

**City Of Richmond**  
**Pre-Qualification of Contract Number 3018PQ**  
**Provision of Auditing Services in Accordance with the Community Charter**

The City of Richmond invites submissions for pre-qualification from companies who are authorized to perform the audit function under Section 205 of the Business Corporations Act. The Community Charter indicates that an auditor must be appointed by City Council for the municipality, and in the charter, sub-sections 2003-26-168/169/170 the audit requirements are indicated. This contract will be for 3 years for the period starting November 2007 to October 2010 with an option to further extend this contract for 2 additional 1 year periods.

Each respondent is requested to submit three (3) copies and one (1) original signed document. In order to be considered for this pre-qualification, submissions must be received in a sealed enveloped, clearly marked with the Prequalification information, at Richmond City Hall, Main Floor, Information Counter, 6911 No. 3 Road, Richmond BC, V6Y 2C1. These pre-qualification submissions must be received until on or before **1:00pm**, local time, on **Monday, April 16, 2007**

Selection of a pre-qualification submission will be based on (but not solely limited to) the following criteria and any other relevant information provided by the Proponent at the time of submission, as well as any other information provided during any subsequent meetings with the Proponents. Failure to provide, at a minimum, the following information, may deem the pre-qualification submission as non-responsive

1. Company/Consultant profile (including experience and credentials of the company/consultant) and a summary description of services offered by the company/consultant.
2. Resumes of key personnel, outlining the experience and credentials of the assigned personnel.
3. Reference for recent projects of a similar nature/audit type for which you are responding, including the name of the firm, contact name, telephone number, approximate date project was completed.
4. Description of the quality control and quality assurance procedures used in execution of audit projects
5. Capacity to protect confidential information
6. Copy of the most recent audited financial statements for the most recent fiscal year.

Submissions will be evaluated at the discretion of the City based upon the information contained in the submissions, references and financial statements. From these pre-qualifications, a list of eligible firms will be invited to submit a proposal based on a formal Request for Proposal.

Questions relating to the work may be directed to Glenn McLaughlin, Manager, Purchasing and Risk, City of Richmond, Tel: 604-276-4136.

All questions are to be received in writing to the office of the Manager, Purchasing and Risk. All subsequent responses will be posted on both BCBid and the City's website. It is the sole

responsibility of the potential bidders to check the City of Richmond Web Site and BC Bid to ensure that all available information has been received prior to submitting a Prequalification package.

Any submission not necessarily accepted.

**Manager, Purchasing & Risk**



## City of Richmond

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April 11, 2007

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**Business & Financial Services Department**

Telephone: 604-276-4219

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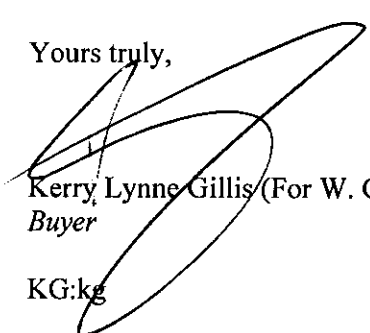
**Attention: To All Respondents on this Request for Pre-Qualification**

Dear Sir/Madame:

**Re: Request for Pre-Qualification for Contract 3018PQ - Auditing Services – Addendum 1**

In regard to criteria item no. six listed in the Request for Pre-Qualification document, please be advised that in lieu of most recent audited financial statements, private firms may submit selected information demonstrating their firm's financial adequacy.

Yours truly,



Kerry Lynne Gillis (For W. Glenn McLaughlin)  
*Buyer*

KG:kg