

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8348

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NOTICE OF CONTRACT RENEWAL

1. DATE: February 23, 2016
2. COMMODITY NAME: Audit Services
3. CONTRACT NUMBER: 27-14SMC
4. SUPERSEDES: 40-09C
5. CONTRACT PERIOD: February 26, 2014 through February 26, 2016
Renewal #1 February 27, 2016 through February 26, 2017
6. RENEWAL OPTIONS: Three (3) one-year renewals
7. FIRM: Robinson, Farmer, Cox Associates
VN: 633532
530 Westfield Road
Charlottesville, VA 22901
PH (434) 973-8314 FX (434) 974-7363
andrew@rfca.com
7. TERMS: Net 45 days
8. FOR FURTHER INFORMATION CONTACT: Susan R. Monaco, CPPO, CPPB
PH (540) 422-8348

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained via eQuest or by calling Procurement at (540) 422-8351 or 8352.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Auditor use.
3. Inspection of services performed and approval of the Auditor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Auditor. All complaints must be submitted in writing and can be forwarded to Procurement via fax, e-mail or courier.
5. Renewals: As stated on the face of this notice, two (2) one-year terms remain on this contract. The decision as to whether to exercise the renewal option will be made by the contract officer, with input requested from the using departments, approximately ninety days in advance of the expiration date of the current term.
6. Use of Contract by Other Jurisdictions: As allowed in Section 2.2-4304, Code of Virginia, other public bodies may purchase from this contract with the authorization of the awarded firm, since the “Use of Contract by Other Political Jurisdictions” clause was contained in the original solicitation (reference page 16, Item 40, of RFP# 27-14sm). A copy of the original RFP and any other pertinent information may be obtained by contacting the Procurement Manager for assistance and reference.

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

Audit Services, RFP # 27-14sm

FEE SCHEDULE

Offeror Name: *Robinson, Farmer, Cox Associates*

	Base 1 FY14	Base 2 FY15	Option 1 FY16	Option 2 FY17	Option 3 FY18
AUDIT:					
Audit of Financial Statements & CAFR <i>(Ref. 3.2.8, 3.2.10, 3.2.16-3.2.19)</i>	\$ 79,500	\$ 81,090	\$ 82,710	\$ 84,360	\$ 86,050
Provide Agreed Upon Procedures Letter for APA <i>(Ref. 3.2.2)</i>	\$	\$	\$	\$	\$
Prepare Data Collection Form related to the Schedule of Expenditures of Federal Awards for the primary government and discretely presented component units; perform tests and report on Federal Awards <i>(Ref. 3.2.3)</i>	\$	\$	\$	\$	\$
Provide Landfill Agreed Upon Procedures <i>(Ref. 3.2.4)</i>	\$	\$	\$	\$	\$
Provide Jail Canteen Fund - Agreed upon Procedures <i>(Ref. 3.2.5)</i>	\$	\$	\$	\$	\$
Provide (as required) Compliance Letters - Bonds <i>(Ref. 3.2.6)</i>	\$	\$	\$	\$	\$
Provide assistance, GFOA - checklist <i>(Ref. 3.2.7)</i>	\$	\$	\$	\$	\$
Issue Internal Controls and Management Letters <i>(Ref. 3.2.15)</i>	\$	\$	\$	\$	\$
Total Audit	\$ 79,500	\$ 81,090	\$ 82,710	\$ 84,360	\$ 86,050
Industrial Development Authority <i>(Ref. 3.2.9)</i>	\$ *	\$ *	\$ *	\$ *	\$ *
Student Activity Funds <i>(Ref. 3.2.11)</i>	\$ 22,000	\$ 22,880	\$ 23,795	\$ 24,750	\$ 25,740
Parent Teacher Organizations <i>(Ref. 3.2.12)</i>					
Elementary (Quote price per School)	\$	\$	\$	\$	\$
Middle School	\$	\$	\$	\$	\$
High School	\$	\$	\$	\$	\$
Mountain Vista Regional Gov. School <i>(Ref. 3.2.13)</i>	\$ 1,000	\$ 1,040	\$ 1,085	\$ 1,125	\$ 1,170
Volunteer Fire and Rescue Companies <i>(Ref. 3.2.14)</i> (quote price per company)	\$ **	\$ **	\$ **	\$ **	\$ **
Hourly Rates for Additional Services <i>(Ref. 3.3)</i>					
Partner	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175
Manager - NonPartner	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125
Staff	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90

Base Year
Option (Renewal) Year

* We propose to use our hourly rates should these services be requested

** Prices will vary for each of these depending upon the size and complexity of each individual Fire and Rescue Company -- our minimum fee is estimated to range between \$2,500 to an maximum fee of \$7,500