

# Town of Windsor

## Memorandum

February 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 at the beginning of February. The RFP closed on January 31st at 4:00 p.m. We received three (3) proposals. The three firms and their fee proposals are as follows:

<u>Firm</u>	<u>2018</u>	<u>2019</u>	<u>2021</u>
Karamalils Consulting out of Arlington, VA	\$13,575	\$13,982	\$14,401
Perry & Associates out of Vienna, WV	\$14,500	\$14,975	\$15,500
Robinson, Farmer, Cox Associates out of Chesterfield, VA	\$15,000	\$15,450	\$15,900

I have evaluated each of the proposals. I feel confident that any one of the three firms could provide the Town with a satisfactory level of service. Two of the firms are based in Virginia, and one in West Virginia. Only Robinson, Farmer, and Cox lists extensive experience performing audits for Virginia Localities. Two of the firms are several hours away from Town. This would make it difficult to have face to face meetings with them when needed. The closest firm to us is Robinson, Farmer, and Cox at 1.5 hours.

Copies of all three proposals are available at Town Hall for anyone that wishes to review them.

This is for Council's discussion and direction.