

**INSTRUCTIONS FOR SUBMISSION OF PROPOSAL
FOR**

Financial Auditing Services For the Fiscal Years Ending December 31, 2010, 2011, and 2012

THIS PROPOSAL IS SUBMITTED TO:

Elmira Water Board
261 West Water Street
Elmira, New York 14901

By: _____
(Name of Proposer)

1. The undersigned PROPOSER proposes and agrees, if this Proposal is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents to perform and furnish all work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Times included in this Proposal and the Agreement, respectively, and in accordance with the other terms and conditions of the Contract Documents.
2. PROPOSER accepts all of the terms and conditions of the Request for Proposals and Instructions to Proposers. This Proposal will remain subject to acceptance for forty-five days after the day of Proposal opening. PROPOSER will sign and deliver the required number of counterparts of the Agreement with any other documents required by the General Instructions to the Proposers within fifteen days after the date of OWNER's Notice of Award.
3. In submitting this Proposal, PROPOSER represents, as more fully set forth in the Agreement, that:
 - (a) PROPOSER has examined and carefully studied the Proposal and Specification Documents and the following Addenda, receipt of all which is hereby acknowledged:

Date	Number
_____	_____
_____	_____
 - (b) PROPOSER has met with the Elmira Water Board's staff (contact person: Treasurer John E. Dunlavey at 733-9179) or has become familiar with the general nature of the Elmira Water Board's business and the work required to successfully undertake and complete a financial audit.
 - (c) PROPOSER is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, performance and furnishing of the Work.
 - (d) PROPOSER is aware of the general nature of Work and responsibility of OWNER for which this Proposal is submitted as indicated in the Contract Documents.
4. PROPOSER will complete the work for the prices entered on the Proposal Submission Form.

PROPOSAL SUBMISSION FORM

SCHEDULE OF PRICES

The Owner shall pay the Contractor the following TOTAL PROPOSAL PRICE for performance of the Contract, subject to additions or deductions or the adjustment of final quantities or scope as provided herein:

In 2010:

IN WORDS: _____
_____dollars and _____cents

IN FIGURES: \$ _____

In 2011:

IN WORDS: _____
_____dollars and _____cents

IN FIGURES: \$ _____

In 2012:

IN WORDS: _____
_____dollars and _____cents

IN FIGURES: \$ _____

THREE YEAR TOTAL:

IN WORDS: _____
_____dollars and _____cents

IN FIGURES: \$ _____

Payment will be made to the contractor following the completion of the audit and the preparation of all required financial statements.

In the event of an inconsistency between the amount “in words” and the amount “in numbers,” the amount “in words” shall be used.

In the 3 years immediately preceding the submission of this proposal, the proposer **HAS** ~~**HAS NOT**~~ (**cross out one that does not apply**) been found in willful violation of the New York State Labor Law for failure to pay prevailing wage and supplements, as those terms are defined in the New York State Labor Law.

Communications concerning this Proposal shall be addressed to (Proposer to Complete):

Signature of Proposer/Representative _____

Name: _____

Company: _____

Address: _____

Telephone: _____

THIS PROPOSAL SUBMITTED ON _____, 2010