

TOWN OF SHERMAN  
LEGAL NOTICE  
INVITATION TO BID: FINANCIAL AUDIT SERVICES

The Town of Sherman is requesting proposals from interested auditing firms for auditing the Town of Sherman and Sherman School accounts for fiscal years ending June 30, 2017; June 30, 2018; and June 30, 2019. Interested parties should contact the Selectmen's Office at (860) 355-1139 to obtain a copy of the bid specifications. Office hours are Tuesday through Friday, 9am - noon, and 1pm - 4pm. You may also access this information via [www.townofshermanct.org](http://www.townofshermanct.org) and click on "Request for Bids." Proposals are due by 4:00pm on Thursday, December 15, 2016.

TOWN OF SHERMAN

SPECIFICATIONS FOR FINANCIAL AUDIT SERVICES PROPOSAL

1. Submit a written proposal using the form provided herein to audit the Town of Sherman and Sherman School accounts for fiscal years ending June 30, 2017; June 30, 2018; and June 30, 2019, indicating the cost of audit services for each of these years as well as a list of incidental charges that might be incurred in the course of the audit.
2. The independent auditor will prepare the comprehensive annual financial report for the Town of Sherman, Connecticut in accordance with generally accepted auditing standards and in conformity with municipal audit requirements of the State of Connecticut Office of Policy and Management. The audit shall comply with the Single Audit Act requirements issued by the State of Connecticut and the Comptroller General of the United States. All duties and responsibilities of the independent auditor shall be conducted in accordance with all pertinent provisions of the Connecticut General Statutes and ordinances of the Town of Sherman.
3. The primary purpose of the audit will be to express an opinion on the financial statements. If conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities exist, or if any other circumstances are encountered that require extended services, the independent auditor will promptly advise Town management.
4. The compliance audit examination will be made in accordance with general accepted auditing standards, audit requirements of the respective organizational units for which the audit is being conducted, and any other necessary procedures to test compliance with specified laws, regulations, and contracts.
5. Deliver twelve (12) complete copies of the finalized audit.
6. All work is to be completed no later than September 15 of the audit year so that the annual financial report can be included in the Annual Town Report, which is distributed in advance of the Annual Town Meeting on the first Friday in October. A searchable electronic copy of the audit report must also be submitted for posting on the Town's website.

7. Include three (3) references and copies of two (2) similar audits, as well as a letter reporting on the most recent external peer review.
8. Knowledge of Sunguard Pentamation Phoenix municipal accounting software is essential, as this software is required to aid in posting adjustments to entries.
9. Please submit your sealed proposal, clearly marked "PROPOSAL FOR AUDIT SERVICES," no later than 4:00m on Thursday, December 15, 2016. Proposals will be read aloud at 6:45pm on Thursday, December 15, 2016 at Mallory Town Hall. No faxed proposals will be accepted.
10. The Board of Selectmen reserves the right to reject any and all proposals, and to waive informality in the bidding.
11. Proposals, including all supporting documentation, should be addressed as follows:

Clay Cope  
First Selectman  
Mallory Town Hall  
P.O. Box 39  
9 Route 39 North  
Sherman, CT 06784

TOWN OF SHERMAN  
MALLORY TOWN HALL  
P.O. BOX 39  
SHERMAN, CT 06784

BID PROPOSAL

Financial Audit Services

To: Clay Cope, First Selectman  
Mallory Town Hall  
P.O. Box 39  
Sherman, CT 06784

The undersigned, as bidder, agrees to furnish audit services as described herein and declares that no person or persons, other than those named herein, are interested in the Proposal; that this Proposal is made without collusion with any person, firm, or corporation; that he has carefully examined the location of the proposed work; 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 provide all necessary equipment, tools, labor and deliver and to do all work and furnish all materials specified in the Contract, in the manner and time therein prescribed, and according to the requirements of the Town as therein set forth, and that he will take in full payment therefore, and the following unit prices and lump sums, to wit:

FIRM

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

NAME

\_\_\_\_\_  
Please Print

EMAIL ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

Proposed Audit Fee for Year ending June 30, 2017 \$ \_\_\_\_\_

Proposed Audit Fee for Year ending June 30, 2018 \$ \_\_\_\_\_

Proposed Audit Fee for Year ending June 30, 2019 \$ \_\_\_\_\_

Please attach a list of incidental charges that might occur in the course of the audit that are not included in the lump sum bid.

Please provide the name and contact information for three (3) references.

Please enclose copies of two (2) similar audits.

Please enclose a letter reporting on the most recent external peer review of your firm.

NAME OF BIDDER: \_\_\_\_\_

OFFICIAL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

Please Print

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_