



CITY OF BANGOR

Request for Proposals
Audit Services
Proposal No. P26-38

Purchasing Department
73 Harlow Street
Bangor, ME 04401
207-992-4282

Issue Date: March 6, 2026

I. Introduction

The City of Bangor (City) requests proposals from qualified independent auditors having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposals (RFP). This request is for fiscal years ending June 30, 2026, 2027, and 2028. Three (3) additional one (1) year renewal options are contemplated contingent upon mutual agreement of the parties.

The audit will encompass a financial and compliance examination of the City's Annual Comprehensive Financial Report (including the School Department). The audit will be conducted in accordance with auditing standards generally accepted by the United States: the standards for financial statements contained in Government Auditing Standards issued by the Comptroller General of the United States; audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards and applicable amendments; Federal Aviation Administration compliance requirements described in the Passenger Facility Audit Guide for Public Agencies, the Maine Uniform Accounting and Auditing Practices for Community Agencies, and all other applicable laws and regulations.

II. General Information

Available at the following web address: www.bangormaine.gov/proposals on the City's website. By submitting a response to this solicitation, the Proposer accepts the responsibility for downloading, reading, and bidding by the terms and conditions set forth in the City's "General Information for Vendors."

In your proposal, please specify whether you currently have, or are in the process of developing, a domestic violence policy. If you do not have such a policy, let us know if you would like to receive a copy of the City of Bangor's policy as a reference.

III. Submission

For consideration, submit the proposal Bid Form in sealed envelope or electronically via submission methods listed below. The envelope or subject line must be clearly marked as **"Proposal No. P26-38: Audit Services"** by **2:00 P.M. on Wednesday, April 1, 2026**. Submission of documents can be completed by:

- A. **Emailing** to bids@bangormaine.gov; or
- B. **Hand Deliver** to **Customer Service**, 73 Harlow Street, Bangor, ME; or
- C. **US Post Office** addressed to City of Bangor-Purchasing Department, 73 Harlow Street, Bangor, ME 04401; or
- D. **All Other Delivery Services** addressed to City of Bangor-Purchasing Department, 73 Harlow Street, Bangor, ME 04401.

All submissions should reference **"Proposal No. P26-38: Audit Services"**. Proposals will be publicly opened at the time stated above in the Paul Bunyan Room (First floor near the side entrance), in City Hall, 73 Harlow Street, Bangor, ME.

A tabulation of all received proposals will be posted on the City's website as soon as possible after the opening date. Visit <https://www.bangormaine.gov/Bids.aspx> for results. The "Show Closed/Awarded/Cancelled Bids" box must be checked to see the proposal information.

IV. Questions

Any questions must be directed in writing to bids@bangormaine.gov no later than **4:30 P.M., Friday, March 13, 2026**

The City will provide a response by **4:30 P.M. on Friday March 20, 2026**. This response will be in the form of an addendum, accessible on the City's website. Notifications will be sent when new addenda are released. To receive these notifications, the City strongly encourages all potential bidders to register as vendors at www.bangormaine.gov/vendorregistration.

V. Late Proposals

It is the responsibility of the Proposer(s) to see that their proposals have sufficient time to be received by the Purchasing Department before the submittal deadline. Any proposal, portion of a proposal, or requested proposal revision received at the City Purchasing Department after the time and date specified, will be returned to the Proposer unopened.

VI. Withdrawal of Proposals

No Proposer may withdraw their proposal for a period of ninety (90) days from the date of opening. All proposals shall be subject to acceptance by the City during this period.

To withdraw a proposal prior to the opening, the Proposer shall request the withdrawal in writing. All costs associated with the withdrawal (i.e., mailing fees) will be borne by the Proposer.

VII. Rejection

The City reserves the right to reject any proposals, waive any informalities or defects in proposals, or accept a higher-cost proposal if it is deemed to be in the best interest of the City. The City also reserves the right to request clarification of any details from the successful Proposer.

VIII. Information for Proposers

- A. All Federal and State taxes must be excluded from the proposal price. Upon request, a tax exemption certificate for the City of Bangor shall be furnished to the successful Proposer.
- B. The Bid Form, included with this request, must be completed and returned for a proposal to be considered.
- C. Proposers are required to maintain the following insurance policies throughout the life of the project and name the City of Bangor as an **additional insured** where applicable:

| | |
|--|---|
| 1. Worker's Compensation Insurance | Statutory |
| 2. Employer's Liability Insurance | \$500,000 each accident \$500,000 disease – policy unit \$500,000 disease – each employee |
| 3. Comprehensive Automobile Liability | \$1,000,000 combined, single limit per accident |
| 4. Commercial & General Liability | \$1,000,000 combined single limit \$2,000,000 aggregate |
| 5. Professional Liability (Errors & Omissions) | \$1,000,000 combined single limit \$2,000,000 aggregate |

IX. Background

The City of Bangor operates under a charter as amended, providing for a council-manager form of government with a nine (9)-member City Council. The Charter grants to the City Council all powers to enact, amend, or repeal rules, ordinances, and resolutions relating to the City's property, affairs, and government in order to preserve public peace, health, and safety, to give effect to any vote of the City, and to authorize the issuance of debt. The entire Council adopts an annual budget. The City Manager is the administrative head of the City and responsible to the City Council for the administration of all departments.

All departments, including all State and Federal grants, of the City are subject to this audit. The School department and Cross Insurance Center (Bass Park) have their own separate accounting systems.

The accounting and financial functions of the City are centralized at City Hall for all departments, with the exception of Bass Park and parking facilities, both of which are operated by a third-party contractor. The School department's accounting and financial functions are accounted for within a separate accounting system.

City of Bangor ACFR, Uniform Guidance (Single Audit), Passenger Facility Charges, and MAAP reports and Management letters can be viewed on the City's website: <https://www.bangormaine.gov/281/Finance> .

More detailed information on the City and its finances can be found in published reports such as the Annual Budget and Official Statements, also available at the link required above.

X. Principal Contact

The auditor's principal contact with the City of Bangor will be Stephanie Kimball, Finance Director (FD), or a designated representative, who will coordinate the assistance to be provided by the City of Bangor to the auditor.

A list of key personnel with the location of their principal offices (Appendix B) and a list of elected officials (Appendix C) are attached.

XI. Federal and State Financial Assistance

During the fiscal year ending June 30, 2024 (the last completed audit at the time of this posting), the City of Bangor expended funds received from federal awards (including passenger facility charges) in 80 separate grant agreements.

There were 31 separate grant agreements included within the MAAP compliance reports for the year ending June 30, 2024. The City anticipates similar financial assistance will be received in subsequent years.

XII. Scope of Services

The City desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles and procedures applicable to governmental units.

The auditor is not required to audit the combining and individual fund statements and schedules. However, the auditor is to provide an opinion on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the basic financial statements taken as a whole. The auditor is not required to audit the statistical section of the report. In connection with the examination of the records and financial statements, the auditor shall review the system of internal control, operating procedures, and compliance with budgetary and legal requirements of the City.

The auditor shall perform an audit of the School department accounts in accordance with the requirements of Title 20-A MRSA, Section 6051, which will include examining the Financial Report of Public Schools submitted to the State Department of Education on Form EF-M-45 for fairness of presentation.

The auditor shall perform a financial and compliance audit for all Federally assisted programs in accordance with Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards.

The auditor shall perform a compliance audit for all agreements required by the Maine Uniform Accounting and Auditing Practices for Community Agencies.

The auditor must prepare and file the Municipal Audit Procedural Form and a copy of the auditor's report with the State Department of Audit within thirty (30) days after completion of the audit.

The auditor shall be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The City views its engagement with an audit firm as an ongoing professional relationship in which the firm is expected to provide consultation services during the course of the engagement. As such, the auditor is expected to consult with the City, as required, on auditing, accounting, financial reporting, and operating matters as they arise and to provide the City with information on current developments that would affect the City's financial operations and management.

A. The City's objective is to select the firm best qualified to provide the following:

1. Audit of ACFR.
2. "Single audit" covering the City's Federal and State grants (including Passenger Facility Charges) for each year as required by the Uniform Guidance.
3. Audits of Agreement required by MAAP.
4. Audit of School Activity Funds.
5. Technical assistance to City personnel on various accounting and reporting issues.
6. Technical assistance and advice to City personnel on specialized financial matters that arise during the contract period.

B. Following the completion of the audit of the financial statements, the auditor shall issue:

1. Basic Financial Statement Reports: Report on the fair presentation of the basic financial statements in conformity with generally accepted accounting principles.
2. Uniform Guidance Act Reports:

- a. Report on compliance and internal control over financial reporting and other matters, based on an audit of financial statements performed in accordance with Government Auditing Standards.
 - b. Report on compliance with requirements that could have a direct and material effect on major programs and on internal control over compliance in accordance with OMB Circular A-133.
3. MAAP Compliance Reports:
- a. Report on compliance with requirements applicable to each major department and internal control over compliance with department programs in accordance with Maine Uniform Accounting and Auditing Practices for Community Agencies.
 - b. A compilation report on schedule of agreement settlement forms (ASFs).
4. School Department: Report on the fair presentation of the School Activity Funds.
5. Passenger Facility Charge (PFC) Program: Report on compliance with requirements applicable to the PFC Program, internal control over compliance, and schedule of expenditures of PFC charges described in the Passenger Facility Charge Audit Guide for Public Agencies, issued by the Federal Aviation Administration.
6. Irregularities and Illegal Acts: The auditor will be required to make an immediate written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the Finance Committee, City Manager, and Finance Director.
7. Management Letter:
- a. The engagement should include recommendations to management, prepared by the audit firm in letter form, which include any findings, observations, opinions, comments, or recommendations relating to internal control, accounting systems, data processing, compliance with laws, rules, and regulations, or any other matters that come to the attention of the auditor during the course of the examination.
 - b. Such recommendations shall not be construed as special or additional studies but shall be limited to those usually associated with the study of internal control systems and procedures as a part of an examination of financial statements. The recommendations will be discussed with the appropriate City officials prior to publication.
8. Reporting to the Finance Committee: The auditor shall meet with the City's Finance Committee to present the results of the audit and assure themselves that the Finance Committee is informed of the following:
- a. The auditor's report on the City's basic financial statements and their responsibility under generally accepted auditing standards.
 - b. Significant accounting policies.
 - c. Management judgments and accounting estimates.

- d. Significant audit adjustments.
- e. Other information in documents containing audited financial statements.
- f. Disagreements with management.
- g. Major issues discussed with management prior to retention.
- h. Difficulties encountered in performing the audit.

C. Special Considerations:

1. The City will send its Annual Comprehensive Financial Report (ACFR) during the term of this engagement to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting program.
2. The City currently anticipates it will prepare one (1) or more official statements in connection with the sale of debt securities, which will contain the general-purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."
3. The City has determined that the U.S. Department of Health and Human Services will function as the cognizant agency in accordance with the provisions of the Single Audit Act of 1984 and U.S. Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments.
4. The Uniform Guidance and MAAP reports are not to be included in the annual financial report but are to be issued separately.
5. No difficulties are anticipated in implementing and complying with reporting requirements mandated by GASB; however, the City may require the auditor's assistance with the implementation of new mandates as they arise.
6. As a part of the overall audit engagement, the City expects to receive from the audit firm a variety of technical assistance throughout the fiscal year. This assistance shall include answers to accounting, reporting, or internal control questions.
7. Proposals shall contain provisions for dealing with extraordinary circumstances discovered during the audit that may require an expansion of audit work beyond that which was originally planned.
8. In addition, the audit firm may be requested to perform special projects for the City during the engagement. Because of variations in the demand for additional services, such work will be contracted for, provided, and billed separately to the City on an hourly basis. Proposals should describe the types of services available from the firm and the proposed hourly fees to be charged for such services.

D. Working Paper Retention and Access to Working Papers:

1. The firm shall agree to make available its working papers upon request to meet any City financial need as well as in accordance with any Federal or State grant provisions. Work papers and reports must be retained, at the auditor's expense, for a minimum of five

- (5) years from submission of the final audit report, unless the firm is notified in writing by the City of the need to extend the retention period.
2. In addition, the firm shall respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

XIII. Time Requirements

The following are the proposed time requirements, an alternate timeline will be considered if deemed necessary:

A. Date Audit May Commence:

1. The City will have adjusted or closed all accounts, will have its records ready for audit, and Finance Department personnel shall be available to meet with the firm's personnel ninety (90) days after the end of each fiscal year.
2. The City will also make its records and other financial documents available prior to the end of the fiscal year so that the firm may begin its preliminary work well before the close of the fiscal year.

B. Schedule for the Fiscal Year Audits: Each of the following should be completed by the auditor no later than the dates indicated.

1. Interim Work- All interim work is performed during the months of June through August. Actual time will be negotiated with the selected Proposer.
2. Detailed Audit Plan- Provide the City with a detailed audit plan and a list of all schedules to be prepared by the City as soon as possible after the interim work is completed.
3. Field Work- Complete all fieldwork no later than November 30th.
4. Draft Reports- Drafts of the required reports, financial statements, and management letters are available for review by the FD no later than December 15th.

C. Entrance Conferences, Progress Reporting, and Exit Conferences:

1. The firm shall agree to entrance, progress reporting, and exit conferences to review the audit program with City officials, as well as to review the City's role and assistance in the audit process.
2. At a minimum, the following conferences will be held according to the dates indicated on the schedule:
 - a. Entrance conference with the FD to discuss prior audit problems and the interim work to be performed. This meeting will also be used to establish an overall liaison for the audit and to make arrangements for workspace and other needs of the auditor during June.

- b. Progress conference with FD to summarize the results of the preliminary review and to identify the key internal controls or other matters to be tested; dates to be negotiated with the selected firm at the conclusion of interim work.
 - c. Progress conference with the FD to discuss the year-end work to be performed during August.
 - d. Entrance conference with the FD to commence year-end audit work by the first (1st) week of October.
 - e. Exit conference with the FD to summarize the results of the fieldwork and to review significant findings by November.
3. The auditor shall also provide oral reports on the progress of the audit to the FD at regular intervals.
 4. The partner or manager in charge of the audit shall be available to discuss the reports required by this RFP with the City's Finance Department staff as required, as well as be available to attend public meetings at which the audit may be discussed.

D. Final Report Due Date:

1. Finance Department personnel shall prepare trial balances and all required supplemental schedules by the first (1st) week of October. The auditor shall provide all recommendations, revisions, and suggestions for improvement to the FD no later than October 31st. One (1) electronic copy of the auditor's opinion shall be delivered to the FD no later than December 15th.
2. In addition, an electronic copy of each of the Uniform Guidance Act Reports and MAAP Compliance Reports shall be delivered to the FD no later than January 31st.

XIV. Assistance to be Provided to the Auditor and Report Preparation

A. Finance Department and Clerical Assistance:

1. Finance Department staff will render all feasible assistance to the auditor and will respond promptly to requests for information, documentation, and explanations as well as provide all necessary books and records required by the firm.
2. The preparation of confirmations will be the responsibility of the City.
3. In addition, clerical support will be made available to the auditor, as needed, for the preparation of routine letters and memoranda.

B. Electronic Data Processing (EDP) Assistance: EDP personnel will be available to provide systems documentation and explanations. The auditor will not be provided computer time or the use of the City's computer hardware and software, except for access for making inquiries to the City's financial systems.

C. Statements and Schedules Prepared by City Staff:

1. City staff will prepare statements and schedules requested by the auditor as soon as practical once the information becomes available.
 2. The City's trial balance and supporting subsidiary schedules will be available by the first (1st) week of October.
 3. On or before November 15th, City staff will have prepared draft financial statements, notes, and all required supplementary schedules and statistical data.
- D. Work Space: The City will provide the auditor with reasonable work space, desks, chairs, access to the City's financial system, a photocopier, and internet access required to fulfill their responsibilities to the City.
- E. Report Preparation: Preparation, editing, and printing of the Comprehensive Annual Financial Report will be the responsibility of the City; however, the auditor is expected to aid with proofreading and suggestions to improve presentations.

XV. Proposal Requirements

A. Proposals must contain the following information as general information:

1. A master copy (so marked) of a technical proposal and two (2) copies along with an electronic copy to include the following:
 - a. Title page showing the RFP's subject, the firm's name, date of the proposal, and the name, address, telephone number, and email address of the contact person.
 - b. Table of Contents.
 - c. A signed letter of transmittal briefly stating the Proposer's understanding of the work to be performed, the commitment to perform the work within the allotted time period, a statement why the firm believes itself to be the best qualified to perform the required services, and a statement that the proposal is a firm and irrevocable offer for the contract term.
 - d. A detailed proposal that follows the order set forth in *Section XV. Proposal Requirements; Subsection B. Technical Proposal* of this RFP.
 - e. Price proposal that includes the attached Bid Form with a breakdown of all associated costs.

B. Technical Proposal:

1. General Requirements:
 - a. Shall demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement as well as an audit approach that will meet the requirements of this RFP. As such, the substance of the proposal will carry more weight than the form or manner of presentation.
 - b. Shall address all the points outlined in this RFP and be prepared simply and economically, providing a straightforward, concise description of the Proposer's

capabilities to satisfy the requirements of this RFP. While additional data may be presented, the following information contained in items 2 through 9 must be included. These items represent the criteria against which the proposal will be evaluated.

2. Independence:

- a. The firm shall provide an affirmative statement that it is independent of the City as defined by the U.S. General Accounting Office's Government Auditing Standard, latest edition.
- b. Refer to Appendix C for a list of elected officials. This list is not intended to be all-inclusive, and it is the responsibility of the audit firm to perform due diligence to ensure independence.
- c. The firm shall also list and describe the firm's professional relationship involving the City or any of its agencies for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed services.
- d. In addition, the firm shall give the City written notice of any professional relationships entered into during the period of this engagement.

3. License to Practice in Maine: An affirmative statement must be included indicating that the firm and all assigned key professional staff are properly licensed to practice in the State of Maine.

4. Firm Qualifications and Experience:

- a. The proposal shall state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis, and the number and nature of staff to be employed on a part-time basis.
- b. If the Proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium shall be separately identified, and the firm that is to serve as the principal auditor shall be noted, if applicable.
- c. Proposers are 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.
- d. The firm shall also provide information on the results of any Federal or State desk review or field review of its audits during the past three (3) years. In addition, Proposers 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 Qualification and Experience:

- a. The firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors, and specialists, who will be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in the State of Maine.
 - b. The firm shall provide as much information as possible regarding the number, qualifications, and governmental auditing experience and training, including relevant continuing professional education, of specific staff to be assigned to this engagement. Including the professional experience of assigned staff in auditing relevant government organizations, programs, or functions (i.e., utilities, airports, school systems, and state and federal grant funds).
 - c. The firm shall also indicate how the quality of staff over the term of the engagement will be assured.
 - d. The Proposer shall identify the extent to which staff to be assigned to the audit reflect the City of Bangor's commitment to Affirmative Action.
 - e. Engagement partners, managers, other supervisory staff, and specialists may be changed if they leave the firm, are promoted, or are assigned to another office. They may also be changed for other reasons with the express prior written permission of the City of Bangor. However, in either case, the City of Bangor retains the right to approve or reject replacements.
 - f. Consultants and firm specialists mentioned in response to this RFP can only be changed with the express prior written permission of the City, which retains the right to approve or reject replacements.
 - g. Other audit personnel may be changed at the discretion of the audit firm provided that replacements have substantially the same or better qualifications or experience.
6. Similar Engagements with Other Government Entities:
- a. For the Proposer's office that will be assigned responsibility for the audit, list the most significant engagements (maximum five (5)) performed in the last five (5) years that are similar to the agreement described in this RFP. These engagements should be ranked on the basis of total staff hours.
 - b. Indicate whether the engagement entailed an ACFR or GPFS, issuance of Uniform Guidance or MAAP compliance reports, the scope of work, date, engagement partners, total hours, and the name, telephone number, and email address of the principal client contact.
7. Specific Audit Approach:
- a. Shall set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in *Section XII. Scope of Services*.
 - b. Shall describe the audit procedures to be followed, presented in a form that shall best aid the City in evaluating your firm's ability to identify, evaluate, and communicate on municipal government financial problems.

- c. Shall provide proposed segmentation of the audit, level of staff, and number of hours to be assigned to each proposed segment of the audit, extent of use of EDP software in the audit, approach to be taken to gain and document an understanding of the City's internal control structure, and approach to be taken in determining laws and regulations that will be subject to audit test work.
8. Identification of Anticipated Potential Audit Problems: Proposers shall 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.
 9. Price Proposal (all-inclusive maximum price):
 - a. The cost shall contain all pricing information relative to performing the audit as described in this RFP.
 - b. The total all-inclusive maximum price for all three (3) years shall contain all direct and indirect costs, including all out-of-pocket expenses.
 - c. The final payment for the audit shall become due only after the submission of all required reports is submitted and approved by the City and/or Federal or State grantor agencies.
 - d. A breakdown of all costs associated must be attached to the bid form.

XVI. Evaluation Procedures

A. Review of Proposals:

1. Proposals submitted will be evaluated by a Selection Committee comprised of the Finance Department and other City staff.
2. The City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from Proposers, or to allow corrections of errors or omissions.
3. At the discretion of the Selection Committee, one (1) or more Proposers submitting proposals may be requested to make oral presentations or take part in formal interviews as part of the evaluation process.

B. Evaluation Criteria - Proposals will be evaluated using three (3) sets of criteria. Proposers meeting the mandatory criteria will have their proposal evaluated for both technical qualifications and price. The following represents the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements:

- a. The audit firm is independent and licensed to practice in the State of Maine.
- b. The firm does not have a conflict of interest with regard to any other work performed by the firm for the City of Bangor.

- c. The firm adheres to the instructions in this Request for Proposals on preparing and submitting the proposal.
- d. The firm submits a copy of its last external quality control review report and has a record of quality audit work.

2. Technical Qualifications:

a. Expertise and Experience-

- i. The firm's past experience and performance on comparable governmental 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. The firm's experience in auditing similar Federal or State financial assistance programs.

b. Audit Approach-

- i. Adequacy of proposed staffing plan for various segments of the audit
- ii. Adequacy of audit plan for electronic data processing function.

c. Price Proposal – cost will be important, but not the primary factor in the selection of an audit firm.

3. Oral Presentation: During the evaluation process, the Selection Committee may or may not, at its discretion, request any or all firms to make oral presentations or take part in formal interviews. Such presentations will provide firms an opportunity to answer any questions the Selection Committee may have. Not all firms may be asked to make such oral presentations.

4. Final Selection:

A recommendation of award will be made to the City Council based upon the recommendation of the Selection Committee.



CITY OF BANGOR

Bid Form

**Audit Services
Proposal No. P25-38**

**Bid Deadline:
2:00 P.M., Wednesday,
April 1, 2025**

Notes: This form must be completed and returned with the proposal. Failure to comply will result in disqualification. The undersigned proposes to provide the City with an independent audit of its financial statements and records as specified in its proposal. The undersigned certifies that they are entitled to represent the Proposer, entitled to submit the proposal, and authorized to sign a contract agreement with the City. Price is all-inclusive.

****A breakdown of all costs must be submitted with Bid Form for bid to be considered complete****

| | |
|----------------------------|--|
| Business Name: | |
| Contact Name/Title: | |
| Street Address: | |
| City, State Zip: | |
| Telephone Number: | |
| Email Address: | |
| Signature: | |
| Title: | |

| Item | Description | Year 1 | Year 2 | Year 3 |
|--|--------------------|---------------|---------------|---------------|
| 1 | Audit Services | \$ | \$ | \$ |
| Total Bid Amount: | | | | |
| <i>Do you currently have, or are you in the process of, developing a domestic violence policy? Yes / No</i> | | | | |

APPENDIX B
Key Personnel

| <u>Name & Title</u> | <u>Location of Office</u> | <u>Telephone Number</u> |
|---|----------------------------------|--------------------------------|
| Carollynn Lear, City Manager | City Hall | 207-992-4204 |
| Marie Robinson, Superintendent of Schools | School Department Office | 207-992-4125 |
| Stephanie Kimball, Finance Director | City Hall | 207-992-4260 |
| Jeff Courtney, Informational Services Supervisor | City Hall | 207-992-4272 |
| Philip Drew, City Assessor | City Hall | 207-992-4215 |
| Janelle Emerson, Tax Collector | City Hall | 207-992-4287 |
| Heather Hale, Director of Business Services | School Department Office | 207-262-9124 |
| Jody Varney, Airport Finance Manager | Bangor International Airport | 207-992-4617 |

APPENDIX C**Elected Officials and Principal Administrative Officers****City Council**

Susan Hawes, Council Chair

| | |
|----------------|---------------|
| Michael Beck | Susan Deane |
| Carolyn Fish | Susan Faloon |
| Joseph Leonard | Wayne Mallar |
| Angela Walker | Daniel Carson |

City Staff

Carollynn Lear, City Manager

Philip Drew, City Assessor

Lisa Goodwin, City Clerk

David Szewczyk, City Solicitor

School Staff

Marie Robinson, Superintendent of Schools