

**TOWN OF WATERTOWN  
WATERTOWN, CONNECTICUT**

**NOTICE OF BID**

**Financial Audit Services**

Sealed bids are invited and will be received by the Purchasing Agent of the Town of Watertown until **11:00 a.m., Thursday, March 16, 2023.** at the office of the Purchasing Agent, Town Hall 61 Echo Lake Road, Watertown, Connecticut, at which time and place they will be publicly opened and read aloud for furnishing financial audit services to the Town of Watertown.

The Information for Bidders, Form of Bid, Specifications and other contract documents may be obtained or examined at the office of the Purchasing Agent, Town Hall, 61 Echo Lake Road, Watertown, Connecticut 06795 or by accessing the Town of Watertown's website at [www.watertownct.org](http://www.watertownct.org). Proposals must be submitted on the forms provided and in a sealed envelope plainly marked "**Bid - Financial Audit Services**".

Bids to receive consideration must be in the hands of the Purchasing Agent or his authorized representative, no later than the day and hour mentioned above.

The Purchasing Agent reserves the right to accept or reject any or all bids; to waive any informalities; or to accept any bid deemed in the best interests of the Town of Watertown.

The Town of Watertown reserves the right to take into account the residency of bidders within the Town of Watertown and/or the location of the bidder's business within the Town of Watertown in awarding this bid.

All bids will be considered valid for a period of ninety (90) days.

Donna L. Ford  
Purchasing Agent  
Town of Watertown

**INFORMATION FOR BIDDERS**

**TOWN OF WATERTOWN  
WATERTOWN, CONNECTICUT 06795**

**Financial Audit Services**

**BID OPENING: 11:00 a.m., Thursday, March 16, 2023**

**PROPOSALS RECEIVED**

All bids must be in a sealed envelope and received prior to **11:00 a.m., Thursday, March 16, 2023**, at the office of the Purchasing Agent, 61 Echo Lake Road, Watertown, Connecticut 06795.

**INTENT**

These specifications are intended to provide financial audit services to the Town of Watertown for three (3) one-year engagements for the fiscal years ending June 30, 2023; June 30, 2024; and June 30, 2025. The Watertown Town Charter requires an independent auditor be appointed annually by the Town Council for each one-year term.

It is the **intention** of the present Town Council that the same audit firm be engaged for each of the aforementioned years, providing satisfactory performance is maintained. It should be understood this intention of the present Town Council is not binding on future Town Councils.

**PREPARATION OF PROPOSALS**

Proposals must be made upon forms contained herein. The blank spaces in the Proposal must be filled in correctly where indicated. The Bidder must state the prices for which he proposes to do each item of the work contemplated. In case of discrepancy where both words and the numerals are requested, the words shall govern. Ditto marks are not considered writing or printing and shall not be used. The Bidder shall sign his Proposal correctly. If the Proposal is made by an individual, his name, post office address and telephone number must be shown. If made by a firm, partnership, or corporation, the Proposal must be signed by an official of the firm, partnership, or corporation authorized to sign contracts, and must show the post office address and telephone number of the firm, partnership, or corporation. Failure to do so may disqualify the bid.

Each bid must be submitted in a sealed envelope bearing on the outside the name of the Bidder, post office address, and name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to: The Purchasing Agent, Town Hall, 61 Echo Lake Road, Watertown, CT 06795.

All information shall be entered in ink or by typewriter. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid.

Corrections and/or modifications received after the closing time specified will not be accepted.

All proposals and literature shall be submitted **IN DUPLICATE** on the proposal form, which is a part of these specifications.

Descriptive literature containing complete specifications must accompany each bid. If a bidder wishes to furnish additional information, more sheets may be added.

### **INCURRING COSTS**

The Town of Watertown is not liable for any cost incurred for the preparation of proposals or submission of samples by the firms submitting proposals for the work requested in this bid document or request for proposals.

### **FAMILIARITY WITH THE WORK**

Each bidder is considered to have examined the work to fully acquaint himself with the exact existing conditions relating to the work and has fully informed himself as to the work involved and the difficulties and restrictions attending the performance of this bid. Failure to do so will not relieve a bidder of his obligation to furnish all services associated with the financial audit of the Town of Watertown as described herein for the consideration set forth in this bid. The submission of a bid will be considered as conclusive evidence that the bidder has made such examination.

### **CONSIDERATION OF PRIOR SERVICE**

Previous performance, quality of service and merchandise will be considered.

### **ADDENDA AND INTERPRETATIONS & ALTERNATE PROPOSALS**

At the time of the opening of bids each bidder will be presumed to have inspected the work and to have read and to be thoroughly familiar with all of the Contract Documents (including all addenda). The failure or omission of any bidder to receive or examine any form, instruction or document shall in no way relieve any bidder from any obligation in respect to his bid.

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of these specifications, he may submit a written request for an interpretation to the Purchasing Agent. No interpretations as to the meaning of the plans, specifications or other Contract Documents will be made to any bidder orally.

Every request for such interpretation should be in writing addressed (duplicate copy) to the Town of Watertown, Purchasing Agent, 61 Echo Lake Road, Watertown, Connecticut 06795, and to be given consideration, must be received at least five (5) days prior to the date fixed for the opening of Bids. Any and all such interpretations and any supplementary instructions will be in the form of written Addenda to the Specifications which, if issued, will be mailed by Registered Mail with Return Receipt Requested to all prospective bidders at the respective addresses furnished for such purposes, not later than three (3) days prior to the date fixed for the opening of bids. Failure of any bidder to receive any such Addendum or interpretations shall not relieve any bidder from any obligations

under his bid as submitted. All Addenda so issued shall become part of the Contract Documents. Oral explanations will not be binding on the Town.

The specifications listed are to be interpreted as meaning the minimum acceptable by the Town of Watertown. Bidders are requested to submit quotations on the basis of these specifications. Alternative bids providing a broader scope and/or services than requested in these specifications may receive consideration providing such equipment and/or service is clearly explained. Any exceptions to the specifications requested herein must be clearly noted in writing and are to be included as a part of your bid proposal. If none are included it will be assumed that there are none.

Definition of the word "complete" means that the service proposed shall include all services ordinarily associated for the scope of services specified.

An item equal to that named or described in the specifications may be furnished by the Bidder. The naming of any commercial name, trademark, or other identification shall not be construed to exclude any item of any manufacturer not mentioned by name, nor limit competition, but shall establish a standard of equality only. An item shall be considered equal to the item so named or described if:

- It is at least equal in quality, durability, appearance, strength and design.
- It will perform at least equally the function imposed by the design for the work being contracted for or the material being purchased.
- It conforms substantially, even with deviations, to the detailed requirements for the item in the specifications.

The Bidder shall hold the Town of Watertown, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or uncopied compositions, secret process, patented or unpatented inventions, articles or appliances furnished or used under this bid, and agrees to defend, at his own expense, any and all actions brought against the Town of Watertown or himself because of the unauthorized use of such articles.

#### **WITHDRAWAL OF BID**

Bidders may withdraw their proposals at any time prior to the bid date. No agent/broker shall withdraw or cancel their proposal for a period of ninety (90) days after the bid closing date of **11:00 a.m., Thursday, March 16, 2023**. The successful agent/broker shall not withdraw, cancel or modify their proposal.

#### **SUBCONTRACTORS**

- Each bidder contemplating the use of any subcontractor shall submit a list of subcontractors as listed on the Bid Form.
- The apparent low bidder shall file with the Town of Watertown, within five (5) days after the date of bid opening, a complete list of the names and addresses of competent, responsible and qualified subcontractors who are actually to perform major portions of the work. This in no way restricts or limits the requirement that all subcontractors must be approved by the Town.

- Subcontractors listed on the Bid Form or those previously approved may not be changed without the approval of the Town of Watertown.

Local subcontractors, material suppliers, and labor in the Town of Watertown should be considered and sought insofar as is practical in the performance of this project.

### **QUALIFICATION OF BIDDER**

In determining the qualifications of a bidder, the Town may consider his record in the performance of any contracts for similar work into which he may have previously entered; and the Town expressly reserves the right to reject the bid of such bidder if such record discloses that such bidder, in the opinion of the Town, has not properly performed such contracts or has habitually, and without just cause, neglected the payment of bills or has otherwise disregarded his obligations to subcontractors, suppliers, state or local codes, men or employees of subcontractors.

The Town may make such investigation as he deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or the investigation of such bidder fails to satisfy the Town that such bidder is properly qualified, or that such bidder misrepresented material facts in the bid documents.

### **DISQUALIFICATION OF BIDDERS**

More than one proposal from an individual, firm, partnership, corporation, or an association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder is interested in more than one proposal for the work contemplated will cause the rejection of all proposals in which such Bidder is interested. Any or all proposals in which such Bidder is interested will be rejected if there is reason for believing that collusion exists among the Bidders and all participants in such collusion will not be considered in future proposals for the same work. Proposals in which the prices are obviously unbalanced may be rejected. No Contract will be awarded except to competent Bidders capable of performing the class of work contemplated.

### **DELIVERY**

Inasmuch as this work concerns fulfilling required State and Federal accounting mandates, the provisions of this bid relating to the time of performance and completion of the work are of the essence of this bid. Accordingly, the successful bidder shall commence work **upon receipt of the signed Purchase Order** unless the Town shall authorize or direct a further delay, and shall proceed with the work diligently so as to permit completion of the draft audit report no later than **December 15, 2023, December 15, 2024 and December 15, 2025, with the final audit report delivered to the Town no later than December 22, 2023, December 22, 2024 and December 22, 2025; time being of the essence with respect to these dates. Failure to meet the established deadlines may result in the Town reducing the proposed annual audit fee by ten percent (10%) at the Town's sole discretion, with no recourse to the Bidder.**

Prices quoted must include delivery to the Town of Watertown as specified on the Purchase Order. No charges will be allowed for parking, crating, freight, express or cartage unless specifically stated and included in this bid.

Time of delivery may be considered in the award.

**PAYMENT**

The Town, after inspection and acceptance of workmanship, and in consideration of the faithful performance by the Bidder of all and singular his covenants, promises, and agreements contained herein, agrees to pay the Bidder progress payments for the value of the work completed and for the full completion by him of the work embraced in this Contract, within (30) Thirty Days of the receipt of the invoice. When subcontractors or suppliers are utilized, the successful Bidder for this project shall be required to submit a Mechanics Lien Waiver, acceptable to the Town, with each progress payment and/or at time of final payment prior to any payment being made.

Time, in connection with any discount offered, will be computed from the date of delivery to the Town or from the date a correct invoice is received by the Town's Finance Department, if the latter date is later than the date of delivery.

Prices will be considered as **NET**, if no cash or payment discount is shown.

The successful bidder shall submit invoices to the following address:

Susan Zappone, Finance Director  
Town of Watertown  
61 Echo Lake Road  
Watertown, CT 06795

**IT IS UNDERSTOOD AND AGREED THAT SHOULD A BID BE ACCEPTED, IT WILL AUTOMATICALLY BECOME THE CONTRACT OR AN ADDENDUM TO ANY CONTRACT AGREED UPON.**

The successful bidder shall submit an itemized invoice to the Town of Watertown for the work as described herein.

The bidder shall be required to submit a Mechanics Lien Waiver, acceptable to the Town of Watertown, with each progress payment and at time of final payment prior to any payment being made.

At the time of award the successful bidder shall be required to supply the Town of Watertown a Certificate of Good Standing, certifying that the corporation is in fact a valid corporation and presently licensed to conduct business in the State of Connecticut.

## **COMPLIANCE WITH FEDERAL, STATE AND LOCAL CODES**

The Bidder shall be responsible for full compliance with any Federal, State and/or Local codes, laws, regulations and standards, as applicable, to this service.

## **AWARD**

The Town of Watertown reserves the right to accept or reject any bid to best serve his interests, or to hold the bids for ninety (90) days before decision.

The Town reserves the right to reject any and all bids (or any part thereof), to waive defects in proposals, or to accept any proposal deemed to be in its best interest.

**Exceptions will be considered to the specification provided, providing they are listed and fully explained on a separate page entitled "EXCEPTIONS TO SPECIFICATIONS"**

Each exception will be considered as to its degree of impact and total effect on the bid. The purchaser shall determine which (if any taken) exceptions are acceptable, and this determination shall be final.

The Town of Watertown reserves the right:

- To award bids received on the basis of individual items, or groups of items, or on the entire list of items.
- To reject any or all bids, or any part thereof.
- To waive any informality in the bids.
- The Town of Watertown reserves the right to take into account the residency of bidders within the Town of Watertown and/or the location of the bidder's business within the Town of Watertown in awarding this bid.
- To accept the bid that is in the best interest of the Town of Watertown. The Purchasing Agent's decision shall be final.

## **INSURANCE**

A. General:

The Bidder shall be responsible for maintaining insurance coverage in force for the life of the contract of the kinds and adequate amounts to secure all of the Bidder's obligations under the contract with an insurance company with an AM Best Rating of A - VII or better licensed to write such insurance in Connecticut and acceptable to the Town of Watertown.

The insurer shall provide the Town of Watertown with Certificates of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of Watertown written notice at least thirty (30) days in advance of any termination, expiration, or any and all change in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the Bidder's responsibility under this agreement.

The Bidder at the Bidder's own cost and expense shall procure and maintain all insurance required and shall name the Town of Watertown as an additional insured on all contracts except Worker's Compensation and Professional Errors & Omissions coverages.

In order to facilitate this requirement for insurance, it is recommended that the bidder forward a copy of this exhibit to the bidder's insurance representative(s).

**B. Specific Requirements:**

**(1) Workers' Compensation Insurance**

The Bidder shall provide Workers' Compensation Insurance required by law and the Employer's Liability Insurance for at least the amounts of liability for Bodily Injury by accident of \$100,000 each accident; Bodily Injury by Disease each employee of \$100,000; Bodily Injury by Disease, policy limit of \$500,000.

**(2) Commercial General Liability Insurance**

The Bidder shall carry Commercial General Liability policy (Insurance Services Office Incorporated Form CG-0001 or equivalent). A per occurrence limit of \$1,000,000 is required. The Aggregate Limit will be not less than \$1,000,000.

**(3) Business Automobile Liability Insurance**

The Bidder shall carry Business Automobile Liability Insurance. (Insurance Services Office Incorporated Form CA-00001 or equivalent). A per occurrence limit of \$1,000,000 is required. "Any Auto" (symbol 1 or equivalent) is required.

**C. Hold Harmless & Subcontractor's Requirements:**

The Bidder shall require the same insurance that it is required to carry by the Town of Watertown to be carried by any subcontractors and independent contractors hired by the Bidder and to obtain Certificates of Insurance before subcontractors and independent contractors are permitted to begin work.

The Bidder shall require that the Town of Watertown be named as Additional Insured on all subcontractor's and independent contractor's policies before they are permitted to begin work.

The Bidder and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of Watertown, and its officers, agents, servants and employees for losses arising from the work performed by each on this contract.



The Bidder assumes and agrees to hold harmless, indemnify, protect and defend the Town of Watertown against any and all liability for injuries and damages to Bidder and to Bidder's employees, agents, subcontractors and guests, third parties or otherwise incident to or resulting from any and all operations performed by a contractor under any terms of this contract.

**D. Other Data:**

NOTE 1: If Bidder is only a vender shipping goods via Common Carrier only, General Liability is required.

NOTE 2: If Bidder is a Professional, Errors & Omission coverage will be required.

NOTE 3: The Town reserves the right to amend amounts of coverage required and the types of coverages provided based on work or service to be performed.

**NONDISCRIMINATION IN EMPLOYMENT**

The successful bidder shall agree and warrant that, in the performance of this contract, he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, sex, religion, or national origin in any manner prohibited by State, Federal, County, or Municipal law. A certification of Nonsegregated Facilities and a Certification Regarding Equal Employment Opportunity shall be considered a part of this contract.

**MANDATORY NEGOTIATION**

The successful bidder and the Town agree that they will attempt to negotiate in good faith any dispute of any nature arising under this Contract. The parties shall negotiate in good faith at not less than two negotiation sessions prior to seeking any resolution of any dispute under the provisions of the Arbitration paragraph of this Contract. Each party shall have the right to legal representation at any such negotiation session.

**ARBITRATION**

Any dispute or question arising under the provision of this contract shall be determined by arbitration before one (1) arbitrator appointed by American Arbitration Association. The decision of the arbitrator shall be final and may be entered in any court having jurisdiction thereof. Each party shall pay one-half of all costs and expenses of such arbitration.

For further technical or administrative information contact Donna Ford, Purchasing Agent at (860) 945-5260 or via email at [ford@watertownct.org](mailto:ford@watertownct.org).

**TOWN OF WATERTOWN  
WATERTOWN, CONNECTICUT**

**TECHNICAL SPECIFICATIONS**

**Financial Audit Services**

**SCOPE OF SERVICES**

The independent auditor will prepare the comprehensive annual financial report for the Town of Watertown, 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. The financial report must also meet the requirements of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Program. All duties and responsibilities of the independent auditor shall be conducted in accordance with all pertinent provisions of Connecticut General Statutes and Town of Watertown Charter.

The financial audit examination will be made in accordance with generally accepted auditing standards as described in the Statements on Auditing Standards published by the American Institute of Certified Public Accountants, Standards for Audit of Government Organization, Programs, Activities, and Functions published by the Comptroller General of the United States, requirements of the Office of Policy and Management of the State of Connecticut concerning municipal audits, requirements of the Board of Education of the State of Connecticut, and such other requirements as shall be promulgated by various oversight agencies. The primary purpose of the examination 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.

The compliance audits 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.

The Single Audit will be performed to meet the requirements of the "Single Audit Concept" as enacted in P.L. 98-502 and all regulations promulgated thereunder.

The Federal Single Audit report shall comply with the requirements described in the OMB Circular A-133 Compliance Supplement as may be amended.

The specific financial statements will include those required for a comprehensive annual financial report as set forth in Statement 1 of the National Council on Governmental Accounting and adopted by the Governmental Accounting Standards Board (GASB).

The financial statements, schedules and footnotes required by GASB and the Town of Watertown, which may change from time to time, are as follows:

- Management’s Discussion and Analysis
- Basic Financial Statements:
- Government- Wide Financial Statements:
  - Statement of Net Position
  - Statement of Activities
- Fund Financial Statements:
- Governmental Funds
  - Balance Sheet
  - Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position
  - Statement of Revenues, Expenditures and Changes in Fund Balances
  - Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities
- Proprietary Funds:
  - Statement of Net Position
  - Statement of Revenues, Expenses and Changes in Fund Net Position
  - Statement of Cash Flows
- Fiduciary Funds:
  - Statement of Fiduciary Net Position
  - Statement of Changes in Fiduciary Net Position
- Notes to Financial Statements
- Required Supplementary Information:
- General Fund:
  - Schedule of Revenues, Expenditures and Changes in Fund
  - Balance – Budget and Actual
- Pension Plans:
  - Schedule of Changes of Net Position Liability and Related Ratios – Town Pension Plan
  - Schedule of Contributions- Town Pension Plan
  - Schedule of Investment Returns- Town Pension Plan
  - Schedule of Changes of Net Pension Liability and Related Ratios – Police Pension Plan
  - Schedule of Contributions - Police Pension Plan
  - Schedule of Investment Returns- Police Pension Plan
  - Schedule of Changes in Net OPEB Liability and Related Ratios- Town

- Schedule of the Town's Proportionate Share of the Net Pension Liability and Schedule of Contributions – State Municipal Employees Retirement System
- Schedule of the Town's Proportionate Share of the Net Pension Liability- Teacher's Retirement Plan
- Schedule of the Town's Proportionate Share of the Net OPEB Liability- Teacher's Retirement Plan
  
- Supplemental, Combining Individual Nonmajor Fund Statements and Schedules: Nonmajor Governmental Funds:
  - Combining Balance Sheet
  - Combining Statement of Revenues, Expenditures and Changes in Fund Balance
- Internal Service Funds:
  - Combining Statement of Net Position
  - Combining Statement of Revenues, Expenses and Changes in Net Position
  - Combining Statement of Cash Flows
- Fiduciary Funds:
  - Pension Trust Funds:
    - Combining Statement of Fiduciary Net position
    - Statement of Changes in Fiduciary Net Position
  - Agency Funds:
    - Combining Statement of Changes in Assets and Liability
  - Supplemental Schedules:
    - Schedule of Property Taxes Levied, Collected and Outstanding
    - Schedule of Changes in Fund Balance- Capital Improvement Fund
  
- Statistical Section:
  
- Financial Trends:
  - Net Position by Component
  - Changes in Net Position
  - Fund Balances of Governmental Funds
  - Revenues, Expenditures and Changes in Fund Balances and Governmental Funds
- Revenue Capacity:
  - Assessed and Estimated Actual Value of Taxable Property
  - Principal Property Taxpayers
  - Property Tax Levies and Collections
  
- Debt Capacity:
  - Ratios of Outstanding Debt by Type
  - Schedule of Debt Limitation
  - Computation of Direct and Overlapping Debt

- Legal Debt Margin Information
- Demographic and Economic Statistics:
  - Demographic and economic statistics
  - Principal Employers
- Operating Information:
  - Full-Time Equivalent Town Government Employees by Function / Program
  - Operating Indicators by Function / Program
  - Capital Asset Statistics by Function / Program

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

- Independent Auditors' Report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.
- Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
- Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program, on Internal Control over Compliance in Accordance with OMB Circular A-133 and on the Schedule of Expenditures of Federal Awards.
- Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program, on Internal Control over Compliance in Accordance with the State Single Audit Act and on the Schedule of Expenditures of State Financial Assistance.

Separate reports shall be prepared and submitted for the ED001 and other audit reports as required by the State Department of Education.

#### Special Considerations

- The firm shall assist the Town in obtaining a Certificate of Achievement in Financial Reporting as awarded annually by the Government Finance Officers' Association.
- The firm shall prepare the Department of Public Utility Control annual report on the Town's water operations.
- The selected firm shall be available on occasion to assist in certain accounting issues if they arise during the year at no additional cost to the Town. These issues may include governmental accounting pronouncements and internal control procedure improvements.

Copies of past audits will be made available for examination by prospective bidders at the Town Hall

only. Copies will not be reproduced and will not leave the Town Hall under any circumstances. All interested bidders are **strongly encouraged** to schedule a time to examine documentation with Finance Director, Susan Zappone, by calling (860) 945-5259.

### **SCOPE OF ASSISTANCE BY THE TOWN TO BE PROVIDED TO THE AUDITOR**

The Town of Watertown will provide:

Office space and telephone for the auditor's use during the audit.

## REQUIREMENT OF AUDIT SERVICE PROPOSALS

The audit service proposals must include:

- A discussion of the audit firm's plan to provide audit services to Watertown, including the methods of evaluating internal controls, testing transactions and balances, audit sampling techniques, compliance testing techniques, and the timing of providing audit services.
- A discussion of the ability of the independent audit firm to provide audit service to Watertown.
- A discussion of the ability of the independent audit firm to provide comprehensive knowledge of GASBs and the ability to offer the Town of Watertown an effective and efficient implementation of its provisions.
- A profile of the audit firm with particular attention to prior municipal audit experience.
- A summary of the qualifications of the principle persons within the audit firm who will be working on the Watertown audit. A commitment must be expressed by the audit firm to make every effort to provide the same personnel in each of the three one-year engagements with Watertown.
- A presentation of all-inclusive fees to be charged for each of the years ending June 30, 2023, June 30, 2024 and June 30, 2025. Supervision and control expenses of the independent auditor must be included in the annual fee. All "out-of-pocket" expenses for whatever purpose are to be included in the annual fee.
- A discussion of the audit firm's ability to provide special project reports and services for such topics as water and sewer rate review, effects of economic development on town services, and review of Town billings. A schedule of fees for special project services for each year of the engagement must be included in the proposal.

**PLEASE**

**IT IS A REQUIREMENT OF  
THIS BID THAT EACH  
PROPOSAL SUBMITTED  
MUST HAVE A DUPLICATE  
COPY ATTACHED.**

**YOUR COOPERATION IS  
APPRECIATED**



**TOWN OF WATERTOWN  
WATERTOWN, CONNECTICUT 06795**

**BID PROPOSAL**

**Financial Audit Services**

**BID OPENING: 11:00 a.m., Thursday, March 16, 2023**

TO: *Donna Ford, Purchasing Agent*  
*Town of Watertown*  
*Town Hall*  
*61 Echo Lake Road*  
*Watertown, CT 06795*

The undersigned, as bidder, agrees to furnish financial audit services as described herein and 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 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 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 therefor, the following unit prices and lump sums, to wit:

FIRM \_\_\_\_\_  
Name  
\_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

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

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

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

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

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_



**RECEIPT OF ADDENDA**

<b><u>ADDENDUM #</u></b>	<b><u>SIGNATURE</u></b>	<b><u>DATE</u></b>
1.	_____	__/__/__
2.	_____	__/__/__
3.	_____	__/__/__
4.	_____	__/__/__

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

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

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

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
(Please Print)

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

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

**PROPOSED SUBCONTRACTORS**

FIRM \_\_\_\_\_  
Name \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
CONTACT \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
Please Print  
TYPE OF WORK TO BE PERFORMED \_\_\_\_\_

.....

FIRM \_\_\_\_\_  
Name \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
CONTACT \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
Please Print  
TYPE OF WORK TO BE PERFORMED \_\_\_\_\_

.....

FIRM \_\_\_\_\_  
Name \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
CONTACT \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
Please Print  
TYPE OF WORK TO BE PERFORMED \_\_\_\_\_

**REFERENCES**

**Please list a minimum of three references of similar work performed within the last three years.**

FIRM \_\_\_\_\_  
Name \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
CONTACT \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
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