

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8354

Fax: (540) 422-8355

**NOTICE OF CONTRACT AWARD**

1. DATE: March 3, 2023
2. COMMODITY NAME: Audit Services for Volunteer Fire and Rescue Companies
3. CONTRACT NUMBER: 08-21smc
4. SUPERSEDES: 54-16ksc
5. CONTRACT PERIOD: November 18, 2020 through January 1, 2022  
Renewal 1 November 18, 2021 through January 1, 2023  
Renewal 2 November 18, 2022 through January 1, 2024
6. RENEWAL OPTIONS: Three (3) one-year renewals
7. FIRM: Robinson, Farmer, Cox Associates  
VN: 633532  
10709 Spotsylvania Avenue, Suite 101-A  
Fredericksburg, VA 22408  
PH (540) 898-8983 FX (540) 898-8986  
Contact: Andrew Grossnickle, CPA, CFE  
[andrew@rfca.com](mailto:andrew@rfca.com)
7. TERMS: Net 45 days
8. FOR FURTHER INFORMATION CONTACT: Kathy Stanley, CPPB  
PH (540) 422-8354

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 noted on the first page. Renewal documentation will be generated, upon input requested from the using departments, approximately ninety days in advance of the expiration date of the current term.

**RFP 08-21SM AUDITS-VFRA COMPANIES  
NON BINDING FEE COST PROPOSAL FORM**

**All Inclusive Fees for Annual Audit Services:**

	FY20	Optional Renewal Years		
		FY21	FY22	FY23
Warrenton Volunteer Fire Company	\$ 6,270	\$ 6,395	\$ 6,520	\$ 6,650
Remington Volunteer Fire and Rescue	4,320	4,405	4,490	4,580
Marshall Volunteer Fire and Rescue	3,510	3,580	3,650	3,720
The Plains Volunteer Fire Company	3,510	3,580	3,650	3,720
Catlett Volunteer Fire and Rescue Company	4,865	4,960	5,060	5,160
Goldvein Volunteer Fire Department	3,510	3,580	3,650	3,720
New Baltimore Volunteer Fire and Rescue Company	4,320	4,405	4,490	4,580
Orlean Volunteer Fire Department	3,510	3,580	3,650	3,720
Lois Volunteer Fire and Rescue Squad	3,510	3,580	3,650	3,720
<b>Total</b>	<b>\$ 37,325</b>	<b>\$ 38,065</b>	<b>\$ 38,810</b>	<b>\$ 39,570</b>

In addition to the annual audit services RFC agrees to conduct at least one annual VFRA "Workshop/Training Session" for each year of the contract at no additional charge.

*The above fees are based on our time estimates and our standard hourly rates as follows:*

<b>Partner</b>	\$ 175
<b>Manager</b>	\$ 125
<b>Staff</b>	\$ 90

The non-binding cost estimates above are based on current accounting and auditing standards. Any effects of significant changes in these standards will be discussed with management. In addition, the estimates are based on the audits being conducted in the same manner as in previous years (at a central location with the exception of Warrenton which has historically been conducted onsite). Any fee adjustment will be mutually agreed upon.

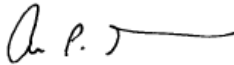
**Company Name:** Robinson, Farmer, Cox Associates

**Address:** 10709 Spotsylvania Avenue Suite 101-A, Fredericksburg, Virginia 22408

**Telephone:** 540-898-8983

**Name & Title of Person**

**Submitting Bid:** Andrew P. Grossnickle, CPA, CFE - Member



**Signature:** \_\_\_\_\_