



CITY OF GUNTER, TEXAS

AMENDED REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL INDEPENDENT AUDITING SERVICES

DUE DATE:
TUESDAY, JANUARY 3, 2016 AT 5:00 P.M. (CST)

ISSUED BY:
GUNTER CITY COUNCIL

TABLE OF CONTENTS

Notice to Auditors..... 3

Ethics Statement..... 4

Acknowledgment Form 5

Certification Regarding Debarment, Suspension & Other Matters..... 6

Conflict of Interest Questionnaire..... 7

City Organization..... 8

Scope of Services 10

Applicability of A-133 Audit Requirements 11

Independent Auditor’s Report Requirements 11

City of Gunter’s Responsibilities During Audit..... 11

Audit Fees..... 12

Terms on Contract..... 12

Evaluation Criteria 12

Rights Reserved by the City of Gunter 13

Information Requested & Proposal Format Requirements 14

Submission of Proposals / Instructions to Prospective Firms 17

Additional Instructions to Prospective Firms..... 18

Appendix..... 19

Organization Chart of the City of Gunter

Listing of Active Accounting Funds

Form W-9, Request for Taxpayer Identification Number and Certification

REQUEST FOR COMPETITIVE SEALED PROPOSALS FOR INDEPENDENT AUDITING SERVICES FOR THE CITY OF GUNTER TEXAS

NOTICE TO AUDITORS

Competitive Sealed Proposals for the furnishing of Professional Auditing Services for the City of Gunter, Texas ("Proposal(s)") will be received at the CITY OF GUNTER offices located at 105 N. 4th Street, Gunter, Texas 75058 (City Offices) from 8 A.M. to 12:00 P.M. and from 1:00 P.M. to 5:00 P.M (CST) from Tuesday, December 20, 2016 to Tuesday, JANUARY 3, 2017. All proposals will be publicly opened and read aloud at 10 A.M. on Wednesday, January 4, 2017 at the City Offices.

Competitive Sealed Proposal Packets will be available online at www.guntertx.gov (website), or may be picked up at 105 N. 4th Street, Gunter, Texas 75058. E-mail requests may be executed at citysecretary@ci.gunter.tx.us.

The original proposal and Two (2) copies of the Proposal plus an electronic copy must be returned in a sealed envelope submitted for the City of Gunter consideration and clearly marked on the outside of the sealed envelope with the following:

**PROFESSIONAL AUDITING SERVICES PROPOSAL
ATTENTION: JANET MINGS, CITY SECRETARY**

The City of Gunter reserves the right to reject any or all Proposal(s) and waive any or all irregularities. Proposals shall be valid for a period of ninety-days (90) from the date the Proposals are opened.

Late Proposal submissions will be not be considered and will be returned unopened. All unsigned Proposal(s) will be rejected as non-responsive.

The City will not be responsible in the event that the U.S. Postal Service, other mail delivery service, or any other courier system fails to deliver a sealed Proposal to the City Offices prior to the deadline provided in this notice. Electronic transmission or facsimile transmission of proposals will not be accepted.

To be considered for award of Contract, your firm must meet the qualifications and satisfy the requirements set forth in this Request for Competitive Sealed Proposal. It is the responsibility of the person or firm obtaining a copy of this Request for Competitive Sealed Proposal to provide the City with the name of a person who will serve as the point of contact, a current mailing address, an email address, and phone number for the point of contact so that addendum and supplemental materials, if any, may be provided to all potential proposers. The City is not responsible for failure of any proposer to receive notice of any such addendum or supplemental materials. Addendum, if any, will be posted on the City's website (www.guntertx.gov).

All questions and correspondence should be directed to:

Janet Mings, City Secretary
105 N. 4th Street
citysecretary@ci.gunter.tx.us
903.433.5185

ETHICS STATEMENT
(Complete and Return this Form with Response)

The undersigned firm, by signing and executing this RFP, certifies and represents to the City of Gunter that the firm has not offered, conferred or agreed to confer any pecuniary benefit, as defined by (1.07 (a) (6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment of advantage relating to this RFP; the firm also certifies and represents that the firm has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this RFP, the firm certifies and represents that firm has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the City of Gunter concerning this RFP on the basis of any consideration not authorized by law; the firm also certifies and represents that firm has not received any information not available to other firms so as to give the undersigned a preferential advantage with respect to this RFP; the firm further certifies and represents that firm has not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that firm will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the City of Gunter in return for the person having exercised their person's official discretion, power or duty with respect to this RFP; the firm certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent, or employee of the City of Gunter in connection with information regarding this RFP, the submission of this RFP, the award of this RFP or the performance, delivery or sale pursuant to this RFP.

THE FIRM SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY OF GUNTER, ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDING, COSTS, DAMAGES AND LIABILITIES ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY ACTS OR OMISSIONS OF FIRM OR ANY AGENT OR EMPLOYEE OF FIRM IN THE EXECUTION OR PERFORMANCE OF THIS RFP.

I have read all of the specifications and general RFP requirements and do hereby certify that all items submitted meet specifications.

FIRM: _____

OFFICER NAME: _____

OFFICER SIGNATURE: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

TELEPHONE: _____

TELEFAX: _____

FEDERAL ID#: _____ AND/OR SOCIAL SECURITY#: _____

DEVIATIONS FROM SPECIFICATIONS IF ANY:



RFP Acknowledgement Form

Request for Proposals: Professional Independent Auditing Services

Please check the appropriate box (see below) email this acknowledgement form by 5:00p.m., Friday, December 30, 2016 to be placed on a list for receipt of Addendum, if any, to this Proposal. Addendum, if any, will be posted to the City's website:

citysecretary@ci.gunter.tx.us
Email Subject: RFP-2016-Auditing Services

Intention To Submit A Proposal

We hereby acknowledge receipt of the RFP. We have perused the document and advise that we intend to submit a proposal on or before January 3, 2016 at 5:00 p.m. CST

Non-Intention To Submit A Proposal

We hereby acknowledge receipt of the RFP. We have perused the document and advise that we do not intend to submit a proposal for the following reasons:
(insert reason here)

Bidder's Contact Information is as follows:

Company Name: _____

Contact Person: _____

Mailing Address: _____

Telephone No: _____

Fax No: _____

E-mail Address: _____

Name and Title of Authorising Officer: _____

Signature: _____

Date: _____

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(Complete and Return this Form with Response)**

Name of Entity: _____

The prospective participant certifies to the best of their knowledge and belief that they, the principals in the firm, and the firm:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible from practicing public accountancy, and or voluntarily surrendered their license to practice public accountancy in the State of Texas and or the United States of America.
2. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from conducting any business and or financial transactions by any department or agency of Federal, State, and or local government.
3. Have not been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
4. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in item 3 above of the certification; and
5. Have not within a five year period preceding this RFP had one or more public transactions (Federal, State, Local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Section 1001, a false statement may result in a fine up to a \$10,000.00 or imprisonment for up to five (5) years, or both.

Name and Title of Authorized Representative (Typed)

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ****For vendor or other person doing business with local governmental entity**

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

OFFICE USE ONLY

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

Date Received

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. Name of person who has a business relationship with local governmental entity.**2. Check this box if you are filing an update to a previously filed questionnaire.**(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)**3. Name of local government officer with whom filer has employment or business relationship.**_____
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

- A.** Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?
 Yes No
- B.** Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?
 Yes No
- C.** Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?
 Yes No
- D.** Describe each employment or business relationship with the local government officer named in this section.

4._____
Signature of person doing business with the governmental entity_____
Date**THE CITY COUNCIL**

The governing body of the City, the City Council, is composed of a Mayor and five Council Members each elected for a term of two years. The current members of the City Council are:

- Mayor: Charles Skeen
- Mayor Pro Tern: Larry Peters, Place/District 1
- Council Members: Joanie Baker, Place/District 2
Frederic Geisendorff, Place/District 3
Bill Santee, Place/District 4
Jeannie Anderson, Place/District 5

STRATEGIC PLANNING & BUDGET

The City currently does not have an Audit and Finance Committee. The City Council is responsible for strategic planning and financial matters.

THE CITY OF GUNTER ORGANIZATION

The City of Gunter provides all general municipal services within the City limits through the following City Departments:

1. Office of the City Mayor
2. City Secretary
3. Police
4. Fire
5. City Attorney
6. Utility Billing
7. Building Inspection (Permits, Code Enforcement)
8. Public Works (Water, Wastewater, Street Maintenance)

The approved budget for Fiscal Year 2015-2016 totals \$1,078,466.31 for all funds and includes 9 authorized full time equivalent positions. A copy of the City of Gunter's approved budget for Fiscal Year 2015-16 and other financial reports are available in the City Secretary's Office.

CITY OF GUNTER'S FUND STRUCTURE

The City of Gunter's fund structure for accounting and financial reporting purposes for Fiscal Year 2015-16 is as follows:

<u>Fund Type/Account Group</u>	<u>No. of Funds</u>
General Fund	8
Water/Sewer Fund	4
Debt Service Fund	1

RETIREMENT SYSTEM

The City of Gunter is a participant in the Texas Municipal Retirement System. The City does not offer an optional deferred Compensation Plan to its employees.

COMPUTER SOFTWARE SYSTEMS

The City of Gunter currently utilizes the following computerized system software for the functions shown below:

1. Asyst
2. Fast Court
3. Cop Sync

SCOPE OF SERVICES

The City of Gunter is requesting proposals from firms licensed to practice public accountancy in the State of Texas to examine its financial statements and to render an opinion on the fair presentation of the City's financial position and the changes in financial position and cash flows in conformity with accounting principles generally accepted in the United States of America.

The examination of the City of Gunter's financial statements should be made in accordance with:

- A. Auditing standards generally accepted in the United States of America as included in Statements on Auditing Standards, published by the American Institute of Certified Public Accountants.
- B. Standards applicable to financial audits contained in Government Auditing standards issued by the Comptroller General of the United States.
- C. Provisions of relevant General Accounting Standards Board Statements.
- D. All legal requirements for governmental entities in the State of Texas.

The selected auditing firm will be required to prepare the following reports:

- A. Independent Auditor's Report.
- B. Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters in Accordance with Government Auditing Standards.
- C. All other reports required of the independent auditor examining the financial statements of the City of Gunter in accordance with the standards listed above.
- D. Exit conferences will be held with the City Mayor.

The successful auditing firm will be expected to provide advisory guidance to City staff during their course of audit work for:

- A. Accounting and other technical matters as needed to keep the City of Gunter in compliance with any changes in governmental accounting and financial reporting standards.

APPLICABILITY OF A-133 AUDIT REQUIREMENTS

The City of Gunter does not expect to receive nor does it expect to expend \$500,000 or more in federal awards during Fiscal Year 2015-16.

INDEPENDENT AUDITOR'S REPORT REQUIREMENTS

- A. The report should be addressed to the City Council of the City of Gunter, Texas.
- B. Reports of examinations of financial statements must:
 - 1) State the scope of examination and that the audit was performed in accordance with generally accepted auditing standards and,
 - 2) Must include an opinion as to whether the financial statements present fairly, in all material respects, and the respective changes in financial position and cash flows, in conformity with accounting principles generally accepted in the United States of America.
- C. Reports of compliance examinations must include a statement that the audit was conducted in accordance with applicable auditing standards. The audit report must state whether the examination disclosed any instance(s) of non-compliance with laws and regulations. Findings of non-compliance or ineligible expenses must be presented in enough detail for management to be able to clearly understand them.
- D. The independent auditor will present the audit report to the City Council at its 2nd meeting in February of each year of the contract, or as otherwise agreed upon by the parties.

CITY OF GUNTER'S RESPONSIBILITIES DURING AUDIT

- A. The City of Gunter will provide and make available on-site office space, internet connectivity, power source, standard office supplies, use of copier/scanner, and postage to conduct the audit and related confirmations by mail.
- B. The City of Gunter will make available and accessible all documents, records, and systems as reasonably requested by the independent auditors to conduct their examination.
- C. The City's accounting staff will be available to provide documents and reports for examination, reproduce documents, prepare specific schedules, etc.

AUDIT FEES

The proposal should provide an annual maximum not-to-exceed fee listed separately for each year of the 3-year contract term. Please provide a maximum not-to-exceed audit fee separately for fiscal years ending September 30, 2016, September 30, 2017, and September 30, 2018. Do not provide a lump sum fee amount for the 3-year contract term.

TERM OF CONTRACT

The City of Gunter will enter into a 3-year contract term for Independent Financial Audit Services with two 1-year contract extension options. The term of the contract is subject to annual renewal and may be terminated at any time by either party with sufficient notice as stated in the contract. Any extensions of the Agreement shall be subject to the agreement of the parties to extend.

The first year to be audited will be for Fiscal Year 2015-16 beginning October 1, 2015 and ending September 30, 2016.

EVALUATION CRITERIA

The City staff's recommendation to the City Council will be based on the proposal determined to offer the best value to the City of Gunter. The evaluation of the proposals will be made based on, but not limited to, the following designated weighted criteria. These factors will be applied to all eligible, responsive firms in comparing the proposals received and selecting the audit firm.

The City of Gunter reserves the right to require oral presentations by any or all firms. In the event of oral presentations, a second matrix will be developed based on the selection criteria. A contract award may be made without oral presentation and or discussion with firms after RFP responses are received by the City of Gunter. Therefore, RFP responses should be submitted on the most favorable terms.

All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify an item in the RFP shall be the sole responsibility of and shall be borne by the responding firm.

The City of Gunter will use the following criteria in selecting the best qualified firm:

- A. Knowledge of generally accepted accounting principles, auditing standards, financial policies, and procedures as applicable to governmental entities.....25%
- B. Prior experience in auditing financial statements of similar sized or larger municipal governments in Texas.....25%

- C. Proposing Firm's approach to the examination and the work plan for accomplishing the scope of services required in the RFP.5%
 - D. Availability of trained personnel and technical resources required for conducting the audit and for providing consultation on accounting and other technical matters as needed to keep the City of Gunter current on any changes in governmental accounting and financial reporting standards.....20%
 - E. A demonstrated ability to provide assistance in obtaining the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.....10%
 - F. The all-inclusive annual not-to-exceed maximum fee amount for each of the 3- year contract term for fiscal years ending September 30, 2016, September 30, 2017, and September 30, 2018.....15%
- 100%

RIGHTS RESERVED BY THE CITY OF GUNTER

1. If only one or no proposal is received by "submission date", the City has the right to accept, reject, re-solicit, and or extend the RFP by up to an additional two (2) weeks from December 20, 2016.
2. The right to hold proposals for 90 days from submission date without action.
3. The right to extend beyond the original 90-day period prior to an award if agreed upon in writing by both parties.
4. The right to terminate all or any part of the unfinished portion of the work resulting from this solicitation within thirty (30) days written notice; upon default by the firm, for delay or non-performance by the firm, or if it is deemed in the best interest of the City of Gunter for convenience.
5. The City of Gunter reserves the right to request additional information or to meet with representatives from any and all responding firms to discuss points in the RFP after submission, any and all of which may be used in forming a recommendation.
6. The City of Gunter reserves the right to reject any and all proposals received, and to accept the proposal it considers in its best interest, and most advantageous to the City, based upon the requirements and descriptions outlined in this RFP.

Any interpretation, correction, or change to the RFP will be made by ADDENDUM. Changes or corrections to this RFP will be issued by the City of Gunter and posted on the City's website.

Any Addendum issued by the City of Gunter will be emailed or faxed to all who have timely returned the RFP Acknowledgement Form, such form is being provided as a courtesy and not a requirement. Addendum will be issued as expeditiously as possible. Addendum, if issued, will also be posted on the City's website. City is not responsible for failure of a responding firm to receive any or all Addendum, regardless of whether the firm timely

returns the RFP Acknowledgment Form. It is the responsibility of the responding firm to monitor the City's website for Addendum. Further, it is the sole responsibility of the responding firms to determine whether all Addendum have been reviewed and addressed in the proposal.

INFORMATION REQUESTED AND PROPOSAL CONTENT REQUIREMENTS

Any Firm interested in being considered for the Professional Independent Financial Audit Services engagement must submit, on the firm's letterhead, a proposal which provides information on the following points, numbered, and with section headings as indicated below.

Responding firms should refer to section titled: Instructions to Prospective Firms and Additional Instructions Prospective for additional response guidelines. Please note that the contents of the successful proposal may become a part of subsequent contractual documents. Failure to comply with all requirements may result in the cancellation of any contract award.

In order to simplify the review process, please organize your proposal according to the following outline:

A. Title Page

Show the Proposal subject, the name of the proposing firm, address, telephone number, name of contact person, size of the firm, and date.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Letter of Transmittal

1. Briefly state the Firms understanding of the work to be done and provide a detailed timeline for completion of the work required to perform the required services.
2. State the all-inclusive fee by fiscal year for which the work will be done.
3. State the name of the person who will be authorized to make representation for the firm, their title, address, and telephone numbers.
4. State that the person signing the transmittal letter is authorized to bind the firm and enter in a contract.
5. Identify and discuss any potential conflicts of interest of which the firm is aware not stated in the Conflict of Interest and Disclosure Statements.

D. Profile of the Responding Firm

1. State whether the firm is local, regional, national or international.
2. State the location of the office from which the work is to be performed and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
3. Describe the range of activities performed by the local office such as auditing, accounting, tax, or management services.
4. Describe the local office's capacity to audit computerized systems, including the number and classifications of personnel skilled in computer sciences who will work on the audit.
5. Describe any reprimands or penalties that the firm may have received in recent years from the Texas State Board of Public Accountancy.
6. State the firm's experience in auditing utilities and governmental entities.
7. State the firm's professional affiliations and the results of the latest peer review.
8. Affirm that the firm has completed external quality review with unqualified opinion.

E. Summary of the Proposing Firms Qualifications

1. Identify the partner, audit manager, and supervisors who will work on the audit, including staff from other than the local office. Resumes including relevant experience and continuing education for each individual assigned to the audit should be included. (Resumes included should be attached as an appendix).
2. Describe the most recent local office auditing experience similar to the type of audit being requested. Include a reference list of local government audit clients and any GFOA Certificates of Achievement for Excellence in Financial Reporting awarded. Provide contact name and phone number for at least four (4) governmental entities provided on the list of local government clients.

F. Proposing Firms Approach to the Examination

1. Submit a work plan to accomplish the scope of services required. The work plan should include time estimates for each significant segment of the work and the staff level position. Where possible, individual staff members should

be named and their titles provided. The planned use of specialist should be specified.

2. State purpose and degree of utilization of City of Gunter personnel.

G. Compensation

State the total hours and hourly rate required by staff classification and the resulting all-inclusive maximum not-to-exceed fee amount for which the requested work will be completed. For additional details please refer to the section titled Audit Fees in this RFP.

H. Evaluation Criteria

Briefly summarize how the information provided in the preceding sections meets or exceeds Evaluation Criteria "A" through "E" in this RFP. Each summary should be limited to a single concise paragraph.

I. Complete and include Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification

SUBMISSION OF PROPOSALS/INSTRUCTIONS TO PROSPECTIVE FIRMS

The City of Gunter is requesting two (2) copies of the Proposals including any attachments, plus an electronic copy. Proposals must be enclosed in a sealed envelope and clearly marked on the outside of the envelope or any carrier's envelope: "PROFESSIONAL INDEPENDENT AUDITING SERVICES PROPOSAL", to be mailed, sent by overnight courier, or hand delivered to the attention of

Janet Mings
City Secretary
City of Gunter
P.O. Box 349, Gunter, Texas 75058 (Mailing Address)
105 N 4th Street, Gunter, Texas 75058 (Physical Address)

Proposals will be accepted only until 5:00 P.M., January 3, 2017.

NO PROPOSALS WILL BE ACCEPTED AFTER 5:00 P.M. ON TUESDAY, JANUARY 3, 2017, THE SUBMISSION DEADLINE.

Proposals will be publicly opened and read aloud at 10:00 a.m., on Wednesday, January 4, 2017, in the City Offices in City Hall located at 105 N 4th Street, Gunter, Texas 75058. Attendance by representatives of prospective firms is optional.

The City of Gunter is subject to the Texas Open Records Act. However, certain types of information may be exempt from disclosure under the Act. Firms submitting information which they deem confidential or proprietary must clearly mark and identify such information page by page. The City of Gunter will, to the extent allowed by applicable law, protect such information from disclosure. The final decision as to what information must be disclosed under the Open Records Act lies with the Texas Attorney General.

Questions or clarifications concerning the City of Gunter's RFP requirements should be directed by email only to:

Janet Mings
City Secretary
City of Gunter
citysecretary@ci.gunter.tx.us

Response to any questions, if appropriate, will be issued in the form of an addendum to all firms that have returned the RFP Acknowledgement Form and will also be posted on the City's website at: <http://www.guntertx.gov/>

ADDITIONAL INSTRUCTIONS TO PROSPECTIVE FIRMS

The City of Gunter, Texas is requesting proposals from firms interested in providing independent financial audit services. Firms with relevant experience and qualifications are encouraged to submit their proposal and qualifications. Preparation of submittals will be at the expense of the Firm.

The following instructions should be followed by firms responding to this RFP:

1. Please respond specifically to all information requested in this Request for Proposals or indicate on the attached acknowledgement form why no response is given.
2. Please limit response to relevant material; additional information must be submitted in the form of an attachment or appendix.
3. Identify the question being answered in the introduction to each response.
4. Respondents or their representatives are prohibited from communicating with any City of Gunter officials to include City Council members regarding the RFP from the time the RFP is released until it has been acted upon by the City Council.
5. Respondents or their representatives are prohibited from communicating with City of Gunter employees regarding the RFP, until the contract is awarded except to submit questions or requests for clarification in accordance with this RFP. Violation of this provision by the respondent or their agent will lead to disqualification of the respondent's RFP from consideration.
6. If there are any clarification questions regarding the scope of work and or any other requirements of this RFP, respondents or their representatives should submit written questions and forward those to the City's staff named as the contact person for this solicitation. All response by the City will be provided in the form of an addendum and will be posted on the City's website.
7. It is the responsibility of the person or firm obtaining a copy of this Request for Competitive Sealed Proposal to provide the City with the name of a person who will serve as the point of contact, a current mailing address, an email address, and phone number for the point of contact so that addendum and supplemental materials, if any, may be provided to all potential proposers. The City is not responsible for failure of any proposer to receive notice of any such addendum or supplemental materials. Addendum, if any, will be posted on the City's website (www.guntertx.gov).

APPENDIX