



City of Milton

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

MEMORANDUM

TO: Interested Parties
FROM: Diane Ebentheuer, Purchasing Officer
RE: 2019-08 RFP Cash Audit
DATE: July 3, 2019

The City of Milton is accepting Request for Proposals for Cash Audit. The successful proposer is required to be an independent certified public accountant, licensed to practice in the State of Florida. The documents contain the necessary information for preparing and submitting your proposal for this effort.

Information is available on the City's web page at www.miltonfl.org/322/Purchasing. There you may also register thru VendorRegistry.com (there is no charge to join); and/or thru www.bidnetdirect.com/florida/city-of-milton (there is no charge to join.)

All bidders must review the Project Description and Scope of Work as described in this document to ensure their ability to perform as indicated.

The deadline for submitting your sealed bid is:

Wednesday, July 31 at 2:00 p.m., (CST)

Delivered: City of Milton, 6738 Dixon Street, Milton, Florida

Mailed: City of Milton, P.O. Box 909, Milton, FL 32572

Questions should be submitted in writing and directed to the Purchasing Department at (850) 983-5438; or by e-mail to purchasing@mymiltonflorida.com no later than one (1) week prior to the bid due date, or by Wednesday, July 24, 2019 at 2:00 p.m. Answers will be posted by Friday, July 26, 2019 at 2:00 p.m. (CST)

Interpretations of the bid, clarification of specifications, and requirement or changes to the bid which have a material effect will be documented and communicated to bidders only by written addendum posted on the City web page, Bid Net Direct, and Vendor Registry. All bidders are responsible for checking for any addendums that may be issued, and to obtain such addendums.

Diane Ebentheuer

Diane Ebentheuer, Purchasing Officer

INSTRUCTIONS FOR BIDS

- I. Bids must be received by:
Wednesday, July 31, 2019 @ 2:00 p.m. (CST)
- II. **Sealed bids can be mailed to:**
City of Milton
Purchasing Department
P. O. Box 909
Milton, FL 32572
- or delivered to:**
City of Milton
Purchasing Department
6738 Dixon Street
Milton, FL 32570
- III. Bids must be sealed and marked:



<p>CITY OF MILTON</p> <p>SEALED BID * DO NOT OPEN</p> <p>Sealed ITB#: <u> 2019-08 </u></p> <p>ITB Title: <u> RFP- Cash Audit </u></p> <p>DUE DATE/TIME: <u> Wednesday, July 31, 2019 </u></p>
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- IV. Proposals must be complete and include:
1. Bidders Declaration (page 4)
 2. Proposal Submittal Content and Format (item D on page 6)
 3. Non-Collusion Affidavit (***City Website***)
 4. Conflict of Interest Disclosure Form (***City Website***)
 5. Public Entity Crime Form F.S. 287.133(3)(A) (***City Website***)
- City Website address:*** <https://www.miltonfl.org/322/Purchasing>
- V. Please provide one (1) electronic copy, one (1) original, and four (4) copies of your bid. Faxed or emailed proposals are **not** accepted.

All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and award the bid in part or in any manner deemed to be in the best interest of the City. The City of Milton is exempt from sales tax.

REQUIREMENTS FOR BIDDERS

These items apply to and become a part of the terms and conditions of the bid submitted. Any exceptions must be in writing.

Notice is hereby given that the City of Milton will receive sealed bids from interested parties until **Wednesday, July 31, 2019 @ 2:00 p.m. (CST)** at its offices located at City Hall, Milton, Florida. Any bid received thereafter will **not** be considered.

Bids will be publicly opened and read at the City of Milton, City Hall on the day and at the hour specified.

The purchaser may consider as non-responsive, any bid in which there is an alteration of, or departure from the proposal form hereto attached.

All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and award the bid in part or in any manner deemed to be in the best interest of the City. The City of Milton is exempt from sales tax.

The bid will be awarded to the lowest most responsive reliable firm complying with the conditions of the bid. The firm to whom award is made will be notified at the earliest possible date. The City of Milton reserves the right to reject the bid of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Interested Parties shall submit all required forms and information simultaneously with sealed bid. Forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to opening of bids.

NOTE: Unless stated on the bid form, the bid submitted will assume all specifications will be met. Please note all exceptions on the bid form.

The successful bidder will be required to submit additional forms, which are available on the City's website at www.MiltonFL.org/322/Purchasing at the bottom of the page.

- Certificate of Non Discrimination
- Drug Free Workplace Declaration
- Prompt payment Affidavit
- W-9 Taxpayer Identification Number
- Certificates for Liability, Vehicle, and Worker's Comp Insurance. (City is to be named as additional insured.)

BIDDER'S DECLARATION

The firm understands, agrees and warrants:

- That the firm has carefully read and fully understands the full scope of the specifications.
- That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
- That the firm has liability insurance and a declaration of insurance form must be provided before any work will begin.
- (Service Contracts Only) Pursuant to Florida Statute 119, the contractor must follow all public records law. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850)983-5402, dnobles@miltonfl.org, OR P.O. BOX 909, MILTON, FL 32572.** A contractor who fails to provide the public records to the City within a reasonable time may also be subject to penalties under Florida Statute 119.10.
- That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to bid opening but may not be withdrawn after such date and time.
- That the City of Milton reserves the right to reject any or all proposals and to accept that proposal which will, in its opinion, best serve the public interest. The City of Milton reserves the right to waive any technicalities and formalities in the bid process.
- That by submission of this bid the firm acknowledges that the City of Milton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the firm.
- If a partnership, a general partner must sign.
- If a corporation, the authorized corporate officer(s) must sign, and the corporate seal must be affixed to this bid.

BIDDER: _____

Company Name

Address/City/Zip

Phone

Email

Contact Name

Title

Company Representative Signature

Date

PURPOSE, SCOPE OF WORK AND QUALIFICATIONS

A. PURPOSE: The purpose of this Request for Proposal (RFP) is to provide the City the best qualified certified public accountant(s), firm or corporation which, in the City's opinion, is best suited to undertake cash auditing services required by the City of MILTON. Factors such as capability, experience and the ability to work within established time constraints will be used in selection.

B. PROJECT DESCRIPTION:

- Funds (7): Cash Audit will be performed on the General Fund, and all six (6) Enterprise Funds. (Natural Gas, Water/Sewer, Sanitation, Stormwater, Marina, and Sundial)
- Completion Time: Upon notice of award, audit must be completed within 60-90 days.
- Report: At the conclusion of the audit, a report documenting the items below and any findings for further consideration must be provided.
- Presentation: The firm will be required to present their report to the Council of the City of Milton at their next scheduled meeting.
- 7 Years: The cash audit will only be for the seven fiscal years FY2012, FY2013, FY2014, FY2015, FY2016, FY2017, and FY2018.
- Information: The City of Milton's Audited Financial Statements may be viewed online at www.miltonFL.org/150/Finance. (click on "Financial Statements")

C. SCOPE OF WORK:

1. Summarize bank deposits into the main operating account of the City to provide an analysis of "downward" trends to address a risk of un-deposited funds. Provide summary for each year's deposit activity by month. This will be on the City-wide level, not fund specific.
2. Summarize check trends for each fiscal year to include:
 - a. Annual summary of payments to key vendors.
 - b. Analysis of any unusual vendor payments.
 - c. Summarization by year of EFTs vs manual checks.
 - d. Analysis of lags between issuance and check clearance
 - e. Benford's Law analysis.
 - f. Specifically outline direct checks paid to each Mayor, City Clerk, and Council Members for each fiscal year analyzed.
3. Provide summary of adjustments to the main operating account of the City's general ledger account. A Summary will be provided of nature of adjustments per fiscal year.
4. Optional additions -
 - a. Provide Summary Report of Controls over Cash Deposits - Provide expanded documentation over controls over who handles cash deposits, who has access to cash in safe, who reconciles bank accounts.
 - b. Provide Summary Report of Controls over Cash Disbursements - Provide expanded documentation over controls over who can sign checks, when checks vs efts are utilized
 - c. Fraud Prevention – Outline controls and key measures taken by the City for fraud prevention during this period
5. Any other items of significance found or researched.

NOTE: SERVICES CONTAINED WITHIN THE SCOPE OF WORK WILL BE PROVIDED PURSUANT TO A CONTRACT BEING ISSUED TO THE SUCCESSFUL PROPOSER.

D. Proposal Submittal Content and Format: Proposals must be submitted, with one (1) electronic copy, one (1) original, and four (4) copies of your bid. Faxed or emailed proposals are **not** accepted. Proposals must be in a sealed envelope clearly marked with the name of the firm and identified with “**2019-08 RFP Cash Audit**”. Proposals not including the outlined information will be deemed non-responsive and excluded from consideration.

1. **Title Page:** Name of individual/firm/corporation, address, telephone number, e-mail address, the name of the contact person, and the date of the proposal.
2. **Table of Contents**
3. **Transmittal Letter:** A signed letter of transmittal briefly stating the proposer’s:
 - a. understanding of the work to be done,
 - b. commitment to perform the work within the 60-90 day time period,
 - c. statement why the proposer believes itself to be the best qualified to perform the work,
 - d. Proposed lump sum cost amount of cash audit \$ _____,
 - e. any additional items suggested or recommended, and
 - f. statement that the proposal is a firm and irrevocable offer for ninety (90) days.
 - g. Signature. (The signer must have the authority to bind the proposer to the submitted proposal.)
4. **Profile of the Proposer**
 - a. Proposer must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient services to the City. The City reserves the right before recommending any award to inspect the facilities, organization, and financial condition or to take any other action necessary to determine the ability to perform in accordance with specifications, terms, and conditions.
 - b. Proposer shall have at least three (3) years SunGard/NaviLine software experience.
 - c. Each proposal shall contain evidence of proper licensing to perform required services in the State, County and City.
 - d. Firms submitting proposals as a joint venture shall submit to the City, as part of proposals, a copy of any joint venture agreement
 - e. The proposer may submit any other information the proposer believes relevant to the selection of auditing services.
5. **Signed forms and Certification documents:**
 - a. Bidders Declaration (page 4)
 - b. Non-Collusion Affidavit (**City Website**)
 - c. Conflict of Interest Disclosure Form (**City Website**)
 - d. Public Entity Crime Form F.S. 287.133(3)(A) (**City Website**)

City Website address: <https://www.miltonfl.org/322/Purchasing>

REVIEW & RANKING OF PROPOSALS:

1. Only those proposals fulfilling all the requirements outlined on this solicitation will be considered.
2. The Bid Committee will evaluate each proposal submitted based on all submittals received and recommend the best proposal to the City Council for award of contract. The Bid Committee will evaluate the proposals from the submission and may ask questions of a clarifying nature, if necessary.
3. The proposal, as submitted, will be considered the final submission. The proposal shall remain binding ninety (90) calendar days.
4. The successful respondent will enter into a onetime service contract. This invitation for proposal shall be included and incorporated in the final contract.
5. The City reserves the right to reject any and all proposals, to waive minor defects in the process and to accept the proposal deemed by the City to be in the City's best interest. All issues addressed in the Request for Proposals will be given consideration in determining the successful proposer.
6. Where proposers are required to enter onto City of Milton property to deliver materials or perform work or services, as a result of RFP award, the successful proposer shall assume full duty, obligation and expense of obtaining all necessary licenses, permits, inspections and insurance, as required.
7. The proposer, if selected for inclusion on a short list, **may** be required to make a brief (5 to 10 minute) oral presentation to the review committee. The proposer should be prepared to discuss, at a minimum, the following issues during the presentation/interview:
 - a. The firm's qualifications, including the qualifications/abilities of professional, in-house personnel; (Primary contact person should be identified as part of this requirement.)
 - b. Approach/methods to be employed;
 - c. The firm's ability to furnish services within required or necessary time constraints and/or budget constraints;
 - d. A demonstrated understanding of municipal requirements as they related to the financial and management operations of a local government; and
 - e. Related issues as may be posed by the Council or Senior Staff.

Proposers which are selected to make presentations will be notified in advance of the presentation date. At the end of the presentation (interview) process, the review committee may rank, in order of preference, the top three (3) firms, or may make final selection.

CASH AUDIT - FOR THE CITY OF MILTON, FL
PROPOSAL EVALUATION CRITERIA

CRITERIA

**POINTS
AVAILABLE**

1.	Qualifications and Experience	25
2.	Understanding and approach and ability to provide required scope of service.	25
3.	References and/or recommendations	20
4.	Experience with governmental accounting, with familiarity with SunGard/NaviLine accounting system preferred	20
5.	Availability of adequate personnel and technology resources.	8
6.	Certified Minority Firm.	2
	TOTAL:	100