

CITY OF OLEAN, NEW YORK

REQUEST FOR PROPOSALS

UTILITY AUDIT CONSULTANTS

INTRODUCTION

The City of Olean is requesting proposals from consulting firms with demonstrated experience in the auditing of municipal utility accounts as well as Cable TV Franchise (“CTV”) and Municipal Gross Receipt Tax (“MGRT”) payments for the purpose of securing refunds for overpayment of utility costs and identifying and securing payments due the City for underpayment of CTV and MGRT.

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

- 1.) Telephone and/or data (Overpayment)
- 2.) Electric (Overpayment, including accounts attributable to street lighting)
- 3.) Cable TV (Franchise fee underpayments)
- 4.) Gross Receipt Tax (Underpayments)

Three (3) copies of the RFP shall be submitted in a sealed envelope, marked on the outside thereof: "**PROFESSIONAL SERVICES: UTILITY AUDIT CONSULTANTS**" and shall be addressed to:

*City of Olean
Office of the City Attorney
Olean Municipal Building
P.O. Box 668
Olean, NY 14760*

Proposals must be received at the office of the City Attorney by 5:00PM, Friday, October 28, 2016. Any questions regarding this RFP should be directed to the City Attorney’s Office at (716) 376-5635

PROJECT DESCRIPTION

The City of Olean 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 City under both Cable TV franchise agreements and Municipal Gross Receipt Taxes 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 City 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 City in connection with this audit).