by the City following the receipt of an invoice in a form acceptable to the City within thirty (30) days after submission of the invoice, providing that the services represented by the invoice have been satisfactorily performed as determined by the City in its reasonable discretion. The City reserves the right to review and approve the work represented by an invoice prior to payment of the invoice.

8. Evaluation Criteria:

The award will be made on the basis of a recommendation made by an evaluation committee comprised of City staff and must be authorized by formal action of the City's Board of Commissioners. Proposals for Audit and CAFR preparation will be evaluated based on the following criteria:

Criteria	Weight
Total price for services proposed	25%
Qualifications & experience of the firm's personnel	25%
Past record of performance of similar sized projects	25%
References	25%
Total	100%

9. Additional Provisions:

Confidentiality: Proposals will be available for public inspection after the award has been made, except as to the extent a Firm designates trade secrets or other proprietary data to be confidential. Material designated as confidential must be readily separable from the proposal. A Firm's designation of material as confidential will not necessarily be conclusive, and the Firm

may be required to provide justification why such material should not be disclosed upon request. Under the Georgia Open record Act Section 50-18-70.

The City is not responsible for expenses incurred in preparing and submitting proposals. The City reserves the right, in its sole discretion, to reject any and all proposals, in part or as a whole, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City, and elect not to proceed with the process set forth in the RFP.

Prices proposed in this RFP should be valid for not less than ninety (90) days from the date the proposals are due.

10. General Conditions:

It is the responsibility of the proposers to become fully informed of the requirements of this RFP prior to submission of proposals. Proposals or amendments received after the due date and time will not be considered.

Award or Rejection of Proposals: A contract shall be awarded to a responsive and responsible bidder. The City reserves the right in its sole discretion, to 1) accept a proposal in part or as a whole; 2) reject any or all proposals; 3) re-advertise the Request for Proposals; 4) waive any required information or any technical or formal defect in a proposal; 5) select a proposal and make a contract award which best serves the most effective and efficient performance of the contract services and the interests of the City; 6) reject any and all proposals that comply with the Request for Proposals specifications; 7) elect not to proceed with the process set forth in the Request for Proposals; or 8) accept a higher proposal that complies with the Request for Proposals specifications, provided that, in the judgment of the City, the services of items offered under the higher proposal have additional values or functions justifying the difference in price.

The City reserves the right to independently investigate or request clarification of the contents of any proposal, including requesting that the bidder provide additional information or make one or more presentations. The City also has the right to personally interview bidders and to inspect the bidder's place of business, inventory, supplies and equipment prior to making a contract award.

The City also reserves the right, in its sole discretion, to reject the proposal of a bidder who has previously failed to satisfactorily perform or to timely complete a contract of a similar nature (whether for the City or for a different jurisdiction or entity) or a proposal of a bidder who, upon investigation, is not in position to perform the contract.

A written notice of contract award (or acceptance of the bid) will be provided to the successful bidder within thirty (30) days, and the successful bidder will be expected to sign a contract with the City.

Payment: Invoices for payment for contract services must be submitted in order for the Firm to be paid for the services rendered. Payment will be made upon the City's acceptance of the services or items represented by the invoice. Payment terms are net 30 unless special arrangements have been established.

Subcontractors: Bidders may not assign or sublet the contract services or any part thereof without the prior written consent of the City Manager, or his or her duly appointed representative. Bidders must request approval in writing for any such assignment or

subcontracting, including the name of such assignee or subcontractor(s) he or she intends to use, the specific the specific services or materials to be furnished by such assignee or subcontractor, the assignee or subcontractor's place of business, and other information as the City Manager may require.

Compliance with Specifications: Bidders should address and clearly satisfy the requirements of this Request for Proposals. Failure to clearly respond to the requirements of the Request for Proposals may result in the bid or proposal as not being responsive. Bidders shall abide by and comply with the true intent of the specifications of this Request for Proposals and not take advantage of any unintentional error or omission.

Changes in Specifications: If it becomes necessary to revise or alter any part of this RFP, addenda will be provided on the City's website during the proposal period. It is the responsibility of bidders to check the City's website for any addenda. All such addenda or changes will be deemed a part of this RFP and shall become part of the information contained in the RFP as originally issued.

Conflict of Interest: The bidder will be required to warrant and represent that no employee or official of the City or his or her immediate family member, is directly or indirectly interested in the proposal or will share in or benefit from any contract that results from the proposal.

Indemnification and Insurance: The commencement of any negotiation does not represent any obligation or agreement on the part of the City. No bid or proposal shall be deemed accepted until authorized by the City Board of Commissioners and a contract between the City and the bidder is executed. Either the City or the bidder may terminate negotiations at any time with or without cause. If negotiations are terminated by either party, neither the City nor the bidder will have any rights against or liabilities to the other party.

The selected bidder is responsible for any loss, personal injury, death, property damages, and any other damages of every name and description that may be done or suffered by reason of the bidder's negligence or failure to perform any contractual obligations. The selected bidder shall defend, indemnify, and hold harmless the City of Brunswick, Georgia its employees, officials, and agents, from and against all losses, liabilities, claims, demands, damages, suits, costs, and expenses of any kind, including attorney's fees and litigation expenses, whether for personal injury, property damage or other liability arising out of or in any way connected with the bidder's acts or omissions under the Request for Proposals or under any contract resulting from the Request for Proposals.

The selected bidder must obtain at its own cost and expense, and keep in force and effect during the term of any contract with the City for the contract work, including all extensions and renewals, the insurance specified below, with an insurance company licensed or qualified to do business in the state of Georgia. A certificate of insurance must be submitted to the City prior to the commencement of any work under the contract and prior to any contract modification extending the term of the contract, as evidence of compliance with this provision. The City of Brunswick must be named as an additional insured on all liability policies; however the selected bidder is not required to provide the City with a copy of any professional liability insurance policy or to include the City as an additional insured on any professional liability insurance policy. A minimum of thirty (30) days written notice to the City of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than that shown below, unless the requirements of this section are waived, in whole or in part, by the City Manager.

Insurance: At a minimum the Firm must have Professional Liability coverage for errors, omissions, and negligent acts, per claim and Aggregate in the amount of \$1,000,000.00.

Changes: The City may at any time, by written order, make changes to the Scope of Services as set forth in the Request for Proposals. If such changes cause an increase or decrease in the bidder's cost or time required for performance of any project service, and equitable adjustment if applicable, may be made and the parties' contract modified in writing accordingly.

Any claim of the bidder for adjustment under this clause must be asserted in writing within fourteen (14) days from the date of receipt, by the bidder of the notifications of the change order, unless the City grants a further period of time. No service for which additional compensation will be charged by the bidder shall be furnished without the written authorization of the City.

Attachments: The following information shall be included and attached as a part of the response to this RFP.

Part 1 – A comprehensive price proposal for the completion of the Audits of the City of Brunswick Financial Reports for FY 2017 – FY 2021 shall be included.

Part 2 – A comprehensive price proposal for the preparation of the City of Brunswick's CAFR for FY 2017 – FY 2021 shall be included.

DRUG FREE WORK PLACE CERTIFICATION

In order to have a drug- free workplace, a business shall:

Publish a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

As a condition of working on the commodities or contractual services then under Proposal, the employee shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require satisfactory participation in a drug abuse assistance or rehabilitation program if such in available in the employee’s community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Company Name

Authorized Signature

Title

Date

VENDOR AFFIDAVIT AND AGREEMENT

(Failure to submit will render Proposal non-responsive you must use this form, you must be enrolled in this program, and you must include your user ID #)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with The City of Brunswick has registered with and is participating in a federal work authorization program [Employment Eligibility Verification (EEV) / Basic Pilot Program, operated by the U.S. Citizens and Immigration Services Bureau of the U. S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)] in accordance with O.C.G.A. § 13-10-91. Further, the undersigned contractor states affirmatively that the individual, firm, or corporation contracting with The City of Brunswick will continue to utilize and participate in the EEV federal work authorization program throughout the term of this contract.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with The City of Brunswick, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form provided by The City of Brunswick. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Brunswick at the time the subcontractor(s) is retained to perform such service.

EEV Number

Authorized Officer or Agent (Contractor Name)

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE DAY OF _____, 20__.

Notary Public

My Commission Expires: _____

Note: As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security in conjunction with the Social Security Administration (SS)

REPRESENTATION AFFIDAVIT

(TO BE SUBMITTED)

This proposal is submitted to The City of Brunswick, Georgia Board of Commissioners (City) by the undersigned who is an authorized officer of the company and said company is licensed to do business in Georgia and The City of Brunswick. Further, the undersigned is authorized to make these representations and certifies these representations are valid. The Proposer recognizes that all representations herein are binding on the Company and failure to adhere to any of these commitments, at the City's option, may result in a revocation of the granted contract.

Consent is hereby given to the City to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the Proposer.

The Proposer understands that, at such time as the City decides to review this proposal, additional information may be requested. Failure to supply any requested for information within a reasonable time may result in the rejection of the Proposer's proposal with no re-submittal rights.

The successful Proposer understands that the City, after considering the legal, financial, technical, and character qualifications of the Proposer, as well as what in the City's judgment may best serve the public interest of its citizens and employees, may grant a contract.

The successful Proposer understands that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same, and is in all respects fair and without collusion or fraud. I understand that collusive Proposals is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Company Name: _____

Authorized Person: _____ Signature _____

(Print/Type)

Title: _____ Date: _____

Address: _____

Telephone : _____ Fax: _____

Name and telephone number of person to whom inquiries should be directed:

Name: _____

Address: _____

Title: _____ Telephone _____ Fax: _____
_____ E-mail: _____

LEGAL AND CHARACTER QUALIFICATIONS

Convictions: Has the Proposer (including parent corporation, if applicable) or any principal ever been convicted in a criminal proceeding (felonies or misdemeanors) in which any of the following offenses were charged?

		Y	N
a	Fraud		
b	Embezzlement		
c	Tax Evasion		
d	Bribery		
e	Extortion		
f	Jury Tampering		
g	Anti-Trust Violations		
h	Obstruction of justice (or any other misconduct affecting public or judicial officers' performance of their official duties)		
i	False/misleading advertising		
j	Perjury		
k	Conspiracy to commit any of the foregoing offenses		

Civil Proceedings: Has the Proposer or any principal ever been a party, or is now a party, to civil proceeding in which it was held liable for any of the following?

		Y	N
a	Unfair/anti-competitive business practices		
b	Consumer fraud/misrepresentation		
c	Violations of securities laws (state and federal)		
d	False/misleading advertising		
e	Violation of local government ordinance		

License Revocation:

	Y	N
Has the Proposer or any principal ever had a business license revoked, suspended, or the renewal thereof denied, or is a party to such a proceeding that may result in same?		

Responses: If "yes" is the response to any of the foregoing, provide Information such as date, court, sentence, fine, location, and all other specifics for each "yes" response.

Principals: The full names and addresses of persons or parties interested in the foregoing Proposal, as principals, are as follows:

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

References: The Proposer lists below work he has done of similar nature as this solicitation, as references that will afford the City opportunity to judge as to experience, skill, business standing, and financial ability.

CONTACT		PHONE
PERSON	TITLE	NUMBER/EMAIL
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATEMENT OF INSURANCE COVERAGE

This is to certify that

(Insurance Company)

of

(City/State)

(Insurance Co. Address)

has issued policies of insurance, as identified by a policy number to the insured name below, and that such policies are in full force and effect at this time. Furthermore, this is to certify that these policies meet the requirements described in the General Conditions of this project; and it is agreed that the insurer will endeavor, if allowed by the policy, to provide the Owner thirty (30) calendar days' notice of nonrenewal, cancellation, or termination of the coverage. Such notice shall be delivered to:

The City of Brunswick Georgia Board of Commissioners, Purchasing Agent, 601 Gloucester Street, City Hall, Brunswick, Georgia 31520.

It is further agreed that The City of Brunswick Board of Commissioners shall be named as an additional insured on the Contractors policy

- 1. Insured:
- 2. Project Name: **Audit of Financial Statements & CAFR Preparation for the City of Brunswick**
- 3. Project Number: (# E-7)
- 4. Policy Numbers(s):

DATE:

(INSURANCE COMPANY)

ISSUED AT:

(AUTHORIZED REPRESENTATIVE)

ADDRESS:

NOTE: Please attach Certificate of Insurance form to this page

(Attach any endorsements)