



Fayette COUNTY

"WHERE QUALITY
IS A LIFESTYLE"

PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, STE 204
FAYETTEVILLE, GEORGIA 30214
PHONE: 770-305-5420
www.fayettecountyga.gov

October 28, 2014

Subject: Addendum #1 - RFP #P916 Auditing Personal Property Accounts for Compliance

Gentlemen/Ladies:

Included herein is additional information and clarification for the above referenced request for proposals. Please consider all of this information when preparing your proposal.

1. **Once the contractor has been selected, what date are you expecting the contractor to begin the audits?** Approximately, January 1, 2015.
2. **What has been the number of hours/days spent on these audits in the past?** The previous audits were performed roughly 10 to 12 years ago, records are not available.
3. **What have been the fees charged on these audits in the past?** The previous audits were performed roughly 10 to 12 years ago, records are not available.
4. **On average, how many audits were completed in the past?** The previous audits were performed roughly 10 to 12 years ago, records are not available.
5. **Is it possible to get an example of a prior audit report?** The previous audits were performed roughly 10 to 12 years ago, records are not available.
6. **Approximately what length of time did it take in the past to complete all audits (i.e. days from the start of the contract period to the end of the contact period)?** The previous audits were performed roughly 10 to 12 years ago, records are not available.
7. **Pg 5, 20. The insurance we currently have covers all the counties we currently or have ever done work for. Some counties, as Fayette is requesting, asked to be named on the policy, which has never been a problem. But having a county listed on our insurance policy w/o even having them as a contracted client is not something our insurance is going to approve until a contract is signed. Also, I am not sure (I have an email in now waiting for an answer, as I do not handle our company's insurance) of the amounts of coverage we currently have. If we were awarded the bid and our current coverage is below what Fayette is requesting we would naturally up our limits to meet their requests. The wording appears that**

the county is requesting we show evidence of that coverage before the bid is even awarded? I'm not sure why a request would be made for us to expend money to purchase a higher limit of insurance before we even know if we need it? Could you explain or am I reading it wrong? The question refers to Section #20 in the Terms and Conditions portion of the Request for Proposals (RFP). This is the standard requirement that the county uses in most of our similar solicitations for professional services, such as actuaries or architects. In fact, the amount stipulated in this RFP for Professional Liability Insurance is actually lower than we sometimes require for professional services, due to the perceived level of risk involved. It is correct that we do not execute a contract until we have all required documents, including proof of insurance coverage by means of a Certificate of Insurance, which names the county as an additional insured in the Certificate Holder box.

Some companies submit the Certificate with the county named as additional insured, along with their proposals. Occasionally, a company will submit a Certificate of Insurance with its proposal, which shows the required coverage, but says in the Certificate Holder box, "For Information Purposes Only." This verifies that they have the required insurance. If awarded the contract, these companies will then send the updated Certificate of Insurance, naming the county as additional insured, when they provide the signed contract and other necessary documents.

It will not be necessary to submit the Certificate of Insurance alone with your proposal, nor to purchase additional insurance unless and until you are awarded a contract. It will, however, be necessary for the county to receive the properly completed Certificate of Insurance from the successful proposer before the county can execute the contract and issue a Notice to Proceed.

8. **Pg 9, bottom section B. Based on our experience, when accounts are cancelled for whatever reason we price them as a percentage of work completed, as stated in our normal contracts. If the account has just been set up and maybe one letter processed it would naturally be a much smaller charge for man hours than an account which has been scheduled for an auditor to go out on. Is that being considered, as the many processes that take place in preparation of an audit may take several months for public relation purposes...and the work processed once an audit is scheduled would equate to more than 8 hours? Yes.**
9. **Pg 10, H. By what type of electronic media will the county want these documents sent? Microsoft Word (Via Email).**
10. **Pg 12, D., 2., (a) What do we base "Relative Size" on w/o knowing how many accounts the county will want done each year or the expected audit budget for each year? Similar sized counties (Fayette has approximately 3,300 businesses).**
11. **Pg 14, IV. B., a. Does this mean that any vendor that has contracted with Fayette County in the past will have a point advantage over a vendor that has never contracted with Fayette County for any type services? No, previous work with Fayette County will not give a vendor a point advantage.**

12. **Pg 18. Can the county make available the total number of business personal property accounts in each size category found on pg 18?** Fayette County does not have this information readily available.
13. **I believe Group A size accounts should be \$0-\$49,999, not \$49,000?** Please see the revised Cost Proposal – Attachment B attached.

Received by _____ Company _____

Note: If this addendum is not returned to the Fayette County Purchasing Department or if it is returned not signed, all responders shall still be responsible for the requirements of this addendum and the specifications or changes herein.

The opening date for this request for proposal has not changed. The opening date will be 3:00 p.m. Thursday, November 13, 2014. Proposal must be received in the Purchasing Department at the address listed above in Suite 204 on or before the opening date.

If you have already submitted a proposal, it **will** be opened and read on the opening date. If you would not like your proposal opened at all or should you desire to submit a new proposal, your original proposal must be picked up, or you must notify the Fayette County Purchasing Department **in writing** at the address above of your desire to not have your proposal opened.

Thank you for your attention to this matter.

Sincerely,



Ted L. Burgess
Director of Purchasing

TLB/tcb

COST PROPOSAL - ATTACHMENT B (REVISED)
AUDITING SERVICES – BUSINESS PERSONAL PROPERTY
SEALED REQUEST FOR PROPOSALS #P916

DO NOT INCLUDE FEES OR COSTS IN ANY AREA OR FORM OUTSIDE OF THIS PAGE.
 Auditing firms responding to this RFP are required to submit their costs proposals on this sheet only.

The following breakdown by account class must be used for pricing when submitting proposals in response to this Request for Proposal No. P916 offered by Fayette County Board of Tax Assessors. All fees must be expressed as a per audit fixed-fee basis to include all local travel, meetings, related expenses, profit and overhead.

Fair Market Value	Account Class	1 or 2 Year Audit Fee	3 or 4 Year Audit Fee
\$0.00 - \$49,999	A	\$ _____	\$ _____
\$50,000 - \$399,999	B	\$ _____	\$ _____
\$400,000 - \$999,999	C	\$ _____	\$ _____
\$1,000,000 - \$4,999,999	D	\$ _____	\$ _____
\$5,000,000 - \$19,999,999	E	\$ _____	\$ _____
\$20,000,000 & Over	F	\$ _____	\$ _____

Name (typed or printed) _____ Title _____

Signature _____ Date _____

NAME OF FIRM _____