

## Addendum No. 1; RFP 2021-01 Audit Services

This Addendum clarifies and amends the Bid Documents as follows:

Public Notice for Audit Selection Committee Meeting:

### AUDIT SELECTION COMMITTEE PUBLIC MEETING NOTICE RFP 2021-01 Audit Services

The Audit Selection Committee, as designated by the City of LaBelle, will hold a public meeting to discuss and rank Proposals (RFP 2021-01 Audit Services) received by the City. The RFP 2021-01 Audit Services, provides guidelines for submission and outlines the services desired. This meeting is open to the public.

Pursuant to F.S. 286.0105, it shall be the responsibility of all parties, who may want to appeal a decision of the audit selection committee, to make a verbatim record of the proceedings, testimony, and evidence needed for the appeal.

Any questions relative to this meeting notice or any items or portions of this Request for Proposal should be directed to Ron Zimmerly, Finance Director, at (863) 675-2872 or [rzimmerly@citylabelle.com](mailto:rzimmerly@citylabelle.com).

David A Lyons, Mayor  
February 15, 2021

Questions and Comments related to the RFP 2021-21, Audit Services:

1. What were the prior year audit fees for the prior three years? \$45,750, \$45,000 and \$43,860.
2. In the previous three fiscal years, have there been any additional billings/change orders related to the audits in excess of the fixed base fees? If so, to what extent and for what reason(s)? No. N/A
3. What is the expected federal and state grant funding for the year ended September 30, 2021? Does the City expect a required single audit for FY2021? We have three DEP grants for wastewater expansion. Construction will begin soon. We will expend approximately \$3 million by 9/30/2021.
4. Are there any significant changes in operations in the current year vs. the prior year including changes in policies and procedures, personnel, or the reporting entity? No
5. Please comment on and/or provide a listing of audit schedules provided by the City to the auditor? We are pretty flexible as long as we meet the statutory deadlines.
6. Please comment on the City's quality of the documentation of the accounting systems, policies and procedures. We use Edmunds MCSJ software.
7. In an effort to understand the level of effort currently exerted by the current auditing firm, please provide a schedule of auditors in the field. For example, 2 people 2 weeks in November and 4 people 3 weeks in April. 1 person a couple weeks in November and maybe a couple more in April/May/June.
8. How many years have the current auditors being serving the City? How many years have the current engagement partner/principal served the City? Over 20

9. Has there been any disagreement with the current auditor firm? If yes, please provide some background on the issue. No
10. Has there been any untimely (not retirement related) resignations of management level employees? No
11. Has the City investigated a fraud in the last two years? No
12. What are the two most significant issues facing the City in the next two years? Growth and the ensuing Infrastructure needs
13. Describe any relationships with third party service providers used by the entity that may have an impact on the accounting or financial reporting of the entity (i.e. ADP, Paychex, etc). N/A
14. Can you provide journal entries proposed by the Auditor for the prior year? Yes, file is attached.

End of Addendum No. 1; RFP 2021-01 Audit Services

February 25, 2021

Proposers are required to acknowledge receipt of this Addendum by attaching a copy of same to the Proposal. Proposers are also requested to acknowledge receipt hereof by signing where indicated below and emailing ([rzimmerly@citylabelle.com](mailto:rzimmerly@citylabelle.com)) or faxing (863-675-0036) a copy to the City of LaBelle Finance office as soon as possible. The Proposal due date and time remain unaffected by this Addendum.

City of LaBelle

David A. Lyons, Mayor

I/We acknowledge receipt hereof this \_\_\_\_ day of  
February 2021.

Company: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_