



Lead, Teach, Act — Target Zero

Request for Quotation
Accounting Services
Released June 2017

The Summit/Akron Solid Waste Management Authority, dba ReWorks, is accepting quotations from interested firms to provide accounting services. ReWorks is seeking to award a contract to provide services from July 1, 2017 until June 30, 2019. However, any award will be subject to annual review.

The purpose of the ReWorks is to develop a long-term solution to the management of solid waste in Summit Count, Ohio. In the pursuit of this purpose, ReWorks shall exercise such rights, powers and duties as are conferred or imposed on it by Chapters 343 and 3734 of the Ohio Revised Code.

Reworks seeks services encompassing the traditional scope of work including, and not limited to the following:

(A) Monthly review of financial statements

- 1. Meet at least monthly with ReWorks staff to review financial statements on the cash basis in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.
- 2. Reconciliation of bank and investment accounts with statements.

(B) Perform the generally accepted accounting principles (GAAP) conversion;

- 1. Perform the GAAP conversion, including recording receivables and payables, capitalizing fixed assets, recording any appropriate prepaids and or accruals.
- 2. Preparation of annual compiled financial statements with full disclosures. In cooperation with the Executive Director, prepare Management’s Discussion and Analysis.

(C) Preparation of work papers and/or schedules as needed by the independent auditor for the annual audit.

(D) Other Special Projects as needed;

- a. Implementation of management letter recommendations from the annual audit, if any
- b. Attendance at various meetings as requested (board, finance, Auditor of State, EPA, etc.)
- c. Other special projects, analysis of financial data and generation of reports as needed

In responding to this request for a quotation, firms are encouraged to submit the following:

- 1) The firm’s most favorable terms and prices.
- 2) A narrative description of the firm.
- 3) Identify experience with government and/or not-for-profit organizations.
- 4) Name and resume of proposed designated certified public accountant(s) and or team.
- 5) Three client’s references.
- 6) Name, address, email, and phone number of firm’s contact.

Please submit your quotation no later than **Wednesday June 28, 2017, at 4:00 p.m.**

All quotes shall be delivered/mailed to:

The Summit/Akron Solid Waste Management Authority dba ReWorks
12 East Exchange Street, Third Floor
Akron, Ohio 44308
Attention: Marcie Kress, Executive Director

OR emailed to: mkress@summitreworks.com

Quotations received after this deadline will not be considered.