



JAMES ISLAND PUBLIC SERVICE DISTRICT

**1739 Signal Point Road
Charleston, SC 29412
Phone (843) 795-9060 / Fax (843) 762-5240**

REQUEST FOR PROPOSAL (RFP) #18-001

ISSUE DATE: Tuesday, January 9, 2018

BID DELIVERY DUE DATE & TIME: Tuesday, January 30, 2018 by 3:00 PM EST

**BID DELIVERY LOCATION: James Island Public Service District
Finance Department
1739 Signal Point Road
Charleston, SC 29412**

PROCUREMENT FOR: Professional Auditing Services

Subject to the conditions, provisions and the enclosed specifications, sealed bids will be received at the location and time stated herein and opened thereafter:

MAILING ADDRESS:

James Island Public Service District
Attn: James G. Game, MBA
Post Office Box 12140
Charleston, SC 29422

STREET ADDRESS:

James Island Public Service District
Attn: James G. Game, MBA
1739 Signal Point Road
Charleston, SC 29412

RFP Information: James G. Game, MBA
Assistant Financial Officer-AFO
843-998-6175 gamej@jipsd.org

This solicitation does not commit James Island Public Service District to award a contract, to pay any cost incurred in the preparation of the bid, or to procure or contract for goods or services. It is the responsibility of each bidder to see that the bids are received on, or before, the date and time specified below. No bid will be accepted thereafter. The District assumes no responsibility for delivery of bids that are mailed and reserves the right to reject any or all bids and to waive any informalities and technicalities in the bid process.

Summary Time Line: Invitation for Bid #18-001:

Item	Date	Time	Location
Issue Date	Tuesday, January 9, 2018	N/A	JIPSD Finance
Inquiry Cut-off Time	Tuesday, January 25, 2018	4:00PM EST	JIPSD Finance
Bid Delivery Due Date-Time	Tuesday, January 30, 2018	3:00PM EST	JIPSD Signal Point Main Office
Firm Selected by Commission	Monday, February 26, 2018	6:00PM EST	Commission Conference Room
Selected Firm Notified Date	Tuesday, February 27, 2018	3:00PM EST	JIPSD Finance
Contract/Engagement Date	Thursday, March 1, 2018	3:00PM EST	JIPSD Finance

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NOTE:

Please review our website www.jipsd.org for any amendments prior to submitting proposal.

PROFESSIONAL AUDITING SERVICES

I. INTRODUCTION

A. General Information

The James Island Public Service District (District) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending **June 30, 2018**, with the option of auditing its financial statements for each of the two (2) subsequent fiscal years, **2019 and 2020**. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards* (1994), the provisions of the federal Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, as well as all other Federal, State, or local programmatic audit requirements that may be applicable.

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, one (1) unbound copy must be received by at 1739 Signal Point Road/PO Box 12140, Charleston, SC 29422 before the time and date indicated on page one (1). The District reserves the right to reject any or all proposals submitted.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from bidders, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

It is anticipated the selection of a firm will be completed by **February 26, 2018**. Following the notification of the selected firm it is expected a contract (or "engagement letter") will be executed between both parties by **March 1, 2018**.

B. Term of Engagement

A **three-year contract** is contemplated, subject to annual review and recommendation, the satisfactory negotiation of terms (including a price acceptable to both parties), the concurrence of the District's Commission and the annual availability of an appropriation.

II. NATURE OF SERVICES REQUIRED

A. General

The James Island Public Service District is soliciting the services of qualified firms of certified public accountants to audit its basic financial statements for the fiscal year ending **June 30, 2018**, with the option to audit the District's basic financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this invitation for bid.

B. Scope of Work to be Performed

The District desires the auditor to express an opinion on the fair presentation of the District's basic financial statements in conformity with generally accepted accounting principles.

The auditor shall be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepting auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's *Government Auditing Standards* (1994), the provisions of the Single Audit Act of 1984 (as amended in 1996) and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations, Audits of State and Local Governments*.

D. Reports to be Issued

Following the completion of the audit of the financial statements, the auditor shall issue:

1. A report on the fair presentation of the basic financial statements in conformity with generally accepted accounting principles.
2. A report on internal control over financial reporting and on compliance and other matters based on the audit of the basic financial statements performed in accordance with government auditing standards.

In the required reports on compliance and internal control, the auditor shall communicate any reportable conditions found during the audit. A reportable condition is defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the reports. Non-reportable conditions observed by the auditor shall be reported in a separate letter to management, which shall be referred to in the report[s] on compliance and internal controls.

The report on compliance and internal controls shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance and internal controls.

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the District Commission, District Manager and CFO.

E. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the District of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the James Island Public Service District and any others upon request.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Background Information

The James Island Public Service District was formed under Act Number 498 of the 1961 General Assembly of the State of South Carolina to provide services for fire protection, wastewater collection services, solid waste collection services, street signs and lighting.

The District serves a population of approximately 23,500 residents and employs 125 personnel within five departments: Fire, Solid Waste, Wastewater, Maintenance and Administration.

The District operates under a Council/Manager form of government where a seven (7) member Commission, elected at large by residents within the District, establish policy and the District Manager and his appointees are responsible for daily operations.

B. Budgetary and Financial Management

The District's fiscal year begins July 1 and runs through June 30. An annual appropriated budget is adopted on a basis consistent with generally accepted accounting principles (GAAP) with regards to the fiscal entity definition, the basis of budgeting, the timing of fiscal periods and perspective.

The General Fund, which accounts for the activities within Administration, Fire, Maintenance and Solid Waste Departments, is budgeted and accounted for under the modified accrual basis.

The Proprietary Fund accounts for the activities within the Wastewater Department and utilizes the accrual basis of accounting.

The Districts accounting records are processed electronically. Details and a description of the systems will be provided to the firm selected. The June 30, 2017 audit report issued in October 2017 was unqualified.

Charleston County levies taxes for the District. However, the District is required to prepare financial statements and have an annual audit by an external auditor.

C. Availability of Prior Audit Reports and Working Papers

Interested bidders who wish to review prior years' audit reports, management letters, and budgets should contact James G. Game, MBA at (843) 998-6175 or email via gamej@jipsd.org no later than Thursday, February 25, 2018 by 4:00PM EST. The District will use its best efforts to make supporting working papers and schedules prepared by District staff available to bidders to aid their response to this request for proposal.

IV. TIME REQUIREMENTS

A. Schedule for the June 30, 2018 Fiscal Year Audit

A similar time schedule will be developed for audits of future fiscal years if options are exercised **for two (2) additional audits, 2019 and 2020.**

1. Entrance Conference

An entrance conference with the CFO, AFO and key finance department personnel is requested soon after signing a contract. The purpose of this meeting will be to discuss prior audit routines and any interim work that may be performed. This meeting will also be used to discuss any special needs of the auditor, work space arrangements, and anticipated timetables for year-end closing and completion of various supporting schedules that may be required in the audit.

2. Interim Work

The firm may commence interim audit work immediately after a contract is signed and an entrance conference is held.

3. Audit Plan

The auditor shall provide to the District by **June 30, 2018**, an overview of audit work to be performed and anticipated completion dates for major segments of the work. The auditor shall also, by **June 30, 2018**, provide a list of all schedules to be prepared by the District staff. By approximately **August 23, 2018** the District will have closed and balanced all accounts and prepared supporting schedules as necessary.

4. Progress Reporting

Conferences should be held with the CFO, AFO & key finance department personnel and, when necessary, other department heads during the performance of the audit to report work progress, review problems identified, revise audit plans and time schedules, or discuss any other matters that may be relevant to the engagement.

5. Fieldwork Completion/Exit Conference

The auditor shall complete all fieldwork by **September 27, 2018**. An exit conference shall be conducted no later than **October 18, 2018** with CFO, District Manager and AFO to summarize the results of the fieldwork, to review significant findings, and to review drafts of all reports to be issued by the auditor

C. Date Final Report is Due

The Auditor shall prepare and provide a first draft of the financial statements, notes and all required schedules to District finance personnel by **October 25, 2018**.

By **November 8, 2018**, the audit firm shall provide a Final Audit Report and adjustments, if any, to the CFO and District Manager. The audit firm will be expected to make their audit report presentation to the District Commission on **November 26, 2018**.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department and Clerical Assistance

The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of all confirmations will be the responsibility of the auditor. However, clerical support will be made available to the auditor to assist with typing confirmations, routine letters and various memoranda as necessary. District personnel will also pull invoices, minutes of Commission meetings and other supporting documentation as needed and will make copies of pertinent materials for the auditors.

B. Electronic Data Processing (EDP) Assistance

Personnel will be available to provide systems documentation and explanations. The auditor will be provided computer time and the use of the District's computer hardware and software.

C. Schedules to be Prepared by the James Island Public Service District

The District staff will prepare supporting schedules for the auditor as needed. The exact format and content of such schedules will be determined during the initial stages of the audit process.

D. Work Area, Telephone, Photocopier and Fax

The District will provide the auditor with reasonable work space, table/desk and chair. The auditor will also be provided with access to a telephone, copier and fax.

E. Report Preparation

Preparation of the financial statements shall be the responsibility of a joint effort between the District personnel and the Audit firm. The District shall print the report and all copies.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Submission of Proposals

The following material must be received before the time and date indicated in the timeline on page one (1) for a proposing firm to be considered:

- a. *The bidder shall one (1) unbound, reproducible ORIGINAL of the Technical Proposal in a separate sealed envelope marked as follows:*

**PROFESSIONAL AUDITING SERVICES
FISCAL YEAR ENDING JUNE 30, 2018**

The Technical Proposal shall include the following:

- i. Title Page
Title page must show the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.
- ii. Table of Contents
- iii. Transmittal Letter
A signed letter of transmittal briefly stating the bidders' understanding of the work to be done, the commitment to perform the work within the allotted time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for thirty (30) days.
- iv. Detailed Proposal
The detailed proposal should follow the order set forth in Section VI-B of this request for proposal.

- b. *The bidder shall ONE (1) unbound copy of a dollar cost bid proposal in a separate sealed envelope marked as follows:*

**DOLLAR COST BID PROPOSAL
JAMES ISLAND PUBLIC SERVICE DISTRICT
PROFESSIONAL AUDITING SERVICES**

The dollar cost bid proposal shall follow the order set forth in Section VI-C of this request for proposal.

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to perform an independent audit of the financial statements of the James Island Public Service District in conformity with the requirements of this request for proposal. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for proposal (excluding any cost information which should only be included in the sealed dollar cost bid). The Proposal should be prepared simply and economically, providing a straightforward,

concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 9, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the James Island Public Service District as defined by generally accepted auditing standards and the U .S. General Accounting Office's *Government Auditing Standards* (1994).

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the District or any of its employees for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit(s).

In addition, the firm shall give the District written notice of any professional relationships that may be entered into during the period of this agreement.

3. License to Practice in South Carolina

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in South Carolina.

4. Firm Qualifications and Experience

The bidder should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, and other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is licensed to practice as a certified public accountant in South Carolina. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Specifically include their experience with governmental accounting and auditing. Please also indicate how the quality of staff over the term of the agreement will be assured.

6. Similar Engagements With Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of ten) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on

the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the District's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Bidders will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample sizes and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of electronic data processing software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of the District's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the District's

9. Report Format

The proposal should include sample formats for required auditor reports.

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

C. Sealed Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The District will not be responsible for expense incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such cost should not be included in the proposal.

2. Rates for Additional Professional Services

If it should become necessary for the District to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the District and the audit firm. Any such additional work agreed to between the District and the audit firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

3. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month.

VII. EVALUATION PROCEDURES

The District Commission will evaluate all technical proposals first; then open and review the sealed dollar cost bid before making a final selection.

The District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

A. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process.

1. Mandatory Elements/Completeness of Proposal

- a. The audit firm is independent and licensed as a CPA to practice in South Carolina.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the James Island Public Service District.
- c. The firm's professional personnel have received adequate continuing professional education within the preceding two (2) years.
- d. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- e. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

2. Technical Qualifications and Experience

- a. Expertise and Experience
 - (1) The firm's past experience and performance on comparable government engagements.
 - (2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- b. Audit Approach
 - (1) Adequacy of proposed staffing plan for various segments of the engagement
 - (2) Adequacy of sampling techniques
 - (3) Adequacy of analytical procedures

3. Cost

Although cost is significant factor, it will not be the dominant factor in the selection of an audit firm. The Districts approach is to identify all qualified, responsive Offerors and then to award the audit to the Offeror in that group based on all criteria mentioned herein.

B. Oral Presentations

During the evaluation process, the Commission may, at its discretion, request anyone or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Commission may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

C. Final Selection

It is anticipated the Commission will select a firm for award on February 26, 2018. The awarded firm will be notified on February 27, 2018. Following notification of the firm selected, it is expected a contract will be executed between both parties by March 1, 2018.

D. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

The James Island Public Service District reserves the right without prejudice to reject any or all proposals.

**Instructions for Bidders
Auditing Services**

1. Written sealed public proposals for a Term Contract to provide Professional Auditing Services shall be received at the James Island Public Service District, Administration Building, 1739 Signal Point Road, Charleston, SC until the cut-off time shown in the bid timeline on page (1) of this document.
2. Bids will then be publicly and promptly opened at the designated time by the CFO. Bids that are not in possession prior to the stated opening date and time will be considered **NON RESPONSIVE** and returned unopened.
3. An official authorized to bind the offer must sign all proposals submitted.
4. ***One (1) unbound, reproducible ORIGINAL of bids must be submitted in a sealed envelope and clearly marked as follows:***

**RFP #18-001
PROFESSIONAL AUDITING SERVICES
FISCAL YEAR ENDING JUNE 30, 2018**

5. Withdrawal of Bid
No Bidder may withdraw a bid after the date and hour set for the opening. A Bidder may withdraw a bid any time prior to expiration of the period during which bids may be submitted by a written request signed in the same manner and by the same person who signed the Proposal.
6. **Faxed or E-mailed bids will not be accepted by James Island Public Service District.**
7. If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact the Deputy Manager/CFO as soon as possible.
8. Any deviations from the specifications or modification of this bid and any extra or incidental work or reductions in work shall be set forth in writing and signed by both parties prior to making such change.
9. Any increase or decrease in the bid price resulting from such change shall be included in writing.
10. The bidder shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. This sheet shall be labeled "**Exception(s) to Bid Conditions and Specifications,**" and shall be attached to the bid.
11. The District reserves the right to reject any or all bids, waive any informality in bids and accept in whole or in part such bid or bids as may be deemed in the best interest of the District. James Island Public Service District reserves the right to reject any bid submitted, at sole option that the vendor may not be able to meet the service requirements of the bid.
12. Affirmative Action: The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.

13. Bidders must clearly mark as "**confidential**" each part of their bid which they consider to be proprietary information that could be exempt from disclosure under section 30-4-40, Code of Laws of South Carolina 1976, as amended (Freedom of Information Act). If any part is designated as confidential, there must be attached to that part an explanation of how this information fits within one or more categories listed in section 30-4-40. The District reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the District or its agents for its determination in this regard.
14. **Deadline for Questions:** It shall be the bidders' responsibility to contact the District's contact with questions regarding this solicitation, in writing, no later than the date indicated in the Bid Timeline on page 1 of this document. Inquiries received after this date and time will not be considered. Verbal questions are not permitted. Written questions only must e-mailed to: James G. Game, MBA gamej@jipsd.org
15. **Insurance:** The successful bidder shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the District by the bidder, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the bidder for the duration of the contract period; for occurrence policies.
16. **TERMS OF AGREEMENT**

The term of any resulting contract shall be for a period of three (3) years, effective from date of contract award.
17. **Hold Harmless Clause**

The Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the District, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.
18. **Vendor Checklist**

The items indicated below must be returned as a part of the Bid Submission package:

 - RFP Response
 - Mandatory Bid Cost Submittal Form [**SEPERATELY SEALED ENVELOPE**]
 - Mandatory Exceptions Page
 - Certificate of Insurance must be on file prior to any award.

Appendix A

NON-SUBMITTAL RESPONSE BID #18-001

Date: _____

Susan G. Gladden, CFO
James Island Public Service District
Post Office Box 12140
Charleston, SC 29422

Dear Ms. Gladden:

We, the undersigned, have declined to submit a proposal on Bid # 18-001, Professional Audit Services for the reason(s) indicated below. Circle the number(s) indicating your reason for not bidding, or explain briefly in the space provided. It is not necessary to return any other portion of the bid document if you are not bidding.

Please complete this form and return by mail or fax (843-762-5240).

- 1) We do not offer this commodity/service
- 2) We do not manufacture/supply to this specification
- 3) Our schedule would not permit us to perform
- 4) Insufficient time to respond
- 5) We are unable to meet bonding requirements
- 6) We are unable to meet insurance requirements
- 7) Unable to bid competitively
- 8) Quantity/work too large
- 9) Quantity/work too small
- 10) Cannot meet delivery/completion requirements
- 11) Other reasons/additional comments
- 12) Remove our name from the District's List of Bidders

We understand that if neither a bid submission nor a non-response letter is returned after three successive attempts, our name will be deleted from the list of qualified bidders/offerors unless otherwise specified (as stated above).

Company Name: _____

Printed Contact Name: _____

Authorized Signature: _____

Telephone: _____ Fax: _____

E-Mail: _____

Unable to meet bid/proposal specifications because:

Minority business: Are you a minority business?

- Yes** (Women-owned / Disadvantaged) If yes, please submit a copy of your certificate with your response.
- No**

Appendix B

PROPOSAL SUBMITTAL FORM BID #18-001

The undersigned, on behalf of the vendor, certifies that: (1) this bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bid is entered; (4) they have read the complete Request for Bid and understands all provisions: (5) if accepted by the District, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

Year 1, for the Audit of the June 30, 2018 Financial Statements

Total all-inclusive maximum price for Fiscal Year Ending June 30, 2018 audit \$ _____

Year 2, for the Audit of the June 30, 2019 Financial Statements

Total all-inclusive maximum price for Fiscal Year Ending June 30, 2019 audit \$ _____

Year 3, for the Audit of the June 30, 2020 Financial Statements

Total all-inclusive maximum price for Fiscal Year Ending June 30, 2020 audit \$ _____

Bid cost must remain valid sixty (60) days from bid opening date.

Printed Name of person binding bid: _____

Signature: _____

Telephone Number: _____ Fax Number: _____

E-Mail address: _____

Remit address: _____

EIN or Social Security Number: _____

EXCEPTIONS PAGE

RFP #18-001

MANDATORY PROPOSAL SUBMISSION FORM

List any areas where you cannot or will not comply with the specifications or terms contained within the bid documentation.
