

**TOWN OF TRUMBULL  
REQUEST FOR QUALIFICATIONS WITH PROPOSAL FEES  
CONSULTING SERVICES  
PERSONAL PROPERTY AUDITING SERVICES**

**RFQ/P #6290**

**DUE: May 22, 2018 @ 2 pm**

**GENERAL INFORMATION**

The Town of TRUMBULL is soliciting proposals from financial firms to provide personal property audit services on the Town's business personal property taxpayers as authorized by Connecticut General Statutes. The information contained herein outlines the intent and scope of this RFP and the guidelines governing the submission and evaluation of all proposals. We ask that your proposal conform to our request as closely as possible. The Town may accept proposals that provide alternatives to any requirements in the RFP. Any alternative must be clearly delineated in a separate attachment to the proposal.

Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and Two (2) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

**PROPOSAL SUBMISSION**

- a. All proposals RFQ are to be submitted in a sealed envelope 1 original and 2 exact copies  
In a separate sealed envelope with the RFQ, please have proposal page structure fees  
Addressed as follows:

**RFP: 6290 DUE: MAY 22, 2018 by 2pm**

**Purchasing Agent: Kevin Bova**

**Town of Trumbull**

5866 Main Street

Trumbull, CT 06611

To enable the Town to compare the proposals received, it is necessary that your proposal include the information specified below, in the sequence specified, with each section of your proposal numbered corresponding to the numbers of the items below:

- a. Certify that the proposed firm is certified by the State of Connecticut, Office of Policy & Management to provide Personal Property auditing services in the State of Connecticut. Include the most recent certification certificate issued by OPM.
- b. Indicate whether your firm is local, regional, national or international in the scope of its practice.
- c. Indicated the address of your main office.
- d. Indicate whether your firm has been the subject of any professional disciplinary action by federal or state government or by any professional organization and if it has been, describe the nature of such action.
- e. Identify any Connecticut municipalities for which your firm currently or in the past has personal property audit services of the type described in this RFQ-P.
- f. Identify the local office that would handle the Town of TRUMBULL project including address and telephone number. Identify the individual in charge of that office. Indicate the total number of professional staff currently assigned to that office. Describe how your firm's personnel assigned to the Town of TRUMBULL project would be available for consultation, meetings in addition to the on-going auditing services.
- g. Identify the clients handled by this office including how many years your firm has provided auditing services.
- h. Identify all personnel that will be assigned to the Town of TRUMBULL project. Describe their roles and provide a brief description of their professional qualifications and experience. (Resumes of individuals may be included)

- i. Describe in narrative form, your proposed approach to this project. As part of your proposed approach, include any recommendations for any firms to be selected for audit based on previous experiences that may maximized the effectiveness of the audit program. In addition, describe the prior audit work and experience your firm has in reviewing declarations of public utility property. Your narrative should include a timeline by which you would want information from the Town, method of transmission of such information, quality controls in your firm with regard to reviewing reports and samples of reports to be used.
- j. Include your fee schedule for audits to be reviewed in this project. In addition, describe the method your firm would use in charging for any special requests, reports or expanding the scope of work beyond that described in the Scope of Services of this RFQ-P.

#### AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any response shall be accepted. The Town reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses received after the above scheduled due date and time shall not be accepted or opened.

Please be advised that the person signing the formal qualification proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations.

#### 1. **PROPOSAL TIME**

- a) Qualification Proposals shall be received at the office of the Purchasing Agent, 5866 Main Street Trumbull, CT 06611 @Town Hall, prior to the advertised hour of opening.
- b) A firm may withdraw a proposal at any time prior to the above scheduled date and time. Any proposal received after the above scheduled date and time shall not be considered or opened.

#### 2. **TOWN OPTIONS**

- a) The Town reserves the right to reject any or all proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b) The Town may choose to award one, two or none of the Planning studies.
- c) The Town shall be under no obligation to accept the lowest financial proposal if it is deemed in the best interest of the Town to do so. **This bid based on qualifications**
- d) If a responder's qualifications and proposal do not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.
- e) The Town reserves the exclusive right to determine whether or not qualifications and a proposal meet or exceeds the stated specifications.

#### 3. **TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

#### 4. **PROCUREMENT INQUIRIES AND ADDENDA**

- a) All inquiries regarding this request must be submitted in writing to the following (faxed or emailed questions are acceptable) and shall be answered up to the close of business on May 15, 2018, after which time no additional questions will be accepted.
- b) To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all proposers will be made available in writing or by Fax as appropriate to all proposers.

All inquiries may be directed to Kevin J Bova, Purchasing Agent (203.452.5042) [kbova@trumbull-ct.gov](mailto:kbova@trumbull-ct.gov)  
All Technical questions by contacting Mr. Mark DeVestern, Tax Assessor at 203-452-5015 through, [mdevestern@trumbull-ct.gov](mailto:mdevestern@trumbull-ct.gov)

- c) Additionally, after inquiries are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of Proposals.

- d) It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Town website [www.trumbull-ct.gov](http://www.trumbull-ct.gov) (Purchasing Department). Failure to submit a proposal that does not address any changes or addendums may result in a disqualification of a proposal submission.

5. **AWARD AND AUTHORITY**

- a) The requested services shall be awarded to the consultant whose **qualification proposal** is deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for qualifications and the criteria for evaluating proposals.
- b) The Town Purchasing Agent will issue notification of award in writing along with a standard contract and a Purchase order..

6. **PRICING**

All rates/prices quoted are to be firm for a period of one hundred and twenty (120) days following opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

**TERM OF SERVICE**

The Town requires that the proposed prices are firm fixed prices from July 1, 2018 through **June 30, 2019** and nothing elsewhere in this Request for Proposal shall abrogate this firm period. Special consideration will be given to responses with extended firm price dates. There will be 2 one-year options every year in April, May, June time frame if mutually agreed upon for the next fiscal year starting July 1 of that year. Therefore, this contract can go as long as a total of 3 years. If the Town is not satisfied or cannot mutually agree the Town will not renew and will go back out to bid

7. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

8. **HOLD HARMLESS CLAUSE**

The consultant agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

9. **CONFLICT OF INTEREST**

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest; And; Public officials cannot circumvent the intent of this ordinance by receiving town work Through a bid waiver, as proscribed by the Trumbull Town Charter.

10. **INSURANCE**

- a) As applicable, the successful shall furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured. The insurance is to include Contractor's Liability and Worker's Compensation, thereby holding the Town of Trumbull harmless from all eventualities that may occur relative to this Proposal and the resulting purchase order or contract. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in amounts of \$1,000,000 General Aggregate, \$1,000,000 Automobile Liability and Worker's Compensation, and Employer's Liability \$100,000 (each accident) to the Town of Trumbull. Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner.
- b) Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611. In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.

- c) The Consultant, shall also, deliver to the Town proof of professional liability insurance in the sum of one (\$1,000,000) million dollars issued by a reputable insurance company. This insurance must be maintained throughout this engagement and proof thereof must be provided upon request.

**11. AGREEMENT**

- a) The specifications of the proposal received from the selected firm and the purchase order issued to the consultant shall serve as the agreement.
- b) The Town reserves the right, subject to mutual agreement with the successful consultant, to extend the terms of this request, at the proposed rate, for a mutually agreed upon period of time.

**12. CANCELLATION OF AGREEMENT**

The Town reserves the right to cancel any contract/agreement, at any time, with thirty (30) days prior written notice to the consultant, should any of the following conditions exist:

- Funds are not appropriated by the Town for continuance of this agreement.
- The Town, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

**13. INCURRING COST**

The Town will not be held responsible for any costs incurred by the firm for work performed in the preparation and production of the proposal or for any work performed prior to the issuance of a contract.

**14. REJECTION OF PROPOSAL**

The Town reserves the right to reject any or all proposals in whole or in part or to waive any informality or technicality, irregularity or omissions if, in its judgment, the best interest of the Town shall be served.

**15. PROPRIETARY INFORMATION**

The Town will not disclose any portion of the proposals except to members of an Evaluation Team prior to contract award. The Town retains the right to disclose the name of the successful consultant, the financial considerations, and any other information in the proposal that is pertinent to the selection of the Consultant.

**16. TERMINATION FOR DEFAULT OR FOR THE CONVENIENCE OF THE CONTRACTING AGENCY**

Performance under this contract resulting from this RFQ may be terminated by the Town whenever:

- a. The Consultant, in the sole opinion of the TOWN, is in default of the performance of the contract and shall fail to correct such default within the period specified by the TOWN in a notice specifying default; or the TOWN shall determine that the termination is in its best interest.
- b. Termination will be effected by delivery to the Consultant of a notice to terminate, stating the date upon which the termination becomes effective. Upon receipt of the notice to terminate, the Consultant shall:
- I. Prepare to stop all work by the termination date.
  - II. Meeting with the Town's representative to review work in progress to determine time critical tasks and to take such action as is necessary to protect the Town's rights.
  - III. Cooperate and participate when needed in the orderly transition of the work being performed by the Consultant.

**17. AMBIGUITY IN THIS REQUEST FOR QUALIFICATIONS**

Prior to submitting a response to this request, it is the responsibility of the Consultant to bring to the attention of the Town any ambiguity in this request. Not to do so shall result in the Consultant forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent Consultant.

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PERSONAL PROPERTY AUDITING SERVICES**

**RFQ/P #6290**

**DUE: May 22, 2018 @ 2 pm**

**SPECIFICATIONS – REQUIREMENTS**

**1. OVERVIEW:**

There are approximately 1,600 businesses that currently are required to file annual business personal property declarations for local property tax valuation. These range from small establishments with minimum personal property to very large commercial and industrial facilities with significant personal property. The Gross assessed valuation on the October 1, 2017 Grand List is \$ 279,783,200.

**2. SCOPE OF SERVICES:**

- a. The selected firm will perform audits of Town of TRUMBULL businesses selected by the Town Assessor. The Assessor will make available Personal Property Declarations of selected taxpayers for all audit years in question along with any other pertinent information as deemed useful by the Assessor. The selected firm shall determine reporting accuracy by conducting a comparison of the Personal Property Declaration to the taxpayer's Federal Income Tax Records, to the taxpayer's Books of Account, or any other pertinent data necessary to complete the audit. Specifically, we will be reviewing the following schedules; Schedule L, the Balance Sheet, Form 4562 Depreciation and Amortization, Location Fixed Asset/Depreciation Ledgers, General Ledgers, Trial Balances, Schedules of "Other Deductions" and any other schedule or books of account that is necessary to successfully complete the audit. Additionally, we shall review the taxpayer's lease agreements to determine reporting accuracy.
- b. At the Assessor's request, the selected firm will arrange for a physical inspection of the selected taxpayer's business location that will include visual inventory of all taxable personal property.
- c. The Selected firm will review any and all listings of fixed assets recorded as Leasehold and/or Building Improvements that the taxpayer claims to be included as realty and determine if any items should have reported as personal property.
- d. The selected firm will deliver to the Assessor a written Report of each account summarizing the procedures used in conducting the audit, and the results. Such Report shall be required to be filed with the Assessor regardless of whether the audit process discloses any reporting discrepancies.
- e. The selected firm may be asked to participate in any discussions with the taxpayer seeking to resolve disputes or disagreements as to the valuation of the taxpayer's personal property. Participation in such discussions is at the sole discretion of the Assessor.
- f. The selected firm may be asked to serve as a witness in any formal administrative or judicial hearing in connection with the appeal of any audit. Participation is at the sole discretion of the Assessor.
- g. The selected firm will meet with the Assessor formally or informally upon request at a mutually agreed upon time throughout the duration of the audit program.

**3. STATE CERTIFICATION:**

Each company, corporation, partnership, or individual, must hold from the commencement of the project through the completion of all work hereinafter required, a valid Connecticut Personal Property Revaluation Company Certification pursuant to Section 12-2b of the Connecticut General Statutes, and be authorized to perform personal property audits pursuant to 12-53 of the Connecticut General Statutes. Proof of such certification shall be included in the submission of any proposal to the Town.

**4. PROFESSIONAL EXPERIENCE:**

Each company, corporation, partnership, or individual, assigned to this project, must have a minimum of five (5) years of experience in performing **municipal Personal Property audits in the State of Connecticut**.

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The information requested below must be supplied with this Proposal. Please answer all the questions. Attach additional pages to this for if necessary.

1. Number of Years in Business \_\_\_\_\_
2. Number of Personnel Employed (full time) \_\_\_\_\_ (part time) \_\_\_\_\_
3. For this project, would this be done entirely by your Firm? \_\_\_\_\_
4. Has your firm ever been *unable* to complete any work awarded? If so, date, when, where, and why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Attach a list of accounts your organization has in process, giving the name of the owner, contract amount, period of engagement, and ending date.
6. List major firms your company has provided service to in the past. Include owner's name, contract amount, and completion date  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. List number of personnel that will be assigned to the Town for this requirement  
\_\_\_\_\_  
\_\_\_\_\_
8. List any previous **municipal experiences** (See References Attached)  
\_\_\_\_\_
9. List type of communication equipment your office uses:
  - a) A. Answering Service Yes \_\_\_\_\_ No \_\_\_\_\_
  - b) B. Beeper Service Yes \_\_\_\_\_ No \_\_\_\_\_
  - c) C. Radio Control Yes \_\_\_\_\_ No \_\_\_\_\_
  - d) D. Cellular Phones Yes \_\_\_\_\_ No \_\_\_\_\_
  - e) E. Other List \_\_\_\_\_

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**REFERENCES**

*(To be submitted with proposal – attach additional pages as necessary)*

List references for similar services provided for at least four (4) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

**CLIENT 1:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

**CLIENT 2:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

**CLIENT 3:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

**CLIENT 4:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

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**QUALIFICATIONS**

To enable the Town to compare the proposals received, it is necessary that your proposal include the information specified below, in the sequence specified, with each section of your proposal numbered corresponding to the numbers of the items below:

- a. Certify that the proposed firm is certified by the State of Connecticut, Office of Policy & Management to provide Personal Property auditing services in the State of Connecticut. Include the most recent certification certificate issued by OPM.
- b. Indicate whether your firm is local, regional, national or international in the scope of its practice.
- c. Indicated the address of your main office.
- d. Indicate whether your firm has been the subject of any professional disciplinary action by federal or state government or by any professional organization and if it has been, describe the nature of such action.
- e. Identify any Connecticut municipalities for which your firm currently or in the past has personal property audit services of the type described in this RFQ-P..
- f. Identify the local office that would handle the Town of TRUMBULL project including address and telephone number. Identify the individual in charge of that office. Indicate the total number of professional staff currently assigned to that office. Describe how your firm's personnel assigned to the Town of TRUMBULL project would be available for consultation, meetings in addition to the on-going auditing services.
- g. Identify the clients handled by this office including how many years your firm has provided auditing services.
- h. Identify all personnel that will be assigned to the Town of TRUMBULL project. Describe their roles and provide a brief description of their professional qualifications and experience. (Resumes of individuals may be included)
- i. Describe in narrative form, your proposed approach to this project. As part of your proposed approach, include any recommendations for any firms to be selected for audit based on previous experiences that may maximized the effectiveness of the audit program. In addition, describe the prior audit work and experience your firm has in reviewing declarations of public utility property. Your narrative should include a timeline by which you would want information from the Town, method of transmission of such information, quality controls in your firm with regard to reviewing reports and samples of reports to be used.
- j. Include your fee schedule for audits to be reviewed in this project. In addition, describe the method your firm would use in charging for any special requests, reports or expanding the scope of work beyond that described in the Scope of Services of this RFQ-P..



## QUALIFICATIONS continued

### STATEMENT OF QUALIFICATIONS (To be submitted with proposal)

**Submitted by:**

Name of Organization \_\_\_\_\_

Name of Individual \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

**Submitted to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Project Name and Description (if applicable)

\_\_\_\_\_

\_\_\_\_\_

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**PROPOSAL FORM**

The following Proposal is submitted in response to the subject request and in accordance with all the conditions and specifications contained herein:

In a separate sealed envelope with the RFQ, please have proposal form with these structure fees

The Town requires a proposal (pricing) for each of the following:

**FEE SCHEDULE  
Audit SERVICES**

**Only complete rates that apply**

**1. Hourly:**

<b><u>POSITIONS</u></b>	<b><u>HOURLY RATE</u></b>
Project Manager	_____
Certified Auditor	_____

**2. Per Account:**

Fee per each (1) Audit account by Assessed value range:

<b><u>Account Assessed Value</u></b>	<b><u>Fee per (1) Audit Account</u></b>
\$5,000,000 – \$50,000,000	_____
\$1,000,000 – \$4,999,999	_____
\$1 – \$999,999	_____

**THE UNDERSIGNED AFFIRMS AND DECLARES** that the above PROPOSAL and all pricing contained herein is executed by said respondent with full knowledge and compliance, and complete understanding and acceptance of the Specifications, Requirements, Terms and Conditions contained herein. **Any exceptions are noted on the attached.**

The undersigned further declares that no person, or persons, other than those named herein, are interested in this Proposal; that this Proposal is made without collusion with any person, firm or corporation; that no person or persons acting in any official capacity for the Town is directly or indirectly interested therein or in any portion of the profit thereof and that he proposes and agrees, if this Proposal is accepted, to execute the Form of Contract with the Town.

**Proposal form continued**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
by (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Town-City –Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
Telephone/contact

\_\_\_\_\_  
Mobile Contact Phone 24 Hour

END OF RFQ-P 6290