



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE:

May 16, 2018

DEPARTMENT:

Finance

DIVISION:

Purchasing

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

TITLE:

Cooperative Purchase Agreement: Audit Services

SUMMARY RECOMMENDATION:

Authorize the contracted service for Audit Services by utilizing a cooperative purchase agreement originated by the City of Tucson, a one-year contract, with an estimated annual expenditure of \$65,000.00 to:

Heinfeld Meech & Company Tucson, Arizona

(Finance - Bid #2018-20000172) (Lisa Marlin / Robin R. Wilson)

REPORT:

The City Charter, Article XIII, Section 12, and Arizona Revised Statutes, Section § 9-481, require 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 four- year period.

Additional 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 contract expenditure was an average of approximately \$56,600 per year during the five-year contract period.

The City seeks to hire a contract audit firm to resume the audit process in the City. The firm, selected through a cooperative contract initiated by the City of Tucson, is a highly experienced audit firm whose experience covers audits in many communities of the state. The firm has worked with the City for many years and will continue to conduct an audit of the financial records as required by law.

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.			
	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 <input type="checkbox"/> Document to be codified			
SIGNATURES	CITY ADMINISTRATOR:		DATE:	
	Gregory K. Wilkinson		5/7/2018	
	REVIEWED BY CITY ATTORNEY:		DATE:	
	Richard W. Files		5/7/2018	
	RECOMMENDED BY (DEPT/DIV HEAD):		DATE:	
Lisa Marlin		4/30/2018		
WRITTEN/SUBMITTED BY:		DATE:		
Melinda G. Holmes / Robin R. Wilson		4/27/2018		