



NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the Audit Committee of the City of Weston, Florida, the Bonaventure Development District, and the Indian Trace Development District (collectively known as the "CITY") will be accepting sealed proposals for:

REQUEST FOR PROPOSALS FOR PROFESSIONAL AUDITING SERVICES RFP NO. 2015-06

The CITY is requesting proposals from qualified and experienced firms for Professional Auditing Services.

The Scope of Work generally consists of: auditing the financial statements for the CITY.

Sealed proposals will be received by the City Clerk until **11:00 a.m., local time, Monday, April 13, 2015** (the "Proposal Submittal Deadline") at the City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The time displayed on the official clock at the City Hall Reception Desk shall govern. Proposals received after this time will be returned unopened.

EXPERIENCE

AUDITOR shall have a minimum of five years experience in Broward, Miami-Dade or Palm Beach Counties in providing Audit Services to governments/municipalities of a similar scope as those services desired by the CITY. AUDITOR shall have been in continuous operation for a minimum of the past five years in the State of Florida from the date that the RFP is issued.

AVAILABILITY OF RFP DOCUMENTS

Interested parties may purchase a Request for Proposals for Professional Auditing Services ("RFP") at Weston City Hall, 17200 Royal Palm Boulevard, Weston, Florida, 33326, 8:00 a.m. - 5:30 p.m. Monday through Thursday and 8:00 a.m. - 3:00 p.m. on Friday, upon payment of a \$50.00 non-refundable fee, for each RFP. Payment shall be made by check, Visa, Master Card or American Express. No cash payments will be accepted. Proposal documents are also available for electronic download from Onvia DemandStar at <http://www.demandstar.com>. The RFP may also be examined at Weston City Hall, at the referenced address.

PROPOSAL PROCEDURES

The Proposal shall contain seven complete copies and one unbound original, and is required to be submitted to the CITY by the Proposal Submittal Deadline. Proposals shall be submitted on the form(s) provided in the RFP.

All Proposers are advised that the CITY has not authorized the use of the City seal by individuals or entities responding to CITY Request for Proposal, and that any such use by unauthorized persons or entities constitutes a second degree misdemeanor pursuant to Section 165.043, Florida Statutes.

All Proposers are advised that the CITY will not supply or sell materials to Proposers in connection with submission or preparation of Proposals, or any other matter, including but not limited to envelopes, labels or tape.

Once a Proposal has been submitted to the City Clerk by the Proposal Submittal Deadline, it shall not be returned to the Proposer. Proposals received after the Proposal Submittal Deadline will be returned unopened.

The withdrawal, modification or correction of a Proposal after it has been submitted to the CITY shall constitute a breach by the Proposer.

All proposals shall be guaranteed firm for a minimum of 90 calendar days after the submission of the Proposal. No Proposer may withdraw its Proposal within 90 calendar days after the Proposal opening date.

The Sealed Proposals will be publicly opened at the City of Weston, City Hall after the Proposal Submittal Deadline. Award of the Proposal will be made at a City Commission meeting.

Technical Advisor: Any questions concerning this Notice to Proposers shall be submitted in writing to David E. Keller, Assistant City Manager/CFO, by first class mail at 17200 Royal Palm Blvd, Weston, Florida 33326, by e-mail at dkeller@westonfl.org with "Professional Auditing Services RFP" in the subject line or fax 954-385-2010 by 5:00 pm, local time by Tuesday, March 31, **2015**.

The City Commission of the City of Weston reserves the right to reject any and all Proposals, to waive any informality in a Proposal and to make awards in the best interests of the CITY.

A Cone of Silence is imposed upon publication of this Notice to Proposers. The Cone of Silence prohibits communications with the following individuals pertaining to this RFP:

Daniel J. Stermer, Mayor;
Angel M. Gomez, Commissioner;
Toby Feuer, Commissioner;
Jim Norton, Commissioner; and
Thomas M. Kallman, Commissioner; and

Darrel L. Thomas, Assistant City Manager/COO; Audit Committee Chair;
Denise Barrett-Miller, Director, Communications; Audit Committee Member;
Don Decker, Director of Parks & Recreation; Audit Committee Member; and
Bryan Cahen, Director of Budget; Alternate Audit Committee Member; or

Any member of the Protest Committee, if and when established.

The details of the CITY's Cone of Silence are set forth in Section 32.10 of the City Code.

The Audit Committee shall convene at a publicly noticed meeting and review submissions, rank and evaluate the proposals and provide a recommendation to the City Manager.

Patricia A. Bates, MMC
City Clerk
City of Weston

Published on: Monday, March 16, 2015