

REQUEST FOR PROPOSAL
TO SERVE AS BOOKKEEPER/CLERK FOR:
DAVIS - SALT LAKE AERIAL SPRAYING AUTHORITY

INTRODUCTION

The Davis-Salt Lake Aerial Spray Authority (DSLASA) was created on 3 October 2008. DSLASA is an interlocal entity created between the Mosquito Abatement District-Davis (MAD-Davis) and the Salt Lake City Mosquito Abatement District (SLCMAD) for the purpose of pooling both districts' resources to provide a more efficient and effective aerial spray program for the abatement of mosquitoes.

The Authority currently has two fund types: the general fund and capital projects fund. Revenue for the Authority is from equal contributions from the cooperating Local Districts, rent received for winter use of the hanger facility by the Aerial Contractor, and pesticide used by the districts.

DSLASA is seeking a contract agreement for Bookkeeping/Clerk services to manage and assist in the financial aspects of its operations, pesticide storage, and hanger facility at the Ogden Hinckley Airport.

Scope of the Work

DSLASA will generally have about 10-12 financial transactions a month, which will require approximately 10 hours to complete. Regular duties include paying bills associated to DSLASA operations, reconciling bank statements, preparing quarterly financial statements, creating/submitting quarterly transparency information and all other required reports to the State Auditor's Office, preparing invoices for each District's pesticide use and contracted aerial property rental, preparing budgets and year-end financial statements, and working with a private auditor during annual audits. The Bookkeeper/Clerk should have a working understanding of QuickBooks; monthly tasks will require approximately 10 hours each month. In addition, the Bookkeeper/Clerk will be responsible for attending and preparing Board Meeting Minutes for the quarterly Board Meetings. The quarterly Board Meeting/ reporting obligations will increase the Bookkeeper/Clerk time commitment by about 7-10 hours for that month.

Inquiries

Questions concerning this Request for Proposal should be directed to Ary Faraji, Executive Director of DSLASA (801)355-9221, email ary@slmad.org, or Gary Hatch, Assistant Executive Director of the Authority at (801) 544-3736, email ghatch@davismosquito.org.

Submission of Proposals

In person proposals must be submitted no later than 5:00 p.m. on Thursday, 21 September 2023 to the office of Gary Hatch, Mosquito Abatement District-Davis, 85 North 600 West, Kaysville,

Utah 84037. Electronic proposals will also be accepted to the above email addresses prior to the deadline. No proposals will be accepted after this time.

PROPOSAL CONTENT

Each proposal should set forth its most compelling case for being selected as Bookkeeper/Clerk. As part of that case, each person should provide the following information:

1. A cover letter and resume.
2. Briefly summarize your experience with finances during the last decade. Please highlight any work associated with Local/Special Districts in Utah.
3. Briefly summarize your experience and understanding of financial software you have used.
4. The proposed Bookkeeper/Clerk fee for financial services on a monthly/yearly basis
5. Supply the names of references with contact information and your association with the reference.

Basis for Selection

DSLASA intends to select the Bookkeeper/Clerk who exhibits the strongest ability to assist in its financial transactions and bookkeeping needs. Bookkeeper/Clerk fees, although important, may not be the primary factor in making the selection. DSLASA reserves the right to reject any or all proposals and retains sole discretion in this decision. A decision will be made in approximately three weeks following the receipt of the Request for Proposals.