



Town of Bluffton

Request for Proposals

RFP # 2026-31

FINANCIAL AUDIT SERVICES

1. PURPOSE

The Town of Bluffton, South Carolina (Town) is seeking proposals from interested and qualified certified public accountants to audit its financial statements. These audits shall be performed in accordance with generally accepted auditing standards and the U.S. Office of Management and Budget (OMB) Circular A-133. The target start date for performing these services is **July 1, 2026**.

The Town intends to award one contract to the firm that presents the proposal considered to be of the best value to the Town for a period of **five (5) years**.

At any time during the solicitation process, the Town of Bluffton reserves the right to refuse any and all sealed proposals and to waive any technicalities and formalities. The Town of Bluffton reserves the right to negotiate with all qualified Proposers. The Town may cancel this solicitation in part or in its entirety at any time during the solicitation process if it is in the Town's best interest to do so.

2. GENERAL BACKGROUND INFORMATION

The Town of Bluffton is a coastal town located in South Carolina. The town is approximately 25 miles northeast of Savannah, Georgia and about 100 miles southwest of Charleston, South Carolina. The Town encompasses approximately 54 square miles and is estimated to have a population over 30,000 citizens. The Town currently has one component unit, the Don Ryan Center for Innovation.

Bluffton operates under a Council/Management form of government and provides public services including police protection, municipal court, engineering services, codes and planning, parks and minor street maintenance. The Town's accounting system is on a networked server and uses the Tyler Technologies, Inc. Munis financial accounting software program. The Town uses Energov as its land management software program for permit and license tracking. All town funds are managed using the modified accrual basis of accounting.

The Town's Finance Department provides the following core services:

- Strong financial leadership in all areas of activity undertaken by the Town
- Promotion of the use of technology to ensure efficient use of Town resources
- Development and management of the Town's financial policies
- Exercise of budgetary controls over all expenditures
- Provision of effective cash and debt management to ensure strong bond ratings are maintained
- Compilation of accurate comprehensive annual financial reports and budgets in compliance with governmental standards, practices and recommendations
- Provision of administration of the Town's general ledger, payroll, accounts payable and collections, financial audits, state reporting, and grants
- Maintenance of all governmental funds including but not limited to:
 - General fund
 - Capital improvements program
 - Stormwater
 - Debt service
 - Hospitality tax
 - Accommodations tax
- Provision of collection and reconciliations of Town-wide funds including business license fees, building permit and development permit fees, hospitality taxes, accommodations taxes, and franchise fees
- Maintenance of the Town business license database and compliance with the business license ordinance
- Conduct audits of Town's municipal court for accurate reporting of reserves and revenues
- Reconciliation of County tax records to ensure accuracy of assessment of Town-owned property
- Performance of audits of general contractors pulling permits to ensure compliance with licensure

More information about the Town of Bluffton can be found at our website: www.townofbluffton.sc.gov

3. SOLICITATION TERMS and CONDITIONS

Proposers' Responsibility

While the Town has used considerable efforts to ensure an accurate representation of information in this RFP, each prospective Proposer is urged to conduct its own investigations into the material facts and the Town shall not be held liable or accountable for any error or omission in any part of this RFP.

Addenda

The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given. The Town will not be responsible for any oral representation given by any employee, representative or others. It is the Proposers responsibility to check the Town of Bluffton Purchasing web site for any addenda issued. Proposers must acknowledge their bid is subject to all addenda issued by entering the total number of addenda in the place so indicated on the Signatory Sheet, attached.

Questions and Inquiries

Questions and inquiries regarding this solicitation shall be submitted no later than:

2:00 pm on Wednesday, March 25, 2026
Online via BidNet Direct

Answers to questions and any other changes or clarifications will be communicated via an addendum and posted on the Town's Purchasing Center webpage. It is the Proposer's responsibility to check the website for updates.

Proposers are expected to ask for clarifications in a timely manner. No assumptions, exceptions, or modifications to any required forms or bid sheet permitted.

Submittal of Proposals

Sealed proposals shall be received by or prior to:

2:00 pm on Wednesday, April 8, 2026

Online via BidNet Direct

The closing date and time shall be scrupulously observed. Packages shall be **PDF format and submitted electronically through the BidNet Direct portal**. Click the **SUBMIT BID** tab to upload the response package.

The BidNet Direct portal can accept files as large as 500 Mb. It is recommended that submissions are uploaded as one PDF within the size limitation; if vendors must submit multiple files, please take care when naming them. It is recommended to upload your submission at least two hours before the deadline to ensure appropriate upload time or to contact BidNet Direct customer service if necessary.

A public opening will be held five (5) minutes following the submittal deadline via online bid opening. The opening will be conducted online. Click the link to be admitted to the public opening event:

Join Microsoft Teams Meeting

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/23602461500685?p=GasxyQ2NoB7gJTwYnH>

Meeting ID: 236 024 615 006 85

Passcode: fP2BH3Bg

The name of Offerors submitting responses shall be read aloud and recorded. In the case of an Invitation for Bid, the total price offered may also be announced. An Intent to Award notification shall be posted on the [Town of Bluffton Purchasing Center](#) upon final determination.

Late Submittals

The BidNet Direct portal will not accept submissions after the deadline. It is the Offeror's sole responsibility to ensure that submittals are complete and uploaded timely. Oral offers or offers by facsimile or email are not acceptable.

Restricted Discussions

All prospective Proposers are hereby instructed not to contact any member of the Town of Bluffton Council, the Town Manager, nor Town of Bluffton staff members other than the named point of contact contained herein or the Town Compliance and Contracts Director regarding this opportunity during the solicitation process. Any such contact may be cause for rejection of your submittal.

Acceptance / Rejection

The Town reserves the right to accept or reject any or all proposals. The Town also reserves the right to waive any irregularities, informalities, or technicalities and may at its discretion, request a new solicitation.

Receipt of a proposal does not indicate that the Town of Bluffton has pre-determined a company's qualifications to receive an award or contract. Such determination will be made after the opening and will be based on the Town's evaluation of the proposals compared to the specific requirements and qualifications of a firm as contained and described in this document.

Proprietary and/or Confidential Information

A proposal is a public document under the South Carolina Freedom of Information Act (FOIA) except as to information that may be treated as commercial, financial, or privileged and confidential as defined by S.C. Code Section 11-35-410. Proposers should mark the pages containing any commercial, financial, or privileged and confidential information as "PROPRIETARY".

Award

It is the Town's intent to make an award to the Proposer who submits the overall proposal that is judged to provide the most advantageous and best value to the Town. In determining the most advantageous proposal, the Town reserves the right to consider criteria, such as, but not limited to, cost, quality, workmanship, past experience, ability, capability, reputation, and past performance. The Town may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

3. QUALIFICATIONS

At a minimum, and to be considered a responsible proposer, the individuals and/or firm must:

- A.** Be a licensed Certified Public Accounting firm properly licensed to perform such services in the State of South Carolina;
- B.** Currently possess or be willing to obtain a Town of Bluffton Business License if contract is awarded;
- C.** Have a minimum of five (5) years of documented past, proven and positive experiences in municipal governmental audits and operations;
- D.** Provide at least five (5) public sector client references for whom the firm has provided similar services within the past three (3) years; and
- E.** Demonstrate the ability to provide the requested services;

4. SCOPE OF SERVICES

This Scope of Services defines the minimal acceptable performance by the proposer in providing the defined services at all the identified locations and related areas identified below. The successful offeror will demonstrate in its proposal the ability to perform these services for the Town of Bluffton. Proposers are encouraged to propose

alternate approaches and/or enhancements to the process as part of the methodology and approach of the submittal package. The target date for performing these services is **July 1, 2026**.

Term of Contract

This contract shall be effective for **five (5) years** following the date of execution. The terms and conditions of this solicitation shall be deemed to be incorporated into the contract.

Scope of Audit

The funds and component units to be audited are those listed in Exhibit "A" of this proposal. The Town shall have closed and balanced all accounts for all funds to be examined by the auditor by, on or around **September 15th of each year. Audit preparation lists should be provided to the Town no later than August 1.**

The primary requirement will be an examination and expressed opinion in accordance with generally accepted auditing standards and the single audit act (if applicable), of the financial statements of the Town of Bluffton for the Fiscal Year Ending June 30, 2026 and for each subsequent fiscal year through June 30, 2030. The auditor shall assist the Town in preparing one electronic copy of the Town's Comprehensive Annual Financial Report and shall include an opinion on the General Purpose Financial Statements and "in relation to" opinion on individual funds and supplementary schedules.

Special reports shall be prepared concurrently with the report on the General Purpose Financial Statements required above or at other times as specifically required by law, and contracts.

The following reports shall be required:

- Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards made as part of the examination of the General Purpose Financial Statements.
- Report on compliance with laws and regulations related to major Federal financial assistance programs, if applicable.
- Any other required disclosures or report.

The auditors shall observe the adequacy of the financial policies, accounting systems and system of internal controls. If weaknesses are noted, appropriate recommendations should first be reviewed with the appropriate management officials and included in a separate management letter to Town Council.

The auditors will also provide guidance and support to town staff in the implementation of proper accounting procedures and keep town staff informed of newly issued applicable accounting pronouncements.

The firm selected may also be asked to perform other services for an additional fee.

Auditing Standards

The audit and all submitted reports shall be made in accordance with the most recent standards available, including the following:

- Generally accepted auditing standards as promulgated by the American Institute of Certified Public Accountants (AICPA) including the AICPA's Industry Audit Guide, Audits of State and Local Governmental Units;
- Standards for financial audits as set forth in the U.S. Government Accountability Office's

Government Auditing Standards (2003), known as the Yellow Book;

- Provisions of the Single Audit Act Amendments of 1996 and the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*;
- Rules of the South Carolina State Auditor;
- Reporting requirements established by the Governmental Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting program; and
- Any other applicable Federal, State, Local Regulations or Professional Guidance not specifically listed above.

Audit Completion

The auditors must complete all audit work and provide a "Draft" Audit Report to the Town on or before **November 1st**. The Town requests that audit work be performed at a minimum of one (1) full concurrent work week in the field and with a minimum of an audit senior and staff to ensure limited external communication of open items and consistent understanding of financial matters. A Final Audit Report shall be provided on or before **November 15th**. If deemed necessary, the auditors will be available to attend a post-audit conference and will be available to present the audit to Town Council.

Insurance

The awarded vendor shall provide and maintain at all times during the term of the contract, without cost or expense to the Town, policies of insurance, with a company or companies authorized to do business in the State of South Carolina, and which are acceptable to the Town, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for a timely provision of certificate(s) of insurance to the Town at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Town within five (5) working days of such request and must be received and accepted by the Town prior to contract execution and/or before any work begins.

Such policies of insurance, and confirming certificates of insurance, shall insure the vendor is in accordance with the following minimum limits:

Workers Compensation – The Selected Vendor shall agree to maintain Worker's Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.

Business Auto Policy – The Selected Vendor shall agree to maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles.

Builder's Risk – not applicable

Commercial General Liability – Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina. Specific endorsements will be requested depending upon the type and scope of work to be performed.

Professional Liability (for Professional Services only) – The Selected Vendor shall agree to maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, the Town reserves the right, but not the obligation, to review and request a copy of Vendors most recent annual report or audited financial statement.

Additional Insured Requirements – Except as to Workers’ Compensation and Employers’ Liability, said certificate(s) shall clearly state that coverage required by the contract has been endorsed as follows:

The Town of Bluffton, a municipality of the State of South Carolina, its officers, agents and employees as additional insured.

The Certificate of Insurance shall state vendor or insurance provider shall provide thirty (30) days written notice to the Town prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Said liability insurance must be acceptable by and approved by the Town as to form and types of coverage.

Delivery and Completion of Work

The Town will use the Proposer’s estimate to develop a period of performance for work to be completed. This period of performance may be adjusted at the Town’s discretion. All work shall be performed in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the Proposer(s), except in such cases where the completion date will be delayed due to acts of God, strikes, or other causes beyond the control of the vendor. In these cases, the Proposer shall notify the Town of the delays in advance of the original completion date so that a revised delivery schedule can be appropriately considered by the Town.

Contractors/Subcontractors to be Satisfactory to Town Of Bluffton

The Contract will not be awarded to any Proposers who have failed in any contractual obligations to the Town, or who has on any previous contract performed in a manner unsatisfactory to the Town, either as to the character of the work, the fulfillment of guarantees or the time consumed in its completion. Subcontractors shall also be satisfactory to the Town. Proposer shall identify intended Subcontractors; Subcontracts shall include all Federal, State, local regulatory and other Agency requirements, as well as the insurance requirements of the prime contract between Contractor and the Town.

Compliance

Proposers, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Proposers will not participate directly or indirectly in the discrimination prohibited by Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21. This includes FHWA or FTA specific program requirement.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

- Title VI of the 1964 Civil Rights Act (42 U.S.C. 2§000 et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §4601) Prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects;
- The Federal-aid Highway Act of 1973, (23 U.S.C. §324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. §6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (42 U.S.C. §47123), as amended, (prohibits discrimination on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (P.L. 100-209), (Broadened, the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§12131-12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. §47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance, recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.).

Proposers shall at all times comply with all applicable wage and hour acts, including but not limited to the Fair Labor Standards Act (FLSA) (29 U.S.C. 201 et seq); the Davis-Bacon Act (40 U.S.C. 3141 et seq.); McNamara-O'Hara Service Contract act (41 U.S.C. 351 et seq); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq); Walsh-Healy Public Contracts Act (41 U.S.C. 35 et seq); Copeland Anti-Kickback Act (40 U.S.C 3145).

Proposers shall at all times comply with the Occupational Safety and Health Act (OSH Act)(29 U.S.C. chapter 15) and the South Carolina OSHA-approved state plan, which covers most private sector workers and all state and local government workers.

Proposers shall make best efforts to ensure that minority and disadvantaged businesses are offered a fair opportunity to fully participate in the overall procurement of subcontracted goods and services.

Acceptance of Services

The services rendered as a result of an award from this solicitation shall not be deemed complete, until accepted by the Town and shall be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event that the service does not conform to the specifications, the Town reserves the right to terminate the contract and will not be responsible to pay for any such service.

5. SUBMITTALS and FORMAT

By submitting a proposal, the firm certifies that it has full knowledge of the scope, nature, and quality of work to be performed. Submittals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the scope of work and a solution that is viable and within the Town's best interests.

The Town reserves the right to award a contract pursuant to this RFP without further discussion with proposers. Therefore, it is important that each submittal is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible. Failure to provide the requested information will render your proposal as non-responsive.

The contents of the proposal shall include the following:

A. Signatory Sheet

Attached.

B. Letter of Transmittal

Limit to one (1) or two (2) printed pages.

- Give the names of the persons who will be authorized to make representations for the firm, their titles, and contact information.
- The letter must be signed by an authorized representative of the company who has the authority to commit the company to their proposal as submitted.
- Ensure the letter provides an affirmation of either a lack of conflict of interest or a disclosure in accordance with Town Ordinance 2-240. Read the ordinance here:

C. Copy of Town of Bluffton Business License

This section shall include a copy of the firm's Town of Bluffton Business License. If the firm does not currently have a license, then a letter of commitment to obtain a Town of Bluffton Business License if contract is awarded shall be inserted.

D. Firm's Profile and Qualifications

- Provide a statement and/or an org chart showing the size of the firm's governmental audit staff; describe location of the office which would service a contract with the Town; identify which staff would be dedicated (part time or full time) to service a contract with the Town.
- For line staff, management staff, and principal supervisory staff who would be assigned to this contract, provide a narrative of their governmental auditing experience and/or CV. Indicate who is licensed to practice as a certified public accountant in South Carolina. Provide information on relevant continuing professional education for each person.
- If there is a conflict of interest disclosed in the Letter of Transmittal, provide details in this section.
- Provide a copy of the firm's most recent external quality control review with a statement whether it included a review of specific governmental engagements.

E. Firm's Past Performance and References

- With a maximum of ten (10), provide the firm's most significant engagements which commenced in the last five (5) years of services similar to this RFP. Provide the scope of work, dates, any partners or subcontractors, and level of effort/total staff hours. For each experience, provide the number of days spanning substantive testing and exit conference and whether it included a Federal award audit. Finally, include whether any of these audit reports were awarded the Certificate of Achievement of Excellence in Financial Reporting by the Government Finance Officers Association.
- Provide information on the results of any federal or state desk reviews or field reviews of audits during the past three (3) years. Provide information on the circumstances and status of any disciplinary action taken or pending during the past three (3) years with state regulatory bodies or professional agencies.
- Provide at least five (5) references of clients for whom the firm has provided similar services. Give dates and other particulars of the jobs, contact persons with full name, title, phone number and email address for each reference.

F. Firm's Approach and Methodology

- Provide a concise description of the methodology to be employed including:
 - a. Proposed segmentation of the engagement
 - b. Operational plans and work procedures
 - c. Processing systems and equipment resources

- d.* Level of staff and number of hours to be assigned to each proposed segment
- e.* Statistical sampling to be used
- f.* Extent of use of electronic data processing software
- g.* Approach to be taken to comprehend Town’s internal control structure
- h.* Approach to be taken to determine laws and regulations that will be subject to eh audit test work.

- Exceptions – clearly describe any exceptions the firm may have to any stated requirements

G. Pricing Schedule

Firms shall provide firm, fixed price for an audit fee without opinion and a single audit fee (if applicable) for each of the following fiscal years:

- 2026
- 2027
- 2028
- 2029
- 2030

If there are any financial exceptions or conditions, so state. Please note that the Town will not pay per diem nor incidental expenses outside of the firm, fixed price.

7. EVALUATION, SELECTION, NEGOTATION and AWARD

The Town of Bluffton procurement code will be followed to secure the awarded firm. The contact listed within this solicitation, in coordination with the Purchasing Administrator, will be the coordinator for the selection process and the sole point of contact for all respondents. In addition to the materials provided in the written responses to this RFP, the Town may utilize site visits or may request additional material, information, interviews, presentations or references from the respondent(s) submitting a proposal or offer.

A. Evaluation Criteria

A points system will be given to each criteria listed through the identified weighting system:

EVALUATION CRITERIA	MAX POINTS
Profile and Qualifications	15
Past Performance and References	25
Approach and Methodology	20
Pricing	35
Local Vendor Preference	5
TOTAL POSSIBLE POINTS	100

B. Evaluation Method

All responsive submittals will be reviewed and evaluated by a Review and Selection Team which is typically comprised of three (3) to five (5) reviewers. Submittals will be individually scored based on the above

criteria by each reviewer. The scores of individual reviewers are combined to form an overall team score. If necessary, there may be a team discussion.

The Town reserves the right to request additional information and/or clarification of any information submitted by any respondent at any time during the evaluation process. This includes, but is not limited to information that indicates financial resources as well as the ability to provide and maintain the services as requested.

The Town reserves the right to make investigations of the qualifications of the respondent as it deems appropriate, including but not limited to background investigations.

C. Selection Method

If no single top ranked firm can be clearly identified by review of the written submittals alone, then the Review and Selection Team shall request the Purchasing Administrator to schedule the top ranked firms for presentations / interviews.

The Town may choose to conduct oral interviews with, or receive oral presentations from, one or more of the Proposers. If the Town chooses to allow oral interviews and/or presentations, such interviews or oral presentations will be open to the public. The Town will not be liable for any costs incurred by a Proposer in connection with such interviews/presentations (i.e., travel, accommodations, etc.)

The Selection and Review team will rank all complete submittals received and/or formal oral presentations/interviews in order of preference and outcomes will be based on the determination of which firm will meet the needs and provide the best overall value to the Town as it pertains to the requirements of the scope of work.

D. Negotiations

The Town reserves the right to negotiate a final agreement with the top-ranked proposal that meets the needs and is considered the best value to the Town of Bluffton. If a contract cannot be negotiated with the highest-ranking firm, negotiations may be conducted with the second, and then the third, and so on until a satisfactory contract can be agreed upon and executed. Should the Town choose to do so, it reserves the right to provide all responsive and responsible Proposers an opportunity to submit their best and final offers.

E. Award and Contract

Award will be made in accordance with the Town of Bluffton's purchasing policy and procedures. A contract resulting from an award shall be the Town of Bluffton's purchase order and/or contract containing the Town's terms and conditions. A sample of the contract has been attached to this solicitation for viewing. Contracts from firms submitting a proposal will not be accepted unless specifically requested as part of the bid package. Terms and conditions of the solicitation shall be deemed incorporated into the contract.

Attachments

1. Signatory Sheet
2. Sample Town of Bluffton Agreement
3. Exhibit A – Fund Data Summary



TOWN OF BLUFFTON SIGNATORY SHEET

SOLICITATION NO: 2026-31
ISSUED BY: Felicia Roth
EMAIL: froth@townofbluffton.com

SUBMITTAL PACKAGES DUE:
CLOSING DATE: Wednesday, April 8, 2026
CLOSING TIME: 2:00 p.m.

**FAX / E-Mail / hard copy not
accepted**

PROJECT TITLE & DESCRIPTION: FINANCIAL AUDIT SERVICES

ACKNOWLEDGEMENT OF ADDENDA: This bid is submitted subject to Addenda numbers _____ through _____.

THIS FORM MUST BE SIGNED TO BE CONSIDERED FOR AWARD

COMPANY NAME:

DATE:

MAILING ADDRESS:

PHONE:

FAX:

CITY:

STATE:

ZIP:

SSN OR FEDERAL TAX NO:

TITLE OF AUTHORIZED REPRESENTATIVE:

E-MAIL:

WEB URL:

AUTHORIZED SIGNATURE:

PRINTED NAME:

By my signature I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting a response to this solicitation for the services to be provided, and is in all respects true, accurate and without collusion or fraud. I certify that pricing submitted is valid for 90 days from the date of bid opening.