

VILLAGE OF UNIVERSITY PARK, ILLINOIS

REQUEST FOR PROPOSAL

AUDIT SERVICES

I - CALL FOR PROPOSALS

The Village of UNIVERSITY PARK, Illinois, will receive proposals at the Finance Department, Monday through Friday, 9:00 a.m. to 5:30 p.m. at 698 Burnham Avenue, University Park, Illinois 60484. Proposals will be accepted until 11:00 a.m. local time on Friday, July 13, 2012, and at that time publicly opened and read aloud for furnishing the services detailed herein.

Proposals must be enclosed in sealed envelopes indicating "Sealed Proposal - Audit Services". Three (3) bound and one (1) unbound copies of the proposal shall be submitted. The Village Board of Trustees reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal, unless the offerer includes a restrictive limitation. Questions should be addressed to:

Gloria Gibson
Finance Director
698 Burnham Avenue
UNIVERSITY PARK, IL 60484-2788
(708) 235-4814

The documents constituting component parts of this request for proposal are the following:

- I Call for Proposals
- II Instructions, Terms and Conditions
- III Detailed Specifications
- IV Vendor Questionnaire
- V Proposal Cost Summary
- VI Base Proposal Hours Summary
- VII Acknowledgment of Receipt

Legal advertisement for proposals published.

Village of University Park
Gloria Gibson
Finance Director

II - INSTRUCTIONS, TERMS AND CONDITIONS

General Information

The Village of UNIVERSITY PARK is a non-home rule municipality with a population of approximately 7,100. The annual General Fund budget for FY09/10 is approximately 8.5 million dollars. The Village has 117 full-time and 31 part-time employees. The Village is governed by a Board/Manager form of government consisting of a Village Mayor and six Trustees elected at large for staggered four year terms. The Village's fiscal year begins May 1 and ends on April 30.

The Village has early implemented GASB 34 with full retroactive infrastructure reporting. The Comprehensive Annual Financial Report (CAFR) is to be prepared in a format that complies with the Certificate of Achievement for Excellence in Financial Reporting requirements of the Government Finance Officers Association (GFOA).

Award of Contract:

The contract will be awarded to that responsible offerer whose proposal, conforming to the request for proposal, which meets or exceeds the evaluation criteria and is in the best interest of the Village. The award will not be based solely on price.

Evaluation of Proposals:

Criteria used to evaluate the proposals submitted include, but are not limited to, the following factors:

- Technical competence as evidenced by the proposal submitted
- Experience in municipal government and non-profit auditing
- Experience in performing Single Audits, GFOA Certificate CAFR preparation, and GASB 34 audits
- Qualifications of personnel assigned to the audit engagement
- References/Past performance of firm
- Quality of the proposal submitted
- Reasonableness of the cost proposal
- Ability to furnish draft audit report by March 31 and a final report by April 30 each year

Finalists should be willing to meet with the Finance Director at the Village Hall as part of the evaluation process, if requested.

Preparation and Submission of Proposal:

All proposals must be delivered to the Finance Department by the specific time indicated on the cover page. Proposals arriving after the specified time will not be accepted. Mailed proposals which are delivered after the specified hour will not be accepted regardless of the postmarked date on the envelope. All forms included in the RFP must be completed and submitted. Authorized signature must be by an officer whose title is stated. Proposals submitted shall be sealed in an envelope and marked as stated on the cover page.

Taxes not Applicable:

The Village of UNIVERSITY PARK as a municipality pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax and, therefore, these taxes should be excluded from quotations.

Withdrawal of Proposals:

Any offerer may withdraw his/her proposal at any time prior to the time specified in the advertisement as the closing time for the receipt of proposals by signing a request. However, no offerer shall withdraw or cancel his proposal for a period of sixty (60) calendar days after said advertised closing time for the receipt of proposals; the successful offerer shall not withdraw or cancel his proposal after having been notified by the Finance Department that said proposal has been accepted by the Village Board of Trustees.

Competency of Offerer:

No proposal will be accepted from or contract awarded to any person, firm or corporation that appears to be in default, or in any debt of any contract. The offerer, if requested, must present evidence of ability and possession of necessary facilities and financial resources to comply with the terms of the attached specifications and proposals.

Conditions:

Offerers are advised to become familiar with all conditions, instructions and specifications governing this request for proposal. Once the award has been made, failure to have read all the conditions, instructions and specifications of this contract shall not be cause to alter the original contract or request additional compensation.

Consideration of Proposals:

The Finance Director shall represent and act for the Village in all matters pertaining to this proposal and contract in conjunction herewith. The Village reserves the right to reject any or all proposals and to disregard any informality, when in its opinion; the best interest of the Village will be served by such action.

No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the Village of University Park upon any

debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said Village, or had failed to perform faithfully any previous contract with the Village.

The offerer, if requested, must present within forty-eight (48) hours evidence satisfactory to the Finance Director of performance ability and possession of necessary facilities and resources to comply with the terms of these specifications and contract documents.

License to Practice in Illinois:

An affirmative statement should be included stating that the firm is properly licensed to practice in Illinois.

Independence

An affirmative statement should be included stating that the firm is independent of the Village of UNIVERSITY PARK and its component units as defined by generally accepted auditing standards.

Subletting of Contract:

No contract awarded by the Village of University Park shall be assigned or any part subcontracted without the written consent of the Finance Director. In no case shall such consent relieve the contractor from his obligations or change the terms of the contract.

Village Ordinances:

The contractor will strictly comply with all ordinances of the Village of University Park and laws of the State of Illinois.

Interpretation of Contract Documents:

Any offerer in doubt as to the true meaning of any part of the specifications or other documents may request an interpretation thereof from the Finance Director in writing. The person requesting the interpretation will be responsible for its prompt delivery. At the request of the offerer, or in the event that the Finance Director deems the interpretation to be substantive, the interpretation will be made by written addendum issued by the Finance Director. No oral explanations will be binding. All questions must be addressed by Jul 13, 2012.

In the event that a written addendum is issued, a copy of such addendum will be mailed to all prospective offerers. The Village will not assume responsibility for receipt of such addendum. In all cases, it will be the offerer's responsibility to obtain all addenda issued. Offerers will include written acknowledgment of receipt of each addendum issued with the proposal submission.

Acknowledgment of Receipt:

All potential offerers shall submit Section VII of this request for proposal to the Finance Director immediately upon receipt of the request for proposal. Such acknowledgment

will assure accurate and timely distribution of any addenda issued to the appropriate person(s).

Hold Harmless:

Vendor agrees to indemnify, save harmless and defend the Village of University Park, its agents, servants and employees, and each of them against and hold it and them harmless from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service expenses, compensation, court costs and attorneys' fees which the undersigned now has/have or which may hereafter accrue, directly or indirectly, for or on account of any and all known and unknown, foreseen and unforeseen, bodily and personal injuries to any person, or any death at any time resulting from such injury, or any damage to any property and the consequences thereof, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract.

Termination of Contract:

The Village reserves the right to terminate the whole or any part of this contract, upon written notice to the vendor, in the event of default by the vendor. Default is defined as failure of the vendor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the Village may procure, upon such terms and in such manner as the Finance Director may deem appropriate, supplies or services similar to those so terminated. The vendor shall be liable for any excess costs for such similar supplies or services unless acceptable evidence is submitted to the Finance Director that failure to perform the contract were due to causes beyond the control and without the fault or negligence of the vendor.

Completion of Proposal:

The following may be used as a checklist for potential offerers in determining the completeness of the proposal to be submitted:

1. Letter of Transmittal (not to exceed two (2) pages) which bears the signature of an authorized representative of the firm and designates the names of individuals authorized to negotiate with the Village on this contract.
2. Qualifications of the firm. Provide a general description of your firm's organization, experience, services, staff composition, and memberships in professional organizations. Description of experience should include GFOA CAFR, Single Audit and GASB 34 experience.
3. References. Provide a list of current municipal clients, including length of service, and name and telephone of contact persons. Identify GFOA CAFR clients.
4. Qualifications of key personnel. Include brief resumes of all staff members who would participate in the Village's audit as well as manager and partner or principal responsible for same.
5. One copy of a municipal audit your firm has conducted.
6. Current workload. Include a description of the possible impact of performing on this project.
7. One copy of firm's most recent peer review report. The firm shall provide results of any federal or state reviews of its audits during the last three years. The firm shall also provide information on circumstances and status of any disciplinary action taken against the firm during the last three years by state regulatory bodies or professional associations.
8. Cost proposal. A detailed breakdown of hours and cost by staffing levels (Partner, Manager, Staff and Clerical) is to be included.
9. Audit approach. Include a description of the audit approach that the firm will use to audit the Village.
10. Completed forms in Sections III through VI of this request for proposal, as well as additional information requested as part of these sections.

III - DETAILED SPECIFICATIONS

The Village of UNIVERSITY PARK, Illinois, is seeking proposals from qualified and interested Certified Public Accounting firms to provide annual audit services beginning with the fiscal year ended April 30, 2010. It is essential that the auditor selected has

extensive experience in governmental auditing and reporting standards as promulgated by the Governmental Accounting Standards Board and the AICPA Industry Audit Guide. This Request for Proposal outlines the requirements of the Village and provides the necessary information to submit a proposal.

Although the Village will enter into a one year contract with the firm selected, the intention is to renew the contract on an annual basis for a total period of four years. Firms are to provide cost proposals for each of the next four years. Renewal of the contract will be dependent upon the Village's assessment of the performance of the firm as being satisfactory. A continuing professional relationship benefits both the Village and the auditing firm.

The Village also requires access to the Partner on an as needed basis for routine consultation and questions on accounting, compliance or internal control issues that may arise throughout the year.

Scope of Services - Base Proposal

The following services are to be provided in the firm's base proposal.

1. An examination of the basic financial statements and all funds of the Village. The examination shall incorporate audit requirements and the Tax Increment Allocation Redevelopment Act.
2. A "full-scope" opinion is to be expressed on the basic financial statements and the combining and individual fund statements.
3. The report, including financial statements, notes, and statistical sections, is to be presented consistent with GASB and GFOA CAFR standards and practices. The Village will submit the report to the GFOA CAFR award program. The firm must prepare any response to GFOA regarding CAFR deficiencies, if any.
4. The firm will conduct a review of the Village's CAFR application.
5. Preparation of a Management Letter with suggestions for improvement of accounting procedures, compliance requirements, and internal controls for the Village's consideration, if deemed necessary.
6. Meeting(s) with the Village's elected officials to answer questions regarding the proposal, completed audit and/or Management Letter, if requested.
7. Availability of Partner for consultation and questions which arise throughout the year regarding accounting, compliance or internal control issues.

8. The firm will prepare the Annual Financial Report required by the State of Illinois Comptroller.
9. A review of the annual reports of the Village of UNIVERSITY PARK Police Pension Fund and Firefighters' Pension Fund submitted to the Department of Insurance. Reports will be prepared by Pension Fund Accountants.
10. Preparation of Single Audit Report, if required by the Single Audit Act. Village requirements vary from year to year. The auditor's responsibility extends to preparation of the Federal Data Collection Form along with advising the Village of all filing requirements related to the Single Audit Act.
11. Preparation of financial statements and report of Tax Increment Financing District, if required by Tax Increment Allocation Redevelopment Act.
12. All reports are to be submitted in draft form by March 31 and in final form by April 30 each year.
13. The following minimum numbers of reports are to be provided, photocopied and bound:
 - Sixty (60) copies of the Village's Comprehensive Annual Financial Report.
 - Thirty (30) copies of the single audit report, if applicable.
 - Twenty (20) copies of the Management Letter, if applicable.
 - Twenty (20) copies of the financial statements of the Special Tax Allocation Fund, if applicable.

Additional Services

The Village will also consider the following additional services in addition to the base proposal. Firms may include cost proposals for these items at the firm's option.

1. Preparation of CAFR application.

2. Preparation of annual Village Treasurer's Report.
3. Preparation and submission of Police and Fire Pension annual Department of Insurance reports.

Village Information

A. Number of Funds

The Village has the following number of funds by type:

<u>Type of Fund</u>	<u># of Funds</u>
General Corporate	1
Special Revenue	4
Debt Service	3
Capital Projects	4
Enterprise	1
Permanent	-
Pension Trust	2
Agency	-
	15

Of the total number of funds, the Village has 4 funds classified at April 30, 2010 as Major.

B. Statistics

Fiscal Year (12 months)	05-1-09 to 04-30-10
General Fund Budget	\$ 8,513,986
Total Budget	\$22,149,341
Population	7,100
Full-time Employees	117
Part-time Employees	31

C. Financial Operations

Six full-time employees, including the Finance Director, staff the Finance Department. The Finance Department utilizes Fund Balance, Tyler Technologies, Inc. as its financial system software and is included on a Village-wide network. The Village obtains its insurance through membership in the Illinois Counties Risk Management Trust.

Miscellaneous Considerations

The Finance Director will be responsible for coordinating completion of the annual audit.

The Village has historically prepared as many audit worksheets and schedules as practical to reduce the clerical work to be performed by the independent auditor. The Village also performs all its own fiscal year end closing journal entries in an effort to eliminate audit adjustments. The Village will also provide adjusted trial balances and confirmation letters.

Auditors are to provide a list of requested information to be prepared by Village staff at least one month prior to the end of the audited fiscal year.

Work space will be provided convenient to the Finance Department; however, computers, printers, calculators, office supplies and other office machines are to be furnished by the independent auditor. The firm will not be allowed to utilize Village Hall space to perform work for other clients.

The Village may require auditor advice on accounting, compliance, and internal control matters as needed throughout the contract year.

An audit planning meeting with the selected firm is to be held at least 45 days prior to the end of each audited fiscal year.

The Village currently anticipates accepting a proposal at the regular Board meeting scheduled for Tuesday, July 24, 2012 but may accept at a later meeting.

V - VENDOR QUESTIONNAIRE

FIRM NAME _____

CONTACT PERSON _____

ADDRESS _____

PHONE NUMBER

WHEN ORGANIZED

WHERE ORGANIZED

LICENSED IN ILLINOIS?

NUMBER OF YEARS IN PRACTICE?

HAS THE FIRM EVER REFUSED A CONTRACT?

If yes, please submit details

HAS THE FIRM EVER DEFAULTED ON A CONTRACT?

If yes, please submit details

WHERE IS YOUR NEAREST OFFICE TO UNIVERSITY PARK?

HOW MANY PEOPLE ARE EMPLOYED IN THE NEAREST OFFICE TO UNIVERSITY PARK?

V - PROPOSAL COST SUMMARY

The base proposal should be provided including the specific fees for each service listed below. Separate fees may also be provided for additional services which may not be included in the final contract.

Firm Submitting Proposal: _____

	Fiscal Year Ended April 30,			
<u>BASE PROPOSAL:</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>

Manager _____
Staff _____
Clerical _____
Total Hours _____

Signature of Authorized Representative

Date

VII - ACKNOWLEDGEMENT OF RECEIPT

Village of UNIVERSITY PARK
Attention: Gloria Gibson
698 Burnham Avenue
UNIVERSITY PARK, Illinois 60484-2788

PROPOSAL DESCRIPTION: AUDIT SERVICES

FIRM:

Name: _____

Address: _____

CONTACT:

Name: _____

Telephone: _____

Fax: _____

Authorized Signature

Title

Date

**VILLAGE OF UNIVERSITY PARK
WILL COUNTY, ILLINOIS
NOTICE TO CONTRACTORS**

The Mayor and the Board of Trustees will receive sealed proposals for the following improvements at the Village Hall, 698 Burnham Avenue, University Park, Illinois, 60484, until 2:30 PM on June 22, 2012.

VILLAGE OF UNIVERSITY PARK – REGENT ROAD STREET RESURFACING

All proposals shall be sealed in an envelope, addressed to the Village of University Park Clerk's Office, 698 Burnham Avenue, University Park, Illinois, 60484 and shall be marked with "Sealed Bid – Regent Road Street Resurfacing."

Proposals will be publicly read aloud at 2:31 PM on June 22, 2012. No bid shall be withdrawn after the opening of the proposals without the consent of the Mayor and Board of Trustees for a period of sixty days after the scheduled time of closing bids.

Proposals must be submitted on the forms provided by the Engineer. The Contract Documents are on file at the office of the Engineer, Robinson Engineering, Ltd., 17000 South Park Avenue, South Holland, Illinois 60473, and may be obtained from the Engineer's office upon payment of Sixty-Five Dollars (\$65.00). The contract documents will be issued to Contractors until 4:30 PM on June 21, 2012. No refund will be made for documents received from the Engineer.

A bid bond or certified check/bank draft drawn on a solvent bank, payable without condition to the Village of University Park in an amount not less than ten percent (10%) of the bid shall be submitted with each proposal, as a guarantee that, if the proposal is accepted, a contract will be entered into and the performance of the contract is properly secured.

A performance bond in a sum equal to one hundred percent (100%) of the amount of the bid, with sureties to be approved by the Mayor and Board of Trustees for the faithful performance of the contract must be furnished by the successful bidder. All bids or proposals shall contain an offer to furnish bond upon acceptance of such bid or proposal.

The right is reserved to reject any or all proposals, to waive technicalities, to postpone the bid opening, or to advertise for new proposals, if in the judgment of the Mayor and Board of Trustees their best interests will be promoted thereby.

Bidders will be required to comply with all laws, including those relating to the employment of labor and the payment of the general prevailing rate of hourly wages in the locality in which the work is to be performed for each craft or type of worker or mechanic needed to execute the contract or perform such work, also the general prevailing rate for legal holiday and overtime work (including, but not necessarily limited to Davis-Bacon Act (40 USC 276a through 276a-5) et seq. the "Prevailing Wage Act") as ascertained by the Village of University Park shall be paid for each craft or type of worker needed to execute the contract or to perform such work. The contractor shall also comply with all applicable Federal, State and Local Regulations.

Prequalifications in accordance with Section 102.01 of the Standard Specifications will be required to be submitted to the Engineer by all potential bidders. If in the opinion of the Engineer, the Mayor and Board of Trustees, an applicant would not be able to serve the best interest of the Village of University Park, a proposal will not be issued to the applicant.

Mayor and Board of Trustees
Village of University Park

Sue Sanfratello

From: Ernest Roberts [eroberts@reltd.com]
Sent: Monday, June 25, 2012 9:35 AM
To: Jerry Townsend
Cc: Sue Sanfratello
Subject: FW: URGENT 12-215 Legal Ad
Attachments: 12-215 Legal Ad.docx

FYI

From: Mary Ann Glynn
Sent: Friday, June 22, 2012 3:10 PM
To: Ernest Roberts
Subject: FW: URGENT 12-215 Legal Ad

Mary Ann

From: Mary Ann Glynn
Sent: Wednesday, June 20, 2012 12:05 PM
To: 'legals@stmedianetwork.com'
Subject: FW: URGENT 12-215 Legal Ad

Kimery, is this all set for tomorrow's paper? I haven't received confirmation yet.
Thank you!

Mary Ann Glynn
Admin Support



10045 West Lincoln Highway
Frankfort, IL 60423
815 412-2700 *direct*
815 412-2749 *fax*

From: Mary Ann Glynn
Sent: Wednesday, June 20, 2012 9:01 AM
To: 'legals@stmedianetwork.com'
Subject: URGENT 12-215 Legal Ad

Acct. #100140490

We would like this legal ad run in the Joliet Herald tomorrow, Thursday, June 21st (if possible) or this Friday, June 22nd.

Thank you!

Mary Ann Glynn
Admin Support



10045 West Lincoln Highway
Frankfort, IL 60423
815 412-2700 *direct*
815 412-2749 *fax*

Sue Sanfratello

From: Rojo, Josefina [jrojo@mesirowfinancial.com]
Sent: Monday, June 25, 2012 9:57 AM
To: Sue Sanfratello
Subject: University Park Public Official Bond Renewals

Sue,

The following bonds are coming up for renewal on 9/13/2012, please review and advise if any changes are required. If not we will process the renewal billings accordingly.

Bond Number	Principal	Description	Bond Amount	Premium
61177580	Devon Dilworth	Public Official: Treasurer	\$100,000.00	\$475.00
61177593	Dorothy Jones	Public Official: Clerk	\$100,000.00	\$350.00
61177599	Claudia Webb	Public Official: Collector	\$100,000.00	\$350.00

Thank You,

Josefina Rojo
Account Executive
Insurance Division/Surety Bond Practice

Mesirow Financial
353 North Clark Street
Chicago, IL 60654
v 312-595-6525
f 312-595-4374
e jrojo@mesirowfinancial.com

Visit us on the Web at mesirowfinancial.com

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Sue Sanfratello

From: Lafayette Linear
Sent: Monday, June 25, 2012 12:08 PM
To: Sue Sanfratello
Subject: FW: Management & Finance Committee Meeting Notice
Attachments: Lunch Menu.pdf

Please mark my calendar and order the chicken salad premium lunch.

Thanks

LL

From: Rita Kueny [<mailto:rita.kueny@ssmma.info>]

Sent: Monday, June 18, 2012 9:09 AM

To: Angelia F. Smith; Bert Herzog; Beverly Gavin; Bob Palmer; Brian D. Mitchell; Bridget Wachtel; Carol Moore; Conrad R. Kiebles; Dan Nisavic; Darnell Sanford; David Mekarski; David Wallace; DeCarlon E. Seewood; Donna Gayden; Dreina Lewis; Ed Paesel; Eileen Majda; Gladys Foster; Henrietta Turner; James Lang; James Whigham Sr.; Jason Huisman; Jason Wicha; John Daly; John Downs; Kent Oliven; Kirk Zoellner; Kurt Carroll; Lafayette Linear; Lisa Aprati; Matt Fares; Mike Anastasia; Pat Mahon; Patricia Lazuka; Paul Grimes; Paul Peterson; Ralph DeWitt; Scott Niehaus; Scott Niehaus; Stan Barwock; Stan Barwock; Tom Durkin; Tom Mick; Troy Ishler

Subject: Management & Finance Committee Meeting Notice