



Town of Miami Lakes

RFP 2016-46 Independent Auditing Services, Addendum #1

This addendum is incorporated into and made a part of the Request for Proposals (“RFP”) 2016-46. The following may include clarifications, revisions, additions, deletions, or answers to questions received relative to the RFP, which take precedence over the RFP documents. **Underlined and bolded** word(s) indicate additions. Deletions are indicated by strikethrough.

Questions (6 of 6)

- 1. What were the audit fees paid for FY 2015 and FY 2014 and did that include any special or additional billing?

The Town paid \$44,000 in audit fees for FY 2014 and \$45,500 for FY 2015. In FY 2015, the Town paid an extra \$375 for the Youth Center 990-N. The Miami Lakes Foundation 990-N was included in the price.

- 2. If additional billings were required, what were the services related?

Information included in Answer to Question 1.

- 3. Who will be the members of the selection committee?

Please reference the attached appointment resolution.

- 4. Will the Town be subject to a Federal Single Audit and/or a Florida Single Audit for FY 2016 and beyond?

There is a great probability that the Town will be subject to a Federal/Florida Single Audit, especially beyond 2016.

- 5. Can the current auditor, respond to this RFP? Is there a mandatory auditor rotation?

Yes, the current auditor can respond. No, there is no legal requirement for the mandatory rotation of auditors.

- 6. The RFP makes reference to the “Preparation of IRS 990-N tax returns for two non-profit organizations: Miami Lakes Town Foundation and Miami Lakes Youth Center Fund.”. Could you please make the latest IRS-990N form submitted, available to us?

Please see the attached IRS 990-N for the Miami Lakes Town Foundation. The latest IRS 990-N form for the Youth Center is being prepared for submission.

The Proposer shall acknowledge receipt of this addendum by completing the applicable section of the RFP or completing the acknowledgment information below. Either form of acknowledgement must be completed and returned by no later than the date and time for receipt of the RFP Response.

Acknowledgement:

Name of Signatory

Title

Date

Signature

Name of Proposer

Christina Semeraro, MPA, CPPB
Procurement Manager

RESOLUTION NO. 16-1394

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA ESTABLISHING AN AUDITOR SELECTION COMMITTEE PURSUANT TO SECTION 218.391, FLORIDA STATUTES; PROVIDING FOR COMMITTEE MEMBERSHIP; PROVIDING FOR THE DUTIES OF THE AUDITOR SELECTION COMMITTEE; AUTHORIZING THE TOWN MANAGER TO NEGOTIATE WITH THE AUDITOR; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 218.391(2) Florida Statutes requires the governing body of a municipality to establish an auditor selection committee for the primary purpose of selecting an auditor to conduct the Town’s financial audit required by Chapter 218, Florida Statutes; and

WHEREAS, the Town previously selected an auditor in 2011 and the existing contract for auditing services is scheduled to expire, thereby necessitating the establishment of the auditor selection committee to assist the Town Council in selection of an auditor through the Request for Proposals (“RFP”) process; and

WHEREAS, Section 218.391(4)(d), Florida Statutes, authorizes the Town Council to designate the Town Manager to negotiate with the selected firm on behalf of the Town Council; and

WHEREAS, finds that the establishment of an auditor selection committee and the designation of the Town Manager to negotiate on behalf of the Town Council is in the best interests of the Town; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

Section 1. **Recitals.** The above Recitals are true and correct and incorporated herein by this reference.

Section 2. **Establishment of Auditor Selection Committee.** The Auditor Selection Committee (the “Committee”) is established pursuant to Section 218.391, Florida Statutes.

Section 3. **Composition of the Committee.** The Committee shall be comprised of Allison R. Williams, Chief Financial Officer, City of Miami Beach; Andre L Teixeira, CPA, Chief Financial Officer, The Graham Companies and Ismael Diaz, MBA, Finance Director, Town of Miami Lakes and Amber Riviere, Chief Financial Officer, Village of Bal Harbor. The Town Manager is authorized to appoint an alternate member should a member of the Committee not be able to serve.

Section 4. **Duties.** The Committee shall have the primary purpose of assisting the Town Council in the selection of an auditor to conduct the Town’s annual financial audit. The Committee’s specific duties shall be those duties specified in Section 218.391(3), Florida Statutes, as may be amended from time to time. The Committee may also serve other audit oversight purposes.

Section 5. **Negotiations.** The Town Manager pursuant to Section 218.391(4)(d), Florida Statutes, is authorized to conduct negotiations with the selected firm on behalf of the Town Council.

Section 6. **Effective Date.** This Resolution shall take effect immediately upon adoption.

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Passed and adopted this 26th day of July, 2016.

The foregoing resolution was offered by Vice Mayor Daubert who moved its adoption. The motion was seconded by Councilmember Rodriguez and upon being put to a vote, the vote was as follows:

Mayor Michael A. Pizzi, Jr.	<u>yes</u>
Vice Mayor Tim Daubert	<u>yes</u>
Councilmember Manny Cid	<u>yes</u>
Councilmember Tony Lama	<u>yes</u>
Councilmember Ceasar Mestre	<u>Absent</u>
Councilmember Frank Mingo	<u>yes</u>
Councilmember Nelson Rodriguez	<u>yes</u>



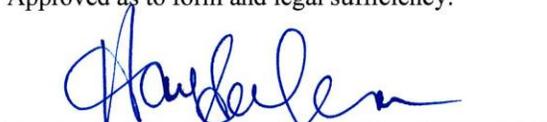
Michael A. Pizzi, Jr.
MAYOR

Attest:



Gina Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:



Raul Gastosi, Jr.
Gastosi & Associates, P.A.
TOWN ATTORNEY



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Form 990-N (e-Postcard) Submitted

MIAMI LAKES TOWN FOUNDATION INC
86-1096739
2014 IRS Form 990-N (e-Postcard)
10/1/2014 - 9/30/2015

Congratulations, your Form 990-N (e-Postcard) has been submitted to the IRS.

Once the IRS receives and processes your e-Postcard (usually within 30 minutes), you will receive an email indicating whether your e-Postcard was accepted or rejected. If accepted, you are done for the year. If rejected, the e-filing receipt email will contain instructions on how to correct the problem.

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Concerned about your privacy? Please view our [privacy policy](#).

This website is best viewed with Microsoft Internet Explorer 6.0+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Last modified: September 3, 2015.

<https://epostcard.form990.org/frmFilingSubmitted.asp?GroupID=3330057>

12/3/2015