



## NOTICE TO PROPOSERS

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

### PROFESSIONAL AUDITING SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2019-10

The CITY is requesting proposals from qualified firms to provide professional auditing services of financial statements for the CITY. Section 218.39 of the Florida Statutes requires an annual financial audit of CITY accounts and records by an independent certified public accountant.

Proposers are advised that the CITY has NOT authorized the use of CITY's seal by individuals or entities responding to the City's RFP, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes.

### PROPOSER QUALIFICATIONS

Proposers shall have a minimum of five (5) years of providing audit services to municipalities in Florida of a similar complexity and size as the CITY. Proposers shall have been in continuous operation for a minimum of the past five (5) years, in the State of Florida, from the date that the RFP is issued and shall have a field office in Broward, Miami-Dade or Palm Beach counties.

At least 80% of municipal CAFRs completed by Proposers during the past five (5) years, in the United States/Canada, shall have received the GFOA Certificate of Achievement for Excellence in Financial Reporting. Proposers shall be licensed to practice as a CPA in the State of Florida.

### PROPOSAL SUBMITTAL DEADLINE

Submittals shall be received by the Procurement Manager until **11:00 a.m., local time, November 12, 2019** (the "Proposal Submittal Deadline") at City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at the City Hall reception desk shall govern. Submittals received after this time shall be returned unopened. The sealed submittals will be publicly opened at the City of Weston, City Hall after the Proposal Submittal Deadline. Award of a proposal will be made at a City Commission meeting.

### AVAILABILITY OF RFP DOCUMENTS

Interested parties may purchase a copy of RFP No. 2019-10 for Professional Auditing Services at the 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 \$25.00 non-refundable fee for each RFP document. Payment shall be made by check, Visa, Master Card or American Express. No cash payments will be accepted. Proposal documents are available for electronic download from Onvia Demand Star at <https://www.demandstar.com> and from BidSync at <https://www.bidsync.com>. This RFP may also be examined at Weston City Hall, at the referenced address. (8:00 a.m.-5:30 p.m. Monday through Thursday and 8:00 a.m. – 3:00 p.m. on Friday.)

## QUESTIONS

Any questions concerning this Notice to Proposers shall be submitted in writing to the Procurement Manager, Martha Perez-Garviso at mperezgarviso@westonfl.org, with **“RFP No. 2019-10 for Professional Auditing Services”** in the subject line or via fax at: 954-385-2010 by 4:00 p.m., local time at least five business days prior to the pre-proposal conference.

## CONE OF SILENCE

A cone of silence is imposed upon publication of this Notice to Proposers. The cone of silence prohibits communications with the following individuals, outside of a publicly noticed meeting:

Daniel J. Stermer, Mayor, Auditor Selection Committee Chair;  
Thomas M. Kallman, Commissioner, Auditor Selection Committee Member;  
Margaret Brown, Commissioner, Auditor Selection Committee Member;  
Byron L. Jaffe, Commissioner, Auditor Selection Committee Member; and  
Mary Molina-Macfie, Commissioner, Auditor Selection Committee Member;

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

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

## RIGHTS RESERVED

The City Commission 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.

Martha Perez-Garviso  
Procurement Manager  
City of Weston

**Published: October 11, 2019**