



# OFFICE OF WILL COUNTY EXECUTIVE LAWRENCE M. WALSH

Will County Office Building – 302 N Chicago Street – Joliet, Illinois 60432

**Kevin Lynn**  
Purchasing Director

(815) 740-4712  
Fax (815) 740-4604  
[klynn@willcountyillinois.com](mailto:klynn@willcountyillinois.com)

August 16, 2019

To Whom It May Concern:

You are invited to submit your proposal for Auditing Services for the County of Will, 302 N. Chicago St., Joliet, IL from Certified Public Accountants licensed in the State of Illinois. The contract period shall begin December 1, 2019 and continue through completion of the audit for the fiscal period ending November 30, 2021, which constitutes a three-year period, or three, consecutive, renewable one year periods. This contract will automatically renew for year Two and Three unless either party provides written notice of termination at least 90 days prior to the automatic renewal date. (The fiscal years being audited are those ending: 11/30/2019, 11/30/2020, and 11/30/2021.)

Proposals will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 2:00 P.M., “as so indicated by the time stamp clock of Will County,” Thursday, September 12, 2019. Proposals received after this time will not be accepted.**

Proposals will be opened publicly and read by the Will County Executive or his representative at **2:10 P.M. Thursday, September 12, 2019** at the Will County Office Building, 302 N. Chicago Street, 2<sup>nd</sup> fl., Joliet, IL. 60432.

The bidder acknowledges the right of the County of Will to reject any or all proposals, and to waive non-material informality or irregularity in any proposal received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this proposal, please contact Kevin Lynn, Purchasing Director at [klynn@willcountyillinois.com](mailto:klynn@willcountyillinois.com). All questions must be submitted in writing by 12:00 pm on August 28, 2019.

We welcome your proposal.

Sincerely,

Kevin Lynn  
Purchasing Director

**ADVERTISEMENT OF REQUEST FOR PROPOSAL  
AUDITING SERVICES  
COUNTY OF WILL, JOLIET, IL.**

SEALED PROPOSALS FOR AUDITING SERVICES FOR THE COUNTY OF WILL, 302 N. CHICAGO ST., JOLIET, IL FROM CERTIFIED PUBLIC ACCOUNTANTS LICENSED IN THE STATE OF ILLINOIS WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 2:00 P.M., THURSDAY, SEPTEMBER 12, 2019.

PROPOSALS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT 2:10 P.M., THURSDAY, SEPTEMBER 12, 2019 AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2ND FLOOR, JOLIET, IL 60432.

SPECIFICATIONS AND CONDITIONS OF THE PROPOSAL ARE AVAILABLE AT [www.demandstar.com](http://www.demandstar.com) OR [www.willcountyillinois.com](http://www.willcountyillinois.com) OR FROM THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, AND [purchasing@willcountyillinois.com](mailto:purchasing@willcountyillinois.com).

THE TENDERING OF A PROPOSAL TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY PROPOSAL RECEIVED IN WHOLE OR IN PART, AS SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH.

**INSTRUCTIONS TO VENDORS  
AUDITING SERVICES OFFICE  
WILL COUNTY, JOLIET, IL.**

**GENERAL SPECIFICATIONS:**

Vendors are invited to submit sealed proposals for Auditing Services from Certified Public Accountants licensed in the State of Illinois for the County of Will, Joliet, IL. The contract period shall begin December 1, 2019 and continue through completion of the audit for the fiscal period ending November 30, 2021, which constitutes a three-year period, or three, consecutive, renewable one year periods. This contract will automatically renew for year Two and Three unless either party provides written notice of termination at least 90 days prior to the automatic renewal date. (The fiscal years being audited are those ending: 11/30/2019, 11/30/2020, and 11/30/2021.)

**PROPOSALS:**

Sealed Proposals will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than 2:00 P.M., Thursday, September 12, 2019, "as so indicated by the time stamp clock of Will County"**. **PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed Proposals must be made in accordance with the instructions contained herein. All Forms shall be completely filled out and shall not be detached from this binding. The complete set of Contract Documents shall be submitted with this proposal. All Proposal Forms and Specifications as attached hereto shall be used to form the Contract for the work to be performed.

Proposals shall be submitted on the forms furnished by the County of Will in a sealed package marked with the vendor's name and address and the notation:

**SEALED PROPOSAL:**            **AUDITING SERVICES FOR THE COUNTY OF WILL**

**PROPOSALS DUE:**            **Thursday, September 12, 2019 - 2:00 P.M.**

Proposals shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

**SIGNATURE OF PROPOSALS:**

The County of Will expects the **signature on proposal documents** to be that of an authorized representative of said Company. An officer or agent of the offering bidder who is empowered to bind the vendor in a Contract shall sign the proposal and any clarifications to that proposal.

Each vendor, by making their proposal, represents that they have read and understands the documents. **Any proposal not containing said signed documents shall be non-conforming and shall be rejected.**

## **PROCEDURES:**

1. All proposals must be prepared on the forms provided by the County of Will and one (1) original and five (5) copies submitted in accordance with the Instructions to Vendors.
2. A proposal is invalid if it has not been deposited at the designated location prior to the time and date for receipt of proposals indicated in the Advertisement for Proposals or prior to any extension thereof issued to the vendors.
3. Unless otherwise provided in any supplement to the Instructions to Vendors, no vendor shall modify, withdraw or cancel their proposal or any part thereof for ninety (90) days after the time designated for the receipt of proposals in the Advertisement for Proposals.
4. Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, a written addendum describing the change or correction will be issued by the County of Will to all vendors recorded by the County of Will as having received the proposal documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the proposal documents. Except in unusual cases, addenda will be issued to reach the vendors at least five (5) days prior to date established for receipt of proposals.
5. Each vendor shall carefully examine all proposal documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or ambiguities in, or omissions from, documents, or should they be in doubt as to their meaning, they shall, at once, and in any event not later than seven (7) days prior to proposal due date, notify the County of Will, which will, if necessary, send written addenda to all vendors. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to Kevin Lynn, [klynn@willcountyillinois.com](mailto:klynn@willcountyillinois.com). After proposals are received, the vendor will make no allowance for oversight.

## **REJECTION OF PROPOSALS:**

The vendor acknowledges the right of the County of Will to reject any or all proposals, to waive any non-material informality or irregularity in any proposal received, and to accept the proposal deemed most favorable to the interest of the County of Will after all proposals have been examined and evaluated. In addition, the vendor recognizes the right of the County of Will to reject a proposal if the proposal is in any way incomplete or irregular.

## **CONTRACT DURATION:**

The contract period shall begin December 1, 2019 and continuing through the completion of the audit for the fiscal period ending November 30, 2021, which constitutes a three-year period, or three, consecutive, renewable one year periods. This contract will automatically renew for year Two and Three unless either party provides written notice of termination at least 90 days prior to the automatic renewal date. (The fiscal years being audited are those ending: 11/30/2019, 11/30/2020, and 11/30/2021.)

**PRIME CONTRACTOR CERTIFICATION:**

Included in this proposal package is a prime contractor certification form. This form **must** be filled out and returned with your proposal package or your proposal will not be considered.

**WORDS AND FIGURES:**

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words, the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

**NON-DISCRIMINATION:**

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights, including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

**DEFAULT:**

In case of default by the successful vendor, the County of Will may procure the articles or services from other sources and may deduct from the unpaid balance due to the successful vendor any of its costs resulting from the default. In the alternative, the County may collect against the bond or surety for excess costs so paid, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

**HOLD HARMLESS CLAUSE:**

The vendor will save and hold harmless the County of Will from and against all liabilities, claims and demands of whatsoever kind or nature arising out of or connected with the performance of services by the vendor, or on behalf of the County of Will, whether such injury, death, loss or damage shall have been occasioned by the negligence of the vendor, or a Subcontractor of the vendor, or their employees; or otherwise. The vendor will defend at its own expense any actions based thereon and shall pay all charges of attorneys and all costs and other expenses arising there from. All obligations arising from this clause shall survive termination of the Agreement resulting from award of this proposal.

**PRICES:**

Prices shall be provided for each year of the three-year contract. The contract period shall begin December 1, 2019 and continue through completion of the audit for the fiscal period ending November 30, 2021, which constitutes a three-year period, or three, consecutive, renewable one year periods. This contract will automatically renew for year Two and Three unless either party provides written notice of termination at least 90 days prior to the automatic renewal date. (The fiscal years being audited are those ending: 11/30/2019, 11/30/2020, and 11/30/2021.)

Pricing must also be further broken down between the County Audit, the Single Audit, the In-Relation-To Opinion regarding the Consolidated Year End Financial Report (CYEFR), the Circuit Court Clerk Audit, and travel for each of these components. If there are economies of scale from performing both the County Audit (including the Single Audit and In-Relation-To

Opinion regarding the CYEFR) and the Circuit Court Clerk Audit, those savings can be reflected in the consolidated form provided for each of the three years.

**TAX EXEMPTION:**

The County of Will is exempt from Federal, State, and Municipal Taxes.

**ILLINOIS FREEDOM OF INFORMATION ACT:**

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the timeframes of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

**AWARDING OF PROPOSAL:**

The vendor acknowledges the right of the County of Will to reject any proposals not in compliance with the request for proposals and the right to reject all proposals and the right to waive any non-material informalities or irregularities for any proposal received and to accept the lowest responsible, responsive proposal after all Proposals have been examined and evaluated. See "Selection of Consultancy" under the Operational Audit Specifications, below.

The Proposal is expected to be awarded at the September 19, 2019 meeting of the Will County Board.

**TERMINATION:**

Either party hereto may, at any time during the term hereof, terminate the contract, with or without cause, upon ninety (90) days written notice to the other party of such termination. At the end of said ninety (90) days notice period, the contract shall be terminated.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the vendor and the County of Will will be paid, performed and discharged except for the provisions of the Hold Harmless Clause which shall survive any termination of the Agreement resulting from the award of this proposal.

**COMPLIANCE WITH APPLICABLE LAW:**

In all aspects relative to the performance of their respective obligations under this contract, the vendor and the County of Will shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

**SUBMITTAL REQUIREMENTS:**

Each of the following items shall be submitted by the time mentioned herein in order that the proposal will be considered:

1. **Signed** Copy of Prime Contractor Certification
2. **Signed** Addenda Form
3. **Signed** Proposal Forms 1-3

**PRIME CONTRACTOR CERTIFICATION:**

The undersigned hereby certifies that \_\_\_\_\_

Company Name

is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

**33E-3. Bid-rigging.** A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

**33E-4 Bid rotating.** A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

## AUDITING SERVICES SPECIFICATIONS

The County of Will (the County) is now accepting proposals for audit services from Certified Public Accountants licensed in the State of Illinois. The contract period shall begin December 1, 2019 and continue through completion of the audit for the fiscal period ending November 30, 2021, which constitutes a three-year period, or three, consecutive, renewable one year periods. This contract will automatically renew for years Two and Three unless either party provides written notice of termination at least 90 days prior to the automatic renewal date. (The fiscal years being audited are those ending: 11/30/2019, 11/30/2020, and 11/30/2021.)

### General Information

The County's accounting system consists of funds and account groups as described in its Comprehensive Annual Financial Report (CAFR). The accounting system is on the modified accrual basis for revenues and expenditures, and is maintained on the County's on-site computer system. **If you wish to review the County's most recent CAFR prior to submitting an audit proposal, an electronic copy is available on-line at, <http://www.willcountyllinois.com/County-Offices/Finance-and-Revenue/Finance>, or a hard copy can be requested by emailing Emily Perkins at [eperkins@willcountyllinois.com](mailto:eperkins@willcountyllinois.com). The Single Audit is also available on-line using the above link, or a hard copy can be requested by emailing Marlo Perry at [mperry@willcountyllinois.com](mailto:mperry@willcountyllinois.com). The Circuit Court Clerk Report can be requested by contacting Chuck Squires, Chief Deputy, at [csquires@willcountyllinois.com](mailto:csquires@willcountyllinois.com).**

### Scope of the Audit

The annual audit should be made in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States, and provisions of OMB Circular A-133, "Audits of State and Local Government", the OMB Circular Compliance Supplement and Government Auditing Standards and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and must include such tests of accounting records and such other auditing procedures as are necessary to enable the accounting firm to express an opinion on the fairness of the financial position and operating results of the individual, combining and combined funds and account groups of the County. Furthermore, this audit shall include a review of the systems of internal accounting control to ensure that there is effective control over revenues, expenditures, assets and liabilities.

The resulting CAFR must be at least equal in scope and quality to the County of Will's CAFR for the year ending November 30, 2018. The examination and report should comply with Government Finance Officer's Association (GFOA) Certificate of Achievement Program standards as the report will be submitted for a Certificate of Achievement for Excellence in financial reporting.

The audit should also include a Report on Federal Awards (referred to as the Single Audit) and must be performed in accordance with the provisions of the Single Audit Act of 1984, with amendments, O.M.B. Circular A-133, the OMB Compliance Supplement and Government Auditing Standards and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The following supplementary information accompanying the financial statements shall also be subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and the auditor's report will provide an opinion on it in relation to the financial statements as a whole.

- Schedule of Expenditures of Federal Awards (SEFA)
- Consolidated Year-End Financial Report (CYEFR)

The Circuit Court Clerk is required by statute (705 ILCS 105/27.8) to have a separate annual audit, in addition to the County's annual audit, performed and produced in accordance with the provisions of the most recent Circuit Clerk Audit Guidelines. The fee for this special audit shall be separate from the County Audit and separate vendors may be selected to perform the audits.

The accounting firm shall assign a member from its staff to manage the audit who is thoroughly trained and experienced in governmental accounting and auditing and who has experience with county governments of similar size.

A partner or manager on the engagement shall be available not only during the audit period, but also to answer questions or provide guidance on accounting issues that may arise during the course of the contract period, including the implementation of new GASB pronouncements.

The County stands ready to assist the accounting firm as may be reasonable and necessary. The County prepares its own CAFR, including all fund schedules, conversion entries, government wide schedules, footnotes, Management's Discussion and Analysis, statistical section, and transmittal letter. The County uses New World systems for its general ledger, trial balance, payroll, and capital assets. The New World trial balance is downloaded and converted into an Excel file for your use. This converted trial balance is also linked to the Word/Excel files that combine to create the CAFR.

The County anticipates implementation of Microsoft Dynamics 365FO, a new Enterprise Resource Planning (ERP) system, during the specified contract period. We expect that system implementation could cause delays in financial reporting the year of conversion.

### **Qualifications**

The auditor must demonstrate evidence of ability to audit a similarly sized county government, audit an internally prepared CAFR, test federal compliance, and prepare a Single Audit, all in a timely manner. The auditor must have experience preparing or auditing a CAFR which was subsequently awarded a GFOA Certificate of Excellence. The partners of the auditing firm must have established credentials in the field of governmental auditing with a demonstrated history of success and depth of work. Personnel to be assigned to the audit must have comparable field audit experience.

### **Reports**

The County will prepare and print its own CAFR.

The auditor shall prepare and publish:

1. The Report on Federal Awards (Single Audit) with required communications, produce 100 copies, and provide a PDF of the completed document.
2. Communication to Those Charged with Governance and Management or other required communications, produce 100 copies, and provide a PDF of the completed document.
3. The Circuit Court Clerk's Audit with required communications, produce 25 copies, and provide a PDF of the completed document.
4. In-Relation-To Opinion regarding the Consolidated Year End Financial Report (CYEFR) as required by GATA, and provide a PDF of the completed document.

### **Meetings**

After the contract is awarded, the selected vendor(s), the Finance Department, and the Circuit Court Clerk's Office will meet to agree upon the audit schedule. The schedule must be developed so that the

final approval of the CAFR, including the Independent Audit Letter, is completed no later than the last Friday of May.

After completion of the Audit, Single Audit, and In-Relation-To Opinion regarding the CYEFR, the selected vendor(s) will present their completed findings to the Finance Committee of the Will County Board in conjunction with staff of the Finance Department and the Circuit Court Clerk's Office.

### **Information on Individual Firms**

In order to achieve a uniform review process, and to obtain the maximum degree of comparability, it is in your best interest to address the following items in your proposal plus any other information you feel relevant for your firm:

1. List all governmental audits done in the last three (3) years and the contact person at each client.
2. List all clients that received the GFOA Certificate of Achievement for audits your firm performed in the last three (3) years and provide a hard copy or link to at least one such CAFR.
3. Provide a brief history of your firm and its current organizational structure and size.
4. Describe your audit approach.
5. Describe governmental training programs used by your firm.
6. Provide the credentials and experience of the engagement partner and all staff that will be assigned to the project, including staff that will be assigned to perform the field work.

## **Selection of Auditor**

All proposals will be reviewed by the Finance Department and the Circuit Court Clerk's Office. Interviews with a subset of firms submitting proposals may be required. Recommendations as to which firm will best service the needs of Will County will be forwarded to the Finance Committee of the Will County Board for approval and to the full Will County Board for a final decision and vote at a regular County Board meeting.

Proposals will be reviewed for specification compliance, technical abilities and estimated cost for services. All proposals will be reviewed objectively, please include pricing for each of the three fiscal years in your sealed bid package. If no pricing is provided for 2020 and 2021, it will be assumed that the same pricing for 2019 will be used for 2020 and 2021. Pricing must also be further broken down between the County Audit, the Single Audit, the In-Relation-To Opinion regarding the CYEFR, the Circuit Court Clerk Audit, and travel for each of these components. If there are economies of scale from performing both the County Audit (including the Single Audit and the In-Relation-To Opinion regarding the CYEFR) and the Circuit Court Clerk Audit, those savings can be reflected in the consolidated form provided for each of the three years.

**Proposal Let:** 8-16-19  
**Due:** 9-12-19, 2:00 P.M.  
**Open:** 9-12-19, 2:10 P.M.

**Receipt of Addenda Form:  
COUNTY OF WILL  
PURCHASING DEPARTMENT  
302 N. CHICAGO ST.  
JOLIET, IL. 60432**

**CONTRACT FOR  
#2020-50  
AUDITING SERVICES**

COMPANY NAME \_\_\_\_\_ F.E.I.N. # \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
CONTACT \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

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ADDENDUM RECEIPT: Receipt of the following Addendum to the Proposal Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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ADDENDUM RECEIPT: Receipt of the following Addendum to the Proposal Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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ADDENDUM RECEIPT: Receipt of the following Addendum to the Proposal Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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Proposal Let: 8-16-19  
 Due: 9-12-19, 2:00 P.M.  
 Open: 9-12-19, 2:10 P.M.

**PROPOSAL FORM 1  
 COUNTY OF WILL  
 PURCHASING DEPARTMENT  
 302 N. CHICAGO ST.  
 JOLIET, IL. 60432**

CONTRACT FOR  
**#2020-50**  
**AUDITING SERVICES**

COMPANY NAME \_\_\_\_\_ FEIN # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

***THIS IS NOT AN ORDER***

**Agency Name and Delivery Address:** Will County Office Building  
 302 North Chicago Street, Joliet, IL 60432

**For additional information contact:** Kevin Lynn, Purchasing Director [klynn@willcountyillinois.com](mailto:klynn@willcountyillinois.com)

DESCRIPTION	2019 Audit Fiscal Year 12/1/18–11/30/19	2020 Audit Fiscal Year 12/1/19–11/30/20	2021 Audit Fiscal Year 12/1/20–11/30/21
AUDIT SERVICE COUNTY FINANCIAL STATEMENTS	\$	\$	\$
SINGLE AUDIT	\$	\$	\$
IN-RELATION-TO OPINION REGARDING THE CYEFR			
ALL TRAVEL RELATED TO PERFORMING & PRESENTING ALL AUDITS			
TOTAL CONTRACTUAL COST	\$	\$	\$

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS FOR THE 2019 AUDIT, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

If the 2020 and 2021 columns are left blank, we are offering the same pricing as 2019 for the two successive years.

Signed by: \_\_\_\_\_ Title: \_\_\_\_\_  
 Authorized Representative of Company

Approved by: \_\_\_\_\_  
 KAREN HENNESSY, FINANCE DIRECTOR

Proposal Let: 8-16-19  
 Due: 9-12-19, 2:00 P.M.  
 Open: 9-12-19, 2:10 P.M.

**PROPOSAL FORM 2  
 COUNTY OF WILL  
 PURCHASING DEPARTMENT  
 302 N. CHICAGO ST.  
 JOLIET, IL. 60432**

CONTRACT FOR  
**#2020-50**  
**AUDITING SERVICES**

COMPANY NAME \_\_\_\_\_ FEIN # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

***THIS IS NOT AN ORDER***

**Agency Name and Delivery Address:** Will County Office Building  
 302 North Chicago Street, Joliet, IL 60432

**For additional information contact:** Kevin Lynn, Purchasing Director [klynn@willcountyillinois.com](mailto:klynn@willcountyillinois.com)

DESCRIPTION	2019 Audit Fiscal Year 12/1/18–11/30/19	2020 Audit Fiscal Year 12/1/19–11/30/20	2021 Audit Fiscal Year 12/1/20–11/30/21
CIRCUIT COURT CLERK AUDIT	\$	\$	\$
ALL TRAVEL RELATED TO PERFORMING & PRESENTING THE CIRCUIT COURT CLERK AUDIT	\$	\$	\$
TOTAL CONTRACTUAL COST	\$	\$	\$

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS FOR THE 2019 AUDIT, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

If the 2020 and 2021 columns are left blank, we are offering the same pricing as 2019 for the two successive years.

Signed by: \_\_\_\_\_ Title: \_\_\_\_\_  
 Authorized Representative of Company

Approved by: \_\_\_\_\_  
 ANDREA LYNN CHASTEEN, CIRCUIT COURT CLERK

Proposal Let: 8-16-19  
 Due: 9-12-19, 2:00 P.M.  
 Open: 9-12-19, 2:10 P.M.

**PROPOSAL FORM 3  
 COUNTY OF WILL  
 PURCHASING DEPARTMENT  
 302 N. CHICAGO ST.  
 JOLIET, IL. 60432**

CONTRACT FOR  
**#2020-50  
 AUDITING SERVICES**

COMPANY NAME \_\_\_\_\_ FEIN # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

***THIS IS NOT AN ORDER***

**Agency Name and Delivery Address:** Will County Office Building  
 302 North Chicago Street, Joliet, IL 60432

**For additional information contact:** Kevin Lynn, Purchasing Director [klynn@willcountyillinois.com](mailto:klynn@willcountyillinois.com)

DESCRIPTION	2019 Audit Fiscal Year 12/1/18–11/30/19	2020 Audit Fiscal Year 12/1/19–11/30/20	2018 Audit Fiscal Year 12/1/20–11/30/21
AUDIT SERVICE COUNTY FINANCIAL STATEMENTS	\$	\$	\$
SINGLE AUDIT	\$	\$	\$
IN-RELATION-TO OPINION REGARDING THE CYEFR			
CIRCUIT COURT CLERK AUDIT	\$	\$	\$
ALL TRAVEL RELATED TO PERFORMING & PRESENTING ALL AUDITS	\$	\$	\$
TOTAL CONTRACTUAL COST	\$	\$	\$

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS FOR THE 2019 AUDIT, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

If the 2020 and 2021 columns are left blank, we are offering the same pricing as 2019 for the two successive years.

Signed by: \_\_\_\_\_ Title: \_\_\_\_\_  
 Authorized Representative of Company

Approved by: \_\_\_\_\_  
 KAREN HENNESSY, FINANCE DIRECTOR

Approved by: \_\_\_\_\_  
 ANDREA LYNN CHASTEEN, CIRCUIT COURT CLERK

**LATE PROPOSALS CANNOT BE ACCEPTED!**

<b><u>SEALED BID DOCUMENT</u></b>	
<b><u>Vendor Return Address:</u></b>          	
<b><u>BID #:</u></b>	2020-50
<b><u>DESCRIPTION:</u></b>	Auditing Services
<b><u>DUE DATE:</u></b>	9/12/19
<b><u>DUE:</u></b>	2:00 P.M.
<b>DATED MATERIAL-DELIVER IMMEDIATELY</b>	
<b>WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2<sup>ND</sup> FLOOR JOLIET, IL 60432</b>	

PLEASE CUT OUT AND AFFIX THIS PROPOSAL LABEL (ABOVE) TO THE OUTERMOST PACKAGE OF YOUR SEALED PROPOSAL TO HELP ENSURE PROPER DELIVERY!

**LATE PROPOSALS CANNOT BE ACCEPTED!**