

RFP2016-25 CERTIFIED PUBLIC ACCOUNTANT FOR TRENTON MUNICIPAL COURT TERM OF CONTRACT: ONE (1) YEAR FROM JULY 1, 2016 TO JUNE 30, 2017		
NUMBER OF RESPONDENTS:	2	
NAME OF BIDDER	LOUIS C. MAI, CPA & ASSOCIATES	HOLMAN FRENIA ALLISON, P.C.
ADDRESS	PO BOX BOX 624	618 STOKES ROAD
CITY, STATE, ZIP	POMPTON PLAINS, NJ 07444	MEDFORD, NJ 08055
CONTACT NAME	LOUIS C. MAI, CPA & ASSOCIATES	KEVIN P. FRENIA
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STOCKHOLDER DISCLOSURE STATEMENT	INCLUDED	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM #1	INCLUDED	INCLUDED
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED	INCLUDED
NON-COLLUSION AFFADAVIT	INCLUDED	INCLUDED
AFFIRMATIVE ACTION STATEMENT	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED	INCLUDED
DISCLOSURE OF INVESTED ACTIVITIES IN IRAN	INCLUDED	INCLUDED
60-DAY EXTENSION COMPLIANCE	YES	YES
EXCEPTIONS (IF ANY)	NONE	NONE
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR
CITY OF TRENTON RESIDENT POLICY	INCLUDED	INCLUDED
EIC	CERT#9041 EXP.12/15/2019	CERT#7168 EXP.03/15/2020
ETHIC COMPLAINT DISCLOSURE FORM	INCLUDED	INCLUDED
WILLING TO PROVIDE PRIORITY EMERGENCY SERVICES	YES	YES
REFERENCES	INCLUDED	INCLUDED
FEES FOR SERVICES	SEE ATTACHED BREAKDOWN OF FEES	SEE ATTACHED BREAKDOWN OF FEES
FATAL FLAW	NONE	NONE

Louis C Mai CPA & Associates  
PO Box 624  
Pompton Plains, NJ 07444

## COST PROPOSAL

### *Our Fees Reflect Our Experience and Commitment*

Our total fees to perform the accounting services for the Municipal Court of the City of Trenton are contained in the cost proposal section of this document. They reflect our familiarity with the effort and time required to complete a project of this magnitude and complexity, as well as our commitment to use our experience and your administrative staff to keep costs at a minimum. Our fees include the approach described in the previous section and the following:

Off-site preparation of monthly reconciliation  
Identifications of issues and corrections  
Telephone inquiries throughout the year

Our fee for the above service will be \$13,800 for the period July 1, 2016 through June 30, 2017. It will be billed monthly at a fee of \$1,150 per month with payment expected within 45 days of the receipt of our invoice.

If we are requested to attend a meeting at your location we will bill additionally for that at \$225 per hour portal to portal. Our experience with the Trenton Municipal Courts has been that these meetings have not been necessary in the past.

*Louis C Mai*  
*6/6/16*



HOLMAN | FRENIA  
ALLISON, P.C.  
*Certified Public Accountants & Consultants*

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926 Main Street, Suite 103, Rome, PA 18837 • Tel: 570.297.5090  
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### COST PROPOSAL

We continually strive to keep our fees at the lowest level consistent with the highest professional standards and your requirements for timely service.

We would propose a not to exceed fee of \$12,000 to serve as the Certified Public Accountant to the City of Trenton Municipal Court for a period of one year from July 1, 2016 to June 30, 2017.

For special projects or additional services our hourly rates will apply.

Standard Hourly Rates	
Engagement Partner	\$200.00
Quality Review Partner	200.00
Manager	160.00
Supervisor	140.00
Senior	120.00
Staff II	110.00
Staff I	90.00
Administrative	80.00

We do not charge for clerical services.

Kevin P. Frenia, Partner