



RFQ 2020-01

REQUEST FOR QUALIFICATIONS

AUDITING AND RELATED SERVICES

CITY OF EDGEWOOD, FLORIDA

City of Edgewood City Hall
405 Bagshaw Way | Edgewood, FL 32809
Tel: 407-851-2920 | Fax: 407-851-7361

Response Date: August 12, 2020 – 11:00 a.m.
Bid Opening Date: August 12, 2020 - 11:30 a.m.

ADVERTISEMENT

The City of Edgewood is requesting proposals from professional auditing firms with the experience, capabilities, credentials and qualified available staff to perform the annual audits of the financial statements of the City of Edgewood and related entities starting with the fiscal year ending September 30, 2020. These audits are to be conducted in accordance with generally accepted auditing standards and standards applicable to financial audits contained in the Government Auditing Standards issued by the Comptroller General of the United States. These standards require the accounting firm plan and perform the audit to obtain reasonable assurance about whether the respective financial statements are free of material misstatement. Specifications can be obtained on the City's website at www.edgewood.fl.gov, DEMANDSTAR, or from the Office of the City Clerk, 405 Bagshaw Way, Edgewood, FL 32809 between the hours of 8:00 A.M. to 4:00 P.M., Monday through Thursday; or Friday 8:00 a.m. through Noon; or emailing City Clerk Bea Meeks at bmeeks@edgewood-fl.gov. Sealed bids will be accepted until 11:00 a.m., August 12, 2020 then referenced to the City staff for legal, administrative and technical sufficiency, then provided to the auditor selection committee prior to the recommendation of award of bid by the City Council. Any qualifications received after 11:00 a.m. on the specified date will be returned unopened.

INDEX
2020-01

AUDITING AND RELATED SERVICES FOR THE CITY OF EDGEWOOD

Notice for Invitation to Bid..... Page 2
Part I General Information Page 4
Part II Required Information From Proposers Page 11
Part III Criteria for Selection Page 16
Part IV Scope of Work Page 19

The following documents must be returned with your bid:

Bid Form Page 24
Drug-Free Work Place Certification..... Page 25
Public Entity Crime Statement Page 26
Anti-Collusion Statement Page 31
Conflict of Interest Statement Page 32

All additional supplemental information requested in the RFQ and/or Bid Form

RFQ NUMBER 2020-01
REQUEST FOR QUALIFICATIONS
AUDITING AND RELATED SERVICES
BID OPENING, 2020 – 11:30 A.M.

The City of Edgewood, Florida (hereinafter known as “the City”) is soliciting proposals from interested and qualified firms experienced in providing auditing services. The intent is to obtain the most advantageous auditing firm for the City with cost and other factors being considered. Companies must have the capability to perform and complete the services in all respects in accordance with the solicitation documents. Companies must be based or have an office in Orange County, FL.

PART I GENERAL INFORMATION

1.1. PURPOSE

Intent: The intent of this request for proposal (RFQ) is to provide offerors with sufficient information to prepare a proposal for an annual contract to provide audit services to the City of Edgewood. The City of Edgewood, Florida (hereinafter referred to as "City") is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2020, with the option of auditing its financial statements for each of the four (4) subsequent fiscal years. These audits shall be performed in accordance with the following requirements:

- Generally accepted auditing standards;
- Standards set forth for financial audits in the most recent General Accounting Office's (GAO) Government Auditing Standards;
- Provisions of the Federal Single Audit Act of 1984, as amended by the Single Audit Act Amendments of 1996;
 - Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments; and
- Standards set forth in the Government Finance Officers Association’s (GFOA) Governmental Accounting, Auditing and Financial Reporting, Using the Governmental Accounting Standards Board, GASB 34 Model and standards for the GFOA’s Certificate for Achievement for Excellence in Financial Reporting program.

There is no expressed or implied obligation for the City of Edgewood to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Throughout this document, Firm, Team, Vendor, Respondent, Proposer, Service Provider, Qualifier, Contractor and Supplier may be used interchangeably and references the organization submitting a response to this Request for Qualifications.

1.2. OBJECTIVE

The primary objective of the Request for Proposals (RFQ) is the selection and ranking of the most qualified and experienced proposer to provide Auditing Services.

1.3. ISSUING OFFICE

The contracting agency shall be the City of Edgewood, 405 Bagshaw Way, Edgewood, FL 32809.

1.4. ADVERTISING

The City shall advertise this RFP in a manner consistent with applicable law. A copy of any advertisement is incorporated into this Request for Qualifications process. Further copies of such advertisement and specifications may be provided to known and recognized vendors capable of providing the materials and services unique to the bid process.

1.5. REJECTION OF QUALIFICATIONS OR DISQUALIFICATION

The City reserves the right to accept or reject any or all proposals or to waive any informality, existing in any proposal, or to accept the proposal which best serves the interest and intent of this project from the most responsive and responsible proposer.

A. The City may reject bids if:

- The Proposer mistakes or conceals any material fact in the bid;
- The bid does not strictly conform to the law or requirements of the bid;
- The bid is conditional, except that the Proposer may qualify his/her bid for acceptance by the City on an “all or none” basis, or a “low term” basis. An “all or none” basis must include all items upon which bids are invited;
- Failure to use the Qualification form(s) furnished by the City; if applicable;
- Lack of signature by an authorized representative of qualifier;
- Failure to properly complete the qualification;
- Failure to meet the mandatory requirements of this request for qualification;
- or
- Evidence of collusion among qualifiers.

B. The City may, however, reject all bids whenever it is deemed in the best interest of the City to do so, and may reject any part of a bid unless the bid has been qualified as provided in 1.5.A above.

C. The City reserves the right to waive any minor irregularity, technicality, or omission if the City determines that doing so will serve the City’s best interests.

The city may reject any response not submitted in the manner specified by the solicitation documents.

- D. The City reserves the right to award a contract to the next most qualified proposer if a successful proposer does not execute a contract within thirty (30) days after approval of the selection by the City.
- E. The City reserves the right to cancel a solicitation at any time prior to approval of the award by the City.
- F. Proposals will not be considered from vendors who are currently involved in official reorganization or bankruptcy proceedings.

1.6. LOCAL, STATE AND FEDERAL COMPLIANCE REQUIREMENTS

Proposers shall comply with local, state, and federal directives, orders and laws as applicable to this RFQ and subsequent contract(s) including but not limited to:

- A. Equal Employment Opportunity (EEO), in compliance with Executive Order 11246, as applicable to this RFQ and subsequent contract(s);
- B. Minority Business Enterprise (MBE), as applicable to this RFQ and subsequent contract(s);
- C. Occupational Safety and Health Act (OSHA), as applicable to this RFQ and subsequent contract(s);

1.7. VARIANCE IN CONDITIONS

Any and all Special Conditions and Specifications hereto which vary from the General Conditions shall have precedence.

1.8. COMPETITIVENESS, INTEGRITY, INQUIRIES AND ADDENDA

To prevent biased evaluations and to preserve the competitiveness and integrity of the procurement, vendors shall not contact any City of Edgewood personnel regarding this RFQ, evaluation or selection process from the time the RFQ is issued until the time a notification of intent to award is announced, without the express permission of the City Clerk. Qualifiers are to direct all communications regarding this request for qualification to the City Clerk, unless otherwise specifically noted. Attempts by offering firms to circumvent this requirement will be viewed negatively and may result in rejection of the bid/proposal of the firm found to be in non-compliance. All questions regarding this Request for Qualification must be submitted by August 7, 2020 on or before 12:00 Noon in writing to:

Bea L. Meeks
City Clerk
E-mail: bmeeks@edgewood-fl.gov

All questions submitted in writing prior to the deadline will be compiled and the answers will be posted on DEMANDSTAR as an addendum. No inquiries except clarification of instructions will be addressed by telephone. Qualifier is advised to carefully review this Request for Qualifications, it provides specific information necessary to aid participating firms in formulating a thorough response. Qualifier's failure to examine all documents shall not entitle the qualifier to any relief from the conditions imposed in the Request for Qualifications and the resultant contract.

1.9. WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn prior to the time set for bid opening. Such requests must be in writing and mailed or hand delivered to the address rendered herein.

1.10. LATE PROPOSALS OR MODIFICATIONS

- A. Proposals and modifications received after the time set for the bid opening will not be considered.
- B. Modifications in writing received prior to the time set for bid opening will be accepted and considered.

1.11. PROPOSER RESPONSIBILITIES

The selected proposer shall be required to assume responsibility for all services offered in his proposal. The selected proposer shall be the sole point of contact with regard to contractual matters including payments and work product resulting from the contract.

1.12. DISCLOSURE

All information submitted in response to this RFQ shall become a matter of public record, subject to Florida Statutes regarding public disclosure.

All information submitted in response to this RFQ shall become part of the final contract between the City and the Proposer.

1.13. METHOD OF PAYMENT

Payment shall be made within 30 days after satisfactory delivery of services and submission of a valid invoice to the City of Edgewood, 405 Bagshaw Way, Edgewood, FL 32444. Partial billing will not be accepted.

1.14. COLLUSION

The proposer, by affixing his/her signature to the bid form agrees to the following: “Proposer certifies that his/her bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action”.

1.15. APPROPRIATIONS CLAUSE

If the contract extends beyond the current fiscal year, which ends on September 30th, the contract shall be contingent upon the availability of funds appropriated for such purposes in the City’s annual budget for the next succeeding fiscal year.

1.16. PUBLIC ENTITY CRIME INFORMATION

A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a consultant, supplier, sub-contractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. Execution and submittal of the Public Entity Crimes Statement shall accompany the Bid Form.

1.17. DISCRIMINATION CLAUSE

The proposer shall not discriminate against any person because of race, color, national origin, age, sex or religion. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a consultant, supplier, sub-contractor, or consultant under contract with any public entity, and may not transact business with any public entity.

1.18. PUBLIC RECORDS:

To the extent required by law the Proposer shall comply with the Florida Public Records laws expressed in Chapter 119, Florida Statutes (2017), specifically including to:

- A. Keep and maintain public records required by the public agency to perform the service.
- B. Upon request from the public agency’s custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the consultant does not transfer the records to the public agency.

D. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the consultant or keep and maintain public records required by the public agency to perform the service. If the consultant transfers all public records to the public agency upon completion of the contract, the consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the consultant keeps and maintains public records upon completion of the contract, the consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

E. **REQUEST FOR RECORDS; NONCOMPLIANCE.** —

a) A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the consultant of the request, and the consultant must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

(b) If a consultant does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

(c) A consultant who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under S. 119.10.

F. **CIVIL ACTION.** —

(a) If a civil action is filed against a consultant to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the consultant the reasonable costs of enforcement, including reasonable attorney fees, if:

1. The court determines that the consultant unlawfully refused to comply with the public records request within a reasonable time; and

2. At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the consultant has not complied with the request, to the public agency and to the consultant.

(b) A notice complies with subparagraph (a)2. if it is sent to the public agency's custodian of public records and to the consultant at the consultant's address listed on its contract with the public agency or to the consultant's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

(c) A consultant who complies with a public records request within 8 business days after the notice is sent is not liable for the reasonable costs of enforcement.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF

PUBLIC RECORDS AT THE CITY CLERK, AT 407-851-2920, 405 BAGSHAW WAY, EDGEWOOD, FL, 32809 OR bmeeks@edgewood-fl.gov.

1.19. CERTIFICATES OF INSURANCE REQUIRED

Award of a contract shall require general liability insurance in the amount of \$1,000,000 with \$2,000,000 aggregate limit, automobile liability insurance in the amount of \$1,000,000, workers' compensation insurance in the amount of \$1,000,000. Certificates of insurance shall be made payable to the City of Edgewood and delivered upon execution of an Auditing Services contract.

1.20. INDEMNIFICATION

To the maximum extent permitted by Florida law, Proposers shall indemnify and hold harmless the City and its officers and employees from any and all liabilities, claims, damages, penalties, demands, judgments, actions, proceedings, losses or costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, whether resulting from any claimed breach of this Bid, any Agreement resulting from this Bid, or any of the Contract Documents from personal injury, property damage, direct or consequential damages, or economic loss, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Proposer or anyone employed or utilized by the Proposer in the performance of this Bid, any Agreement resulting from this bid, or any of the Contract Documents.

Proposers' obligation to indemnify and hold harmless shall survive the expiration or earlier termination of this Bid, any Agreement resulting from this Bid, or the Contract Documents until it determined by final judgment that an action against the City or an indemnified party for the matter indemnified hereunder is full and finally barred by the applicable statute of limitations.

1.21. TERMINATION FOR CAUSE OR CONVENIENCE

The City may terminate the contract resulting from this bid for Convenience or Cause. In either case, all notices of termination shall be hand delivered or sent via U.S. Mail – Certified Mail – Return Receipt Requested. Upon termination, the Consultant shall promptly deliver to the City all data, drawings, report specifications, summaries and other such information, as may have been accumulated by the Consultant in performing this Agreement, whether completed or in process.

- Termination for Convenience. The City may terminate the contract resulting from this bid at any time for any reason by giving at least thirty (30) days written notice of termination. The City shall pay for all eligible work performed to the date of termination upon receipt of a valid invoice.
- Termination of Cause. If the Consultant fails to comply with any of the terms and conditions of the contract resulting from this bid, the City may give notice, in writing, to the Consultant of any or all deficiencies claimed. The notice will be sufficient for all

purposes if it describes the default in general terms. If all defaults are not cured and corrected within a reasonable period as specified in the notice, the City may, with no further notice, declare the contract to be terminated. The Consultant will thereafter be entitled to receive payment for those services reasonable performed to the date of termination, less the amount of reasonable damages suffered by the City by reason or the Consultant's failure to comply with the contract.

- Notwithstanding the above, the Consultant is not relieved of liability to the City for damages sustained by the City by virtue of any breach of this Agreement by the consultant and the City may withhold any payments to the Consultant for the purpose of setoff until such time the amount of damages due to the City from the Consultant is determined.

Failure of the Consultant to comply with these provisions shall constitute grounds for the City to immediately terminate the Contract for cause and declare the Consultant to be non-responsible for bidding or proposing on future contract for one year from the date the City notifies the Consultant of such non-compliance.

1.22. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and holidays, any employee or officer of the executive of legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

1.23. PROJECTED TIMELINE – (Dates are subject to change)

| | |
|--|---------------------------|
| Distribution/advertisement of RFQ | June 5, 2020 |
| RFQ Responses Due/Bid Opening | August 12, 2020 |
| Audit Committee Review Proposals | TBD |
| Audit Committee Results | *August 24, 2020 |
| Oral Presentations (if required by the City) | TBA if needed |
| Commission to Approve Award of Contract | TBD or by Special Meeting |

*Subject to change.

PART II INFORMATION REQUIRED FROM PROPOSERS

2.1. PROPOSAL FORMAT, DELIVERY AND CONTENT

All proposals shall be in **spiral binding, soft covered presentation binder, or stapled in the upper left hand corner** with all pages 8.5" x 11". **Please do not submit hard covered binders.**

One (1) original and three (3) copies and one (1) digital copy in USB form of the proposal shall be required with the original signed by a company official with the power to bind the company

in its proposal, and shall be completely responsive to the RFQ for consideration. The original shall be clearly marked as "Original".

All proposals shall be in spiral binding, soft covered presentation binder, or stapled in the upper left hand corner with all pages 8.5" x 11". **Please do not submit hard covered binders.**

Qualifications may be submitted by mail or hand delivery and must be submitted to the City of Edgewood. If hand deliver, the qualifier must deliver to the reception desk at Edgewood City Hall. The delivery and mailing instructions are the following:

Bids and changes thereto shall be enclosed in sealed envelopes addressed to the City of Edgewood, Attention: Bea L. Meeks, City Clerk, 405 Bagshaw Way, Edgewood, Florida 32809, or hand delivered.

Proposals shall be sealed and labeled as follows:

RFQ No. 2020-01
Date and Time of Opening – August 12, 2020 – 11:30 AM
Audit Services
Name and Address of Proposer

Qualifications will not be accepted by facsimile transmission or by electronic mail (email) unless superseded by instructions within the Special Provisions of this solicitation. Qualifications must be received on or before the deadline for the opening of the qualifications. For clarity, mailing date/postmark is not sufficient - proposals must be received on or before the deadline. Late proposals will not be accepted and will be returned to the qualifier unopened until the specified time for opening.

The City Clerk will accept proposals from 8:00 a.m. to 4:00 p.m. (12 Noon on Friday) on each business day up to the submission deadline. Business days do not include Saturdays and Sundays, and do not include other days in which the City is closed for business in observance of holiday or for other reasons. The package will be time stamp by the City and it shall be the official time-clock for the purposes of this solicitation and thus shall be the determinant of whether the qualification was timely received.

All proposers shall provide a straightforward and concise description of their ability to meet the RFQ requirements. The City discourages overly lengthy and costly proposals. However, in order for the City to evaluate proposals fairly and completely, proposers should follow the format set out herein and provide all of the information requested in the following order, **each section organized with tabs.**

2.2. BID FORM

Each proposer must complete and submit the Bid Form included herein. The price will be evaluated on the rates submitted. Rates shall include all equipment, labor, materials, freight, required insurance, overhead, profit, etc. to cover the finished product. No taxes will be added to the rates quoted.

All information required by the bid forms shall be furnished. The proposer shall print or type his/her name and manually sign the bid proposal form and each continuation sheet on which an entry is made.

Use additional page(s) to list fees associated with other services your firm offers that you feel may be beneficial to the City.

Any deviation from this RFQ will be considered non-responsive.

2.3. SUBMITTAL REQUIREMENTS:

The Auditor Selection Committee comprised of the Council President, who shall serve as the chair of the committee, and two members selected by the City Council. The City Clerk shall serve in an advisory capacity. The Auditor Selection Committee will review and evaluate the Statements of Qualifications and will select the most highly qualified provider of the services requested on the basis of demonstrated competence and qualifications. Selected vendors may be expected to make a presentation to, or interview with, the evaluation committee. At the completion of their review, the Auditor Selection Committee will make their recommendation to City Council.

The following will be considered in evaluating the qualification:

- a. Include a title page showing the RFQ subject, name of the firm, address, telephone number, name of the contact person, email address, and the date submitted;
- b. Provide a letter of interest and introduction. Briefly describe your firm. Include the name, address, email address, and phone number of the contact person as well as a summary of your understanding of the scope of services and overall approach to the scope of services. The letter should be signed by an officer of the firm authorized to bind the firm to all commitments made in the proposal;
- c. Include a table of contents providing a clear identification of the material by section and by page number;
- d. Provide a statement setting forth the proposer's understanding of the work to be done and a positive commitment to perform the work within the specified time period;
- e. Firm's background and experience. In this, describe your firm's organizational structure, the size and scope of the Firm's overall audit practice;
- f. Description of national and local experience with state, City's or municipal audits;
- g. Description of the most significant audit clients located in the Orange and/or surrounding Counties;
- h. Indicate the number of years your firm been in business under its present name;
- i. Indicate all other names by which your firm has been known and length of time known by each name;
- j. Indicate the number of years of experience your firm has conducted audits of large government entities similar to Edgewood;
- k. Include the address of your firm's website, if applicable;
- l. Describe your firm's general approach to auditing;
- m. List your firm's current or recent audit clients that are state or local government entities. n. List your firm's five largest audits of state or local governments;
- o. List your firm's current or recent audit clients that are state or local government entities;
- p. Please provide any other background that you feel is pertinent to the auditing needs expressed by the City of Edgewood;
- q. List all of your office locations and state whether the firm is local, regional or national;
- r. List the location of the office from which the work is to be done and the number of personnel in that office who would be working on the audit;
- s. Financial Information - Total audit fees generated during the most recent fiscal year both at the total firm basis and earned by offices in the Orange and or surrounding Counties;
- t. The firm must have been established in Florida and performed continuous CPA services for a minimum of five years;

- u. The individuals who will be primarily responsible for the audit must have a minimum of 24 hours of governmental accounting and auditing CPE;

2.4. KEY PROJECT PERSONNEL

The respondent must be able to provide sufficient staff to meet the RFQ requirements.

- Include the number of Audit Partners, Managers and Staff in offices located in Orange County and or surrounding counties regarding their capabilities and experience of personnel directly assigned to this project
- Include the professional resumes and or bios for key personnel and their responsibilities for the duration of the contract. Identify the partners, managers and supervisors who will work on the audit, including staff from other than the local office, if necessary, for this audit. Resumes for each managerial and supervisory person to be assigned to the audit should be submitted and include the following information.
- Indicate the education and professional licensing of each person as it relates to this project.
- Include a list of previous projects, similar in size and complexity, in which each team member has played a significant role
- Identify dedicated management, administrative support staff, and in-house employees. Provide an organizational chart, resumes and summary of key staff qualifications.
- Identify number of full-time hourly employees employed by the business currently.
- Identify number of part-time hourly employees employed by the business currently.
- Explain the type of training that is provided to the employees prior to placing them on the job assignment.

2.5. QUALITY ASSURANCE

Proposers must describe how it verifies that staff adequately performs work for delivery of the service(s) described under this RFQ. Also, include who within your company inspects, approves and verifies delivery of service(s) and how corrective actions with staff are implemented.

2.6. RESPONSIVENESS TO RFQ

Proposers shall provide a narrative statement that illustrates their understanding of the requirements of the project.

Proposals shall include the complete name and address of their firm and the name, mailing address, e-mail address, and telephone number of the person the City should contact regarding the proposal.

Proposers shall confirm that the firm will comply with all of the provisions in this RFQ and that the firm is not currently involved in official reorganization or bankruptcy proceedings. Proposals shall be

signed by a company officer empowered to bind the company. A proposer's failure to include these items in their proposals may cause their proposal to be determined to be non-responsive and the proposal may be rejected.

2.7. INSURANCE AND LICENSING

Include in your proposal the following statements:

A. Municipal license and State registration – The proposer shall be responsible for obtaining and maintaining any licenses required pursuant to the laws of Orange County, the City of Edgewood, or the State of Florida. Proposers must provide a statement with the understanding if the proposer is awarded the contract that they must provide a copy of their Business License/tax receipt within 48 hours after the notification of the intent to award contract. **Failure to produce these documents within the allotted time frame will disqualify proposer.**

B. Workers’ Compensation – The proposer shall purchase and maintain worker’s compensation insurance for all workers’ compensation obligation imposed by state law and employers’ liability limits of at least \$1,000,000 each accident. Proposer must provide a statement with the understanding if the proposer is awarded the contract that they must provide proof of workers’ compensation insurance coverage within 48 hours after the notification of the intent to award contract. **Failure to produce these documents within the allotted time frame will disqualify proposer.** If requested by the City, consultant shall provide to the City an Affidavit stating that it meets all the requirements of Florida Statute 440.02 (15) (d).

o Workers’ Compensation Insurance Coverage:

| | |
|-------------|-----------------------------|
| \$1,000,000 | Limit Each Accident |
| \$1,000,000 | Limit Disease Aggregate |
| \$1,000,000 | Limit Disease Each Employee |

C. Commercial General Liability – The proposer shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall not be less than \$1,000,000, per occurrence, with a \$2,000,000 aggregate. Proposer must provide statement with the understanding if the proposer is awarded the contract that they must provide proof of commercial general liability insurance within 48 hours after the notification of the intent to award contract. **Failure to produce these documents within the allotted time frame will disqualify proposer.**

o Commercial General Liability

| | |
|--|--|
| Bodily Injury, Property Damage & Personal Injury Liability | \$1,000,000 Combined Single Limit Each Occurrence, and |
| | \$2,000,000 Aggregate Limit |

**RFQ 2020-01
AUDITINGSERVICES**

D. Business Automobile Liability – The proposer shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000, per occurrence, Combined Single Limits (CSL) or its equivalent. Proposer must provide statement with the understanding if the proposer is awarded the contract that they must provide proof of automobile liability insurance within 48 hours after the notification of the intent to award contract. **Failure to produce these documents within the allotted time frame will disqualify proposer.**

- **Business Automobile Liability Coverage**

| | |
|--|--|
| Bodily Injury, Property Damage & Personal Injury Liability | \$1,000,000 Combined Single Limit Each Occurrence, and |
|--|--|

2.8. REQUIRED FORMS

The following forms must be included in your proposal:

- Signed and completed Bid Form
- Signed and completed Drug-Free Work Place Form
- Signed and completed Public Entity Crime Statement
- Signed and completed Anti-Collusion Statement
- Signed and completed Conflict of Interest Statement

PART III CRITERIA FOR SELECTION

3.1. SELECTION:

The award of the contract shall be made to the responsible proposer whose Qualifications are determined to be the most favorable offer best meeting the needs of the City resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors set forth in the Request for Qualifications. The Selection Committee will rank the proposals and recommend the highest ranked proposal to the Commission. Upon approval of a proposal by the Commission, it is anticipated the City will enter into an agreement with the selected auditing firm.

The evaluation criteria will be grouped into categories as follows: The Auditor Selection Committee will selection the top three firms according to the guidelines below. The firms must be ranked according to their expertise and experience, audit approach and pricing.

**RFQ 2020-01
AUDITINGSERVICES**

3.2. GUIDELINES FOR PROPOSAL EVALUATION:

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

- (1) The audit firm is independent and licensed to practice in Florida.
- (2) The firm has no conflict of interest with regard to any other work performed by the firm for the City.
- (3) The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- (4) The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.
- (5) The firm submits all required documents.

Technical Quality:

A. Expertise and Experience

- (1) The firm's past experience and performance on comparable government engagements.
- (2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- (3) The audit firm's professional personnel have received adequate continuing professional education.
- (4) The audit firm's staff serves as a member of the Special Review Committee (SRC) of the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program.

B. Audit Approach:

- (1) Adequacy of proposed staffing plan for various segments of the engagement.
- (2) Adequacy of sampling techniques.
- (3) Adequacy of analytical procedures.

Price:

Cost will not be the primary factor in the selection of an audit firm.

RFQ 2020-01
AUDITINGSERVICES

3.3. QUALIFICATION OPENING:

Only the names of Qualifiers will be read at the opening. The City Clerk will examine Qualifications promptly and thoroughly and verify all documents have accompanied the proposal. The proposals will be examined and then ranked by the selection committee. The Qualifier with the most number one rankings will be the apparent qualified proposer.

3.4. CITY OF EDGEWOOD COMMISSION:

No contract is binding on the City's until it is properly placed on the Commission's agenda, approved in and fully executed by both parties.

3.5. PRICING:

This is a Request for Qualifications. Pricing will be negotiated with the successful qualified bidder. If pricing is not negotiable or not in the scope of the City's budget from the successful qualified bidder, the City has the right to move to the next qualified bidder.

3.6. AWARD OF QUALIFICATIONS:

The award will be made to the responsible Qualifier whose Qualification is determined to be the best evaluated offer demonstrating the best ability to fulfill the requirements set forth in this Request for Qualification. The proposed cost to the City's will be considered firm and cannot be altered after the submission deadline, unless the City's invokes its right to request a best and final offer.

Each Qualifier, by submitting a Qualification, agrees that if their Qualification is accepted by the Commission, such Qualifier will furnish all items and services upon which prices have been tendered and upon the terms and conditions in this Qualification and contract.

The consultant shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from the City. The consultant will perform all services indicated in the Qualification in compliance with this contract.

In determining and evaluating the best Qualification, the pricing may not necessarily be controlling, but quality, equality, efficiency, utility, general terms, delivery, suitability of the service offered, and the reputation of the service

The City's reserves the right to reject any or all Qualifications in whole or in part received by reason of this RFQ and may discontinue its efforts under this RFQ for any reason or no reason or solely for the City's convenience at any time prior to actual execution of the contract by the City's.

**RFQ 2020-01
AUDITINGSERVICES**

A Qualifier whose Qualification does not meet the mandatory requirements set forth in this RFQ will be considered non-responsive.

The invitation to submit a Qualification which appears in the newspaper, or other authorized advertising mediums, these general provisions, the specifications which follow, the Qualification sheets, and any addenda issued are all considered part of the Qualification.

PART IV SCOPE OF SERVICES

4.1 INTENT:

City of Edgewood is seeking a professional firm with the experience, capabilities, credentials and qualified available staff to perform the annual audits of the financial statements of City of Edgewood and related entities starting with the fiscal year ending September 30, 2020. These audits are to be conducted in accordance with generally accepted auditing standards and standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. These standards require that the accounting firm plan and perform the audit to obtain reasonable assurance about whether the respective financial statements are free of material misstatement.

1. Prepare audits and opinions on the basic financial statements of the City of Edgewood and the Edgewood Community Redevelopment Agency. The audits are to be done in accordance with general auditing standards in addition to the following:
 - a. Section 218.39, Florida Statutes;
 - b. Rules of the Florida Department of Financial Services;
 - c. Rules of the Auditor General (Chapter 10.550, Local Government Entity Audits);
 - d. AICPA Audit and Accounting Guide – Audits of State and Local Governmental Units;
 - e. Federal and Florida Single Audit Acts;
 - f. Government Auditing Standards issued by the Comptroller General of the United States; and
 - g. Circular No. A-133, Executive Office of the President, Office of Management and Budget, Washington, DC.
2. Final audits required by this RFQ must be completed within five (5) months of the end of the fiscal year.

NOTE: City staff is accustomed to making adjusting and accrual entries during the month of October and delivering trial balances to the auditor at the beginning of November.

RFQ 2020-01
AUDITINGSERVICES

3. Prepare a draft of the City's and the Edgewood's CRA's financial statements and related notes.
4. Prepare all required note disclosures for the City's financial statements.
5. Prepare the Comprehensive Annual Financial Report (CAFR) documents, including the following contents, except as noted:
 - a. Introductory Section (prepared by City staff)
 - b. Financial Section
 - Independent Auditor's Report
 - Management's Discussion and Analysis (prepared by City staff)
 - Basic Financial Statements
 - Notes to Financial Statements
 - Required Supplementary Information
 - Combining and Individual Financial Statements
 - Schedules of Revenues, Expenses, and Changes in Net Assets – Budget (GAAP Basis) and Actual – Enterprise and Internal Service Funds
 - Statistical Section
 - Single Audit Section, including:
 - Schedule of Expenditures of Federal Awards and State Projects
 - Independent Auditor's Reports on Compliance and Internal Control
 - Schedule of Findings and Questioned Costs
 - Independent Auditor's Management Letter
6. Following completion of the audit of the fiscal year's financial statements, the auditor shall issue the following reports:
 - a. fair presentation of the financial statements in conformity with general accepted accounting principles;
 - b. Internal control structure based on the auditors understanding of the control structure and assessment of control risk;
 - c. Compliance with applicable laws and regulations; and
 - d. Compliance with specific requirements applicable to Federal awards and State financial assistance programs.
7. The auditor shall communicate in a letter to management any reportable conditions found during the audit.
8. Prepare and submit all reports and forms to Federal and State agencies such as Federal Audit Clearinghouse, State of Florida Auditor General, and the Florida Department of Financial Services.

RFQ 2020-01
AUDITINGSERVICES

9. Assist in providing guidance and implementing changes in governmental accounting standards.
10. For any debt issued by the City, which included an official statement in connection with the debt containing basic financial statements and the report of independent accountants, the firm shall be required to issue a "consent and citation of expertise" as auditor and any necessary "comfort letters" at no additional cost to the City.
11. Auditors shall be required to make an immediate, written report of all fraud and illegal acts.
12. City staff will provide the following:
 - a. Perform year-end closing of the books;
 - b. Provide information necessary for preparing draft financial statements and related notes;
 - c. Prepare work schedules and related materials as requested by the selected firm;
 - d. Provide paid invoices, cancelled checks and other supportive documentation as requested by the firm; and
 - e. Prepare the Introductory Section of the CAFR and the Management Discussion and Analysis.

4.2 AUDITOR'S CONTACT PERSON

The auditor's principal contact for the "City" will be Deputy Finance Director, who will coordinate the assistance to be provided by the "City's" to the auditor.

4.3 DESCRIPTION AND BACKGROUND INFORMATION

The City of Edgewood is a small community located in Orange County, Florida, the City is 3 miles South of Orlando, Florida (center to center), and is surrounded by the Orlando metro area, the city is not an isolated city. Edgewood is home to 2,717 residents (4/2019 BEBR). Edgewood's chief legislative body is comprised of the Mayor, Council President, and four Council members.

The City does not have any enterprise funds; water, sewer, and electrical services are provided by outside sources (OUC, City of Orlando, and Progress Energy respectively). However, the City does provide services for its citizens including: zoning and code enforcement, growth management, community development and architectural review, road maintenance, and stormwater management services to City residents and businesses.

Internal support services include the following: law enforcement, accounting, accounts payable, billing and collections, City-wide management, debt management, fixed asset control, human resources, labor relations, payroll, purchasing, and risk management. Staff consists of nineteen employees; sixteen are in the Police Department, including the administrative staff. Employee benefits include medical, dental and vision care,

RFQ 2020-01 AUDITINGSERVICES

partial dependent coverage and participate in the Florida State Retirement system (not an inclusive benefits' list).

A wide range of public services are provided on a contract basis. These include: fire protection, refuse and yard waste collection, community recycling programs, legal, planning, engineering and street maintenance services.

Fund Structure

The City of Edgewood uses the following fund types and account groups in its financial reporting:

- General Fund
- Special Revenue Funds: Law Enforcement Trust Fund
- Payroll

Finance Department

The Finance Department is comprised of one part-time employee and one contractual employee. This department provides the daily accounting functions, accounts payable, accounts receivable, cashier services and payroll.

Computer Software

The Finance Department operates the following application: Sage (f/k/a Peachtree)

5. All accounting records are maintained on the modified accrual basis with accounting records for internal service funds converted to full accrual basis at fiscal year-end.
6. Budgets are integrated with the accounting records.
7. Budgets are available on the City's website; please refer to these documents for additional background information about the City and its budget at www.edgewood-fl.gov.

4.4 REPORTS TO BE ISSUED

1. Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:
2. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
3. A report on the internal control structure based on the auditors' understanding of the control structure and assessment of control risk.

RFQ 2020-01
AUDITINGSERVICES

4. A report on compliance with applicable laws and regulations.
5. An "in-relation-to" report on the schedule of federal financial assistance.
6. A report on the internal control structure used in administering federal financial assistance programs (this report may be combined with report number 2).
7. A report on compliance with specific requirements applicable to major federal financial assistance programs.
8. A report on compliance with specific requirements applicable to non-major federal financial assistance programs (this report may be combined with report number 6).
9. A report on compliance with general requirements for both major and non-major federal financial assistance programs.

The auditor shall communicate in a letter to management any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. In addition, the following conditions shall be considered reportable:

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware to the following parties:

- * Mayor and Council
- * City Attorney
- * City Clerk

4.5 REPORTING TO THE FINANCE DEPARTMENT.

Auditors shall assure themselves that City's Finance Department is informed of each of the following:

- a. The auditor's responsibility under generally accepted auditing standards
- b. Significant accounting policies
- c. Management judgments and accounting estimates
- d. Significant audit adjustments
- e. Other information in documents containing audited financial statements
- f. Disagreements with management
- g. Management consultation with other accountants
- h. Major issues discussed with management prior to retention
- i. Difficulties encountered in performing the audit

**RFQ 2020-01
AUDITINGSERVICES**

Bid Form

DUNS Number _____

Florida State License Number _____

Federal Employer Identification Number _____

Bidder acknowledges receipt of the following Addendum:

No # _____ dated _____, 2020. No #
dated _____, 2020. No # _____ dated
, 2019.

The following checklist is provided as a courtesy and may not be inclusive of all items required within this request for proposal.

| | | |
|---|-----|----|
| One original, six copies & USB copy of RFQ | YES | |
| NO | | |
| List of References | YES | NO |
| Statement of Proof liability insurance | YES | NO |
| Statement of Proof of worker's compensation insurance | YES | NO |
| Statement of Proof of automobile insurance | YES | NO |
| Statement of Municipal license & State Registration | YES | NO |
| Drug-Free Workplace Form | YES | NO |
| Public Entity Crimes Statement | YES | NO |
| Anti-Collusion Statement | YES | NO |
| Conflict of Interest Statement | YES | NO |

DATE

SIGNATURE OF AUTHORIZED
REPRESENTATIVE

=====

**RFQ 2020-01
AUDITINGSERVICES**

This form must be completed and returned with your proposal.

DRUG-FREE WORK PLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that _____ does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Firm

Authorized Signature

Date

Printed Name and Title

**RFQ 2020-01
AUDITINGSERVICES**

This form must be completed and returned with your proposal.

PUBLIC ENTITY CRIME STATEMENT

**RFQ 2020-01
AUDITING SERVICES**

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED TO City of Edgewood
(Print Name of the Public Entity)

by _____
(Print Individual's Name and Title)

for _____
(Print Name of Company Submitting Sworn Statement)

whose business
is _____

and (if applicable) its Federal Employer Identification Number (FEIN)
is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - A. A predecessor or successor of a person convicted of a public entity crime; or
 - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes

those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn and subscribed before me this _____ day of _____, 20_____.

Personally known _____

(Notary Signature)

OR produced identification _____ Notary Public State of _____

(Type of Identification) My commission expires: _____

This form must be completed and returned with your proposal.

ANTI-COLLUSION STATEMENT

**RFQ 2020-01
AUDITING SERVICES**

The bidder by affixing his/her signature to this form agrees to the following: "Bidder certifies that his/her bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

Company: _____

Street Address: _____

City, State & Zip Code: _____

Telephone: _____

Fax Number: _____

Contact Person: _____

Contact e-mail address: _____

Print Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Title: _____ Date: _____

This form must be completed and returned with your proposal.

an employee position or actively seeking an elected position with the City of Edgewood.

10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Edgewood in writing.

Dated this _____ day of _____, 20_____.

(Affiant)

Typed Name of Affiant

Title

Sworn and subscribed before me this _____ day of _____, 20_____.

Personally known _____

(Notary)

OR produced identification _____ Notary Public State of _____

(Type of Identification)

My commission expires: _____

This form must be completed and returned with your proposal.