



***City of Grand Rapids &
Grand Rapids Public Utilities
Minnesota***

420 N Pokegama Avenue
500 SE 4th Street
Grand Rapids, Minnesota 55744

Joint Request for Proposals

**Professional Auditing Services
Fiscal years Ending 2023-2028**

Barb Baird – City Finance Director
Jean Lane – GRPU Business Services Manager
218-326-7024

CITY OF GRAND RAPIDS & GRAND RAPIDS PUBLIC UTILITIES REQUEST FOR PROPOSALS

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CITY OF GRAND RAPIDS AND GRAND RAPIDS PUBLIC UTILITIES REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The City of Grand Rapids (City) and the Grand Rapids Public Utilities (GRPU) are requesting proposals from qualified firms of Certified Public Accountants to audit its annual financial statements for the fiscal year ending December 31, 2023, for the GRPU and fiscal year December 31, 2024 for the City with the option, upon mutual agreement, of auditing the financial statements for each of the five subsequent fiscal years for the GRPU and four subsequent fiscal years for the City. The audit of the City and GRPU is to be performed in accordance with generally accepted government auditing standards. The City and/or GRPU may require a single audit in any year of the engagement. The GRPU may require some special reporting for a separate utility upon request.

There is no expressed or implied obligation for the City or GRPU to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The City of Grand Rapids or GRPU shall not be liable for any expenses incurred by the applicant including but not limited to expenses associated with the preparation of the proposal, attendance at the interviews, preparation of a compensation (fees) schedule or final contract negotiations.

To be considered, an electronic copy of the proposal must be received prior to the deadline by the lead point team member contact listed below.

GRPU

Jean Lane

Business Services Manager

504 SE 4th Street

Grand Rapids, MN 55744

218.326.7024

The proposal must be received no later than 5:00 PM on September 21, 2023.

This is a joint request for professional auditing services from the City and GRPU. The GRPU is a discretely presented component unit of the City of Grand Rapids with electric, water, wastewater collection (sanitary sewer) and wastewater treatment.

The City and GRPU reserves the right without prejudice to reject any or all proposals submitted. Proposals submitted will be evaluated by a Selection Committee consisting of team members from the City/GRPU finance departments.

During the evaluation process, the City and GRPU reserves the right, where it may serve the City's or GRPU's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Firms may be requested to make oral presentations to the Selection Committee as part of the final evaluation process.

The City and GRPU reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected and a separate contract between GRPU and the firm selected.

It is anticipated the selection of a firm will be completed by October 4, 2023. Following the notification of the selected firm, it is expected a contract will be executed between the firm and each of the parties following the October 23, 2023 meeting of the City Council and October 11, 2023 meeting of the GRPU Commission.

The City's audited financial statements are to be presented within approximately 120 days after end of calendar year. The GRPU's audited financial statements are to be presented within 150 days or less after the calendar year the first year; and thereafter, approximately 120 days after the end of the calendar year.

B. Term of Engagement

A six-year GRPU contract is proposed, subject to an annual review by the GRPU and a five-year City contract is proposed, subject to an annual review by the City. In the event of unsatisfactory performance, or when in the best interest of the City or GRPU, proposals may be solicited before the end of the contract period.

C. Subcontracting

No subcontracting will be allowed without the express prior written consent of the City and GRPU.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

A copy of the City's 2022 Annual Comprehensive Financial Report and the 2022 auditor's reports are available on the City's website <https://cityofgrandrapidsmn.com> The scope of work to be performed will be consistent with the audit performed in 2022. A copy of the GRPU's 2022 Annual Comprehensive Financial Report and the 2022 auditor's reports are available on the GRPU's website

The City and the GRPU desire the auditor to express an opinion on the fair presentation of their basic financial statements in conformity with governmental accounting principles and auditing standards generally accepted in the United States of America.

For the City, the auditor is required to audit the basic financial statements, combining and individual fund statements. For the GRPU, the auditor is required to audit the basic financial statements. The auditor is not required to audit the statistical section of the reports.

B. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with auditing standards generally accepted in the United States of America; the standards set forth by the American Institute of Certified Public Accountants; the standards for financial audits set forth in the U.S. Government Accountability Office's (GAO) *Government Auditing Standards*, the provisions of the federal Single Audit Act Amendments of 1996 and U.S. Office of Management and Budget (OMB) Circular A-133, and the minimum procedures for auditors of local governments prescribed by the Office of the State Auditor pursuant to Minn. Stat. 6.65.

C. Reports to be Issued

The auditor shall prepare the following reports at the completion of the audit:

- Issue an opinion letter on the City's basic financial statements in conformity with accounting principles generally accepted in the United States of America.

- Issue an opinion letter on the GRPU's basic financial statements in conformity with accounting principles generally accepted in the United States of America.
- Issue a report on the consideration of the City's internal controls over financial reporting.
- Issue a report on the consideration of the GRPU's internal controls over financial reporting.
- Issue a report on City's compliance with applicable laws and regulations.
- Issue a report on GRPU's compliance with applicable laws and regulations.
- Communicate in a letter to City management any reportable conditions found during the audit.
- Communicate in a letter to GRPU management any reportable conditions found during the audit.
- If a City single audit is needed, issue an auditor's report on the internal control over compliance for major federal programs, an opinion on compliance with requirements applicable to each major federal program, and a summary of auditor's results and a schedule of findings and questioned costs, if any, required by OMB.
- If a GRPUC single audit is needed, issue an auditor's report on the internal control over compliance for major federal programs, an opinion on compliance with requirements applicable to each major federal program, and a summary of auditor's results and a schedule of findings and questioned costs, if any, required by OMB.
- Present opinion, procedures, and overview of the City's financial condition to the City Council.
- Present opinion, procedures, and overview of the GRPU's financial condition to the Commission.

D. Additional Nonaudit Services

Additional nonaudit services can be performed as allowed and desired upon the mutual consent and agreement of compensation between the City or GRPU and selected firm.

E. Special Considerations

1. The City and GRPU will rely on the auditors for assistance in preparing the financial statements. The City and GRPU will rely on the expertise of the auditor to inform the City and GRPU of changes in auditing standards and regulations which may require the auditor to change the scope of work in the future.
2. The City and GRPU will send its annual comprehensive financial report to the GFOA for review in their Certificate of Achievement for Excellence in Financial Reporting program. The City and GRPU has received the GFOA Certificate of Achievement for Excellence in Financial Reporting for many years, and intend to continue to submit future reports for the award. It is anticipated that the auditor may be requested to provide assistance to the City and GRPU to continue to meet the requirements of this program.

F. Retention of Workpapers and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of six (6) years, unless the firm is notified in writing by the City and GRPU of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees: City, GRPU, State Auditor's Office, U.S. General Accounting Office (GAO), Federal Cognizant Agency, and parties designated by the federal or state governments or by the City of Grand Rapids or GRPUC as part of an audit quality review process.

All data relating to the audit, including work papers, will be subject to the same data classifications that apply under Minn. Stat. § 6.715. The auditor conducting a City and GRPU audit must provide access to such data relating to the audit and is liable for unlawful disclosure of the data as if it

were a government entity under Minn. Stat.ch. 13.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE CITY OF GRAND RAPIDS AND GRPUC

The Village of Grand Rapids was incorporated on June 11, 1891, and became a statutory City on January 9, 1974. The City of Grand Rapids, the Itasca County seat, is located 180 miles north of Minneapolis and St. Paul, Minnesota, in the north central part of the state. The City is located in the heart of a resort and recreation area and is the major commercial service and industrial center. The City of Grand Rapids currently occupies a land area of 24.40 square miles and serves a population of 11,283. The City of Grand Rapids signed an Annexation Agreement with the Grand Rapids Township in 2000 and the City annexed the last area of the Township on January 1, 2010. The City of Grand Rapids is empowered to levy a property tax on both real and personal properties located within its boundaries. It is also empowered by state statute to extend its corporate limits by annexation. The City is the region's retail trade, health care, education and cultural center with a market draw of more than 49,000 people.

The City operates under a Council-Administrator form of government. Policy-making and legislative authority are vested in a governing Council consisting of the mayor and four other members. The governing Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and approving the hiring of City employees. The City Administrator is responsible for carrying out the policies and ordinances of the City Council and overseeing the day-to-day operations of the City. Council members serve four-year staggered terms, with two Council members elected every two years. The mayor is elected to serve a two-year term

The City of Grand Rapids provides a full range of services, including police and fire protection, the construction and maintenance of highway, streets, and other infrastructure, recreational and cultural facilities, and general administrative services. In addition, the City also provides enterprise activities such as a golf course and storm water utility.

The City has two discretely presented component units, the Grand Rapids Economic Development Authority (GREDA) and the Grand Rapids Public Utilities Commission (GRPUC). Both governing boards are appointed by the City Council. The Council has the ability to approve or modify the GREDA's budget and is governed by Article VIII of the bylaws. The GREDA does not issue separate financial statements. The GRPUC manages and controls the electric power distribution system, water production treatment and distribution systems, and wastewater collection and treatment systems. The City guarantees the general obligation debt of the GRPU. Separate financial statements are issued by the GRPU.

On March 30, 1910, the Grand Rapids Village Council adopted a resolution establishing a Water, Light, Power and Building Commission for the Village of Grand Rapids. In 1949, in accordance with state statutes, the Water, Light, Power and Building Commission was changed to a Public Utilities Commission. The Grand Rapids Public Utilities Commission is a branch of the City government charged by Section 412.321, Minnesota Statutes with full control, operation and management of the electrical power distribution system, the water production, treatment and distribution systems, and the wastewater collection and treatment systems. The area served by the GRPU includes the Cities of Grand Rapids, LaPrairie, Cohasset and certain other outlying areas.

More detailed information on the government, fund structure and operations can be found in in the 2022 Annual Comprehensive Financial Report which can be found on the City’s website.

The City’s finance department staffing levels are adequate to provide an appropriate level of internal controls. The majority of the finance staff has over 5 years of experience with the City. The City and GRPU do not maintain an internal audit function other than internal checks performed by the Finance Departments. The GRPU’s finance team has three key team members with several years of experience with GRPU.

The City uses MSI financial software with a limited range of integrated accounting modules. The GRPUC uses Great Plains Dynamics financial software with a full range of integrated accounting modules and Cogsdale utility billing software. In 2023, the City and GRPUC submitted an RFP for a joint ERP software solution. We are currently in the final discovery stage of the evaluation and will choose new ERP software solution(s) this fall with implementation in 2024/2025.

Interested proposers who wish to review prior years’ audit reports and management letters can find them on the City’s and GRPU’s websites. The City of Grand Rapids and GRPU will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposal. The City, GRPU, and proposers recognize and agree that all actions related to government data must comply with the Minnesota Government Data Practices Act, Minn. Stat. ch.13.

IV. TIME REQUIREMENTS

A. Anticipated Proposal Calendar

The following is a list of key dates regarding the selection process:

- 1. Due date for Proposals.....September 21, 2023
- 2. Finalist Interviews, as necessary.....September 25-27, 2023
- 3. Contract consideration by the City Council.....October 9, 2023
- 4. Contract consideration by the GRPUCOctober 11, 2023

B. Notification

It is anticipated that the staff recommended firm will be notified prior to October 6, 2023.

C. Schedule for Audit Completion

Interim Work & Audit Plan - The City and GRPU have a standard set of workpapers that they prepare each year for the audit. The auditor shall provide City and GRPU an audit plan and a list of any additional schedules to be prepared by the City or GRPU prior to December 5. The schedule for interim work will be determined upon completion of selection process.

Fieldwork & Final Report Due Dates - The City will have its accounting records ready for audit by March 15 with some audit workpapers available at end of January. GRPU will have its accounting records ready for audit by March 15. At a minimum, the auditor will be required to meet the following dates:

- 1. GRPU fieldwork completion no later than March 31.
- 2. City fieldwork completion no later than March 31.
- 3. Draft audit reports & findings to management at least two weeks prior to delivery to the City Council and GRPUC.
- 4. Presentation to GRPUC at a work session meeting before April 30 (drafts to be delivered on the Wednesday prior to the meeting).

5. Presentation to City Council at a regular council meeting before April 30 (drafts to be delivered on the Wednesday prior to the meeting).

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department Assistance

The City and GRPU Finance Departments staff and responsible management personnel will prepare the necessary workpapers and be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the City and GRPU as directed by the auditor.

B. Report Preparation

The City and GRPU Annual Comprehensive Financial Reports preparation will be done by the auditors.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be addressed in an email to:

Jean Lane
GRPU Business Services Director
500 SE 4th Street
Grand Rapids, MN 55744

All responses, questions, and correspondence should be directed to Jean Lane. In the interest of fairness to all respondents, do not contact other staff or elected or appointed officials.

Email questions on the RFP will be accepted until Monday, September 18, 2023 at 4:30 PM to allow time for staff to respond in writing to all holders of this RFP. Email questions submitted after Monday, September 18, 2023 at 5:00 PM may go unanswered.

2. Submission of Proposals

The following material is required to be received by September 21, 2023 at 5:00 PM for a proposing firm to be considered:

- i. Title Page

Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

- ii. Table of Contents

- iii. Transmittal Letter

A signed letter of transmittal briefly stating the proposer’s understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be the best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for the five-year period for the City and six-year period for GRPU.

iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI.B. of this request for proposals.

1. Executed copy of the Proposer Guarantees and Warranties (attached to this request for proposal – Appendix A)
2. Schedule of Professional Fees and Expenses for the Audit (attached to this request for proposal – Appendix B)

B. Audit Proposal

1. General Requirements

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City and GRPU in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to the engagement. It should also specify an audit approach that will meet the request for proposals requirement.

The proposal should address all the points outlined in the request for proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the request for proposal. While additional data may be presented, the following subjects, items 2 through 9, must be included. They represent the criteria upon which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the City and GRPU as defined by the generally accepted auditing standards.

3. License to Practice in Minnesota

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Minnesota.

4. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm’s governmental audit staff, size of the firm’s municipal utility audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a full-time basis and on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory, and Staff Qualifications and Experience

The proposal should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors, and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Minnesota. Provide information on the government and specifically municipal utility auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City and GRPUC. Other audit personnel may be changed at the discretion of the firm provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

Describe the firm's experience with local government audits, audits of federal programs, and specifically audits of utilities. For the firm's office that will be assigned responsibility for the audit, list the most significant engagements performed in the last three years that are similar to the engagement described in this request for proposal and are cities and municipal utilities awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Specifically identify those engagements at which the managers and other supervisors who will be assigned to this engagement have worked.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed. Firms should provide the following information on their audit approach:

- a. Proposed timing and segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample sizes and to the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of computer software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of the City's and GRPU internal control over financial reporting and internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to compliance test work
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm’s approach to resolving these problems, and any special assistance that will be requested from the City and GRPU.

Please address remote workforce collaboration with clients during fieldwork.

9. The proposal should include acknowledgement of the required audit schedule and a statement as to the firm’s ability to meet the schedule.

C. Dollar Cost Proposal (Appendix B)

1. Total All-inclusive Maximum Price

The City and GRPU will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

The dollar cost proposal should specify all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price is to include all direct and indirect costs, including all out-of-pocket expenses for each of the years ending 2023 – 2028 for GRPU and 2024 – 2028 for City of Grand Rapids.

2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each

The dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix B) that supports the total all-inclusive maximum price.

3. Single Audit

Since the Single Audit work is based on the requirements of individual grants which may vary, the cost of the Single Audit may be stated separately and may be based on an hourly rate and estimated minimum hours needed to complete a basic Single Audit.

4. Rates for Additional Professional Services

If it should become necessary for the City and GRPU to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm and/or GRPU and the firm. Any such additional work agreed to between the City and the firm and between the GRPU and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid.

5. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm’s dollar cost proposal. Interim billings shall cover a period of not less than one calendar month.

VII. EVALUATION PROCEDURES

A. Selection Committee

Proposals submitted will be evaluated by a Selection Committee consisting of the City and GRPU team members.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process:

1. **Mandatory Elements**
 - a. The audit firm is independent and licensed to practice in Minnesota.
 - b. The audit firm's professional personnel have received adequate continuing professional education within the preceding three years.
 - c. The firm has no conflict of interest with regard to any other work performed by the firm for the City and GRPU.
 - d. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
 - e. The firm submits a copy of its last external quality control review report, including any letter of comments. The firm must have a record of quality work.

2. **Technical Qualifications**
 - a. **Expertise and Experience**
 - i. The firm exhibits expertise based on past experience and performance on comparable government engagements and municipal utility engagements.
 - ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
 - iii. Availability/responsiveness of staff, as derived from the written proposal.
 - iv. The firm has demonstrated an ability to assist its governmental and municipal utilities clients in retaining the GFOA Certificate of Achievement in Financial Reporting.
 - b. **Audit Approach**
 - i. Adequacy of proposed staffing plan for various segments of the engagement
 - ii. Adequacy of analytical procedures and sampling techniques
 - iii. Ability to meet desired timing of engagement and scheduled deadlines
 - iv. Remote workforce experience, expertise, communication and collaboration
 - v. Files are transferred using a secure connection

3. **Price Consideration**

The cost of the audit for the City years 2024-2028 and GRPUC years 2023-2028 should be calculated on the "Schedule of Professional Fees and Expenses" (Appendix B). Cost will be one of the factors and not the only factor the selection committee will use to evaluate proposing firms.

C. Oral Presentations

During the evaluation process, the Selection Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations. These oral presentations will be remote via a Teams platform.

D. Final Selection

The City and GRPU intends to select a firm based upon the recommendation of the Selection Committee. It is anticipated that the Council will approve the recommended firm on October 23, 2023 and the GRPUC at their meeting October 11, 2023.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City, GRPU, and the firm selected. The City and GRPU reserve the right, without prejudice, to reject any or all proposals.

APPENDIX A

PROPOSER GUARANTEES AND WARRANTIES

1. The proposer certifies it can and will provide, as a minimum, all services set forth in the proposal.
2. Proposer warrants that it does not have any conflicts of interest with the City of Grand Rapids and Grand Rapids Public Utilities, its management staff, or its elected or appointed officials.
3. Proposer warrants that the firm and all assigned key professional staff are properly licensed to practice in the state of Minnesota.
4. Proposer warrants that it is willing to and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
5. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Grand Rapids and Grand Rapids Public Utilities.
6. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX B1

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDITS OF 2024-2028 FINANCIAL STATEMENTS
CITY OF GRAND RAPIDS

<u>Position</u>	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Proposed Hourly Rates</u>	<u>Total</u>
Partner		\$	\$	\$
Manager(s)				
Supervisor(s)				
Staff				
Other People				
Expenses				
Other Costs	_____			_____
Subtotal – City Audit	=====			\$ =====
	<u>Hours</u>	<u>Average Rate</u>		<u>Total</u>
Single Audit	=====	\$		\$ =====

	<u>Summary Schedule</u>	
	<u>ACFR</u>	
<u>Fiscal Year Ending December 31,</u>	<u>Total all-inclusive maximum price</u>	<u>Single Audit Cost, if required</u>
2024	\$	\$
2025		
2026		
2027		
2028	_____	_____
Total	\$ =====	\$ =====

APPENDIX B2

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDITS OF 2023-2028 FINANCIAL STATEMENTS
GRAND RAPIDS PUBLIC UTILITIES

<u>Position</u>	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Proposed Hourly Rates</u>	<u>Total</u>
Partner		\$	\$	\$
Manager(s)				
Supervisor(s)				
Staff				
Other People				
Expenses				
Other Costs	_____			_____
Subtotal – City Audit	=====			\$=====
	<u>Hours</u>	<u>Average Rate</u>		<u>Total</u>
Single Audit	=====	\$		\$=====

<u>Summary Schedule</u>		
ACFR		
<u>Fiscal Year Ending December 31,</u>	<u>Total all-inclusive maximum price</u>	<u>Single Audit Cost, if required</u>
2023	\$	\$
2024		
2025		
2026		
2027		
2028	_____	_____
Total	\$=====	\$=====