

Town of Windsor

Memorandum

March 13, 2018

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager MS
SUBJECT: Audit RFP

As you are aware, we issued a request for proposals (RFP) for auditing services earlier this year. We received three (3) proposals.

Mayor Richardson, Christy Jernigan, and I met with the two of the proposers on Monday February 26th. I think that the interviews were productive.

Based off the interviews, it would be my recommendation to select Robinson, Farmer, Cox Associates as our next auditor. Their extensive experience with local governments in the Commonwealth of Virginia makes them uniquely qualified to perform this work for the Town of Windsor.

Recommended Motion

Move that Town Council authorize and direct the Town Manager to enter into a contract with Robinson, Farmer, Cox Associates to provide auditing services for the Town of Windsor for a period of 3 years with an option to extend for 2 additional years.