



Borough of Lake Como

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Brian T. Wilton
Mayor

Louise A. Mekosh
Borough Clerk/Administrator

REQUEST FOR PROPOSALS FOR THE PROFESSIONAL SERVICE OF MUNICIPAL AUDITOR FOR THE CALENDAR YEAR 2017

1. The Borough of Lake Como is soliciting proposals for the professional services of Auditor to the Borough for the year 2017. Proposals will be accepted for the specific professional services as set forth in the Public Notice, a copy of which is attached hereto.
2. All proposals shall be submitted to Louise A. Mekosh, Borough Clerk/Administrator, 1740 Main Street, Lake Como, NJ 07719, no later than 10:00 a.m., Tuesday, December 20, 2016. Five (5) copies of the proposal shall be submitted.
3. All proposals should include, at a minimum: the name, address and all contact information of the person or firm making the proposal; a statement of qualification, including all applicable professional licenses held; a statement of experience in rendering such professional services to public entities; references; and a proposal for compensation or a schedule of fees to be charged for such professional services.
4. All proposals will be evaluated by the Mayor and Borough Administrator of the Borough of Lake Como.
5. Proposals will be evaluated by the Mayor and Borough Administrator of the Borough of Lake Como and its agencies on the basis of the proposals deemed to be most advantageous, price and other factors considered. The evaluation will consider:
 - a. Experience and reputation in the field;
 - b. Knowledge of the Borough of Lake Como and the subject matter to be addressed under the contract;
 - c. Availability to accommodate any required meetings of the agency;
 - d. Compensation proposal;

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- e. Other factors, if determined to be in the best interest of the Borough of Lake Como and its agencies.
6. A description of the professional services of Auditor required by the Borough of Lake Como is as follows:
- a. Borough Auditor.
 - (1) Term. The Borough Auditor shall be appointed by the Mayor and Council for a term not exceeding one year from the time of the appointment until a successor has been appointed and has qualified.
 - (2) Qualifications. The person to be appointed to the position of Borough Auditor shall be a duly qualified professional Auditor who has been licensed by the State of New Jersey as a Certified Municipal Accountant.
 - (3) The Auditor shall complete the municipal audit as required by State law and will submit the annual report on a timely basis.
 - (4) The Auditor may be required to prepare other financial documents as requested by the Mayor and/or Borough Administrator.