



SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT

1145 N. Azusa Canyon Road
West Covina, California 91790
(626) 814-9466 • FAX (626) 337-5686
e-mail: district@sgvmosquito.org

June 20, 2017

Cities of:

Alhambra

Arcadia

Azusa

Bradbury

Claremont

Covina

Duarte

El Monte

Glendora

Industry

Irwindale

La Puente

La Verne

Monrovia

Monterey Park

Pomona

Rosemead

San Dimas

San Gabriel

Sierra Madre

Temple City

Walnut

West Covina

*County of
Los Angeles*

To Whom It May Concern:

RE: Request for Independent Auditor Proposal for the Annual Audit of the San Gabriel Valley Mosquito & Vector Control District (SGVMVCD) for the Fiscal Year Ending June 30, 2017 and June 30, 2018 with an Option to Extend the Engagement.

The San Gabriel Valley Mosquito & Vector Control District requests your proposal to conduct the District's Audit for the Fiscal Year ending June 30, 2017 and June 30, 2018. At the discretion of the Board of Trustees, the engagement may be extended to include additional audit years. You may be invited to a meeting of the Finance Committee to present your qualifications dependent on the District's determination.

The audit is solely of this non-profit local governmental agency and must conform to all requisite accounting principles, and the selected auditor will also be obligated to file the audit with all other eligible Los Angeles County and State agencies.

The budgeted Financial Summary for Fiscal Year ending June 30, 2017 is as follows:

REVENUES:

Operating Contributions and Grants	\$ 95,000.00
Capital Contracts and Grants	.00
Assessments	3,878,723.00
Interest	26,723.00
Miscellaneous	.00
TOTAL REVENUES	\$ 4,000,573.00

EXPENDITURES:

Public Health & Safety	\$ 1,060,582.00
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RESERVES:

\$ 2,039,123.00

Additional information may be provided upon request. All prior year audits are located at the District Headquarters at 1145 North Azusa Canyon Road, West Covina, CA 91790.

Proposals must be submitted by 4:00 PM on Friday, July 21, 2017. Late proposals will not be accepted. Any proposal postmarked on or after the date specified will not be accepted. Electronically mailed or facsimile proposals will not be accepted. All bids must be delivered via U.S. Mail or by walk-in. All proposals should include detailed company information and background, at least two professional references, and the cost for audits (including out-of-pocket expenses) for the Fiscal Year ending June 30, 2017, and Fiscal Year ending June 30, 2018. This background and the balance of your proposal will be the basis upon which the staff will determine the staff's recommendation of the firm to assume this responsibility.

This is not a bid solicitation and the SGVMVCD is not obligated to accept any proposal or to negotiate with any proponent. The SGVMVCD reserves the right to reject any or all proposals without cause of liability, to request information beyond that specified in the *Request for Proposal (RFP)*, to conduct contract negotiations with any contractor (whether or not it has submitted a proposal), to alter the selection process or criteria, and /or to decide whether or not to contract with any contractor. Nothing in this request for proposals shall be construed to obligate the SGVMVCD to negotiate or enter into a contract with any particular contractor. This request shall not be deemed to be an offer to contract. The SGVMVCD will not be responsible for any costs incurred by proponent in the preparation and submission of a proposal.

All responses must be clear and understandable and demonstrate a comprehensive knowledge of the required services and the appropriate means and methods of supplying them to the benefit and satisfaction of the SGVMVCD. The SGVMVCD retains the rights to all printed materials and reserves the privilege of accepting any one or more proposals or rejecting all submissions. If you require additional information, please contact me at (626) 814-9466 or by mail at 1145 North Azusa Canyon Road, West Covina, CA 91790 or at district@sgvmosquito.org

Respectfully,

Jared Dever
District Manager

To whom it may concern,

The District has received several questions about the RFP for auditor services released on June 20, 2017. In an effort to eliminate any preferential treatment of respondents, the District has sought legal council to determine the proper protocols for answering the questions. Based on the legal opinion provided, the attached questions were deemed appropriate to be answered. The questions will be sent to all firms included in the original RFP distribution and posted on our District website for public consumption. Thank you for your patience and understanding of the process.

Jared Dever, District Manager
jdever@sgvmosquito.org
(626) 814-9466

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Audit RFP Questions

1. How many days of fieldwork and how many auditors?

One auditor was out for approximately four days.

2. Approximately how many audit adjustments did the prior firm make as part of their audit? Approximately nine journal audit entries.

3. How much were the previous year's auditing fees? Did this fee include costs and preparation of the Annual State Controller's Report? \$11,650.00. Included costs and preparation of State Controller's Report.

4. Any major change of budgetary size or management turnover from previous year? No major changes in budgetary size. New District Manager as of April 2017.

5. How long have the most recent auditors been performing the audit for the District? Any major reason why the District is considering a change of audit firms? Tahim and Associates has performed the audit for the last six years.

6. Were there any findings or comments in the management letter in the prior year? None

7. Has the District entered into any major contracts, studies and/or started any projects in the current fiscal year that would not be reflected in the prior year financial statements? None at this time.

8. Any new debt issuances in the current fiscal year? None

9. Auditors report as of June 30, 2016 is attached.