



## TOWN OF ATLANTIC BEACH, SC

### **REQUEST FOR PROPOSALS ACCOUNTING SERVICES**

The Town of Town of Atlantic Beach is soliciting sealed proposals from qualified vendors for accounting services for the fiscal period ending June 30, 2024. **Sealed proposals are due by 2:00 pm, March 24, 2025.** Sealed proposals should be delivered to Town of Atlantic Beach, Interim Town Manager, 717 30<sup>th</sup> Atlantic Beach, SC 29582 or electronically to [procurement@townofatlanticbeachsc.com](mailto:procurement@townofatlanticbeachsc.com). All proposals should be clearly marked "**RFP Accounting Services**".

All offerors may submit questions or requests for clarification in writing no later than 1:00 PM, March 14, 2025. After that date, no more questions or requests will be accepted to [procurement@townofatlanticbeachsc.com](mailto:procurement@townofatlanticbeachsc.com). The Town reserves the right to accept or reject any or all proposals received as a result of this request for proposals or to negotiate with all qualified offerors, or to cancel, in part or in its entirety, this request for proposals if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract or to pay for any costs incurred in the preparation of your proposal or to procure or contract for any goods or services.

Your proposal must be signed by an official of your company authorized to commit to and enter into a formal contract for goods and services.

## **1.0 SPECIAL INSTRUCTIONS TO OFFERORS:**

### ***1.1 Purpose of RFP***

This request solicits proposals to provide the Town of Town of Atlantic Beach, South Carolina, hereinafter referred to as "the Town", with accounting services for Town's financial operations. RFP requirements can be found in Section 4.0 of this document.

It is the Town's intent to select the most qualified vendors based on an evaluation of the proposals utilizing the following selection criteria:

- Previous governmental accounting experience of the firm.
- Firm size and organizational structure
- Qualifications of staff assigned to the Town
- Price

### ***1.2 Information about the Town of Town of Atlantic Beach***

The Town of Atlantic Beach is located in Horry County, South Carolina. Last financial audit and information about the Town can be found on its website at <http://www.townofatlanticbeachsc.com>. The Town of Atlantic Beach is a beach community located in Horry County, South Carolina, established in 1934. We are proud to have been approved by the South Carolina Office of Historic Preservation for placement on the National Registry of Historic Places as a historic district, celebrating and sharing our rich history and resilience.

As a seasonal beachfront community, Atlantic Beach has a year-round population of just 278 residents. However, during the summer season, this number swells to over 10,000 when seasonal residents and visitors arrive, creating significant demographic fluctuations. Due to our small year-round population, our community's data is often overshadowed by the larger surrounding areas, which can obscure the unique needs and challenges we face. However, Atlantic Beach remains a historically underserved and disadvantaged area.

Approximately 40% of the permanent residents live below the poverty line, highlighting the urgent need for continued investment in our community. Despite these challenges, the community has experienced a remarkable resurgence in recent years. Over the past decade, residents have worked tirelessly to reverse the impacts of years of neglect and marginalization. Although the Town of Atlantic Beach has been excluded from broader regional development plans and large-scale investment initiatives, our resilient community has successfully secured outside funding to support revitalization efforts. These funding sources include the Telling the Full History grant from the National Trust for Historic Preservation to collect our oral history stories; the Broadening the Narrative Grant from the Dorothy and Gaylord Foundation to digitize and preserve the historical artifacts and selection to the USDOT Thriving Communities Program, which has provided critical resources to advance our growth and development. The Town was placed on the National Register of Historic Places on January 22, 2025.

## **2.0 ADMINISTRATIVE AND CONTRACTUAL INFORMATION**

### ***2.1 Inquiries***

All inquiries for information regarding procurement procedures, selection criteria, proposal submission requirements, technical operating environment, or other fiscal/administrative concerns shall be directed to:

Town of Atlantic Beach  
Interim Town Manager  
[cheatham@townofatlanticbeachsc.com](mailto:cheatham@townofatlanticbeachsc.com)

### ***2.2 RFP Specifications***

This RFP is intended to describe the Town's requirements and provide a response format in sufficient detail to secure comparable proposals.

### ***2.3 Implied Requirements***

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the vendor, must be included in the proposal.

### ***2.4 Vendor-Supplied Materials***

Any material submitted by a vendor shall become the property of the Town unless otherwise requested at the time of submission. Any material considered confidential in nature must be so marked.

### ***2.5 Economy of Preparation***

Proposals should be prepared simply and economically. Emphasis should be placed on clarity and content. All of the questions in the requirements sections of this RFP must be completed in their entirety. Any proposal that fails to respond to all the questions will be deemed non-responsive.

### ***2.7 Response Date***

Sealed proposals to be considered must arrive at Town of Atlantic Beach Town Hall 717 30<sup>th</sup> Avenue South, Atlantic Beach SC 29582 on or before the date and time specified in this RFP. Proposals not received by the Town by proposal closing time will be returned, after receipt, unopened to the vendor

### **3.0 RFP REQUIREMENTS AND GENERAL INFORMATION**

#### **3.1 General Information**

The Town of Town of Atlantic Beach, South Carolina, operates under a Council/Manager form of government and provides the normal services including police protection, planning and development, judicial, tourism and historic preservation. The Town utilizes QuickBooks.

#### **3.2 Scope of Services**

##### **Accounting Services**

##### **Scope of Services**

- 1. Monthly Bank Reconciliation: Reconciling all bank accounts to ensure accuracy in financial statements.***
- 2. Review of Books: Confirm that all revenues and expenses were posted correctly in the accounting system.***
- 3. Depreciation Journal Entry: Prepare the monthly journal entry for depreciation.***
- 4. Property Tax Assistance: Provide guidance and oversight in managing property tax collections.***
- 5. Business license assistance: Provide guidance and oversight in managing business license collections, posting to correct NAICS.***
- 6. Journal Entries Review: Scrutinize all monthly journal entries to ensure they are accurate and complete.***
- 7. Monthly Financial Statements: Prepare monthly financial statements and Budget reports.***
- 8. Financial Analysis: Perform analysis of the financial reports be presented during the council meeting. Propose solutions to problems identified.***
- 9. Grant Accounting: Track grant expenditures including agreeing to grand budget reporting requirements.***
- 10. Municipal Court: Monthly reporting and accounting of municipal court collections.***
- 11. Council Meeting Attendance: As needed but not more than once a quarter to present the financial statements and analysis. We will provide analysis for every Council meeting through a recorded video.***
- 12. Ongoing Support: Answer questions and provide additional financial advice throughout the month***
- 13. Annual Budget & Audit Assistance: Provide help in preparing the annual budget and assistance throughout the annual process.***
- 14. Payroll Assistance : Including retirement and filings, health insurance payments and assistance with PEBA's annual enrollment***
- 15. W-2 and Year End Statement Reviews.***

***16. Website assistance as needed to link credit card payments for Bike Fest and Business License Receipts***

***17. Pay monthly invoices-approximately 35 transactions***

***18. Trouble shooting as needed.***

## **SPECIFIC PROPOSAL PREPARATION REQUIREMENTS**

In order to get a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified. Please provide a separate sheet for each part (clearly marked and identified). Proposals shall be thorough and detailed as possible so that the Town may properly evaluate the auditor's capabilities to provide the required services.

1. The proposer agrees to abide by the terms and conditions in Section 5.

## **TECHNICAL COMPONENT OF PROPOSAL**

### **1. Title Page**

Show the RFP subject, the name of the proposer's firm, local address, telephone number, name of the contact person and the date.

### **2. Table of Contents**

Include a clear identification of the material by section and by page number. Letter of Transmittal Limit to one or two pages. Briefly state the proposer's understanding of the work to be done and make a positive commitment to perform the work within the time period. Give the names of the persons who will be authorized to make representation for the proposer, their titles, addresses and telephone numbers.

### **3. Profile of the Proposer**

State whether the firm is local, national or international. Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office. Describe the range of activities performed by the local office such as audit, accounting, tax service, or management services.

### **4. Summary of the Proposer's Qualifications (in addition to minimum qualification)**

Identify the individuals who will be responsible for the work, including staff from other than the local office. Resumes for each supervisory person to be assigned should be included. (The resumes may be included in the appendix.)

Provide a list of your government clients (within the last three years),

### **5. Fee Schedule**

Clearly describe the scope of the required services to be provided. The firm shall familiarize themselves with and comply with the provisions of any and all federal, State, County and Municipal Orders, Statutes, Ordinances, Charter, Administrative Code and Orders, Rules and Regulations which may pertain to the work required in the engagement.

### **6. The Proposal Summary Sheet.**

## ***3.5 Evaluation of Proposals***

Proposals will be evaluated to ascertain which proposer best meets the needs of the requester.

1. Responsiveness of the proposal, in clearly stating the understanding of the work to be performed.

2. Technical experience of the firm
3. Experience and professional activities of the team.
4. Size and structure of the firm.
5. Total fee including all direct and indirect costs and out-of-pocket expenses and a schedule of hourly rates for additional services, preferably for each year for the next three years.

### ***3.6 Additional Information and Contact***

1. The Town will not be liable for any costs incurred in the preparation of the proposals.
2. The proposer shall furnish the Town such additional information as the Town may reasonably require.
3. The Town will not be liable for any costs which were not included in the proposal and, subsequently, contracted for costs.
4. The Town will not be liable for any costs incurred by the proposer in connection with doing an on-site presentation (i.e. travel, accommodations, etc.)
5. Proposers wishing additional information or clarification of information provided herein should contact Linda Cheatham, Interim Town Manager at [cheatham@townofatlanticbeachsc.com](mailto:cheatham@townofatlanticbeachsc.com)

## **5. Terms and Conditions**

### **1. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

The successful proposer will indemnify and hold harmless the Town and its agents and employees from and against all claims and damages, losses and expenses, including attorney's fees arising out of or resulting from the performance of the work provided that any such claims, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused by any negligent or willful act or omission of the successful proposer and anyone directly or indirectly employed by it or anyone for whose acts any of them maybe liable. In any and all claims against the Town or any of their agents or employees by an employee of the successful proposer and anyone directly or indirectly employed by any of them, or anyone for whose acts any of them maybe liable, the indemnification obligation shall not be limited in anyway to the amount or type of damages, compensation or benefits payable by or for the successful proposer workman's compensation acts, disability benefit acts, or other employee benefit acts.

#### **1. Liability Coverage**

The successful proposer shall provide proof of all required insurance(s), including workers' compensation, automobile liability and general liability. Workers' compensation shall include a minimum limit of \$100,000 per accident and comprehensive general liability coverage shall provide minimum limits of liability of \$1,000,000 per occurrence combined single limit for bodily injury and property damage. This shall include coverage for premises/operations, products/completed operations, contractual liability, independent contractors and vehicles used in premises/operations. Professional liability insurance must be provided with minimum liability limits of \$1,000,000 per occurrence (in addition to commercial general liability insurance) by professional services such as accountant, attorney, architect, design, engineering and most consultants that involve errors and omissions exposure protection. Town of Atlantic Beach shall be named as an additional insured on all liability policies and expressed on the Certificate of Liability Insurance. Insurance shall indemnify the Town against any and all claims arising under or as a result of the performance of the contract resulting from this solicitation. The Town must be provided written notice prior to cancellation, modification or reduction in limits of any stipulated insurance. It is the responsibility of the vendor/contractor to ensure all subcontractors comply with all insurance requirements of this solicitation and the resulting contract.

Please submit a sample Certificate of Insurance with your proposal.

—