



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 18-00195

City Council

5/10/2018

LEGISLATIVE ACTION ITEM

SPONSOR: City Council President Gerald Wingate

SUBJECT:

AWARD OF FIVE YEAR CONTRACT TO WARREN AVERETT, LLC FOR REQUEST FOR PROPOSALS (RFP) 18-010 PROFESSIONAL AUDITING SERVICES

RECOMMENDATION:

That City Council, in accordance with Section 218.391 of the Florida Statute, select Warren Averett, LLC for award of a five (5) year contract for RFP 18-010 Professional Auditing Services. Further, that City Council authorize the Council President to take all actions necessary to negotiate and execute the contract, as well as approve and execute the annual letters of engagement.

HEARING REQUIRED: No Hearing Required

SUMMARY:

On December 14, 2017, City Council voted to establish itself as the Audit Committee. A meeting of the Audit Committee was held on February 27, 2018 to establish the factors to use for the evaluation of professional auditing services and to approve the RFP. Proposals were received from five firms: Carr, Riggs & Ingram, LLC (Miramar Beach, FL); Mauldin & Jenkins, LLC (Bradenton, FL); Moore Stephens Lovelace, PA (Orlando, FL); Saltmarsh Cleaveland & Gund (Pensacola, FL); and Warren Averett, LLC (Pensacola, FL).

On April 23, 2018, the Audit Committee met to discuss and deliberate on the five proposals. After discussion, the members individually scored the proposals for all criteria excluding cost to arrive at a technical score. After individual scores were tallied, the committee voted to remove from further consideration Carr Riggs, & Ingram due to an unacceptably low technical score. Sealed fee proposals were then opened and a value between 0-10 was assigned to each fee by a vote of the committee, without the knowledge of which firm submitted the price. In accordance with the RFP, the lowest cost received 10 points and fractional scores were assigned to the other submitted prices. Once the point values were determined, proposed costs were matched and added to each firm's technical score.

The rankings of the firms and the proposed costs were discussed. The Audit Committee then approved the ranking of the firms as follows:

- | | | |
|----|-----------------------------|-------------|
| 1) | Warren Averett, LLC | (\$467,600) |
| 2) | Saltmarsh Cleaveland & Gund | (\$500,000) |
| 3) | Mauldin & Jenkins, LLC | (\$502,700) |
| 4) | Moore Stephens Lovelace, PA | (\$490,000) |

When compensation is one of the established factors used for evaluation of audit services, Florida Statute requires that the governing body shall select the highest-ranked qualified firm or must document in its public records the reason for not selecting the highest-ranked firm.

PRIOR ACTION:

In June 2013, the City Council awarded a five year contract to Mauldin & Jenkins, LLC for professional auditing services.

FUNDING:

Budget: \$99,700

Actual: \$87,525

FINANCIAL IMPACT:

The all-inclusive maximum cost for auditing services is \$467,600 for the five year contract period.

STAFF CONTACT:

Don Kraher, Council Executive

ATTACHMENTS:

- 1) Final Ranking Matrix

PRESENTATION: No