



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE:

June 19, 2019

DEPARTMENT:

Finance

DIVISION:

Purchasing

- Motion
- Resolution
- Ordinance - Introduction
- Ordinance - Adoption
- Public Hearing

TITLE:

Contract Award: Professional Audit Services

SUMMARY RECOMMENDATION:

Authorize the Interim City Administrator to execute a one-year contract, with the option to renew for an additional four one-year periods, at an estimated annual cost of \$65,000.00, depending on appropriation of funds and satisfactory performance to:

Heinfeld Meech & Co., P.A. Tucson, Arizona

(Finance - Bid #2019-20000148) (Lisa Marlin / Robin R. Wilson)

REPORT:

The City Charter and Arizona Revised Statutes Section 9-481 requires that an annual fiscal audit be performed. Audits must also meet State of Arizona Uniform Expenditure Reporting System requirements. The contract figures are based on an approximate 3% increase per year over the five-year period. Pricing was also requested to allow the auditor to perform additional auditing services that may be requested for departments within the City organization at the City's request, at the auditor's established hourly rate. The prior cooperative contract expenditure was approximately \$60,000 for the year.

An RFP process was initiated to obtain proposals. The evaluation committee, comprised of City staff and outside representation, reviewed and rated the proposal received, based on the scoring matrix provided within the RFP. The firm is a highly experienced audit firm whose experience covers audits in most communities of the state. The firm will work with the City in order to conduct an audit of the financial records as required by law. The audit firm listed above was the only response received.

FISCAL REQUIREMENTS	CITY FUNDS:	\$65,000.00	BUDGETED:	\$65,000.00
	STATE FUNDS:	\$0.00	AVAILABLE TO TRANSFER:	\$0.00
	FEDERAL FUNDS:	\$0.00	IN CONTINGENCY:	\$0.00
	OTHER SOURCES:	\$0.00 \$0.00 \$0.00	FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP: 001-17-40.6201	
	TOTAL:	\$65,000.00		
	FISCAL IMPACT STATEMENT:			
ADDITIONAL INFORMATION	SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK:			
	1. 2. 3. 4. 5.			
ADDITIONAL INFORMATION	IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL?			
	<input checked="" type="radio"/> Department <input type="radio"/> City Clerk's Office <input type="checkbox"/> Document to be recorded			
SIGNATURES	CITY ADMINISTRATOR:		DATE:	
	John D. Simonton		6/11/2019	
	REVIEWED BY CITY ATTORNEY:		DATE:	
	Richard W. Files		6/11/2019	
	RECOMMENDED BY (DEPT/DIV HEAD):		DATE:	
Lisa Marlin		6/3/2019		
WRITTEN/SUBMITTED BY:		DATE:		
Melinda G. Holmes / Robin R. Wilson		5/30/2018		