



ADDENDUM #2

RFP 01-0006 -Audit Services

This addendum is being issued to answer the following questions received.

- Q1. Do you expect a Single Audit for fiscal year 2013?
- A1 Yes, we have received a new CDBG Grant in the amount of \$500,000, and we have some existing grants from prior years that are available in the audit report posted online.**
- Q2 What was the fee for the 2012 audit? Did the fee include a single audit?
- A2 The City would prefer not to release prior year audit fees.**
- Q3 The RFP requests a copy of the firm's financial statements. Is it acceptable to provide this after the firm is selected?
- A3 We would like to know the financial standing of the firm before we make a selection.**
- Q4 The RFP requests a sample CAFR and Single Audit. Is an electronic copy acceptable?
- A4 An electronic copy is preferred.**
- Q5 How many references from local governments does the City require?
- A5 Three will be sufficient; however at least one reference should be a municipal utility provider if the firm has audited a utility provider in the past.**
- Q6 What cash receipting is done at City Hall? Is this performed by a central customer service area or do departments receipt individually? How many other locations in the City receipt monies?
- A6 Cash receipting at City Hall is for all utility, tax, and misc. payments for the majority of the city activities. This is done in a central location with up to three cashiers, each with a separate drawer that needs to be balanced daily. There are other departments that will receipt cash or checks and remit back**

**to City Hall with documentation. These departments are Recreation,
Planning, Municipal Court, and Library.**

This addendum should be signed and returned with your proposal. Failure to do so may result in the proposal being non-responsive.

Thomas Heffernan
Purchasing Agent
City of Commerce

Company Name _____

Authorized Representative _____