

**CITY OF LODI
REQUEST FOR PROPOSAL
AUDITING SERVICES
January 2021**

INTRODUCTION

The City of Lodi, a municipality in Columbia County, Wisconsin, is requesting proposals from qualified firms of certified public accountants to audit and/or prepare the City of Lodi, Lodi Utilities, and TIF Districts 3, 4, and 5 financial statements for the five (5) fiscal years ending December 31, 2021 through December 31, 2025. Each audit is to be performed in accordance with generally accepted auditing standards.

The City of Lodi, population of approximately 3,139 residents, is overseen by a six-member Common Council and a Mayor. Day-to-day operations of the City are overseen by the Director of Administration and the Director of Operations, both full time employees of the City, who report directly to the Mayor. Fiscal operations are overseen by the Director of Administration.

The City of Lodi currently has a general fund, seven special revenue funds, a debt service fund, two fiduciary funds, three TIF Districts and enterprise funds consisting of Electric Distribution, Water and Wastewater.

The computer program currently used by the City for financial accounting is Microsoft Dynamics and Northstar Utility Billing.

Copies of the 2019 audited financial statements are available on the City's website: <https://wi-lodi.civicplus.com/ArchiveCenter/ViewFile/Item/393>.

SCOPE OF WORK TO BE PERFORMED

The City of Lodi desires the auditor to prepare general purpose financial statements in conformity with generally accepted accounting principles. Following the preparation of statement, the auditor shall conduct an audit and express an opinion on the fair presentation of the financial statements. Entities to be included are all City departments (including the Library), Lodi Utilities, and three TIF Districts.

Auditing Standards to be Followed

To meet the requirements of this request for proposal, the audits shall be performed in accordance with generally accepted auditing standards as set forth by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants.

Reports to be Issued

Following the completion of the audit of each fiscal year’s financial statements, the auditor shall issue reports on the fair presentation of the financial statements in conformity with generally accepted accounting principles; as well as the required supplementary information. There shall be three separate reports including:

1. City of Lodi – all funds and component units of the City
2. Lodi Utilities - electric distribution, water, and wastewater utilities
3. TIF Districts – TIF District #3, TIF District # 4, and TIF District #5

Audit Completion Date

The annual audit shall be completed and presented by the auditor to the City of Lodi Common Council no later than the third Tuesday in May each year.

GENERAL PROPOSAL REQUIREMENTS

1. The firm name, address and specific municipal audit experience in Wisconsin.
2. Name, phone number, and email address of primary contact related to the proposal.
3. A description of the firm’s capabilities and qualifications as well as a detailed resume of the person(s) expected to be providing services to the City.
4. Detailed description of services to be provided.
5. Description of any administrative requirements of the firm.
6. Detailed cost proposal providing an hourly charge, estimated time to be spent and a final not-to-exceed amount for each of the five (5) years. The information should include information on hourly rates charged for various services or by various individuals, mileage/travel and reimbursables.
7. The detailed cost proposal described above shall be provided separately for the following audits:
 - a. City of Lodi – all funds and component units of the City
 - b. Lodi Utilities - electric distribution, water, and wastewater utilities
 - c. TIF Districts – TIF District #3, TIF District # 4, and TIF District #5
8. Detailed cost proposals for hourly charges for additional work performed beyond the scope of this RFP. Additional work may include:
 - a. Statement preparation and financial audit of the volunteer Fire Department
 - b. Statement preparation and financial audit of the volunteer EMS Department

Any additional information that is pertinent to the RFP.

SUBMISSION INSTRUCTIONS

Proposals shall be submitted electronically to: Brenda Ayers, City Clerk, bayers@cityoflodi.us no later than **4 p.m. on Friday, February 26, 2021.**

The City reserves the right to request additional written or oral information to supplement all written statements of qualifications or proposals. Interviews and presentations will be on an invitation basis.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Lodi and the firm selected. The City of Lodi reserves the right without prejudice to reject any or all proposals.

TIME SCHEDULE

The City anticipates the following timetable:

- February, 26, 2021- Deadline for receipt of proposals
- March 9, 2021- Review by Finance Committee and recommendation to Common Council
- March 16, 2021- Review by Common Council and vote to award

INQUIRIES

Inquiries regarding this RFP should be directed to:

Brenda Ayers
City Clerk
130 S Main St
Lodi WI 53555

Phone: 608-592-0713
Email: bayers@cityoflodi.us

Mailed to:

Baker Tilly, Vicki Vogel Hellenbrand, vicki.hellenbrand@bakertilly.com
Bauman Associates LTD, Eric Davidson, ericdavidson@baumancpa.com
Hawkins Ash, Kevin Behnke, kbehnke@hawkinsashcpas.com
Johnson Block,
Kerber Rose, Krisztina Dommer, krisztina.dommer@kerberrose.com
MBE CPAs, Melanie Lindloff, mktg@mbecpa.com