



# THE MUNICIPALITY OF CENTRE HASTINGS

## REQUEST FOR PROPOSAL

# External Audit Services

**CLOSING TIME AND DATE: 3:00 P.M. (LOCAL TIME)**

**Monday, February 27, 2012**

Documents are to be submitted, signed by an authorized officer of the company and in an envelope clearly marked as to contents, to the following:

The Corporation of the Municipality of Centre Hastings  
7 Furnace Street  
P.O. Box 900  
Madoc, ON K0K 2K0  
ATTN: Christine Martin

**Late Proposals will not be accepted.**



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NAME OF FIRM OR INDIVIDUAL

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ADDRESS

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CITY

PROVINCE

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POSTAL CODE

TELEPHONE NO.

FAX NO.

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NAME OF PERSON SIGNING FOR FIRM

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POSITION OF PERSON SIGNING FOR FIRM

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DO NOT REMOVE ANY PAGES FROM THIS QUOTATION DOCUMENT. FAILURE TO RETURN ALL PAGES WITH YOUR BID MAY INVALIDATE YOUR BID.



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**PART "A" – INFORMATION TO BIDDERS**

1. QUOTATIONS

Quotations are being called by the Municipality of Centre Hastings.

Quotations will be received by:

**THE CORPORATION OF THE MUNICIPALITY OF CENTRE HASTINGS  
7 FURNACE STREET  
P.O. BOX 900  
MADOC, ONTARIO K0K 2K0  
ATTN: CHRISTINE MARTIN**

QUOTATION COPIES

Three (3) hard copy Quotations, properly signed, sealed and clearly marked "**Audit Services RFP**" shall arrive to the attention of *Christine Martin, Municipality of Centre Hastings, 7 Furnace Street, P.O. Box 900, Madoc, ON, K0K 2K0.*

QUOTATION CLOSING

Quotations must be delivered to the above address before **Monday February 27, 3:00 P.M. (LOCAL TIME)**. The time registered at the Municipality of Centre Hastings will be considered the official time when determining exact time of submission.

Quotations must be submitted on the attached form of Quotation. Quotations must not be restricted by a statement added to the Quotation form, by a covering letter, or by alterations to the Quotation forms supplied, unless otherwise provided herein.

The Quotation form must be signed by a designated signing officer of the bidding firm. If a joint bid is submitted, it must be signed and addressed on behalf of each of the bidders.

2. QUOTATION ACCEPTANCE

**The Municipality of Centre Hastings reserves the right to accept or reject any or all Quotations, in whole or in part. The lowest or any Quotation will not necessarily be accepted.**



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### 1. INTRODUCTION

- 1.1 Centre Hastings is in the heart of Comfort Country and comprises the former Township of Huntingdon and the Village of Madoc. The Municipality has a population of 3,633 with 2,329 Households.
- 1.2 The Municipality operates generally under the authority of the Municipal Act of Ontario, as well as other legislation as appropriate and is governed under the Council/Chief Administrative Officer form of government. A Council by-law has established the control of appointed administration with the Chief Administrative Officer responsible for implementation of Council policies and initiatives through the various municipal departments.
- 1.3 The projected outcome of this Request For Proposal is the signing of a contract for auditing services for the years ending Dec. 31, 2012, 2013 and 2014.
- 1.4 The Municipality reserves the right to further extend this contract for the years ending Dec. 31, 2015 to Dec. 31, 2016 providing the following applies:
  - ✓ The supplier's performance in supplying the goods or services is considered to have met the requirements of the contract.
  - ✓ The Treasurer has determined that the exercise of this option is in the best interest of the Municipality.
  - ✓ Funds are available in appropriate accounts within the Municipality's Council approved budget including authorized revisions to meet the proposed expenditure.
  - ✓ A valid business case has been completed by the Treasurer and approved by resolution by Council.

### 2. PROJECT SCOPE

- 2.1 The audit services shall include all duties as required under the Ontario Municipal Act and Generally Accepted Auditing Standards, and other applicable acts. Services shall include the examination of the records and financial statements of the Municipality of Centre Hastings and all of its local Boards, Commissions, and Municipal Enterprises as set out hereunder.
- 2.2 The successful firm will be responsible for completion of the Non-Consolidated and Consolidated Financial Statements for the following:
  - ✓ Corporation of the Municipality of Centre Hastings including the Municipal, Water and Sewer accounts (including revenue, capital, reserve and trust funds);



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- ✓ Centre Hastings Public Library Board;
- ✓ Centre Hastings Recreation Centre Board;
- ✓ Tri-Area Medical Centre Board

2.3 The successful firm will prepare and file the annual Financial Information Return with the assistance of the Treasurer and be responsible for review of the FIR prior to filing.

2.4 Other Expectations of the Appointed Auditor will include:

- ✓ Audit Trust Fund statements for the Municipality of Centre Hastings
- ✓ Complete the annual audit questionnaire required by the Ministry of Municipal Affairs & Housing
- ✓ Provide an annual report on compliance for federal gas tax agreements
- ✓ Provide assistance with the preparation of the notes to the financial statements
- ✓ Print and Issue financial statements in the firm's standard format
- ✓ Issue a management letter for the Municipality and each of the entities listed above
- ✓ Attend the necessary meetings of the Audit Committee, various Boards or Council
- ✓ Conduct other special audit engagements as required (i.e. Infrastructure Stimulus Funding) or provide professional advice (i.e. commodity taxes)
- ✓ Conduct Initial PSAB 3150 audit
- ✓ Conduct Annual PSAB 3150 audit requirements
- ✓ Conduct Annual PSAB audit work due to new accounting pronouncements

### 3. GENERAL AUDITING REQUIREMENTS

#### 3.1 Planning the Audit:

In accordance with generally accepted auditing standards, the work should be adequately planned and properly executed;

- a) Before November 1st of each year, the auditors shall meet with the Treasurer for the purpose of defining a schedule of responsibilities which will lead to an orderly and timely assembly, audit, and submission of the annual financial statements and information returns.

These responsibilities will include the preparation of working papers to be prepared by the Treasurer, any photocopies of documents required, and any other work that can be performed by the Treasurer prior to the commencement of the audit.

- b) The above-mentioned schedule shall be finalized before November 30th and shall set out the following:
- ✓ The dates by which information will be prepared and submitted to the auditors; and
  - ✓ A list of required schedules, working papers, analyses and other information specifying the persons who will be responsible for their preparation and



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completion.

- c) The critical dates outlined in this schedule will be embodied in the annual engagement letter. Included in the annual engagement letter also will be the specific responsibilities to be discharged by each of the parties, and a requirement that the Treasurer be consulted prior to any change.
- d) The audited financial statements must be received by the Municipality no later than April 30<sup>th</sup> each fiscal year.
- e) On-site audits must be scheduled for completion by March 31 of each year.

### **3.2 Systems and Procedures Review:**

In accordance with generally accepted auditing standards, there should be an appropriate organized study and evaluation of those internal controls on which the auditor subsequently relies determining the nature, extent and timing of auditing procedures.

- a) The internal control systems and accounting procedures shall be evaluated at least annually.
- b) In accordance with generally accepted auditing standards, the purpose of this evaluation will be to determine whether the auditors can rely on the internal controls, subject to their compliance testing, and to determine appropriate substantive audit procedures necessitated by identified weaknesses or absence of internal controls.

Accordingly, where weaknesses or absence of internal controls are identified, they should be reported in writing to the appropriate contacts. Where weaknesses are reported, it would be appropriate to suggest or recommend ways in which the weaknesses can be corrected or compensated for.

- c) Similarly, upon discovery of information or conditions, which might otherwise lead to a qualified opinion on the financial statements, or a denial of opinion, the auditors shall immediately communicate these matters in writing to the appropriate contacts.

### **3.3 Compiling Audit Evidence**

In accordance with generally accepted auditing standards, "sufficient appropriate audit evidence should be obtained by such means as inspection, observation, inquiry, confirmation, computation and analysis, to afford a reasonable basis to support the content of the report".

It should be noted that the matters to be considered and procedures to be followed should not be limited to those outlined in the above-mentioned appendices. Where the respondents' audit objectives and procedures would not include all of the example objectives and procedures, or would include other considerations, the respondents are asked to explain these differences.

### **3.4 Completing the Engagement**



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- a) The auditors shall attend such meetings as are required to discuss the draft audited financial statements with Council and the appropriate contacts.
- b) The auditors shall deliver the finalized financial statements to the Municipality by no later than April 30th of each year.
- c) No later than thirty (30) days following delivery of the audited statements, the auditors shall deliver a "Post-Audit Management Letter" to the appropriate contacts outlining, but not limited to, the following:
  - ✓ Concerns relative to internal controls and systems determined during the audit;
  - ✓ A report on the progress or lack of progress made on implementing suggested improvements in systems and controls recommended in prior years; and
  - ✓ Any other comments which may assist the appropriate contacts with their day-to-day management of the affairs of the Municipality.

#### **4. POSSIBLE ADDITIONAL SERVICES**

- 4.1 The responsibilities of the auditors are normally geared to performing sufficient work to enable them to express an opinion on the financial statements, although occasionally it may be necessary to provide additional audit and/or non-audit services. Outlined below are the types of additional services which have arisen in the past and which may or may not occur in the future. The list is not intended to be all-inclusive of the items that may be encountered. These items should be considered in your fee proposal as requested and highlighted as additional items.

- ✓ Changes in financial statement format and presentation as required by the various supporting Ministries requiring regrouping and restatement of the previous year's comparative figures.
- ✓ Restating previous year's comparative figures as a result of changes in the application of accounting principles as required by the amendments of the CICA Handbook or Ministries.
- ✓ Special audits arising from the introduction of new programs as requested by the various Ministries.
- ✓ Attendance at the Council meetings other than to present the year-end audited financial statements.
- ✓ Advisory Services: Information regarding any advisory services which may be available to the Municipality at no additional charge, including but not limited to, publications dealing with matters such as HST, pension reform, income tax, employee benefit plans, internal audit, financial systems development, computer system's and programs, and cash management.



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**5. OTHER INFORMATION FOR CONSIDERATION**

- ✓ 2010 Consolidated Financial Statements: **Copy included with packages printed and distributed at our office.**
- ✓ 2010 Financial Information Return: **Copy included with packages printed and distributed at our office.**
- ✓ Population: **Approximately 4,400**
- ✓ Annual Budget: **Approximately \$2,832,865.00**
- ✓ Number of Employees: **Approx. 100 (incl. Council members & volunteer Fire Fighters)**
- ✓ Cheques Issued Yearly: **Approximately 2,500**
- ✓ Gross Payroll: **Approximately \$1,400,000.00**
- ✓ Books & Records: **Fully computerized accounting system.**
- ✓ Active Bank Accounts: **4**

Other Information may be available upon request.

**6. SUBMISSION FORMAT**

**6.1 Please submit 3 copies of your proposal.**

The proposal should, as a minimum, cover the following items:

- 6.2 A profile of your firm, including breadth of other audit assignments, resources and support services available, and a description of the firm's philosophy with regard to municipalities. The names and contacts of other municipalities with which the firm's staff has had experience.
- 6.3 The names of the partners and staff of the firm who will be engaged on this municipal audit.
- 6.4 The office which would be responsible for the audit and the name of the partner in charge of the audit should be specified.



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- 6.5 Where it is proposed that audit technicians would be employed on this engagement, a description should be provided to support their technical ability and their understanding of generally accepting auditing standards as they apply in particular to municipalities.
- 6.6 A Fee proposal indicating the following:
- ✓ The firm's understanding of the work to be done, having regard to the responsibilities and other matters set out in these proposal documents;
  - ✓ A total Fee proposal for regular audit services for each of the fiscal years ending: A) December 31, 2012 to December 31, 2014; AND B) December 31, 2015 to December 31, 2016;
  - ✓ It is expected that the audit should also be considered as a "local" audit and the municipality would not be responsible for disbursements incurred by the firm which are caused by sending staff from outside locations.
  - ✓ A schedule outlining the tentative dates when the work for the audit would be performed given the deadline dates.

## 7. TENTATIVE SCHEDULE

- 7.1 Release of RFP: Monday January 16, 2012  
7.2 Closing Date: Monday February 27th, 2012 at 3:00 p.m. local time  
7.3 Anticipated Award of Contract: March 28, 2012 Council meeting.

## 8. INSURANCE AND INDEMNIFICATION

The successful bidder shall, at its own expense, obtain and maintain required insurance until the termination of the contract, and provide the Municipality with evidence of:

### 8.1 Commercial General Liability

Comprehensive general liability insurance on an occurrence basis for an amount not less than Five Million (\$5,000,000) dollars for any negligent acts or omissions by the bidder relating to its obligations under this Agreement. Such insurance shall include, but is not limited to Bodily Injury and Property Damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile liability, broad form property damage, owners and contractors' protective, products and completed operations, employees as additional Insured, occurrence property damage, contingent employers liability, cross liability and severability of interest clauses;



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Such insurance shall add the Corporation of the Municipality of Centre Hastings as an Additional Insured subject to a waiver of subrogation in favour of the Municipality with respect to the operations of the bidder. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Municipality. The successful bidder shall indemnify and hold the Corporation of the Municipality of Centre Hastings harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence act or omission whether willful or otherwise by the bidder, its agents, officers, employees or other persons for whom the bidder is legally responsible.

#### **8.2 Automobile Liability Insurance**

The bidder shall have Automobile liability insurance with respect to owned and leased automobiles used directly or indirectly in the performance of the Services covering liability for bodily injury, death and damage to property with a limit of not less than Two Million (\$2,000,000) dollars inclusive for each and every loss.

#### **8.3 Professional Liability Insurance**

Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than \$500,000 on a claims made basis. Such coverage shall be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

#### **8.4 Employee Dishonesty Insurance**

The successful bidder shall furnish the Municipality with a comprehensive (3D) Dishonesty, Disappearance and Destruction Bond - Form for an amount not less than **\$100,000**, including a Third Party Extension rider to cover the Municipality against a fraudulent or dishonesty act with respect to incidents arising from work performed under the contract.

The policies shown above will not be cancelled, permitted to lapse or materially changed unless the insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of cancellation, expiry or change. The Municipality reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the Municipality may reasonably require.

The successful bidder shall at their own expense obtain and maintain insurance as stipulated in the contract for the duration of the contract. The bidder shall provide the Municipality with a letter from their insurance broker confirming their ability to meet the insurance requirement as set out in the contract and that if they are successful they will provide the Municipality with a certificate of insurance within 10 days of notification of acceptance of the contract award.



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#### **9. EVALUATION CRITERIA**

The following criteria, which are not in any particular order will be used to determine the ranking of the respondent and proposed system:

- The required expertise, including professional qualifications and experience.
- A demonstration of a thorough knowledge and understanding of the scope of work.
- Project Schedule/Timetable
- Past performance with other municipalities preferably in the Ontario marketplace, in providing similar services within the last three years.
- Quality and Completeness of RFP response.
- Cost, fee structure, comparative value
- References

Interviews may be conducted if deemed necessary by the evaluation committee.

The lowest cost bid will not necessarily be awarded. Scoring of proposals will be done in strict compliance to criteria established pre-opening. The proponent who has submitted a fully responsive, compliant document and whose overall score is highest, will be recommended to be awarded the contract provided the submission is considered qualified following the preliminary evaluation.



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**SECTION "A"**  
**GENERAL INSTRUCTION TO RESPONDENTS**



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**A1. SUBMITTING A PROPOSAL**

1.1 All proposals must be submitted to the attention of Christine Marin , Treasurer at:

Municipality of Centre Hastings  
P.O. Box 900, 7 Furnace Street  
Madoc, Ontario K0K 2K0

- 1.2 Responses should be submitted on respondent's own letterhead or quotation form and must be signed by an authorized officer of the respondent.
- 1.3 Municipality of Centre Hastings RFP return labels as provided in the RFP package **must** be used. **Failure to submit your response with the label provided affixed visibly to the outside of your response will result in rejection.** The "label" template is the **last page of the electronic format document. Actual labels will be included with hard copy packages prepared for pick up at our office. If you return your proposal using a courier service, the label is to be affixed to the envelope inside the courier package so that when the courier package is opened, your proposal remains in a plainly marked sealed envelope or package.**
- 1.4 Faxed or other electronically transmitted bids **will not** be accepted.
- 1.5 Late bids will not be considered. \*Local time is according to the time clock located in the Municipality offices, which will be deemed to be taken as conclusive. (HR.:MIN.:SEC.) Late bids will be returned unopened to the bidder.
- 1.6 The number of bids received and the names of respondents are confidential, and shall not be divulged prior to the RFP opening. However, the number of RFP packages released is Public information. It is understood that by completing and submitting a bid for this RFP the respondent agrees to public release of their name.
- 1.7 The Municipality assumes no responsibility or liability for any cost incurred by the respondent in the preparation or submission of proposal, site inspections, demonstrations, or any other services that may be requested as part of the evaluation process.
- 1.8 Respondents must be authorized to do business in the province of Ontario and Canada.
- 1.9 The bidder agrees that other publicly funded authorities within the Municipality not shown on this quotation may utilize this quotation if deemed beneficial to them.
- 1.10 The bidder declares that this quotation is made without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a quotation for the same goods and services, and is in all respects fair and without collusion or fraud.



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- 1.11 The Corporation of the Municipality of Centre Hastings shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any respondent prior or subsequent to or by reason of the acceptance or the non-acceptance by the Municipality of Centre Hastings of any RFP or by reason of any delay in the acceptance of a RFP save as provided in the Contract.
- 1.12 Whenever an RFP seeks a source of supply for materials and/or services, the quantities or usage shown are estimated only unless otherwise stated. No guarantee or warranty is given or implied by the Municipality of Centre Hastings as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for bidders' information only and will be used for tabulation and presentation of bid, and the Municipality of Centre Hastings reserves the right to increase or decrease quantities as required.
- 1.13 All materials and/or services shall be delivered F.O.B. destination (i.e., at 7 Furnace Street, Madoc at the Municipality of Centre Hastings Municipal Offices ) and delivery costs and charges, if any, will be included in the bid price.

**A2. INQUIRIES AND CLARIFICATIONS**

- 2.1 It is the respondent's responsibility to clarify interpretation of any item on the specifications and/or other RFP documents, **at least twenty-four hours prior to the closing date and time**, by contacting the following in writing:
- Christine Martin  
Treasurer/Deputy Clerk  
Municipality of Centre Hastings  
P.O Box 900, 9 Furnace Street  
Madoc, ON K0K 2K0  
Fax – 613-473-5444  
email [cmartin@centrehastings.com](mailto:cmartin@centrehastings.com)
- 2.3 **All questions relating to the RFP must be in writing** and delivered, faxed or emailed as directed above. No verbal interpretation will be effective to modify any component of the RFP or any contract. Only interpretations and clarifications, which are provided in writing by the above-mentioned, will be considered valid. Lobbying of staff or politicians is unacceptable.
- 2.4 Any inquiry or clarification which results in a modification to the RFP will be issued as an addendum by the Treasurer to all parties as recorded on the record of RFP's distributed.



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- 2.5 The submission of a quotation shall be deemed proof that the bidder has satisfied himself as to all the provisions of the quotation, all conditions which may be encountered, all goods and services he will be required to supply, or any other matter which may enter into the carrying out of supply of goods and services referred to in the quotation. No claims will be entertained by the Municipality based on the assertion by the bidder that he was uninformed as to any of the requirements of this quotation.

#### **A3 ADDENDA**

- 3.1 Should a bidder discover any errors or omissions in the RFP, they shall notify the Treasurer so that clarification can be made to all bidders.
- 3.2 When it becomes necessary to revise, delete, substitute or add to the bid documents after release, the Treasurer will issue an addendum.
- 3.3 A copy of each addendum shall be forwarded by fax and/or mail, by the Treasurer or his/her designate, to all persons registered on the distribution list. Those who downloaded the document from the Municipality website will be expected to check the website regularly for addenda items.
- 3.4 The Municipality's website is [www.centrehastings.com](http://www.centrehastings.com) and it will be the bidder's sole responsibility to check the website for updates. Purchasing information is found under the "Bid Opportunities" button.
- 3.5 All bidders must acknowledge addendum in the body of the bid document in the space provided. (at the top of the Bidder Identification form) Failure to do so may result in rejection.
- 3.6 If the addendum is prepared too late to allow notification by mail prior to the closing time, in addition to faxing the addendum, each prospective bidder shall be contacted by the Treasurer or his/her designate, to advise of the addendum and the closing date may be extended. In all cases, when an addendum is issued, it is desirable to give prior notice of the mailing to the prospective bidders.

#### **A4. WITHDRAWAL PROCEDURE**

- 4.1 The bidder who has submitted a response may request that the bid be withdrawn. Adjustments or corrections to a bid already submitted will not be allowed. The withdrawal will be allowed if the request is made by mail, fax or in person, directly to the Treasurer or his/her designate, before closing time, and only if verification of source is possible. Telephone requests will not be considered.
- 4.2 When a withdrawal request is made in person, the requester shall sign a withdrawal form confirming the request. When requests are made by mail or fax, they shall be confirmed by telephone prior to acceptance.



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- 4.3 Bids confirmed as withdrawn prior to closing time shall be returned unopened.
- 4.4 The withdrawal of a bid does not disqualify a bidder from submitting another bid on the same contract provided it is submitted prior to closing date and time.
- 4.5 Withdrawal requests received after the closing time and date will not be allowed.

**A5. ONLY ONE BID RECEIVED**

- 5.1 In the event that only one bid is received in response to a competitive bid, the CAO/Clerk or his/her designate along with the Treasurer will determine whether or not to proceed with the opening. If, in their opinion, using criteria based on the number of bids which might reasonably be expected on a given type of project, additional bids could be secured, the bid may be returned unopened and the bidder advised that the Municipality may be recalling the tender at a later date.
- 5.2 In the event that only one bid is received in response to a competitive bid call, the CAO/Clerk or his/her designate along with the Treasurer or his/her designate may proceed with the opening. If after evaluation, the bid is found to be unacceptable, they may follow the procedures to cancel the call.
- 5.3 Where bids are received in response to a bid solicitation but exceed budget, are not responsive to the requirement, or do not represent fair market value, a revised solicitation may be issued in an effort to obtain an acceptable bid.
- 5.4 If two equal bids are received, the following items will be taken into consideration:
  - i. Prompt payment discount
  - ii. When delivery is an important factor, the bidder offering the best delivery date will be given preference
  - i. A bidder in a position to offer better after sales service, with a good record in this regard shall be given preference,
  - ii. A bidder with an overall satisfactory performance record shall be given preference over a bidder known to have an unsatisfactory performance record or no previous experience with the Municipality.
  - iii. All other things being equal, preference will be given to the vendor whose place of business is local, in order of municipality, Province & Country
  - iv. If (i) through (v) do not break the tie, equal bidders shall be entered into a draw. The names of the tied bidders shall be placed in a container and the tender to be awarded shall be drawn by a member of council. The time and location of the draw shall be set by the Treasurer or his/her designate, and the bidders shall be notified in order that they may be present



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**This portion of the document is as stated “General” and is generically stated in all Municipality competitive bid documents.**

**It is the respondent’s responsibility to be aware of “job specific” mandatory criteria requirements due at time of bid submission that may not be the same as under “General” conditions.**

**SECTION “B”**

**GENERAL INFORMATION FOR RESPONDENTS**



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#### **B1 EVALUATION COMMITTEE**

- 2.1 The evaluation committee will be comprised of, as a minimum, the Treasurer and at least one member of Council.
- 2.2 The committee will evaluate the submissions based only on the established criteria as presented in the original bid documentation with a predetermined weight for importance to the project. The weighting for each criterion will not be divulged prior to closing and evaluation.
- 2.3 A copy of the completed evaluation forms along with committee recommendation will be forwarded to the CAO/Clerk to be kept in a confidential file and utilized for dispute resolution if necessary.
- 2.4 The Treasurer shall prepare a recommendation to Council.

#### **B3 SUB-CONTRACTING**

- 3.1 The selected respondent, who has signed a contract with the Municipality, shall be considered to be the prime contractor and shall keep the operation totally under their control and shall not assign, transfer or sub-contract any portion without the written approval of the Municipality. The consent of the Municipality for such assignment or sub-contracting shall not relieve the prime contractor from completion of the project in accordance with the terms of the contract. Where a respondent submits a joint proposal or proposes a partnership arrangement, the respondent must assume the lead or prime contractor position. As such, the respondent will have the overall responsibility for completing the project as proposed.

#### **B4 CONTRACT AMENDMENTS AND REVISIONS**

- 4.1 No amendment or revision to a contract shall be made unless the amendment is in the best interest of the Municipality.
- 4.2 No amendment that changes the price of a contract shall be agreed to without a corresponding change order describing the change in requirement or scope of work.
- 4.3 Amendments to a contract are subject to the identification and availability of sufficient funds in appropriate accounts within Municipality council approved budget including authorized revisions.



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#### **B5 ACCESS TO INFORMATION**

- 5.1 The disclosure of information received relevant to the issue of a bid solicitation or the award of contracts emanating from bid solicitations shall be made by the appropriate offices in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended.
- 5.2 All records and information pertaining to tenders, proposals and other sealed bids, which reveal a trade secret or scientific, technical, commercial, financial or other labour relations information supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:
- a) Prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations;
  - b) Result in similar information no longer being supplied to the Municipality where it is in the public interest that similar information continues to be so supplied;
  - c) Result in undue loss or gain to any person, group, committee or financial institution or agency; or
  - d) Result in information whose disclosure could reasonably be expected to be injurious to the financial interests of the Municipality.



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**QUICK REFERENCE GUIDE**

<b>Closing:</b>	<b>Date: Monday February 27, 2012</b>  <b>*Local Time: 3:00 p.m.</b>  <b>*Local time is according to the time clock located in the main reception area of the Municipality of Centre Hastings municipal office, which will be deemed to be taken as conclusive. (HR.:MIN.:SEC.)</b> <b>Late bids will be returned unopened to the bidder.</b>
<b>Bids to be delivered to:</b>	Christine Martin, Treasurer/Deputy Clerk P.O. Box 900, 7 Furnace Street, Madoc, Ontario K0K 2K0  Faxed or electronically sent bids will <b>NOT</b> be accepted.
<b>Opening:</b>	Immediately following closing time if practical. If not, time and date will be announced.
<b>Remember:</b>	<ul style="list-style-type: none"><li>• All bids must be returned sealed in the envelope provided in the proposal package. In the event that the bid package will not fit in the envelope provided, the documents must be packaged in an otherwise sealed fashion with the return envelope affixed to the front of the package.</li><li>• The name of the bidder and contact information must be supplied on the return envelope in the appropriate area.</li><li>• To ensure standardization of bidder response, all bids must be submitted with cost breakdown as requested.</li><li>• <b><u>Page 21-23 to be completed and returned – or Page 24 if not responding.</u></b></li><li>• Any other requirements as may be listed in documents</li></ul>

**\*\*THE MUNICIPALITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY TENDER AND THE LOWEST OR ANY TENDER OR ANY PART OF ANY TENDER NOT NECESSARILY ACCEPTED.**



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**RESPONSE FORM - Page 1 of 3**

**RE: Contract for Audit Services**

The undersigned has examined the scope of the project described herein and is fully informed as to the nature of the work and the conditions related to its performance.

I/WE declare that I/WE have carefully examined addenda no.\* \_\_\_\_\_ to no. \*\_\_\_\_\_ and hereby acknowledge the same to be part and parcel of any contract to be let for all work therein described.

I/We hereby propose to furnish all necessary machinery, tools, apparatus and other means of required to do all the work, furnish all materials and to complete the work herein described in strict accordance with the plans, therefore, and in conformity with the requirements of the specifications and supplemented specifications as may be provided by the Owner for the performance of said Work.

This tender submission constitutes a valid and irrevocable offer which will remain open for acceptance by the Municipality for no less than sixty (60) days following the closing date.

All amounts are in Canadian funds.

- To be completed by respondent.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Person signing must be authorized to sign on behalf of the Company/Individual represented, and to bind the Company/Individual to statements made in response to this contract.**



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Response form Page 2 of 3

RESPONDENT IDENTIFICATION

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Name

---

Address

---

Telephone Number

---

Fax Number

---

Name of Person Signing

---

Position of Person Signing

---

Signature

**Person signing must be authorized to sign on behalf of the Company/Individual represented, and to bind the Company/Individual to statements made in response to this contract.**



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Response Form Page 3 of 3

**REFERENCES – MUST BE COMPLETED AND RETURNED WITH SUBMISSION**

References: State names, addresses and telephone numbers of clients for whom your company has performed similar services:

1) NAME:

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

2) NAME:

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

\_\_\_\_\_

3) NAME:

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

References will be used as part of the evaluation process

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**NOTICE OF 'NO-REPLY'**

Christine Martin, Treasurer P.O. Box 900, 7 Furnace Street, Madoc, Ontario K0K 2K0	<b>Phone:</b> 613-473-4030 <b>Fax:</b> 613-473-5444
<b>Reference <u>Audit Services</u></b>	<b>Closing:</b> February 27, 2012

It is important to the Municipality to receive a reply from all potential respondents. There is no obligation to submit a RFP, quotation or proposal; however, should you choose not to bid, completion of this form will assist the Municipality in determining the type of goods or service you are interested in bidding on in the future and may identify potential problems with our projects.

**INSTRUCTIONS**

If you are unable, or do not wish to bid on this RFP/proposal/quotation please complete the following portions of this form. State your reason for not bidding by checking the applicable space(s) or by explaining briefly in the space provided. It is not necessary to return any other bid documents. Just return the completed form in the enclosed return envelope or by fax.

<b>Company Name:</b>		
<b>Name and Position of Individual Responding:</b>		
1.	We do not manufacture/supply this commodity	
2.	We do not manufacture/supply to this specification	
3.	Unable to quote competitively	
4.	Cannot handle due to present workload	
5.	Quantity/job too large	
6.	Quantity/job too small	
7.	Cannot meet delivery/completion requirements	
	Licensing Restrictions	
9.	Agreements with distributors/dealers do not permit us to sell direct	

Other reasons/additional comments:

Deliver To:

Attn: Christine Martin  
Treasurer/Deputy Clerk  
Municipality of Centre Hastings  
P.O. Box 900, 7 Furnace Street,  
Madoc, Ontario K0K 2K0



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Bidders Company Name: \_\_\_\_\_

Received By: \_\_\_\_\_ (Municipality Initial) at Municipal Office

On the \_\_\_\_\_ day of \_\_\_\_\_, 2012 at \_\_\_\_\_ o'clock

From: \_\_\_\_\_  
(Name of Person Delivering Documents)

Signature of Person Delivering Documents indicating agreement of time and date  
recorded.

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**RETURN LABEL TO BE AFFIXED TO OUTSIDE OF SUBMISSION**