

TOWN OF PLEASANT VALLEY, NEW YORK

REQUEST FOR PROPOSALS

UTILITY AUDIT CONSULTANTS

INTRODUCTION

The Town of Pleasant Valley is requesting proposals from consulting firms with demonstrated experience in the auditing of municipal utility accounts as well as Cable TV Franchise Fee ("Cable") payments for the purpose of securing refunds for overpayment of utility costs and identifying and securing payments due the Town for underpayment of Cable TV Franchise fees.

The scope of services to be addressed in the proposal shall include at a minimum the review of the following accounts:

1. Telecommunications and/or data (Overpayment);
2. Electric (Overpayment, including accounts attributable to street lighting); and
3. Cable TV (Franchise fee underpayments).

Seven (7) copies of the proposal shall be submitted in a sealed envelope, marked on the outside thereof: "PROFESSIONAL SERVICES: UTILITY AUDIT CONSULTANTS" and shall be addressed to:

Town Clerk
Town of Pleasant Valley
1554 Main Street
Pleasant Valley, NY 12569

Proposals must be received by the Town Clerk by 3:00 PM, Thursday, March 30, 2017. Any questions regarding this RFP should be directed to the Town Supervisor's Office at (845) 635-3598.

PROJECT DESCRIPTION

The Town of Pleasant Valley is seeking a consultant to provide utility auditing services to identify, correct, and secure refunds for overcharges on current utility payments retrospective six years from the audit start date.

In addition to utility auditing services, the consultant will analyze, identify and secure payments owed for the underpayment of monies due to the Town under applicable Cable TV franchise agreements retrospectively to the applicable statute of limitations date.

SCOPE OF SERVICES

1. Review contracts, franchise agreements, customer service records, bills, and other relevant documentation.
2. Identify errors and file written claims with the responsible companies detailing each dispute.
3. Negotiate with the utility companies on behalf of the Town to secure the maximum amount allowable by law. Conduct follow up analysis of accounts to ensure that the identified corrections have been addressed on each account.

COMPENSATION

1. Contingent Percentage Fee (calculated on the total amount of refunds actually received by the Town in connection with this audit).