

**Notice of Recommendation**  
RFP 19-FN-003- Auditing Services  
Date: April 30, 2019

**SUMMARY:**

The City of Edgewater issued a Request for Proposals (RFP 19-FN-003) on March 26, 2019 with the sole purpose and intent of obtaining proposals from interested and qualified firms offering to provide **Auditing Services for the City of Edgewater.**

Two proposals were received and both were deemed responsible/responsive bids. On April 30, 2019, the Evaluation Committee met and discussed the proposals based on the criteria listed in the RFP document. The Committee ranked the proposals as follows (Master Grading Sheet attached):

<b>Firm</b>	<b>Ranking</b>
James Moore and Co.	#1
Carr, Riggs and Ingram, LLC	#2

The Committee discussed the possibility of asking the firms to come in for presentations, however based upon further review of the RFP language, which states: ***“In general, the City wishes to avoid the expense to the City and to proposers of unnecessary oral interviews. Therefore, the City will make every reasonable effort to achieve the ranking using written submittals alone. If no single top-ranked firm can be clearly identified by review of the written submittals alone, then the evaluator(s) will request the Purchasing Agent to schedule the top ranked firm(s) for oral presentations/interviews.”***, the Committee concluded unanimously that there was a clear single top-ranked firm identified by review of the written submittals alone and therefore declined requesting presentations.

**RECOMMENDED ACTION:**

Motion to award and authorize the City Manager to execute a contract to James Moore and Co. for Auditing Services for the City of Edgewater.

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4/30/2019 10:00

Master Grading Sheet

Company Name	Firm's Expertise and Experience  125 points available	Business Plan  125 points available	Proposed Staff Experience  100 points available	Cost  100 points available	References  50 points available	TOTAL  500 total points	Rank Order
Carr, Riggs & Ingram, LLC	119	118	97	100	47.15	481.15	2
James Moore & Co.	120	119	100	99.25	47.85	486.1	1