

City of Manitowoc, WI



RFP: AUDIT SERVICES



JULY 2026

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A. PURPOSE OF REQUEST

The City of Manitowoc, Wisconsin (City) is requesting proposals for the purpose of retaining a Certified Public Accounting firm (Firm) to audit the City of Manitowoc and the Manitowoc Public Utility’s financial records.

The utility is owned by the City, however a separate audit is performed. A separate financial report for the utility is drafted and ultimately also included in the City’s financial report.

The term of the contract with the successful Firm shall commence October 1, 2026 and shall be for the audit of the financial records for five consecutive fiscal years, with the option of two additional years, beginning with the fiscal audit year ending December 31, 2026. Renewal options are subject to the review and recommendation of the Finance Committee and the approval of the City of Manitowoc Common Council.

B. TIME SCHEDULE

The City intends to use the following timetable for evaluation and selection of an auditing Firm:

July 6, 2026	Finance Committee recommends to solicit for Audit Services.
July 20, 2026	Common Council approves the RFP
July 21, 2026	Send out Request For Proposal (RFP)
August 5, 2026	Deadline for submission of questions 3:00 PM CT
August 7, 2026	City to publish responses to questions
August 21, 2026	Proposals due no later than 11:00 AM CT
August 24 thru Sept. 4	RFP ranked and scored, Interview finalists (if necessary), firm selection, and contract negotiations
September 8, 2026	Finance Committee recommend award of contract
September 21, 2026	Common Council approval of contract
October 1, 2026	Contract start date

All proposals must be received by 11:00 PM CT on Friday, August 21, 2026. Proposals received after that date and time will be rejected. Proposals are to be submitted electronically. Proposals can be emailed to salfred@manitowocwi.gov.