

City of Bayfield

Office of the Clerk and Mayor
125 South First Street - P.O. Box 1170
Bayfield, Wisconsin 54814
Phone (715) 779-5712
cityclerk@cityofbayfield.com

REQUEST FOR PROPOSAL

City of Bayfield, WI
Annual Financial Audit Services

Release Date: December 6, 2017

Due: December 27, 2017

Submit Proposals to:
Billie L. Hoopman, City Clerk
City of Bayfield
125 South First Street
PO Box 1170
Bayfield, WI 54814
cityclerk@cityofbayfield.com
Phone: 715-779-5712
Fax: 715-779-5094

The City of Bayfield, WI (City) is seeking proposals from qualified firms to conduct annual audit and examination of financial statements for the City for fiscal years ending December 31 in 2017, 2018, 2019 and 2020. The annual audit includes all City Departments including Special Revenue Funds, City Water and Sewer Utilities; and the Greater Bayfield Wastewater Treatment Plant Commission as its own entity. Sealed proposals marked "Audit Proposal" shall be submitted to the City Clerk no later than **Noon, Wednesday, December 27, 2017.**

Instructions

The following instruction and conditions apply to all audit proposals. Failure to comply with these instructions may result in rejection of your submission. The City reserves the right to reject any or all proposals or select the one that is in the best interest of the City.

1. The audit preparation shall include a review per GASB No. 34 requirements of all funds and account groups. The annual audit shall be prepared in accordance with general accepted auditing standards for government agencies in the United States of America, and applicable provisions of the US Office of Management & Budget, and title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (Uniform Guidance) and the State of Wisconsin Single Audit Guidelines.
2. The annual audit shall include an opinion, a management's discussion & analysis letter in which an opinion is expressed as to any material weaknesses and/or significant deficiencies observed. The management letter shall include an identification of possible noncompliance with any legal provisions related to finance and accounting with appropriate recommendations as to policies and procedures that should be considered by the City.
3. The annual audit shall include supplementary budgetary comparison schedules, combined financial statements, and individual fund statements on all major funds mutually identified.
4. The proposal shall include a description of the audit process that will be used in the analysis and evaluation of City financial statements, internal controls, policy and procedure compliance. A copy of the City's most recent audit will be provided upon request.
5. The proposal shall include:
 - Description of firm, management structure, years in operation, services offered.
 - Names, qualifications and experience of personnel conducting the audits.
 - At least 3 other Wisconsin local units of government that your firm has audited for a period of 3 years or more.
6. City staff shall provide cash reports, journals, balances and any subsequent relevant confirmations necessary for the audit to be completed in a timely manner. It is expected, given timely provision of required and requested materials by the City, the Audit shall be completed no later than **September 1** of the following year. Questions may be directed to Dionne Johnston, Treasurer; 715-779-5712, Ext 222 or citytreasurer@cityofbayfield.com.

7. Proposals shall be valid through January 31, 2018.

Proposals are due in the
Bayfield City Clerk's Office
125 South First Street
PO Box 1170
Bayfield, WI 54814
715-779-5712

Email Proposals will be accepted (cityclerk@cityofbayfield.com)

All proposals must be submitted no later than **Noon, December 27, 2017**

Section 1: Proposal Firm Information

Name of Agency/Firm: _____

Address: _____

City/State/ZIP: _____ / _____ / _____

Website: _____

Phone: (_____) _____ Fax: (_____) _____

Name of Principal Auditor: _____

Section 2: AUDIT FEE PROPOSAL

We, the undersigned, hereby submit our proposal for audit services for the City of Bayfield, WI in accordance with herein stated specifications, for the following not to exceed fees (distributed as follows):

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
General Fund including special revenue funds:	\$ _____	\$ _____	\$ _____	\$ _____
Water Utility:	\$ _____	\$ _____	\$ _____	\$ _____
Sewer Utility:	\$ _____	\$ _____	\$ _____	\$ _____
Greater Bayfield Wastewater Treatment Plant Commission:	\$ _____	\$ _____	\$ _____	\$ _____
Harbor Marina Financials (Specified Procedure Engagement Report):	\$ _____	\$ _____	\$ _____	\$ _____

Include a schedule of hourly rates for employees who will be utilized in providing the required audit services. All proposals shall include access to Auditors by City Staff on periodic basis for consultation, inquiries or clarification with respect to the audits or financial operations of the City.