



Legistar No. 180145BB



**RFP # CAUD-190002-DH  
SEALED COST PROPOSAL TO PROVIDE  
PROFESSIONAL AUDITING SERVICES TO:  
THE CITY OF GAINESVILLE  
GENERAL GOVERNMENT**

*PREPARED BY:* MAULDIN & JENKINS, LLC  
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**ELECTRONIC COPY SEALED COST**

June 28, 2018 | 3:00 PM

June 28, 2018

City of Gainesville  
General Government Purchasing  
200 East University Avenue, Room 339  
Gainesville, Florida 32601

Ladies and Gentlemen:

Mauldin & Jenkins, LLC is pleased to submit its proposal, including this cost portion of the proposal, to provide annual financial and compliance auditing services for the City of Gainesville, Florida (the "City"). It is our understanding that the City wishes to establish a contract for such audit services for the fiscal years ended September 30, 2018 and 2019, with options to renew for two additional two year terms, subject to annual review and the annual availability of an appropriation for audit services by the City.

We have enclosed on the following pages the Schedule of Professional Fees for All Services. This sealed cost proposal contains all pricing information relative to their performance.

As a Member of Mauldin & Jenkins Certified Public Accountants, LLC, I am certified and authorized to represent Mauldin & Jenkins, empowered to submit the bid, and authorized to sign a contract with the City.

The City would be a very important client to us and one we would be proud to serve. We offer you a team with significant government experience in Florida and the Southeast. We sincerely appreciate the opportunity to serve the City and look forward to hearing from you.

Sincerely,  
MAULDIN & JENKINS, LLC



Wade Sansbury, CPA  
Partner  
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SCHEDULE OF PROFESSIONAL FEES AND EXPENSES  
FOR THE AUDIT OF THE CITY'S 2018 FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partner/Director	120	\$ 350	\$ 275	\$ 33,000
Managers	300	200	170	51,000
Supervisory Staff	0	170	150	-
Staff	380	130	100	38,000
Other (Specify)				-
Subtotal				<u>122,000</u>
Total for all services described in Section II E of the RFP				<u>122,000</u>
Out-of-pocket expenses				
Meals and lodging				3,000
Transportation				600
Other (specify): M&J Discount from Standard Fees				<u>(20,000)</u>
Total All-inclusive Maximum Price for 2018 Audit				<u>\$ 105,600</u>

**Important Notes to be Considered:**

**Note (1) – Unlimited Correspondence:** It is Mauldin & Jenkins’ policy to not charge for simple discussions and conversations that occur between the governmental entity and Mauldin & Jenkins that are only simple discussions (i.e., a phone call to ask certain questions that do not require additional research).

**Note (2) – Free Periodic Continuing Education:** As noted in our technical proposal, we provide free continuing education classes to our clients. This could amount to approximately \$2,000 of annual savings for the City’s finance department per person.

**Note (3) – Additional Services:** If it should become necessary for the City to request Mauldin & Jenkins to provide any additional services (such as bond issuances, etc.), then such additional work shall be performed only if set forth in an addendum to the contract between the City and Mauldin & Jenkins. Any such additional work agreed to between City and the Firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

**Note (4) – Cost Savings:** As noted throughout our technical proposal, we believe Mauldin & Jenkins has the experience and expertise to serve the City at the highest level (our experience includes service to over 400 governments including 94 municipalities and numerous public utilities). Our experience allows us to be extremely efficient in providing the necessary services to the City. Additionally, we continue to look for "Cornerstone" clients to add to our client base, and **the City of Gainesville would certainly fall into the "Cornerstone" client category.** A Cornerstone client, like Pensacola, Florida; Augusta, Georgia; and Charleston, SC (all current Mauldin & Jenkins clients), is one we feel benefits our Firm to serve, so much so that, we are willing to provide the services at a lower cost than that of our standard rates. This is a significant benefit to the City as well.

**Note (5) – No Hidden Fees or Costs:** The pricing schedules contain all pricing information relative to performance of the audit as required by the City including all reimbursement for travel, lodging, communications, etc. Our estimated number of hours and the associated fee estimate indicated are based on our professional judgment and experience with similar governmental entities. So long as there are no significant changes in the operations or the scope of services requested or significant problems requiring additional time, our quoted fees will not change.

**Note (6) – Manner of Payment:** Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with our dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month.

**Note (7) – Single Audits:** For the City’s audit, we have included costs to perform federal and state single audits for up to five major programs within our proposed fee. For any additional major programs, we propose an additional fee of \$4,000 per major program.

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