



RFP 2018-1501

Request for Proposal for Personal Property Tax Audits

The Town of South Windsor, Connecticut

is Seeking Proposals to
Conduct Municipal Personal Property Audits

Notice is Hereby Given That Sealed Bids on the following Will Be Received At
The Town Manager's Office Until:

2:00 PM, March 8, 2018

At that time they will be publicly opened and read. The Town of South Windsor reserves the right to accept any or all the options, Bids or Proposals; to waive any technicality in a bid or part thereof submitted, and to accept the bid deemed to be in the best interest of The Town of South Windsor

Questions must be e-mailed to Town of South Windsor Assessor, Mary E. Huda CCMA II by:

February 28, 2018 – 12:00 pm

At

mary.huda@southwindsor.org

Town of South Windsor
Assessor's Office

1. PURPOSE:

The Town of South Windsor is soliciting proposals from certified public accounting firms or auditing firms to provide personal property audit services on the Town's business personal property taxpayers as authorized by Connecticut General Statutes. The purpose of this audit program is to verify the accuracy of reported information contained within the Personal Property Declarations for a select number of accounts. Candidates should have the ability to apply technical skills in accounting matters to arrive at accurate cost figures for personal property reporting purposes. Candidates must also demonstrate maturity, sensitivity and tact in dealing with Town of South Windsor taxpayer's confidential books and records. The Town is requesting a statement of qualifications from professional firms who can meet and/or demonstrate proficiency and performance levels required in analyzing diverse financial documents. The Town intends to contract with one firm to provide all necessary services.

The information contained herein outlines the intent and scope of this RFP and the guidelines governing the submission and evaluation of all proposals. The Town asks that your proposal conform to our request as closely as possible.

2. OVERVIEW:

There are approximately 1,400 businesses that currently file annual business personal property declarations for property taxation. These range from small establishments with minimal personal property value to large commercial and industrial entities with sizeable value. The gross assessed valuation on the October 1, 2017 Grand List is \$381,763,430 represented by the following breakdown:

Value Range	Number of Accounts
\$0.00 - \$49,999	1029
\$50,000 - \$499,999	297
\$500,000 - \$999,999	28
\$1,000,000 - \$4,999,999	37
\$5,000,000 - \$19,999,999	12
\$20,000,000 and >	2

3. SCOPE OF SERVICES

1. The selected firm will perform audits of Town of South Windsor businesses selected by the Town Assessor. The Assessor will make available Personal Property Declarations of selected taxpayers, together with prior years Declarations and other pertinent information. The selected firm will analyze the submitted data and will conduct site visits that will include visual inventory of personal property and an audit of the taxpayers' applicable records and no less than the following documents when appropriate:

2. The selected firm will initiate contact with each selected account by letter, advising the taxpayer of its selection by the Town for a personal property audit and requesting access to their records.

3. The selected firm will arrange for the physical inspection, examination and review of each account's records.

4. The selected firm will review, compare and reconcile each account's personal property tax declaration for each relevant year with federal and state income tax returns and/or internal fixed asset records maintained by the taxpayer or other relevant records, including but not limited to audited financial statements.
5. The selected firm will analyze the leased equipment used by each taxpayer in each relevant fiscal year.
6. The selected firm will review the listing of items of fixed assets recorded as leasehold improvements of items the taxpayer claims to be included as realty. The selected firm will review to determine if any items of personal property are not being reported.
7. The selected firm will review the list of items purported to be out of town, declarations filed with other towns and shipping documents. Examine for accuracy for items not reported and will confirm with site visit.
8. The selected firm will review receipts for items reported as sold or scrapped. Examine and reconcile sales receipts, salvage receipts, and confirm with a site visit.
9. The selected firm will prepare and submit a detailed report to the Town of each account. In all cases, whether audits reveal discrepancies or not, the Assessor will be provided a written report summarizing the procedures used, with the results and all necessary supporting documentation.
10. The selected firm will prepare and submit a final report to the Town summarizing the results of the audit process.
11. The selected firm may be asked to serve as a witness or otherwise participate in the conduct of a formal administrative or judicial hearing in connection with an account appeal of any increased assessment resulting from the Auditor's efforts. Participation is at the sole discretion of the Town.
12. The selected firm will identify omitted accounts and will report to the Town information pertaining to all omitted accounts identified.
13. The selected firm will participate in discussions with the taxpayer seeking to resolve disputes or disagreements as to the valuation of the taxpayer's personal property. The level of participation in these discussions is a decision left to the sole discretion of the Assessor. The ultimate decision(s) or determination(s) of any changes arising out of this agreement including but not limited to assessment or valuation (including penalty assessment) shall rest with the Town through the Assessor.
14. The selected firm will meet formally or informally with the Assessor or his designee, upon request, at mutually agreed upon times throughout the duration of the audit program.

4. EXPERIENCE

At minimum, respondent firms must employ certified public accountants with at least five (5) years of public auditing experience OR a minimum of three (3) years' experience performing municipal personal property tax audits in Connecticut. Additionally, the firm must have performed at minimum ten (10) projects in the State of Connecticut of similar size and scope to the Town of South Windsor.

The firm must identify all staff, by name and title, who will be assigned to the project or who will otherwise play a major role in the proposed project. Briefly describe each individual's proposed role. For each identified individual, provide qualifications, background, and experience with similar projects. Please provide resumes of all key personnel.

5. INQUIRIES

All inquiries regarding this RFP must be addressed in writing, e-mail preferred to:

Mary E. Huda, Assessor
Town of South Windsor
South Windsor Town Hall
1540 Sullivan Avenue
South Windsor, CT 06074
(860)-644-2511 x213
[email: mary.huda@southwindsor.org](mailto:mary.huda@southwindsor.org)

6. INCURRING COST

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

7. REJECTION OF PROPOSALS

The Town of South Windsor reserves the right to refuse any and all submitted proposals for any reason deemed to be in the Town's best interest. Prior to submitting the proposal, the vendor is responsible to bring to the Town's attention any ambiguity in this RFP. Failure to do so shall result in the vendor forfeiting any claim for adjustment based on such ambiguity.

8. OWNERSHIP INFORMATION

The Town of South Windsor shall have unlimited rights to use, disclose, or duplicate, for any purpose whatsoever, all information developed, derived, documented or furnished by the vendor under any contract resulting from this RFP. In the event of contract award, all data collected and other documentation produced as part of the contract will become the exclusive property of the Town of South Windsor and may not be copied or removed by any employee of the vendor without written permission of the Town of South Windsor.

9. PERIOD OF ENGAGEMENT

The audit period will begin upon execution of the contract. The timeframe for interim reports and project completion is expected to be conducted over a 3 year period, however it shall be negotiated between the firm and the Town Assessor.

The Town Assessor would be designated as the principal contact person between the Town and the Auditor. The Assessor will transmit special requests for personal property auditing services. The Auditor may also have occasional contact with the Finance Director, the Town Attorney and the Tax Collector.

10. INSURANCE REQUIREMENTS

The selected firm will be required to provide an insurance certificate in the amounts and terms acceptable to the Town of South Windsor prior to the signing of a formal contract.

11. SUBMISSION OF PROPOSALS:

Each vendor must submit one (1) original and three (3) copies in a sealed envelope bearing on the outside the name of the firm, full address, name of the project for which the proposal is submitted and date and time proposal is due. If forwarded by mail or courier, the sealed envelope containing the proposal must be enclosed in another envelope addressed to:

Office of the Town Manager
Town of South Windsor
1540 Sullivan Ave
South Windsor, CT 06074

These proposals must be received by the Town Manager's office no later than **March 8, 2018 2:00 P.M.** (Eastern Daylight Savings Time).

Proposals received after the date and time prescribed shall not be accepted.

12. PROPOSAL FORMAT:

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.

1. Certify that the proposed firm is properly licensed or otherwise permitted to provide auditing services in Connecticut.
2. Indicate whether your firm has been the subject of any professional disciplinary action (by federal or by state government or by any professional organization) and, if it has been, describe the nature of that action.
3. Indicate if your firm is currently involved in any claim or litigation with any other Federal, State or Local Government, or Private Entity.
4. Identify any municipal governments for which your firm currently or in the past has provided personal property tax audit services of a type similar to that outlined in this request for proposal.
5. Provide a minimum of three (3) references of projects conducted in the State of Connecticut of municipalities of comparable, or greater size, to the Town of South Windsor.
6. Describe in narrative form your proposed approach to this engagement.

7. Provide any other information that you believe will assist the Town of South Windsor in making its selection. Such information may be in the last section of your proposal or may be presented in one or more appendices.

13. COST/FEE PROPOSAL

1. All respondents are required to submit a cost proposal or fee schedule based upon a contingency-based fee percentage. Amount of tax collection to include taxes, interest and penalties derived from audit results.

2. Describe the method you 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 Request for Proposal.

3. Provide any additional information you deem necessary about your firm's proposed charges for this engagement.

14. PROPOSAL PROCESS

Vendors may be asked to present their proposals to the selection committee, and/or respond to questions. Based on the information provided in the proposal and any additional information presented, a final selection will be made. The Town of South Windsor reserves the right to reject any or all proposals submitted, to request additional information from any vendor, and to negotiate with any of the vendors regarding the terms of the engagement. The Town of South Windsor intends to select the vendor that, in its opinion, best meets the Town's needs, not necessarily the vendor that proposes the lowest fees.

15. INDEPENDENT PROJECT COST DETERMINATION AND GRATUITIES

By submission of a proposal, the vendor certifies, that in connection with its procurement: The financial data in this offer has been arrived at independently, without consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or competitor. The fees quoted in this offer will not change for a period of ninety (90) days after the RFP due date. Unless otherwise required by law, the financial data which has been quoted in this offer has not been knowingly disclosed by the vendor and will not knowingly be disclosed by the vendor prior to the award, directly or indirectly to any other vendor or to any competitor; and No attempt has been made or will be made by the vendor to induce any other person or firm to submit or not to submit an offer for the purpose of restrictive competition. No elected official or appointment official or employee of the Town of South Windsor shall benefit financially or materially from this contract.

16. INSURANCE REQUIREMENTS FOR RFP PERSONAL PROPERTY TAX AUDITS

Vendors and Contractors are required to carry, where checked off, the following insurance coverage:

✓ **Commercial General Liability:**

Bodily injury and property damage coverage with limits of \$1,000,000 for each occurrence with an annual aggregate limit of \$2,000,000 using ISO form CG 0001 or its equivalent. The Town of South Windsor shall be named as an additional insured utilizing form CG2010 and CG2037. Such insurance shall include sexual abuse and molestation coverage. In addition, such insurance shall include coverage for the negligent acts of its subcontractors.

✓ **Commercial Automobile Insurance:**

Bodily injury and property damage limit of \$1,000,000 each accident to cover all owned, hired and non-owned automobiles.

✓ **Workers Compensation:**

Connecticut statutory coverage with employer's liability limits of \$500,000 per accident, \$500,000 each employee by disease and \$500,000 disease policy limit

✓ **Umbrella Liability:**

Bodily injury and property damage limit of \$2,000,000 each occurrence with an annual aggregate limit of \$2,000,000 covering, without limitation or restriction, commercial general liability, commercial automobile and workers compensation insurance.

✓ **Professional Errors & Omissions Liability:**

\$1,000,000 per occurrence for each wrongful act with an annual aggregate limit of \$1,000,000. Any deductibles must be noted on the certificate of insurance. The vendor or contractor shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. A current certificate of insurance and copy of the endorsement or policy wording naming the Town of South Windsor as an additional insured must be in the Town's possession prior to commence of the work and for each subsequent renewal for a period of two (2) years after completion of the work. In addition, the subcontractors of the vendor and/or contractor must shall similar evidence of insurance.

The vendor or contractor shall, at all times, save, indemnify and hold harmless the Town of South Windsor, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copy righted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the vendor and/or contractor, or by any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connection with this contract.