

**REQUEST FOR QUOTES
FOR CERTIFIED PUBLIC ACCOUNTANT SERVICES**

for the

**DUTCHESS COUNTY RESOURCE RECOVERY AGENCY
POUGHKEEPSIE, NEW YORK**

DECEMBER 2017

Deadline for the Submission of Proposals

JANUARY 17 at 3:00 PM

SUBMIT PROPOSALS TO:

**DUTCHESS COUNTY RESOURCE RECOVERY AGENCY
96 Sand Dock Road
Poughkeepsie, New York 12601**

Contact Person: Ms. Denise Walsh

Telephone: 845-463-6021

Email: dwalsh@dcrra.org

www.dcrra.org

NOTICE TO PROPOSERS FOR CERTIFIED PUBLIC ACCOUNTANT SERVICES
DUTCHESS COUNTY RESOURCE RECOVERY AGENCY
POUGHKEEPSIE, NEW YORK

Notice is hereby given that Quotations for Certified Public Account (CPA) Services on behalf of the Dutchess County Resource Recovery Agency (DCRRA), will be received by the DCRRA at the DCRRA's office at 96 Sand Dock Road, Poughkeepsie, New York 12601, until 3:00 p.m. EST on, January 17, 2018.

Copies of the request for quotations may be obtained from the Agency by contacting the Interim Executive Director (icarille@dcrra.org) or the Deputy Executive Director (dwalsh@dcrra.org), and will be online at www.dcrara.org.

The DCRRA retains the right to reject any or all Quotations, to waive any informality in any Quotation, to accept one or more Quotations which in its sole judgment best service its interest, and to negotiate terms of an agreement with the selected Quotation(s).

Background Information

The Dutchess County Resource Recovery Agency (DCRRA) is a public benefit corporation established in 1982 pursuant to section 2047 of the NYS Public Authorities Law. DCRRA was established to oversee the construction, financing and operation of the Resource Recovery Facility (Facility). The prime objective of the DCRRA has been to make Dutchess County self-sufficient in the management of solid waste by providing a publically owned disposal facility. The DCRRA is governed by a 7-member Board of Directors and managed by an Executive Director. Approximately 77% of Municipal Solid Waste (MSW) generated and not recycled in Dutchess County is processed at the Facility.

The Facility is located at 96 Sand Dock Road in Poughkeepsie, New York. The Facility has been in operation since 1989. The Facility is currently being operated by Wheelabrator Dutchess County LLC, pursuant to a contract with the DCRRA. The contract expires in 2027. The contract provides for an extension to June 30, 2039. The Facility receives MSW from solid waste haulers and local municipalities and recovers energy in the form of steam and electricity using a mass burning technology in which the waste is combusted with little or no sorting or pre-processing. The Facility uses the O'Connor rotary combustor system, which consists of a water cooled steel rotating drum and a stationary outer casing. More information about the Facility is available at www.DCRRRA.org.

As consideration for the disposal services provided by the Agency, Dutchess County is required to pay Net Service Fees, per the Solid Waste Disposal Service Agreement by and between the Agency and the County. So long as the Agency continues to provide the service of accepting and processing and/or disposing of Solid Waste, the Disposal Agreement requires payment of Net Service Fees by the County if there is a shortfall in revenues received by the Agency.

Section 1. Scope of Work

Monthly (at least 2 days prior to the Board meeting, normally the 3rd Thursday of each month):

1. Trust accounting: Prepare and reconcile monthly requisitions, journals and statements to general ledger and interest accrual analysis;
2. Month end journal entries: Trust requisition journal entries and reconcile, enter into Quickbooks;
3. Monthly general ledger trial balance and preliminary financial statements: Reconcile sub ledgers and supporting schedules to trial balance, tie bank and trust reconciliations to trial balance and prepare preliminary financial statements;
4. General ledger: Review and adjust financial statements, run financial statements and general ledger reports.
5. Review bank reconciliations of all accounts.

Semiannual (March and October):

1. Provide required financial statements to Auditors in preparation of the calculation of the Net Service Fee.

Yearly (January – March):

1. Audit: Enter any adjusting journal entries and finalize the year end. Review and reconcile schedules with supporting documents, perform year-end reporting and schedules as requested, prepare, update and maintain account analysis schedules. Provide information to Auditor as required and be available to meet with Auditors as needed.
2. Authority Budget Office: Prepare and enter required statements.

General Assistance

1. Special financial analysis upon request.
2. Assistance and review of payroll forms and filings upon request.

Section 2 - Cost/Budget Proposal Requirements

- Client References: The proposal shall provide a list of three clients for whom similar work has been completed over the last 10 years, including the length of the contract with each client, contact names, telephone numbers, and email addresses. DCRRA may contact these references for additional information.
- Completed and Signed Pricing Form (Attachment A).
- Completed and Signed Non Collusion Certificate (Attachment B).

Section 3 - Evaluation Criterion

The following selection criterion will be used in evaluating the proposals:

- Qualifications;
- Demonstrated skill, ability and integrity to perform the services required by the Scope of Work;
- Payment rates;
- Reputation;
- Any other factor that DCRRA, in its sole discretion, deems or may deem relevant or pertinent for such evaluation.

DCRRA will also base its evaluation of the responses to this RFQ on the following criterion:

(a) In each category of services sought, experience of CPA in serving as accountant for clients, including governmental entities and resource recovery entities;

(b) Team organization and approach including the ability of the proposer to adequately complete time-sensitive projects and transactions and to interact effectively with the Executive Director and Board of Directors of the DCRRA, and other professionals involved in DCRRA's projects and transactions.

Section 4 – Proposal Requirements

Deadline:

Proposals must be received by **3:00 p.m.** on **January 17, 2018.**

Submittal Address:

Proposals should be enclosed in a sealed envelope, plainly marked and addressed as follows:

PROPOSAL – DCRRA ACCOUNTING SERVICES

**Ms. Denise Walsh, CONTACT PERSON
Dutchess County Resource Recovery Agency
96 Sand Dock Road
Poughkeepsie, NY 12601**

Copies:

Proposer shall submit **three (3) copies** hard copies of the complete proposal with an executed Non Collusion Certificate (See Attachment B).

Inquiries:

All inquiries and questions regarding this RFQ shall be through the designated contact person: Ms. Denise Walsh via email at dwalsh@dcrra.org by 3:00 p.m. by January 11, 2018. All responses will be made in the form of an addendum to this RFQ and the questions and responses will be furnished to all Proposers who have provided contact information to Ms. Walsh by the time of the response. The DCRRA reserves the right to communicate with Proposers by email or any other method of delivery or transmission.

Interested parties and their agents and representatives are directed not to contact or lobby members of the Board of Directors of DCRRA or DCRRA staff members regarding this RFP.

Costs to Respond to RFP:

The proposer is responsible for all costs associated with the preparation of a proposal. None of these costs will be the responsibility of the DCRRA.

Sales Tax:

DCRRA is exempt from the payment of sales taxes of New York and of cities and counties on all services, materials, equipment and supplies sold to DCRRA pursuant to this contract.

Contract Term and Insurance Requirements:

The selected Proposer will be required to enter into a formal letter agreement with the DCRRA.

Professional Liability Insurance certificates must be submitted and approved by DCRRA before the contract can be fully executed.

Section 6 - Billing Rates

In Attachment A - Billing Rates Table, the proposer must list staff name, title and monthly billing rate for each CPA who would be assigned to work with DCRRA. Only the CPA's listed here will be authorized to work on DRRA matters unless other CPA's are specifically authorized by DCRRA. For services rendered incurred under this Agreement for the remainder for Fiscal Years

2018 and 2019, the firm shall be paid by DCRRA on the basis set forth in Attachment A - Billing Rates Table. The final contracts for CPA services will be specified on a total annual not-to-exceed cost basis, however the hourly rates specified in the Proposal will be included.

Attachment B - NON-COLLUSION CERTIFICATION

By submitting this proposal, the proposer and each person signing it on behalf of the proposer certifies, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and

3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

A proposal shall not be considered for award nor shall any award be made where 1, 2 and 3 above have not been complied with; provided however, that if in any case the proposer cannot make the foregoing certification, it shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefor. Where 1, 2 and 3 above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the DCRRA determines that such disclosure was not made for the purpose of restricting competition.

Proposer Name: _____

By: _____ Date: _____