

Request for Proposals

Annual Auditors of Accounts

Village of JACKSONVILLE (WHITINGHAM) Vermont

Date of Issue: November 13, 2024

Closing Date: 5pm on December 13, 2024

The Village of Jacksonville, in the Town of Whitingham, in Windham County, Vermont, is seeking Annual Auditors of Accounts for the year 2024 – 2027 fiscal years.

Contractor Requirements

The Village of Jacksonville operates on a calendar year basis and manages its operating fund and an investment fund. The Authority's governing documents require it to undertake annual financial audits, by a certified public accountant, so it is currently seeking proposals for audit services for the calendar years 2024 – 2027 (three-year proposal).

For your reference, the Village of Jacksonville 2023 audited financial reports and further information on the Village of Jacksonville can be found at its website <https://www.jec.energy/>. Financial documents are located at: <https://www.jec.energy/board/>.

The winning bidder will come to the office located at 351 VT Route 112, Jacksonville, VT 05342 and collect the necessary information to complete the audit. They must be familiar with municipal auditing and be able to complete the 2024 audit by the middle of May for our June Annual Meeting. An audit report with financial statements will be expected upon the board of trustee's approval of the draft report.

The winning bidder will carry, at all times during the contract period, Liability Insurance in the minimum amount of \$1,000,000 naming the Village of Jacksonville as additional insured is required. A Certificate of Workers' Compensation Insurance is required or a signed waiver.

Timing:

The audit must be completed with a final draft of the report by Mid-May 2025. The ideal winning bidder will continue to be contracted annually with until such time as the auditor or auditee deem it necessary to part ways.

Qualified, interested bidders should submit the following information no later than 5pm on December 13, 2024:

1. Qualifications and/or resume. Please include references and contact information.
2. Description/portfolio of experience.
3. Proposed one time cost and ongoing cost separately

The Village of Jacksonville encourages responses from disadvantaged, women-owned, minority-owned and small local firms.

The Village of Jacksonville reserves the right to make the award of the bid as appears in the best interest of the Village of Jacksonville and to reject any or all bids at any time or reason.

Please deliver responses and inquiries to:

James Weber
Village of Jacksonville Electric Company
351 VT Route 112

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Jacksonville, VT 05342
(802) 368-7010
manager@jacksonvilleelectric.net