



**SAN GABRIEL VALLEY
MOSQUITO & VECTOR CONTROL DISTRICT**

1145 N. Azusa Canyon Road
West Covina, California 91790
Phone (626) 814-9466 • Fax (626) 337-5686
E-mail: District@sgvmosquito.org

Cities of:

Alhambra

Arcadia

Azusa

Baldwin Park

Bradbury

Claremont

Covina

Duarte

El Monte

Glendora

Industry

Irwindale

La Puente

La Verne

Monrovia

Monterey Park

Pasadena

Pomona

Rosemead

San Dimas

San Gabriel

Sierra Madre

South Pasadena

Temple City

Walnut

West Covina

*County of
Los Angeles*

March 14, 2019

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, 2019 and June 30, 2020 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, 2019 and June 30, 2020. 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, 2018 is as follows:

REVENUES:

Operating Contributions and Grants	\$.00
Capital Contracts and Grants		.00
Assessments		3,965,614.00
Interest		49,745.00
Miscellaneous		.00
TOTAL REVENUES	\$	4,015,359.00

EXPENDITURES:

Public Health & Safety	\$	4,223,668.00
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RESERVES:

	\$	2,239,381.00
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\$ 2,239,381.00

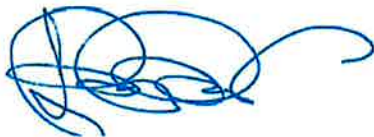
Additional information may be provided upon request. All prior year audits are located at the District Headquarters at 1145 North Azusa Canyon Road, West Covina, CA 91790.

Proposals must be submitted by 4:00 PM on Monday, April 1, 2019. 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, 2019, and Fiscal Year ending June 30, 2020. 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