

## REQUEST FOR PROPOSAL

Separate sealed proposals will be received by the City of Scranton, Office of the City Controller, 2nd floor, 340 North Washington Avenue, Scranton, PA. 18503 until Wednesday, March 22, 2017 at 10:00 A.M. at which time such proposals will be opened in the City Council Chambers for the following:

SCRANTON SINGLE TAX OFFICE  
INDEPENDENT POST AUDIT  
FOR THE FISCAL YEARS  
ENDING 12/31/15 & 12/31/16

Proposals shall be made in accordance with the specifications obtained from the City Purchasing Department, 340 North Washington Avenue, Scranton, PA 18503 and which may be had by interested parties responding to the Request. Copies can be requested by contacting the City of Scranton Purchasing Clerk, at [jreed@scrantonpa.gov](mailto:jreed@scrantonpa.gov).

Sealed envelopes containing the proposals will be received and identified as “**Scranton Single Tax Office Independent Post Audit**”. The envelopes should be **delivered or mailed to the Office of the City Controller, at the address listed above, so as to arrive by the date and time specified above.** The City of Scranton will require **five (5) copies** of this proposal. If you have any questions, please contact **Roseann Novembrino, City Controller, at (570) 348-4125 or David M. Bulzoni, Business Administrator, at (570) 348-4214.**

ROSEANN NOVEMBRINO,  
CITY CONTROLLER

**Each proposal must be accompanied by a signed proposal, certificate of insurance, and signed anti-collusion and affirmative action affidavit.**