

## ADVERTISEMENT

RFP 21-02

Sealed proposals will be received in the Office of the Fayette County Controller, Fayette County Courthouse, Uniontown Pennsylvania, 15401 until 3 p.m. Thursday July 8, 2021 for the Clerk of Courts office and special audits.

Forms and specifications for RFP 21-02 may be obtained by contacting Chief Clerk Amy Revak at 724-430-1200, extension 1504 or via email at [arevak@fayettepa.org](mailto:arevak@fayettepa.org) or from the County's website at [www.fayettecountypa.org](http://www.fayettecountypa.org)

All proposals submitted to this advertisement must be sealed and clearly marked on the outside of the envelope RFP 21-02.

Submit one (1) original and five (5) copies to the Office of the Commissioners, Courthouse, 61 East Main Street, Uniontown, PA 15401, attention Chief Clerk Amy Revak.

Selection will be based on a combination of qualifications and fees. The Fayette County Commissioners reserve the right to reject any or all proposals or parts thereof.

**PROPOSAL FOR: Clerk of Courts and other Special Audits**  
**REQUEST FOR PROPOSALS**

RFP 21-02

Date of Request: June 21, 2021

Item Description: This RFP addresses the Fayette County's desire to obtain audit services for the Clerk of Courts Office and other special accounts

Fayette County Controller

Scott Abraham

# **PROCEDURE**

## **ORIGINAL PROPOSAL AND COPEs**

The proposal must contain the completed Vendor Information/Proposal and Non-collusion affidavit pages provided within this RFP. The vendor must submit one original proposal and five copies of their original proposals. The original proposal must be marked as such on the front and the copies must be marked as such on the front of each.

## **PREPARATION OF PROPOSALS**

Proposals must be placed in a sealed envelope and marked: RFP 21-02.  
The name and address of the vendor must be marked on the sealed envelope.

## **DELIVERY OF PROPOSALS**

Proposals must be received the Fayette County Office of the Fayette County Commissioners, attention Chief Clerk Amy Revak, Fayette County Courthouse, 61 East Main Street, Uniontown, Pennsylvania no later than 3 p.m. Thursday July 8, 2021.

## **INQUIRIES AND ADDENDA**

Should the vendor find any discrepancies in or omissions in the RFP or if they need interpretations or clarifications, they should notify Controller Scott Abraham at 724-430-1217 or by email at [sabraham@fayettepa.org](mailto:sabraham@fayettepa.org) or Chief Deputy Controller Sidney Bush at 724-430-1217 or by email at [bushs@fayettepa.org](mailto:bushs@fayettepa.org)

## **DUTY OF VENDOR TO MAKE NECESSARY INVESTIGATIONS**

Before submitting a proposal, each vendor shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the County that the vendor will rely upon. Ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will not be a basis for any claim whatsoever for any monetary consideration on the part of the successful vendor.

## **REFERENCES AND AUDITING EXPERIENCE**

Vendors shall provide references that show experience auditing these types of offices and accounts. Vendors must have proven experience in auditing these types of offices and accounts to be considered.

### **EXPENSES INCURRED IN PREPARING PROPOSAL**

Fayette County accepts no responsibility for any expense incurred by the vendor in the preparation and presentation of a proposal and any such expenses are to be borne exclusively by the vendor.

### **NON-COLLUSION AFFIDAVIT**

Each vendor is required to execute a Non-Collusion Affidavit in the form provided with the proposal. Any proposals received not containing a properly executed Non-Collusion Affidavit will be rejected.

### **RIGHT TO ACCEPT OR REJECT PROPOSALS**

Fayette County reserves the right to accept or reject any or all proposals, to waive an informalities or irregularities in the proposals received, and to accept any proposal which is deemed most favorable to the county.

### **CHOICE OF LAWS**

Any contract awarded shall be adjudicated, governed, and controlled in all aspects as to validity, construction, capacity, performance, or otherwise by the laws of the Commonwealth of Pennsylvania.

### **TERM OF CONTRACT**

The contract will be in accordance with auditing services for the years ending December 31, 2021 and 2022.

### **TERMINATION NOTICE**

Fayette County may immediately terminate this contract, without cause, with written notice.

**REQUEST FOR PROPOSAL**  
**FAYETTE COUNTY CLERK OF COURTS OFFICE AND SPECIAL AUDITS**  
**For The Years Ending December 31, 2015 through 2020**

Fayette County is seeking separate proposals for audits in accordance with auditing standards generally accepted in the United States of American and standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States for the following Fayette County offices:

Clerk of Courts

Prison Commissary

Drug Task Force

Any outstanding tax sales, as determined by the County Controller

The key contact for information you may seek in preparing your proposal:

Scott Abraham, Controller,

Fayette County, 61 East Main Street, Uniontown Pa 15401-3514

724-430-1217 [sabraham@fayettepa.org](mailto:sabraham@fayettepa.org)

Sidney Bush, Chief Deputy Controller

Fayette County, 61 East Main Street, Uniontown Pa 15401-3514

724-430-1217 [bushs@fayettepa.org](mailto:bushs@fayettepa.org)

All responses should be delivered or mailed to the Fayette County Controllers Office, 61 East Main Street, Uniontown Pa 15401-3514 to arrive no later that 3 p.m. Thursday, July 8, 2021. RFP 21-02 must be written on the outside of the sealed envelope presented to the Controller's Office.

VENDOR INFORMATION

**CONTACT INFORMATION:**

**BUSINESS NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NO:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**WEB SITE:** \_\_\_\_\_

**PROPOSALS**

Audit Year	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>
Clerk of Courts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** XXXXX ARE THE YEARS THE ROW OFFICES AUDIT ARE COMPLETE.

**RECORD IN THE BOLD BOX FOR YEAR EACH THE ROW OFFICE THAT NEEDS AUDITED.**

**SPECIAL AUDITS:**

Prison Commissioner	XXXXX	XXXXX	XXXXX	XXXXX	<input type="checkbox"/>	<input type="checkbox"/>
DRUG TASK FORCE	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	<input type="checkbox"/>

NON-COLLUSION AFFIDAVIT

Commonwealth of Pennsylvania )
County of Fayette )

ss.

I, \_\_\_\_\_, \* being duly sworn, depose and say:

1. I am \_\_\_\_\_, \*\* of \_\_\_\_\_, \*\*\* the party making the foregoing proposal (hereinafter "the Proposer");

- 2. The proposal is genuine and not collusive; the Proposer did not collude, conspire, connive, or agree, directly or indirectly with any proposer or other person that such other proposer or person should refrain from proposing or submit a sham proposal; did not in any manner directly or indirectly seek, by any agreement or collusion or communication or conference with any person, to fix the proposal price of any proposer, or to fix any overhead, profit, or cost element of the proposal price; did not collude, conspire, or agree to secure any advantage against the County of Cambria or any person interested in the proposal
3. The Proposer did not directly or indirectly submit this proposal, or the contents thereof, or divulge information or data relative thereof, or divulge information or data relative thereto to any other proposer or association, or to any agent or member thereof.
4. I have / have not\*\*\*\* been convicted or found liable for any act prohibited by Federal or State law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract within the last three years. (Such a conviction or finding of liability does not prohibit a government agency from accepting a bid from or awarding a contract to that person, but it may be grounds for administrative suspension or debarment in the discretion of the government agency under the rules and regulations of that agency or, in the case of a government agency with no administrative suspension or debarment regulations or procedures, may be grounds for consideration on the question of whether the agency should decline to award a contract to that person on the basis of lack of responsibility.)
5. The statements made herein are true to the best of Affiant's knowledge and belief.

SIGNATURE OF AFFIANT

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

SIGNATURE OF NOTARY PUBLIC

My Commission expires \_\_\_\_\_

(SEAL)

- \* Print or type the name of Affiant.
\*\* Print or type the office (owner, president, etc.) of Affiant.
\*\*\* Print or type the name of entity submitting the proposal.
\*\*\*\* Strike through "have" or "have not" as appropriate.