



WABUSH

REQUEST FOR PROPOSAL

for

AUDIT SERVICES

Issued: April 24th, 2026

Submission Deadline: May 15th, 2026



WABUSH

REQUEST FOR PROPOSALS

AUDIT SERVICES

Closing: 4:00pm, May 15th, 2026

INSTRUCTIONS TO PROPONENTS

1. The Town of Wabush (herein referred to as “the Town”) invites qualified firms to submit a proposal for audit services for a 3-year contract. The firm must be a licensed public accounting firm and in good standings with the Chartered Professional Accountants. The firm must be independent of management and Council of the Town of Wabush.
2. Proposals for audit services will be received by the Director of Finance, Town Hall, Wabush, NL not later than the date noted above. Proposals delivered after the deadline will be returned unopened.
3. Proposals are to be submitted in a sealed envelope with the words “PROPOSAL FOR AUDIT SERVICES” clearly marked on the front. Proposals shall be delivered in person or sent to:

Director of Finance
Town of Wabush
15 Whiteway Drive
PO Box 190
Wabush, NL AOR 1B0

Email: townclerk@wabush.ca

Fax or email proposals are not permitted, however, amendments to proposals already submitted may be sent by fax or email providing they are received by the deadline. If the amount proposed is to be amended, then the amendment is to indicate the dollar amount (including taxes) of the increase or decrease only and must not show the new total cost of the audit.

4. All costs associated with the preparation of any proposal will be the responsibility of the bidder only.
5. Questions regarding the Request for Proposal may be submitted in writing (email only) up to seventy-two (72) hours prior to the closing date and time: townclerk@wabush.ca

GENERAL

- The Town of Wabush is an incorporated municipality that provides municipal services to approximately 1964 (2021 census) residents and has a 2026 operating budget of \$12,426,469.
- The Town employs approximately 50 full-time and part-time employees.
- The Town currently utilizes one accounting system (Town Suite) for its financial and



operational reports.

- The Town utilizes Town Suite for the following functions:
 - General Ledger
 - Budgeting
 - Accounts Payable
 - Accounts Receivable
 - Utility billings
 - Property taxes
 - Payroll
 - Cash receipting
- Audit firms who are considering a proposal pursuant to this request are encouraged to visit the Town of Wabush website (www.labradorwest.com) for a more detailed overview of operations including previous audited financial statements and budgets.
- The Town requires the auditor to complete the requirements of Section 97 of The Town and Local Service District Act and to express an opinion as to whether the financial statements present fairly the financial position of the organization. Successful applicants will be required to conduct their engagement in accordance with generally accepted auditing standards (GAAS) as prescribed by the Chartered Professional Accountants of Canada.
- It is expected that the auditor will provide ongoing guidance to the Municipality, when required, and during the completion of year-end audit.

SCOPE OF WORK

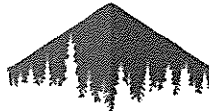
1. Annual Audit for The Town of Wabush
2. Annual Expenditure Report (AER) for Federal Gas Tax
3. Verify billings for the Labrador West Landfill.
4. Verify billings for the Fly Control Program

AUDIT SCHEDULE

The Town has a fiscal year end of December 31st. The 2026 fiscal year audit must be completed no later than May 15, 2027, with the presentation of the Audited Financial Statements on or before May 31, 2027. Penalties for late submission and presentation to Council will be imposed.

DURATION OF CONTRACT

The Town will entertain proposals for a three-year term commencing with the December 31, 2026, fiscal year end. However, appointments will be reviewed on an annual basis and the Town reserves the right not to re-appoint if dissatisfied in any way with the performance or any other elements of the service provided.



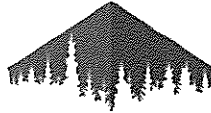
WABUSH

PROPOSAL SUBMISSIONS

Audit proposals should include, but are not limited to the following:

1. Description of the audit scope and approach.
2. The firm's experience in providing audit services to other municipalities.
3. Bidders are to outline their experience in carrying out Municipal Audits and financial statement preparation as per CPA guidelines and MAE submission requirements.
4. An estimate of the timing to complete field work and present reports.
5. Support as required to the Town staff in preparation for the year-end audit.
6. A firm fee for the 2026 – 2028 fiscal year audits and the cost, if any, for the above-mentioned support/consultation that may take place throughout the following year. The audit fee proposed must be a fixed amount and include all expenses for travel and all other out-of-pocket expenses. An hourly fee is not acceptable.
7. No additional fees will be paid beyond those identified in the successful bid.

Proposals will be received up to 4:00pm on May 15th, 2026. The engagement will be awarded by the respective Councils after due evaluation. Council will determine the suitability of proposals and is not bound to accept any proposal. **The lowest cost proposal will not necessarily be accepted.**



WABUSH

PROPOSAL SUBMISSION FORM

Please forward your bid to the attention:

**Town Clerk/Director of Finance
Town of Wabush
PO Box 190, 15 Whiteway Dr.
Wabush, NL A0R 1B0**

We, the undersigned, having carefully examined the proposal documents, do hereby offer to enter into a contract with the Town of Wabush for the provision of Auditing Services, and agree to the conditions outlined in the said document at the pricing proposed herein.

Prices will be firm for the term of the contract (3 years)

Yes___ No___

If No, state pricing policy.

I/We certify that I/we have authority to bind

(Accounting Firm's Name)

Authorized Signature

Address

Name (Type or Print)

City/Town and Postal Code

Title

Email address

Phone Number Fax Number

Date

NOTE: Failure to sign this page will result in non-acceptance of this Proposal



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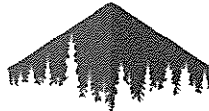
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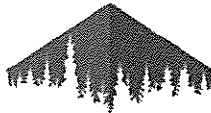
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Yes___ No___

If No, state pricing policy.

I/We certify that I/we have authority to bind

(Accounting Firm's Name)

Authorized Signature

Address

Name (Type or Print)

City/Town and Postal Code

Title

Email address

Phone Number Fax Number

Date

NOTE: Failure to sign this page will result in non-acceptance of this Proposal



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