



TOWN OF HARRISON
VILLAGE OF HARRISON
ALFRED F. SULLA, JR. MUNICIPAL BUILDING
1 HEINEMAN PLACE
HARRISON, NEW YORK 10528

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Purchasing Department

September 27, 2018

Supervisor Ronald Belmont
And Members of the Town Board
Town of Harrison
1 Heineman Place
Harrison, New York 10528

Dear Town Board Members:

Authorization is requested by Comptroller Maureen Mackenzie for the Purchasing Department to issue a Request for Proposal (RFP) for Professional Auditing Services for fiscal years ending December 31, 2018, 2019 and 2020, a three-year contract with the Town's option to renew annually for each of the two subsequent fiscal years thereafter; subject to the annual review and recommendation of the Comptroller and the satisfactory negotiation of terms for any additional work that may be required.

Respectfully submitted,

Opal Mclean
Purchasing Department