

# TOWN OF DAVIE

## TOWN COUNCIL AGENDA REPORT

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Bill Underwood/797-1050 by Herb Hyman/797-1016

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** n/a

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF RACHLIN COHEN & HOLTZ TO PROVIDE AUDITING SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SERVICES.

**REPORT IN BRIEF:** The Town solicited competitive sealed proposals for auditing services. RFP documents were sent to thirteen (13) prospective proposers. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received eight (8) responses (six (6) proposal submittals and two (2) "no bid" responses). The selection committee short listed the top four proposers to make an oral presentation. Following oral presentations, the selection committee ranked the firms. The recommendation is for Rachlin Cohen & Holtz as the top ranked firm in accordance with the ranking totals attached hereto.

**PREVIOUS ACTIONS:** Not applicable.

**CONCURRENCES:** The firm of Rachlin Cohen & Holtz was chosen by the selection committee.

**FISCAL IMPACT:**

Has request been budgeted? yes

If yes, expected cost: to be negotiated

Account Name: Town Administrator-Auditing Expense Account

Additional Comments: Not applicable

**RECOMMENDATION(S):** Motion to approve the resolution.

**Attachment(s):**

Procurement Authorization

Selection Committee Rankings

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF RACHLIN COHEN & HOLTZ TO PROVIDE AUDITING SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SERVICES.

WHEREAS, the Town solicited proposals for auditing services; and

WHEREAS, the selection committee has selected Rachlin Cohen & Holtz as the firm best qualified to provide the required services; and

WHEREAS, it is in the Town's best interest to execute a contract for such services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby accept the selection of Rachlin Cohen & Holtz as the firm best qualified to provide the required services and authorizes the Town Administrator or his designee to negotiate an agreement for such services and present that contract for approval at a future meeting date. Should no agreement be reached with the highest ranking firm, then the Town Administrator or his designee shall negotiate with the next ranked firm and present that agreement for approval.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

Attest:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004

# TOWN OF DAVIE PROCUREMENT AUTHORIZATION

**ACCOUNT NUMBER, BUDGET ITEM & DESCRIPTION**      **APPROXIMATE COST**  
 04-0103-512-0302      AUDITING SERVICES      \$60,000/YR.  
 TOWN ADMIN - AUDIT EXP.

**METHOD OF PROCUREMENT (check the one that applies)**

- Open Competitive Bidding  
 Piggyback on Contract Number \_\_\_\_\_  
 Sole Source  
 Request For Proposals

**SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED**

Signed W. F. Underwood  
 Department Head

Have Funds been Reserved RES. 3/1/21

Date 2/2/04 Signed AN

Signed [Signature]  
 Town Administrator

VENDOR	BIDS SUBMITTED	COST
RACHLIN COHEN + HOLTZ		RANKED 1ST
KEEFE Mc CALLISTER + Co.		RANKED 2ND
Q. RAN + Co.		RANKED 3RD
Mc GLADREY + PULLEN		RANKED 4TH
MAYTEL HOFFMAN McCANN		NOT RANKED
KPMG		NOT RANKED
GRANT THORNTON		NO BID
PRICE WATERHOUSE COOPERS		NO BID

Signed [Signature]  
 Procurement Manager

TOWN ADMINISTRATOR'S RECOMMENDATION	
Vendor	Cost

Signed \_\_\_\_\_  
 Town Administrator

+

	A	B	C	D	E
1					
2					
3		AUDITING SERVICES			
4					
5					
6	COMMITTEE MEMBER	KEEFE	MCGLADREY	GRAU	RACHLIN
7		MCCULLOUGH	& PULLEN	& CO.	COHEN
8					
9	K. COHEN	1	4	3	2
10	R. MUNIZ		A B S E N T		
11	M. KUTNEY		A B S E N T		
12	B. UNDERWOOD	2	4	3	1
13	C. MENKE	2	3	4	1
14	B. BERNARD	1	4	3	2
15	H. HYMAN	2	4	3	1
16					
17	TOTAL	8	19	16	7
18					
19	RANKING	2ND	4TH	3RD	1ST