



CITY OF RAINIER, OREGON

**REQUEST FOR PROPOSALS
CERTIFIED PUBLIC ACCOUNTANT
PROFESSIONAL SERVICES**

Closes 3 p.m., Tuesday, December 28, 2021

REQUEST FOR PROPOSAL FOR CERTIFIED PUBLIC ACCOUNTANT SERVICES

NOTICE REGARDING DISCLOSURE OF CONTENTS OF DOCUMENT

All responses to this Request for Proposal (RFP) accepted by the City of Rainier, Oregon (herein known as "the city") shall become the exclusive property of the city. At such time as the city staff recommends a company to the Rainier City Council, and such recommendation, with any recommended contract appears on the Rainier City Council agenda, all proposals accepted by the city shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are defined by the contractor as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary." Each element of a proposal which a company desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the city in any way whatsoever. If disclosure is required or permitted by law, the city shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

REQUEST FOR PROPOSAL FOR CERTIFIED PUBLIC ACCOUNTANT SERVICES

INVITATION FOR PROPOSAL

The City of Rainier, Oregon, hereafter called (city), is accepting Request for Proposals (RFP) to solicit proposals for **CERTIFIED PUBLIC ACCOUNTANT** (Contractor) services, including but not limited to provide accounting and financial services to supplement City staff. The Contractor shall provide the Services based on the services specified in the following document.

All interested parties are invited to respond to this Request for Proposal by providing two (2) written proposals no later than 3 p.m. on December 28, 2021 to:

Scott Jorgensen
City of Rainier
PO Box 100
106 W B Street
Rainier, OR 97048

All interested parties are invited to make arrangements for a pre-proposal meeting.

Please address any questions concerning this RFP to:

Scott Jorgensen
City Administrator
sjorgensen@cityofrainier.com

CITY OF RAINIER, OREGON BACKGROUND

The City of Rainier, Oregon was founded in 1853 along the banks of the Columbia River. As of the 2010 Decennial United States Census it had a population of 1,893. It is across the river from the cities of Longview and Kelso, Washington and is located approximately 60 miles west of Portland, Oregon.

The government of the City of Rainier consists of a governing body of a city council comprised of seven member and a mayor. The city has a police department, public works department, and an administrative department. Total employment is 17 employees.

SCOPE OF WORK:

The City of Rainier, Oregon is seeking proposals from qualified, knowledgeable, and experienced companies to provide Certified Public Accountant (CPA) Services and support our operations across city government. We encourage companies to submit the most comprehensive proposal possible offering the highest quality of service.

Your proposal is expected to cover the following services:

- *Financial oversight, including monitoring the City's financial health and internal control monitoring
- *Monthly review of financial statements and account reconciliations
- *Assistance in preparing annual budgets
- *Assistance with preparation for annual audits
- *Reviewing grant reporting and reimbursement expenditure requests
- *Monthly in person meetings with department heads to review important findings and recommendations in all above areas
- *Occasional presentations to the Rainier City Council and Rainier Economic Development Council
- and
- *Other technical support as needed

The company chosen will need to work closely with a variety of departments within the organization, providing support as needed or instructed.

Contractor will provide general professional services on an as-needed basis primarily during normal business hours: M-F 8 a.m. to 5 p.m. either remotely or on-site.

In determining whether a Respondent possesses the minimum qualifications to provide the Services, Respondent must demonstrate the following to the satisfaction of the City:

Section A: Minimum Qualifications

- Be registered and maintain proper business licenses;
 - Have sufficient size and depth of management, resources and staff to support the services required in the specifications;
 - Have sufficient financial resources to meet payroll, equipment and supplies to meet operational requirements and ensure quality service;
 - Have measurable and demonstrated successful experience in providing specified Services for like size venue and operations;
 - Provide accounting services as the primary function of their business;
 - Have been in business for at least five (5) years providing accounting services;
 - Have experience with public bodies and knowledge of government accounting practices;
- and
- Have experience with economic development or urban renewal agencies

Contractor shall, at its own expense, carry and maintain, during the period of performance: State required Worker's Compensation Insurance and Employer's Liability Insurance for its employees with limits of \$2,000,000, per occurrence, or evidence of self-insurance where permitted by law; Comprehensive General Liability Insurance with minimum limits of \$2,000,000 and on which the City of Rainier, its elected officials, employees, agents and volunteers are named as additional insured.

Contract Term

The term of the resulting contract shall be in effect for an Initial Term of two (2) years, commencing in January, 2022 and terminating January 2024, unless sooner terminated. Prior to expiration of the Initial Term, the Contract may be extended by mutual agreement, for an Extension Term of Two (2) additional (2) two-year periods.

Response Requirements and Content

Prior to submitting a response, the Respondent must carefully review this Solicitation and any addenda subsequently issued. The Respondent is responsible for seeking any clarification or information needed to respond. The Respondent is solely responsible for any deficiencies in the response submitted.

The Respondent must review the terms and conditions set forth in the specimen contract attached hereto and, in the submittal, specifically identify any provisions the Respondent finds unacceptable or desires to negotiate.

The Respondent is solely responsible for all costs, direct or indirect, incurred responding to this Solicitation. The City of Rainier, Oregon will incur no obligation or liability in connection with the submittal of a response. A responsive submittal must include responses to the following sections and specific item requests:

Section B: Qualifications Statement

- A brief description of the firm or business entity, including firm history, number of employees, organization structure, ownership structure and expertise, and resumes for principals or key employees who would perform the Services in this Solicitation;
- A detailed listing and description of experience and other information that demonstrates the Respondent's expertise and capacity to provide the Services specified in this Solicitation,
- Minimum of five (5) letters of recommendation from specific customers who have used services provided by the Respondents in the past 18 months; and if relevant, a list of references from government entities and agencies to whom the Respondent has provided services similar and comparable to those described in this Solicitation (contact name, telephone, email address, contract term) from whom City of Rainier, Oregon may obtain references;
- Any other relevant information that Respondent believes would assist City of Rainier, Oregon in evaluating the submittal.

Section C: Proposed Fees

- Specify all hourly rates for service, including all travel time,

- Specify whether Respondent can provide any value-added services to City of Rainier, Oregon either for a fee or as complimentary service to City of Rainier, Oregon.
- Describe any financial investment to implement the resulting agreement.

Pre-proposal Meeting and Site Walkthrough. A pre-proposal meeting can be scheduled at the Contractor's request.

Selection Process

The evaluation process will consider the merits of the proposals by prospective vendors in line with City of Rainier, Oregon's objectives. The City of Rainier, Oregon may also conduct reference checks to ascertain the quality of work performed previously. Those companies, who appear best suited, in the sole determination of the City of Rainier, Oregon, may be asked to participate in an additional interview to further evaluate their qualifications. We will review proposals that are received. Proposals that are non-responsive to the requirements of this RFP shall not be included for evaluation by the selection committee.

Local Columbia County, Oregon and Cowlitz County Washington entities receive a 5 percent preference.

The specific criteria and point value established for this Request for Proposal is as follows (total points):

- 1. Narrative describing methodology and protocols (25 points)**
- 2. Experience and expertise (25 points)**
- 3. Technical merit and completeness of proposal (20 points)**
- 4. Rates of service (25 points)**
- 5. Local Business Preference (5 points)**

SECTION 2. PERFORMANCE STANDARDS AND COVENANTS

2.1 General Standards and Covenants.

2.1.1 Licenses. Contractor obtain and maintain throughout this Contract all licenses required by the State of Oregon, the City of Rainier, Oregon and/or Columbia County to operate a business or provided the services herein.

2.1.2 Safety. Contractor shall provide for safety of persons and property while it is providing the services and observe the safety provisions of applicable laws and regulations.

2.2 City of Rainier, Oregon Oversight; Contractor Cooperation. Contractor and its onsite management and supervisory personnel shall take general instructions and directions from City of Rainier, Oregon designated representative while performing Services. Contractor and its employees and agents shall fully cooperate with the City of Rainier, Oregon designated representatives with regard to providing the services.

2.3 Notice to Perform Services; Cancellations; Failure to Perform.

2.3.1 Notice to Perform. City of Rainier, Oregon will make every effort to give Contractor sufficient advance notice of events requiring Contractor's services, but not less than seventy-two (72) hours advance notice shall be given.

2.3.2 Cancellations. City of Rainier, Oregon shall incur no liability to Contractor for failure to deliver notice of cancellations.

2.3.3 Failure to Perform. If, for any reason, Contractor fails to perform the Services as requested by City of Rainier, Oregon, or as required by this Contract, City of Rainier, Oregon shall have the right to engage the services of another party to perform the Services required.

2.4 Access to City of Rainier, Oregon facilities; Use of City of Rainier, Oregon facilities and equipment by Others or for Unrelated Purposes Prohibited.

2.4.1 Access for Contractor, its Employees and Vendors. City of Rainier, Oregon will specify where and how Contractor, and its employees and vendors will enter the City of Rainier, Oregon facilities. Contractor and its employees shall have access to designated areas in the City of Rainier, Oregon, only during scheduled hours of operation.

Contractor shall have reasonable access to City of Rainier, Oregon administrative offices and other City of Rainier, Oregon facilities to conduct normal business activities required by this Contract; however, Contractor and its employees shall not have access to other City of Rainier, Oregon facilities and property unless specifically approved by City of Rainier, Oregon managers or staff.

2.4.2 Use of City of Rainier, Oregon facilities, property, and equipment by Others or for Unrelated Purposes Prohibited. Contractor shall not use or permit anyone else to use any City of Rainier, Oregon facilities, property, or equipment for activities unrelated to the services provided herein. Contractor shall not use or permit any other person or entity to use any City of Rainier, Oregon facilities, property, or equipment for any purpose, without City of Rainier, Oregon prior written approval.

2.5 Management and Supervision

2.5.1 Onsite Manager. Contractor shall select a manager to provide general supervision of the services. City of Rainier, Oregon shall have final approval of person selected as the manager.

2.5.2 Advertising; City of Rainier, Oregon Intellectual Property. Contractor shall not advertise or permit advertising in any manner, including but not limited to, advertisement of suppliers, except as approved by the City of Rainier, Oregon. Contractor shall not, directly or indirectly, use the trademarks, symbols or trade name(s) of the City of Rainier, Oregon for any purpose, without the prior written approval of the City of Rainier, Oregon. Contractor may not identify the City of Rainier, Oregon as a business location on business cards.

2.5.3 Political Activity Prohibited. Neither Contractor, nor its employees, agents or personnel shall distribute campaign or political literature or conduct any political activities in the City of Rainier, Oregon.

2.6 Personnel

2.6.1 Contractor's Personnel. Contractor shall select, employ, train, and furnish personnel who are proficient, productive, and courteous to staff and patrons. Contractor shall discipline, and if necessary, remove any person who fails to abide by the policies and guidelines established by Contractor or City of Rainier, Oregon.

Contractor shall exercise reasonable control over the conduct, demeanor and appearance of its employees and ensure they abide by all instructions, regulations and procedures established by the City of Rainier, Oregon. Contractor shall take necessary steps to ensure that all employees meet City of Rainier, Oregon minimum hygiene and appearance standards. City of Rainier, Oregon shall have the right to request Contractor to remove from any event employees who fail to meet these minimum standards.

2.6.3 City of Rainier, Oregon Rights. City of Rainier, Oregon reserves the right to evaluate the performance of personnel and to require Contractor to remove individual personnel from City of Rainier, Oregon property immediately, if such action is required in order to protect the interests of City of Rainier, Oregon.

2.7 Wage Laws; Workers Compensation.

(a) Contractor shall pay its employees not less than the applicable State of Oregon minimum wage rate. All wages, payroll functions and payroll expenses such as federal and state unemployment insurance taxes and worker's compensation insurance shall be paid by Contractor.

(b) Contractor shall comply with all state and federal Wage and Hour laws and all California and Federal laws and regulations governing employment and conditions of employment.

Contractor shall comply with the Oregon Workers' Compensation Act as applicable to its employees.

2.7.1 Equal Opportunity. Contractor shall not discriminate against any employee or applicant for employment on any basis prohibited by law. Contractor shall provide equal opportunity in all employment practices.

AFFIDAVIT OF NON-COLLUSION BY CONTRACTOR STATE OF OREGON, COUNTY
OF COLUMBIA, CITY OF RAINIER

_____, being first
duly sworn deposes

and says that he/she is

(Insert "Sole Owner", "Partner", "President", "Secretary", or other proper title)

of _____

(Insert name of bidder)

who submits herewith to the City of Rainier, Oregon a proposal;

That all statements of fact in such proposal are true;

That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such proposal is genuine and not collusive or sham;

That said bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Rainier, Oregon, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

- a. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
- b. Did not directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposal;
- c. Did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his proposal price, or of that of anyone else;
- d. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent

thereof, or to any individual or group of individuals, except the City of Pasadena, or to any person or persons who have a partnership or other financial interest with said bidder in his business.

I certify under penalty of perjury that the above information is correct

By: _____

Title: _____

Date: _____

Vendor List Questionnaire (Form AA-1)

Affidavit of Equal Opportunity Employment & Non-segregation

In order to be placed to the City’s vendor list and be eligible to receive City business, you must provide the following information except where indicated as “optional.” By submitting this form, you are declaring under penalty of perjury under the laws of the State of Oregon and the laws of the United States that the information is true and correct. Furthermore, you are certifying that your firm will adhere to equal opportunity employment practices to assure that applicants and employees are not discriminated against because of their race, religion, color, national origin, ancestry, disability, sex or age. And, your firm does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

Name of Company _____ Business Telephone _____

Address _____ Fax number _____
(Optional)

City _____ State _____ Zip _____

Contact Person _____ E-mail Address _____
(Optional)

Tax ID Number (or Social Security Number) _____

Remit Address (if different)

Please state clearly and concisely the type(s) of goods and services your company provides:

