

RFP2015-08 CERTIFIED PUBLIC ACCOUNTANT (MUNICIPAL COURT)
 OPENING DATE: 4/15/2015 AT 11:00AM

TERM OF CONTRACT: ONE (1) YEAR	RFP2015-08 CERTIFIED PUBLIC ACCOUNTANT		
NUMBER OF RESPONDENTS:	3		
NAME OF BIDDER	HOLMAN FRENIA ALLISON, P.C.	LOUIS C. MAI	O'CONNOR DAVIES, LLP
ADDRESS	618 STOKES ROAD	P.O. BOX 634	20 COMMERCE DRIVE, SUITE301
CITY, STATE, ZIP	MEDFORD, NJ 08055	POMPTON PLAINS, NJ 07444	CRANFORD, NJ 07016
CONTACT NAME	KEVIN P. FRENIA	LOUIS C. MAI	KEITH S. BAUA
TELEPHONE	609-953-0612	973-492-2524	908-272-6200
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E-MAIL	KFRENIA@HFACPAS.COM	LMAICPARMA@AOL.COM	KBAUA@ODPKF.COM
STOCKHOLDER DISCLOSURE STATEMENT	INCLUDED	INCLUDED	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONAIRE	INCLUDED	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA NO 1	INCLUDED	INCLUDED	INCLUDED
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED	INCLUDED	NEEDED FROM AWARDED VENDOR
NON-COLLUSION AFFADAVIT	INCLUDED	INCLUDED	INCLUDED
AFFIRMATIVE ACTION STATEMENT	INCLUDED	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED	INCLUDED	INCLUDED
DISCLOSURE OF INVESTED ACTIVITIES IN IRAN	INCLUDED	INCLUDED	INCLUDED
EIC	CERT #7168 EXP. 3/15/2020	CERT #38100 EXP. 2/15/2020	NEEDED FROM AWARDED VENDOR
60-DAY EXTENSION COMPLIANCE	YES	YES	NO
EXCEPTIONS (IF ANY)	NONE	NONE	NONE
CERTIFICATE OF INSURANCE	NEEDED FROM AWARDED VENDOR	NEEDED FROM AWARDED VENDOR	NEEDED FROM AWARDED VENDOR
W-9	N/A	N/A	N/A
WILLING TO PROVIDE PRIORITY EMERGENCY SERVICES	YES	YES	YES
TOTAL AMOUNT FOR THE PROJECT	\$12,000.00-SEE ATTACHED HOURLY RATES	\$13,200.00-SEE ATTACHED HOURLY RATES	\$19,800.00-SEE ATTACHED HOURLY RATES
FATAL FLAW	NONE	NONE	NONE

COST PROPOSAL

We continually strive to keep our fees at the lowest level consistent with the highest professional standards and your requirements for timely service.

We would propose a not to exceed fee of \$12,000 to serve as the Certified Public Accountant to the City of Trenton Municipal Court for a period of one year from July 1, 2015 to June 30, 2016.

For special projects or additional services our hourly rates will apply.

Standard Hourly Rates	
Engagement Partner	\$185.00/200.00
Quality Review Partner	185.00/200.00
Manager	140.00
Supervisor	120.00
Senior	110.00
Staff	90.00

We do not charge for clerical services.

Holman Frenia Allison, P.C.

COST PROPOSAL

Our Fees Reflect Our Experience and Commitment

Our total fees to perform the accounting services for the Municipal Court of the City of Trenton are contained in the cost proposal section of this document. They reflect our familiarity with the effort and time required to complete a project of this magnitude and complexity, as well as our commitment to use our experience and your administrative staff to keep costs at a minimum. Our fees include the approach described in the previous section and the following:

- Off-site preparation of monthly reconciliation
- Identifications of issues and corrections
- Telephone inquires throughout the year

Our fee for the above service will be \$13,200 for the period July 1, 2015 through June 30, 2016. It will be billed monthly at a fee of \$1,100 per month with payment expected within 60 days of the receipt of our invoice.

If we are requested to attend a meeting at your location we will bill additionally for that at \$225 per hour portal to portal. Our experience with the Trenton Municipal Courts has been that these meetings have not been necessary in the past.

Louis C. Mai CPA & ASS.



TIMING & FEES

We have set forth in the Project Work Plan the details by date beginning July 1, 2015 through June 30, 2016 for 12 monthly reconciliations and specifically delineated each task and the time and fees by professional staff. We have listed a summary below:

**Anticipated monthly reconciliation preparation of
Trenton Municipal Court operating and bail bank account
Inclusive of Timing and Fees Based on estimated hours required**

<u>Service</u>	<u>Proposed Fee</u>
Anticipated monthly reconciliation preparation of Trenton Municipal Court operating account and bail account Inclusive of Timing and Fees Based on estimated hours required	\$ <u>19,800</u>

Discounted Quoted Hourly Rates for 2015 are as follows:

<u>Level</u>	<u>Hourly Rate</u>
Partner	\$ 235
Manager	185
Senior Accountant	160
Staff	80