



## NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida, Indian Trace Development District and Bonaventure Development District (collectively "CITY") will be accepting sealed proposals for:

### PROFESSIONAL AUDITING SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2024-11

The CITY is requesting proposals from qualified firms to provide professional auditing services of financial statements for the CITY. Section 218.39 of the Florida Statutes requires an annual financial audit of CITY accounts and records by an independent certified public accountant.

All PROPOSERS are advised that the CITY has **NOT** authorized the use of CITY's seal by individuals or entities responding to the CITY's RFP, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes.

### PROPOSER QUALIFICATION

PROPOSERS shall have a minimum of five (5) years of providing audit services to municipalities in Florida of a similar complexity and size as the CITY. Proposers shall have been in continuous operation for a minimum of the past five (5) years, in the State of Florida, from the date that the RFP is issued and shall have a field office in Broward, Miami-Dade or Palm Beach counties.

At least 80% of municipal Annual Comprehensive Financial Reports (ACFR) completed by PROPOSERS during the past five (5) years, in the United States/Canada, shall have received the GFOA Certificate of Achievement for Excellence in Financial Reporting. PROPOSERS shall be licensed to practice as a CPA in the State of Florida.

### PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by the Director of Procurement until **2:00 p.m. local time, on**

Event:	Opening: RFP No. 2024-11, Professional Auditing Services
Event address for attendees:	<a href="https://westonfl.webex.com/westonfl/j.php?MTID=m71db7951eee5d96bc2f54bb0a643d15a">https://westonfl.webex.com/westonfl/j.php?MTID=m71db7951eee5d96bc2f54bb0a643d15a</a> You may also connect to: <a href="http://www.webex.com">www.webex.com</a> <ul style="list-style-type: none"><li>• Click "Join a Meeting"</li><li>• Enter Event/Meeting Number</li></ul>

Date and Time:	Monday, November 25, 2024 at 2:00 p.m. Eastern Standard Time (New York, GMT-05:00)
Event Number:	2313 243 9291
Event Password:	Audit (28348 when dialing from a phone or video system)
Audio conference:	Join by phone 415-655-0001 US Toll Access code: 2313 243 9291

#### AVAILABILITY OF RFP DOCUMENTS

Interested parties may download a copy RFP No. 2024-11, Professional Auditing Services by visiting the CITY's Procurement website at: <https://www.westonfl.org/government/procurement>. Proposal documents are also available for electronic download from Demand Star at <http://www.demandstar.com>.

#### QUESTIONS

Any questions concerning this Notice to Proposers shall be submitted in writing to the **Director of Procurement, Martha Perez-Garviso** at [mperezgarviso@westonfl.org](mailto:mperezgarviso@westonfl.org), with "RFP No. 2024-11, Professional Auditing Services" in the subject line, at least five business days prior to submittal deadline.

#### CONE OF SILENCE

A cone of silence is imposed upon publication of this Notice to Proposers. The cone of silence prohibits communications with the following individuals pertaining to this RFP:

Margaret Brown, Mayor, Auditor Selection Committee Chair;  
Mary Molina-Macfie, Commissioner, Auditor Selection Committee Member;  
Byron L. Jaffe, Commissioner, Auditor Selection Committee Member;  
Henry Mead, Commissioner, Auditor Selection Committee Member;  
~~Chris Eddy, Commissioner,~~ Fabio A. Andrade, Commissioner, Auditor Selection Committee Member; and

The details of the CITY's Cone of Silence are set forth in Section 32.10 of the City Code.

The Auditor Selection Committee shall convene at a publicly noticed meeting and review submissions, rank and evaluate the proposals and provide a recommendation to the City Manager.

#### RIGHTS RESERVED

1. The CITY (through the City Commission, City Manager, Selection Committee or Protest Committee) reserves the right to:
  - A. Reject any or all proposals;
  - B. Waive any informality in a proposal;
  - C. Waive any deficiency or irregularity in the selection process;
  - D. Accept or reject any or all qualifications statements in part or in whole; and
  - E. Request additional information as appropriate.

2. The City Commission reserves the right to:

- A. Award all or a portion of the services set forth in the RFP/RFQ as determined to be in the best interest of the CITY; and
- B. Reject any or all Proposals if found by the City Commission not to be in the best interest of the CITY.
- C. In the event of a sole proposal, reject the sole proposal.

Martha Perez-Garviso  
Director of Procurement  
City of Weston

Published: October 24, 2024