Rhode Island
Airport Corporation

Memorandum – Internal Auditor

To: Iftikhar Ahmad, President and CEO
From: Doug Dansereau, Internal Auditor
Date: March 19, 2026
Subject: Carrier Corporation – Contract Audit January 1, 2025 – December 31, 2025

Internal audit recently conducted an audit of Carrier Corporation that provides maintenance to RIAC's Boilers and Chillers for the period January 1, 2025 - December31, 2025. The primary purpose was to identify the deliverables as stated in the contract and determine if those deliverables were in fact provided to RIAC. Internal Audit utilized a matrix which included the following:

- Each of the deliverables per the terms of the contract,
- If the company is in compliance,
- The assessment of RIAC's SVP of Maintenance as to the receipt of such deliverables,
- Internal Audit's recommendations if applicable.

Audit Results
The audit revealed that Carrier Corporation is in compliance with the contract and has provided the required deliverables. The following is a description of the two deliverables and the results.

- ***Invoices are due on the 10th of the month and shall be accompanied by supporting documentation as required. (PSA 32169, Exhibit D, p. 14).***

  The invoices were reviewed, and they provided adequate information. No "additional supporting documentation" was provided as RIAC had not requested it.

- ***CONSULTANT shall submit draft materials and/or progress reports upon request of RIAC. (PSA 32169, p. 4) and Invoices shall be accompanied by supporting documentation as required by RIAC. (PSA 32169, pg. 5).***

  RIAC did not receive progress reports as they were not requested.

Internal Audit Recommendation
RIAC should request any additional documentation it wants to accompany the invoices and should also request the progress reports.

Management Response: Management agrees with the recommendation. Staff has implemented a process to obtain and retain the required draft materials and progress reports and will ensure that applicable contract deliverables and supporting documentation are received and maintained going forward.