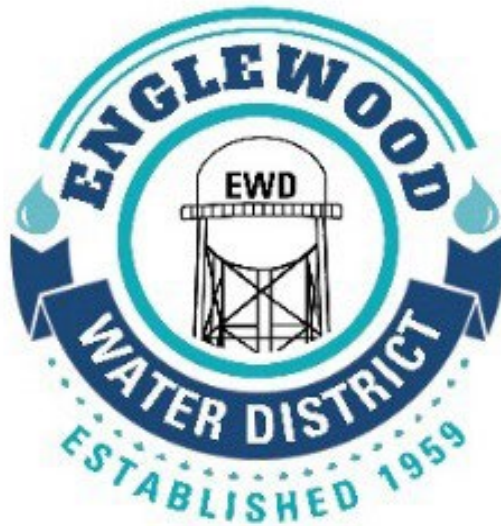




REQUEST FOR PROPOSALS

RFP 2026-146

FINANCIAL AUDITING SERVICES

ENGLEWOOD WATER DISTRICT



LEGAL NOTICE

REQUEST FOR PROPOSALS RFP 2026-146

FINANCIAL AUDITING SERVICES

Englewood Water District will be receiving proposals from qualified Certified Public Accounting firms, authorized to do business in Florida, to provide financial auditing services, in accordance with the terms, conditions and specifications, per this Request for Proposals (RFP).

The RFP package will be posted **July 9, 2026** on www.demandstar.com, and will also be posted in the Purchasing section of the District's website, www.engagewoodwater.com.

PROPOSAL DUE DATE: August 6, 2026 at 2:15 p.m. (ET)

Sealed proposals must be clearly marked **RFP 2026-146, Financial Auditing Services**, with the name of the Proposer's firm on the outside, and mailed or hand delivered to the Procurement Department, Englewood Water District, 201 Selma Avenue, Englewood, FL 34223, no later than the proposal due date and time listed above. The proposals will be publicly opened and read aloud in the Board Room at the District, on the same day, at 2:30 p.m. (ET). Proposals received after the deadline will not be opened or considered for award.

SELECTION COMMITTEE MEETING DATE: September 3, 2026 @ 2:00 p.m. (ET)

PROPOSER PRESENTATIONS (IF NEEDED): TBD

All public meetings will be held in the District's Board Room.

If you are not able to access the proposals documentation from the links above, please contact the District's Procurement Department at (941) 460-1014. Any requests for additional information or clarification must be submitted by e-mail to Bee Ling Wheaton, Procurement Manager, bwheaton@engagewoodwater.com, latest by 5:00 p.m. (ET) on **July 30, 2026**. Verbal requests will not be considered.

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SECTION 1 GENERAL INFORMATION

The District was established as a special district of the State of Florida in 1959 and has been providing high quality drinking water to its customers for over 50 years. The District is both a corporate and political entity. The powers and duties of the District are governed by the District's Enabling Act which was codified as a State law. It is governed by a board of five elected supervisors. An administrator and professional staff conduct the daily business of the District, consistent with Board policies and directives.

The District possesses broad responsibility for operating water, wastewater and reclaimed water systems in its service area boundaries.

Our service area encompasses 44.5 square miles in southern Sarasota County and western Charlotte County. There are four (4) freshwater and two (2) brackish water wellfields. Raw water is either treated at the Lime Softening plant that has a production capacity of 3.0 million gallons a day (MGD) or the Reverse Osmosis plant with a production capacity of 3.0 MGD. The water processed at each plant are then mixed and sent into the distribution system.

SECTION 2 PROJECT OVERVIEW

2.1 The Englewood Water District (District) is requesting Proposals from qualified Proposers for Financial Auditing Services.

2.2 The District anticipates entering into a contract with the firm who submits the Proposal judged to be most advantageous to the District, based on evaluation criteria outlined in Section 6.

2.3 The following is the anticipated schedule for the Solicitation:

ITEM	EVENT	DATE
1.	RFP Issued	July 9, 2026
2.	Deadline for Questions and Answers	July 30, 2026 by 5:00 p.m.
3.	Due Date for RFP Submittals & Opening of RFPs (Open to Public)	August 6, 2026. Due at 2:15 p.m. Opening at 2:30 p.m.
4.	Selection Committee Evaluation and Ranking Meeting (Open to Public)	September 3, 2026 at 2:00 p.m.
5.	Proposer Presentations (If Required)	TBD
6.	Board Selection and Award (Anticipated)	September 10, 2026
7.	Agreement Executed	Shortly after approval

SECTION 3

GENERAL INSTRUCTIONS

3.1 Intent: It is the intent of the Englewood Water District to award the Solicitation to the Proposer who demonstrates the highest level of ability, proven reliability, experience and qualifications as Certified Public Accountants to perform Financial Auditing Services for the District, as required by Section 11.45, Florida Statutes and other applicable Florida law, for fiscal years ending September 30, 2026; 2027; 2028; 2029 and 2030.

The District will accept sealed proposals from qualified firms consisting of individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida. Prospective Proposers must be currently licensed to practice in the State of Florida.

3.2 Definitions:

- a) Proposer: A person or firm submitting a response to this Request for Proposal.
- b) Contractor: A successful Proposer that is awarded a contract to provide goods or services to the District.
- c) Contract or Agreement: The Request for Proposal, all addenda issued, all affidavits, the signed agreement, all related documents that comprise the totality of the contract or agreement between the District and the Proposer.
- d) Responsible Proposer: A Proposer that has the capability in all respects to perform in full, the contract requirements, as stated in the Request for Proposals, and the integrity and reliability that will assure good-faith performance.
- e) Responsive Proposal: A Proposal that conforms in all material aspects to the terms and conditions included in the Request for Proposals.

3.3 Term of Contract:

The initial term of the Agreement shall commence on October 1, 2026, and shall remain in effect through completion and acceptance of all services associated with the annual financial statement audit for the fiscal year ending September 30, 2030, unless earlier terminated in accordance with the Agreement.

Upon mutual written agreement of the Parties and approval by the District's Board of Supervisors, the Agreement may be renewed for one (1) additional two-year term at the same terms, conditions, and pricing set forth in the Cost Proposal Form (Attachment A) and Labor Rates (Attachment B), covering the annual financial statement audits for the fiscal years ending September 30, 2031 and September 30, 2032. The renewal term shall remain in effect through completion and acceptance of all services associated with the annual financial statement audit for the fiscal year ending September 30, 2032. A sample Agreement is included in Section 8.

The Proposal does not constitute a contract with the District. The final Agreement is subject to approval by the District's Board of Supervisors and execution by both Parties. No contractual relationship shall exist until the Agreement has been fully executed by both Parties.

3.4 Development Costs: Any expenses incurred in conjunction with the preparation of the response to this Request for Proposal (RFP) will be the sole responsibility of the Proposer.

3.5 Inquiries: Verbal inquiries will not be accepted. Please submit written, or e-mailed inquiries regarding this RFP to Bee Ling Wheaton, Procurement Manager. E-mail address is bwheaton@englewoodwater.com. Please submit any inquiries, latest by 5:00 p.m. ET, July 30, 2026. Last addendum will be issued on July 31, 2026.

Responses to inquiries, or any supplemental instructions will be issued in the form of written addenda. All written addenda will be posted on www.demandstar.com and the District's website www.englewoodwater.com in the Purchasing section.

3.6 Pre-Proposal Meeting: None is scheduled for this RFP.

3.7 Preparation of Proposals:

- i) The Proposal submittal forms specify requirements of the services to be performed and must be completed and submitted with the Proposal. Use of any other forms may result in the rejection of the Proposal. The Proposal submittal forms must be legible. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the Proposal to be rejected.
- ii) The Proposal must be signed by an authorized agent of the Proposer's firm. Failure to sign the Signature Page of the Proposal may render the Proposal non-responsive.
- iii) If a Proposer believes any requirement, specification, term, or condition of this Solicitation is unclear, restrictive, or unacceptable, the Proposer shall submit a written request for clarification or proposed revision to the identified Procurement contact by email during the question and answer period specified in this Solicitation. Requests received after the deadline for questions will not be considered. By submitting a Proposal, the Proposer acknowledges and agrees to comply with the requirements, terms, and conditions of this Solicitation, including any addenda issued by the District.

3.8 Addendum: The District may issue an addendum in response to any inquiry received, prior to the due date for Proposals, which changes, adds, or clarifies the terms, provisions, or requirements of the Solicitation. The Proposer should not rely on any representation, statement, or explanation, whether written or verbal, other than those made in the Solicitation document or in the addenda issued. Where there appears to be a conflict between the Solicitation and any addenda, the last addendum issued shall prevail. The Proposer is solely responsible for ensuring receipt of all addenda and any accompanying documentation. The Proposer is required to acknowledge any and all addenda issued on the Proposal Submittal Signature Form, together with its Proposal.

3.9 Change of Proposal: Prior to the scheduled due date for Proposals, a Proposer may change its Proposal by submitting a new Proposal (as indicated on the cover page), with a letter on the firm's letterhead, signed by an authorized agent stating that the new Proposal replaces the original Proposal. The new submittal shall contain the letter and all information as required for submitting the original Proposal. No changes to a Proposal will be accepted after Proposals have been opened.

3.10 Proposal Submission and Opening of Proposals: Sealed proposals shall be delivered no later than **2:15 p.m. (ET), August 6, 2026**, to the following address:

Englewood Water District
Bee Ling Wheaton, Procurement Manager
201 Selma Avenue, Englewood, FL 34223

All proposals should be clearly marked as **RFP 2026-146 Financial Auditing Services**, with the name of the Proposer's firm, on the outside.

Sealed proposals will be publicly opened, and read aloud, on the same day, at 2:30 p.m. (ET) shortly after the proposals' submission deadline at the Englewood Water District Board Room. Only names of Proposers will be read at this time.

Proposals received past the deadline will not be considered for award and may be returned at the request and expense of the Proposer, within seven (7) days after the opening of Proposals. It is the Proposer's sole responsibility to ensure timely delivery by the due date, time and place listed in this RFP. No exceptions will be made due to weather, carrier, traffic, illness, or other issues.

Proposers may withdraw their proposals by written notification to the District at any time before the due date of the RFP. Proposals that are not withdrawn shall, upon opening, be considered as an irrevocable offer for a period of one hundred and eighty (180) calendar days to provide the District with services described in the specifications of this RFP, until a proposal has been selected and accepted by the District.

The Florida Public Records Act, §119.071(1)(b), exempts sealed Proposals from inspection and copying until such time as the District provides notice of an intended decision pursuant to §120.57(3)(a), or until 30 days after opening of the Proposals, whichever is earlier. This exemption is not waived by the public opening of the Proposals.

3.11 Proposal Evaluation Meeting: The Proposer is welcome to attend the public evaluation meeting for Proposals. Proposals will be evaluated per Section 6, Evaluation Method and Criteria.

3.12 Cancellation of Solicitation: The District reserves the right to cancel, in whole, or in part, any Requests for Proposals, if it is in the best interests of the District.

3.13 Award of Contract:

- i) The selection and award process shall be conducted in accordance with Section 6, Evaluation Method and Criteria. The District intends to select the responsive and responsible Proposer determined to be most advantageous to the District based upon the evaluation criteria and selection process set forth in Section 6.
- ii) The District reserves the right to reject any and all Proposals, waive minor irregularities or technicalities, and re-advertise all or any part of this Solicitation when determined to be in the best interest of the District.
- iii) Any sole response received may be accepted or rejected by the District in its sole discretion. The District shall be the sole judge of the Proposals received and the resulting Agreement.
- iv) The District reserves the right to investigate the qualifications, experience, references, and ability of any Proposer to perform the required services. Proposers shall provide such additional information as the District may reasonably request for evaluation purposes.
- v) A Proposer's prior performance on previous District contracts may be considered in the evaluation of Proposals.
- vi) Following selection by the District's Board of Supervisors, the District will issue a Notice of Intended Award identifying the selected Proposer. The Notice of Intended Award will be posted on DemandStar and the District's website. Issuance of the Notice of Intended Award shall commence the protest period set forth in Section 3.46, Vendor Protest. The Notice of Intended Award does not constitute a contract or authorization to begin work. No contractual relationship shall exist until an Agreement has been fully executed by both parties.

3.14 Termination: The District may terminate the Contract for convenience upon thirty (30) days' written notice to the Contractor.

Funding for any successive fiscal years is contingent upon appropriation of funds by the District. In the event that funding is unavailable, or not appropriated, the District reserves the right to terminate this contract. The contract will terminate on the last day of the current fiscal year without penalty, or expense to the District.

3.15 Payments: Upon receipt and approval of the Contractor's invoices, after verification that services have been rendered per terms of the Contract, the District shall pay the Contractor in accordance with the Local Government Prompt Payment Act (F.S.218.74). The Contractor must submit an invoice for payment to the District for those specific tasks that were completed during that invoicing period. Invoices must be in a form acceptable to the District for payment.

3.16 Taxes: The District is exempt from the payment of Federal and State taxes, including sales tax. The Contractor shall be responsible for any local, state, or federal tax, associated with the work arising from this RFP.

3.17 Insurance Requirements: The Contractor and subcontractors (if applicable) shall procure at their own cost, and maintain, at a minimum, insurances per the listed coverages during the contractual period.

A) Commercial General Liability

Commercial General Liability Insurance on an “occurrence basis,” with limits of liability not less than \$1,000,000 for personal injury, bodily injury, and property damage. Coverage shall include: (1) contractual liability, (2) products and completed operations, (3) independent contractors (if applicable to this solicitation), and (4) property in the care, control, or custody of the Auditor.

B) Automobile Liability

Automobile Liability Insurance covering owned, hired, and non-owned vehicles used in connection with the services under the Agreement, with a combined single limit of not less than \$1,000,000 per accident for bodily injury and property damage.

C) Professional Liability Insurance

Professional Liability, Errors and Omissions, or Malpractice Insurance shall be maintained with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate. Coverage may be written on a claims-made basis. If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the Agreement, and the Contractor shall maintain continuous coverage or an extended reporting period for a minimum of five (5) years following completion of the services under the Agreement.

D) Workers Compensation

All employees of the Contractor will have coverage at the statutory limits provided by state and federal laws. The policy will include Employers’ Liability with a limit of \$100,000 each accident; \$100,000 each employee; and \$500,000 policy limit for disease. For Workers Compensation Exemption through the state of Florida, please refer to <https://myfloridacfo.com/Division/wc/Employer/Exemptions/default.htm> for eligibility requirements.

General Requirements

All policies except for the Workers Compensation and Professional Liability shall name Englewood Water District as Additional Insured.

Insurance premiums, and any and all deductibles to the required policies are to be the responsibility of the Contractor. The Contractor’s insurance is considered primary for any loss regardless of any insurance maintained by the District. The Contractor shall also be responsible for any loss or portion of any loss not covered by any insurance policy.

The successful Proposer shall, within five (5) business days after issuance of the Notice of Intended Award, submit to Procurement certificates of insurance and all required endorsements evidencing compliance with the insurance requirements of this Section. The District may extend this deadline in writing at its sole discretion. Failure to timely provide acceptable evidence of insurance may result in withdrawal of the intended award and selection of another qualified Proposer in accordance with this Solicitation and applicable law.

The successful Proposer shall maintain the required insurance coverage throughout the term of the Agreement and shall not commence work until the required insurance documentation has been reviewed and accepted by the District.

At its discretion, the District may review, at any time, coverage, form and amount of insurance required.

Waiver of Subrogation

The Contractor shall obtain Waiver of Subrogation endorsements in favor of the District, its officers, employees, and agents for the Commercial General Liability, Automobile Liability, and Workers' Compensation policies required under this Agreement. The Contractor shall provide a copy of the endorsement as part of the required insurance documentation.

3.18 Indemnity: The Contractor will be fully liable for the actions of its directors, officers, members, partners or subcontractors, and the employees and agents of each of them, and shall fully indemnify, defend and hold harmless the District, any member of its board of supervisors, employees, agents and assigns from all demands, claims, suits, actions, judgments, damages, fines, fees, taxes, assessments, penalties, losses, expenses, costs of every type and description, and reasonable attorney's fees (at both trial and appellate levels), of any nature or kind whatsoever caused by, or arising out of, or related to the performance or breach of this agreement by the Contractor, its officers, directors, members, partners, or subcontractors, and employees or agents of any of them; provided, however, that the Contractor shall not indemnify for that portion of any loss or damages caused by the negligent act or omission of the District.

To the extent applicable, the Contractor shall fully indemnify, defend and hold harmless, the District, and any member of its board of supervisors, agents, employees and assigns from any demands, claims, suits, actions, judgments, damages, fines, fees, taxes, assessments, penalties, losses, expenses, costs of every type and description, and reasonable attorney's fees (at both trial and appellate levels), arising from, or relating to, violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right; provided, however, that the foregoing obligation shall not apply to the misuse or modification of the Contractor's products by the District or any member of its board of supervisors, agents, employees, and assigns, or to the operation or use of the Contractor's products by the District, or any member of its board of supervisors, agents, employees, and assigns in a manner not contemplated by the contract.

Nothing in this agreement shall be deemed to affect the rights, privileges and immunities of the District, per Florida Statute 768.28.

3.19 Conflicts of Interest: The Florida Code of Ethics regulates the ability of the District to contract with its public officers, employees and their immediate relatives. Proposers shall disclose any such potential conflicts on the Conflict of Interest Form. Proposers are responsible for reviewing Florida Statute 112.313 to determine if any such conflict exists. If a Proposer is in doubt, they shall seek a conflict of interest opinion from the District or their designated representative, prior to submitting their proposal.

3.20 Non-Discrimination: The District does not discriminate against race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services. According to Florida Statute 287.134(2)(a), "an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not be awarded or perform work as a Contractor, a supplier, subcontractor, or Contractor under any contract with any public entity; and may not transact business with any public entity."

3.21 Contact Prohibition: Proposers are instructed not to contact any member of the District's Board of Supervisors, officers, staff members, or agents, other than the authorized District contact person identified in this Solicitation, regarding this solicitation package, or their submittal package, the District's Intent to Award or Reject (if applicable), at any time before the formal award of this RFP. Any such contact shall be cause for rejection of your submittal.

3.22 State Registration Requirements: Any Proposer required by Florida law to register to do business in this state shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, 608, 617, or 621, Florida Statutes, unless they are exempt. Any partnership submitting a proposal in response to this RFP shall have complied with the applicable provisions of Chapter 620, Florida Statutes. Please submit a copy of the firm's registration with the proposal submission.

3.23 Prohibition against considering social, political, or ideological interests in government contracting: Pursuant to Section 287.05701, Florida Statutes, the District may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor, and may not give preference to a vendor based on the vendor's race, color, sex, gender identity, national origin, religion, disability, or socioeconomic status. Proposers are advised that the District will comply with the requirements of Section 287.05701, Florida Statutes, in the evaluation and award of this Solicitation.

3.24 Anti-Human Trafficking Compliance: The District does not enter into Contracts with entities that engage in human trafficking or forced labor practices. Compliance with Section 787.06, Florida Statutes, is required. Proposers shall submit the Anti-Human Trafficking Affidavit provided in this Solicitation certifying compliance with Section 787.06, Florida Statutes.

3.25 Foreign Entity of Concern: Pursuant to Section 287.138, Florida Statutes, the District may not accept a Proposal from or enter into a Contract with an entity that meets the definition of a Foreign Entity of Concern where such entity would be granted access to an individual's personal identifying information. Proposers shall submit the Foreign Entity of Concern Affidavit included in Solicitation as a condition of eligibility for Contract Award.

3.26 Licenses, Permits and Fees: The Contractor shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections (if required), and comply with all laws, ordinances required. Damages, penalties and/or fines imposed on the District, as a result of the Proposer's failure to obtain and maintain required licenses, certifications, permits and/or inspections shall be borne by the successful Proposer.

3.27 Subcontracting: Unless otherwise specified in this RFP, the successful Proposer shall not subcontract any portion of the work, without the prior written consent of the District. Subcontracting without the prior consent of the District shall constitute a material breach of the agreement and may result in termination of the contract for default.

3.28 Responsibilities as Employer: The employees or if applicable, subcontractors of the Contractor are not employees or agents of the District. The Contractor shall provide competent employees/subcontractors capable of performing the work required. The District may require the Contractor to remove any employee/subcontractors it deems unacceptable.

3.29 Governing Law and Venue: This contract and all its transactions shall be governed by and construed and enforced in accordance with the laws of the State of Florida without regard to any contrary conflicts of law principle. Venue of all proceedings in connection herewith shall lie exclusively in Sarasota County. Each party hereby waives whatever its respective rights may have been in the selection of the venue.

3.30 Public Entity Crimes: In accordance with Florida Statutes Section 287.133(2)(a), "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, Supplier, Subconsultant or Contractor

under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.” Please complete and submit the Public Entity Crime Information form provided in this solicitation.

3.31 Collusion: By submitting this proposal, the Proposer certifies that he/she has not divulged to, discussed or compared his/her proposal submission with other Proposers and has not colluded with any other Proposer or parties to this proposal whatsoever. Please complete and submit the Non-Collusive Affidavit included in the solicitation.

3.32 Regulations: Any violation of local, state or federal law in the performance of this contract shall be considered a material breach.

3.33 Amendment: Any amendment, change or addendum to this Contract is only enforceable, when mutually agreed upon, in writing by both parties and made part of the Contract.

3.34 Changes in the Work: The District may, without invalidating the Contract, order additional work or make changes by altering, adding to, or deducting from the work, the agreed-upon sum being adjusted accordingly. Such work will be executed under the conditions of the original Contract, including labor rates. The change and amount of compensation must be agreed upon in writing and authorized by the District through a Purchase Order or written amendment, as applicable. The District will have the authority to make minor changes to the work that do not involve additional cost and are not inconsistent with the purposes of the work. No extra work or change involving additional compensation shall be performed without prior written authorization from the District.

3.35 Completion of Work: The Contractor shall perform the services and complete all deliverables in accordance with the requirements of this Agreement and within the timeframes specified herein. If delays occur due to circumstances beyond the Contractor's reasonable control, the Contractor shall promptly notify the District in writing so that an appropriate adjustment to the schedule may be considered.

3.36 Failure to Complete Work: If the Contractor fails to deliver or complete the work within the time stated in the contract, then the District reserves the right to cancel the contract and secure the services of another qualified firm to complete the work. Should this authority be exercised, the District will be responsible for reimbursing the Contractor for work that was completed and accepted by the District in accordance with the contract. The District may, at its option, demand payment from the Contractor, for any additional costs over and beyond the original contract price that were incurred by the District as a result of having to secure the services of another Contractor.

3.37 Correction of Deficiencies: If the Contractor fails to perform the services in accordance with the requirements of this Agreement or applicable professional standards, the Contractor shall promptly correct any deficiencies identified by the District at no additional cost. If the Contractor fails to do so within a reasonable time after written notice, the District may pursue any remedies available under the Agreement or applicable law.

3.38 Omissions in Specifications: The Scope of Services describes the services required under this RFP. The omission of any task or service that is reasonably necessary to complete the required services in accordance with the Contract and applicable professional standards shall not relieve the Contractor of the responsibility to perform such task or service without additional compensation, unless approved in writing by the District.

3.39 Conflicts within the Solicitation: Where there appears to be a conflict between the General Instructions, Special Terms and Conditions, Scope of Services, or any addendum issued, the order of precedence shall be: the last addendum issued, the Scope of Services, the Special Terms and Conditions, and then the General Instructions.

3.40 Force Majeure: The District and the successful Proposer are excused from performance of their responsive obligations under the contract, when and to the extent that their performance is delayed or prevented by any circumstances beyond their control, including fire, flood, explosion, strikes or other labor disputes, natural disasters, public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance provided that:

- i) The non-performing party gives the other party prompt written notice describing the particulars of the force majeure, including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely report with respect thereto during the period of the force majeure;
- ii) The excuse of performance is of no greater scope and of no longer duration than is required by the force majeure;
- iii) No obligations of either party that arose before the force majeure causing the excuse of performance are excused as a result of the force majeure; and
- iv) The non-performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance shall not be excused under this section for a period in excess of two (2) months, provided that in extenuating circumstances, the District may excuse performance for a longer term. Economic hardship of the successful Proposer shall not constitute a force majeure. The term of the contract shall be extended by a period equal to the duration which either party's performance is suspended under this section.

3.41 Public Inspection: Unless exempted by law, all public records are subject to public inspection and copying under Florida's Public Records Law, Chapter 119. A time-limited exemption from public inspection is provided for the contents of any replies pursuant to Florida Statutes, Section 119.071(1)(b). Once that exemption expires, all contents of a reply become subject to public inspection unless another exemption applies.

3.42 Retention of Public Records: The Contractor shall keep and maintain public records and fully comply with Section 119.0701, Florida Statutes. The timeframes and classification for records retention requirements must be in accordance with the General Records Schedule GS1-SL for State and Local Government Agencies. (Refer to <http://dos.dos.state.fl.us/library-archives/records-management/general-records-schedules/>).

If requested, the Contractor must provide the District, at no additional cost, a copy of the requested records, or allow the records to be inspected or copied within a reasonable time.

3.43 Proprietary/Confidential Information: Proposers are hereby notified that all information submitted as part of, or in support of Proposal submittals will be available for public inspection after the opening of proposals in compliance with Chapter 119 of the Florida Statutes. The Proposer shall not submit any information in response to this solicitation that the Proposer considers a trade secret, proprietary, or confidential. The submission of any information to the District in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret, or other protection that would otherwise be available to the Proposer. In the event that the Proposer submits information to the District in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the Proposal as protected or confidential, the District may, in its discretion, either communicate with the Proposer in writing in an effort to obtain the Proposer's withdrawal of the confidentiality restriction, or endeavor to redact and return that information to the Proposer, and if appropriate evaluate the balance of the Proposal. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

3.44 General Exemptions from Public Meetings: Per Florida Statute 286.0113, competitive solicitation which includes the process of requesting and receiving sealed bids, proposals, or replies in accordance with the terms of a competitive process, regardless of the method of procurement are exempted from public meetings.

Any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation, at which a vendor makes an oral presentation as part of a competitive solicitation, or at which a vendor answers questions as part of a competitive solicitation is exempt from Florida Statutes 286.011 and s.24(b), Art. 1 of the State Constitution.

Any portion of a team meeting at which negotiation strategies are discussed is exempt from Florida Statutes 286.011 and s.24(b), Art. 1 of the State Constitution.

A complete recording shall be made of any portion of an exempt meeting. No portion of the exempt meeting may be held off the record. The recording of, and any records presented at the exempt meeting are exempt from Florida Statutes, s 119.07(1) and s.24(a), Art. 1 of the State Constitution until such time as the District provides notice of an intended decision or until 30 days after opening of the bids, proposals, or final replies, whichever occurs earlier.

If the District rejects all bids, proposals, or replies and concurrently provides notice of its intent to reissue a competitive solicitation, the recording and any records presented at the exempt meeting remain exempt from Florida Statutes, s.119.07(1) and s.24(a), Art. 1 of the State Constitution until such time as the District provides notice of an intended decision concerning the reissued competitive solicitation or until the District withdraws the reissued competitive solicitation. A recording and any records presented at an exempt meeting are not exempt for longer than 12 months after the initial District notice rejecting all bids, proposals or replies.

3.45 Vendor Protest: The Proposer must submit a notice of protest in writing to the District's Procurement Manager within three (3) business days after the Notice of Intended Award has been issued. The protest shall contain the name, address, and phone number of the petitioner, the RFP number and title. The notice of protest shall describe the specific facts and statute upon which the protest of the proposed award is based, and shall include all pertinent documents and evidence. Protesters may not challenge the relative weight of evaluation criteria or formula for assigning points. Only a Proposer whose Proposal was submitted in time and fully complies with all terms and conditions of the RFP may protest an award. Upon receipt of a formal written protest, the District may stop award proceedings until resolution of the protest. However, the award proceedings shall not be stopped if the Administrator decides that the award must continue without delay to avoid an immediate and serious danger to public health, safety or welfare, or to comply with required regulations.

A protest shall be reviewed and evaluated administratively and a decision in writing shall be forwarded to the protesting firm. The decision of the Administrator shall be final. Any and all costs incurred by a protesting party associated with a protest shall be the sole responsibility of the protesting party.

3.46 Disqualification: The District reserves the right to disqualify responses before or after submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Contractor.

3.47 Severability: If any part of this contract is contrary to, prohibited by, or deemed invalid under applicable law or regulation, such provision shall be in applicable and deemed omitted to the extent so contrary, prohibited, or invalid, but the remainder hereof shall not be invalidated thereby and shall be given full force and effect so far as possible.

3.48 E-Verify Compliance: The Contractor shall comply with the requirements of Section 448.095, Florida Statutes, including registration with and use of the E-Verify system, as applicable. Failure to comply with Section 448.095, Florida Statutes, shall constitute a material breach of the Contract and may result in termination by the District.

SECTION 4

SPECIAL TERMS & CONDITIONS

4.1 Eligibility and Minimum Requirements:

To be eligible to respond to this RFP and be considered for award, the Proposer must demonstrate that it or its principals assigned to the project has successfully provided services, similar in scope and complexity, as an independent external financial auditor to a special district, municipality, county or local government.

Proposers must meet the following minimum qualifications. Failure to meet these minimum requirements may result in rejection of the Proposal.

- i) Proposers must certify that they are qualified and licensed to provide auditing services and practice in the State of Florida;
- ii) Proposers must have at least five (5) years' experience in providing financial auditing services to a special district, municipality, county or local government;
- iii) Proposers must be a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants;
- iv) Assigned professional personnel of the Proposer must have received adequate continuing professional education as stipulated by Government Auditing Standards issued by the Comptroller General of the United States;
- v) Proposers are independent of the Englewood Water District, as generally defined, by the accepted auditing standards and Government Auditing Standards; and
- vi) The Proposer shall submit a copy of its most recent external quality control review report.
- vii) The proposer shall demonstrate experience performing Annual Single Audits under Uniform Guidance and auditing federal grant programs, including FEMA Public Assistance programs, for governmental entities.

4.2 Auditing Standards:

These audits are to be performed in accordance with auditing standards generally accepted in the United States of America; the standards issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), when applicable; the Rules of the Auditor General of the State of Florida; and all applicable provisions of Florida law governing audits of local governmental entities.

4.3 Location of Working Office:

Proposer shall identify the office that will manage the audit engagement and provide the location of that office. Proposer shall also describe its ability to provide timely on-site services to the District, including attendance at meetings and fieldwork as requested.

4.4 Substitution of Personnel:

It is the intention of the District that the successful Proposer's personnel proposed for the contract shall be available for the initial contract term. In the event that the successful Proposer wishes to substitute personnel, the successful Proposer shall propose personnel of equal or higher qualifications, and all replacement personnel are subject to the District's approval.

4.5 Cost:

The fees proposed shall be all-inclusive and shall include all direct (labor, travel, incidentals, etc.) and indirect costs, including all out-of-pocket expenses. The Proposer agrees that if the proposal is accepted, the fees set forth

in Attachment A – Cost Proposal Form and Attachment B – Labor Rates shall not increase during the initial contract term or the optional extension period. The proposal shall also include a schedule of professional fees and expenses supporting the proposed fees. Any changes in accounting principles or state or federal laws, rules, or requirements associated with the annual financial report that require additional work shall be subject to the District's prior written approval and authorization in accordance with the Changes in the Work section.

4.6 Payment:

Payment for the Annual Financial Statement Audit shall be made based on the fixed annual fee set forth in Attachment A – Cost Proposal Form. The Contractor may submit progress invoices during the course of the engagement. The total amount billed for each Annual Financial Statement Audit shall not exceed the applicable annual fee unless otherwise approved in writing by the District. Annual Single Audit and Annual State Single Audit services shall be compensated only when required and authorized by the District, at the prices set forth in Attachment A.

SECTION 5 SCOPE OF SERVICES

5.1 Purpose and Intent:

The Englewood Water District ("District"), Englewood, Florida, is requesting proposals from qualified firms of Independent Certified Public Accountants to perform annual financial statement audit services for the fiscal years ending September 30, 2026 through September 30, 2030, with the option of two (2) additional fiscal years, subject to mutual agreement of the District and the selected firm.

The audits shall be performed in accordance with auditing standards generally accepted in the United States of America; Government Auditing Standards issued by the Comptroller General of the United States; the audit requirements of Title 2 CFR Part 200, Uniform Guidance, when applicable; the Rules of the Auditor General of the State of Florida; and all other applicable federal and state requirements.

5.2 Financial Information:

The Englewood Water District is an independent special district that provides potable water, wastewater collection and treatment, and reclaimed water services within portions of Sarasota and Charlotte Counties, Florida.

All financial transactions of the District are recorded in a single enterprise fund. Enterprise funds are used to account for operations financed and operated in a manner similar to private business enterprises, where costs, including depreciation, are recovered primarily through user charges.

As of September 30, 2025, total assets were approximately \$136.9 million and operating revenues were approximately \$23.0 million. The District has no outstanding long-term debt. The District currently receives and may continue to receive federal and state financial assistance, including but not limited to FEMA Public Assistance funding, State Revolving Fund (SRF) funding, and other grant-funded projects. As a result, Annual Single Audit and Annual State Single Audit requirements may apply during the term of the contract.

5.3 Services to be Provided:

- i) Provide an independent audit and express an opinion as to whether the financial statements of the District are fairly presented, in all material respects, and in accordance with accounting principles generally accepted in the United States of America.
- ii) Assist District staff with preparation and review of the Annual Financial Report required by the Florida Department of Financial Services and reconcile amounts reported therein to the audited financial statements.
- iii) Perform certain limited procedures involving required supplementary information required by the Government Accounting Standards Board in accordance with auditing standards generally accepted in the United States of America. These include but are not limited to:
 - a. Management's discussion and analysis.
 - b. GASB-required supplementary pension and OPEB schedules.
- iv) Evaluate and report on the presentation of the following supplementary information other than  accompanying the financial statements in relation to the financial statements as a whole:
 - a. Schedule of Operating Expense by Department
 - b. Examine compliance with Section 218.415, Florida Statutes, regarding the investment of public funds for the fiscal year.
- v) Prepare financial statements and related notes.

- vi) Propose adjusting journal entries for management review and approval.
- vii) Provide all reports and communications resulting from the audit, as applicable, including, but not limited to:
 - a. Independent Auditor's Report on the District's basic financial statements.
 - b. Reports required under Government Auditing Standards;
 - c. Management Letter as required by Section 11.45, Florida Statutes, and Chapter 10.550, Rules of the Auditor General and other applicable Florida requirements;
 - d. Communication with Those Charged with Governance and other communications required by professional auditing standards;
 - e. Reports required by Uniform Guidance and Annual Single Audit requirements, when applicable
 - f. Reports required under the Rules of the Auditor General and other applicable federal and state requirements; and
 - g. Communications regarding significant audit findings, internal control deficiencies, material weaknesses, significant deficiencies, accounting policy changes, uncorrected misstatements, and other matters required by professional auditing standards.
- viii) If federal expenditures meet or exceed the threshold requiring an Annual Single Audit under the Uniform Guidance during any fiscal year covered by the contract, the auditor shall:
 - a. Perform an Annual Single Audit in accordance with Uniform Guidance;
 - b. Determine major federal programs and perform all required compliance testing;
 - c. Issue all reports required under the Uniform Guidance;
 - d. Review the Schedule of Expenditures of Federal Awards (SEFA) prepared by District management; and
 - e. Assist District management with preparation and submission of the Federal Audit Clearinghouse reporting package, including all required auditor certifications.
- ix) If expenditures of state financial assistance meet the thresholds established by Florida law, the auditor shall perform all procedures and issue all reports required by Chapter 10.550, Rules of the Auditor General, and other applicable State of Florida requirements.
- x) Provide technical guidance to District management regarding the implementation of new Governmental Accounting Standards Board (GASB) pronouncements and other significant accounting and reporting requirements that may affect the District's financial statements. The auditor shall be available throughout the year to discuss accounting, financial reporting, internal control, grant compliance, and regulatory matters affecting the District.

5.4 Timeline:

- i) Audit planning meeting by October 31.
- ii) Final field work completed by November 30.
- iii) Draft report delivered by January 31.
- iv) Final audit reports shall be delivered by February 28.
- v) Board presentation at the first available Board meeting thereafter.

Dates may be adjusted by mutual agreement of the District and Auditor.

SECTION 6

EVALUATION METHOD AND CRITERIA

6.1 Review of Proposals for Responsiveness:

Each Proposal will be reviewed for responsiveness to submission requirements, per the RFP. A responsive Proposal is one that follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, submits the Proposal by the required timeline, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the Proposal being considered non-responsive. Each Proposal that has been deemed to be responsive shall be scored according to the criteria in this section.

6.2 Evaluation Criteria:

Each responsive proposal will be evaluated using the following criteria:

A. Firm Qualifications and Relevant Experience – 35 Points

1. Experience auditing Florida local governments, special districts, utilities, and enterprise funds.
2. Experience performing audits for water, wastewater, and reclaimed water utilities.
3. Experience performing Annual Single Audits under Uniform Guidance and Annual State Single Audit.
4. Experience auditing entities receiving FEMA Public Assistance funding and other federal grant programs.
5. Results of peer review reports and history of regulatory or disciplinary actions.
6. Identify all current Florida water, wastewater, and special district audit clients.

B. Qualifications and Experience of Assigned Personnel – 20 Points

1. Qualifications, certifications, and experience of engagement partner, manager, and key staff.
2. Experience of assigned personnel auditing Florida governmental entities.
3. Continuing professional education and governmental accounting expertise.
4. Proposed staffing structure, assignment of responsibilities, and level of involvement of key personnel.

C. Audit Approach and Understanding of the District – 25 Points

1. Demonstrated understanding of the District, its operations, and the audit services required.
2. Clarity and completeness of the proposed audit approach, work plan, and schedule.
3. Ability to meet the District's required audit schedule and coordinate effectively with District staff.
4. Approach to communication with District staff and the Board, including availability for consultation and technical guidance throughout the year.

D. Cost Proposal – 20 Points

1. Overall reasonableness and competitiveness of the proposed fees for the required services, including the Annual Financial Statement Audit, Annual Single Audit, and Annual State Single Audit, when applicable.

Maximum Total: 100 Points

6.3 Evaluation, Ranking, and Selection Process:

- i) The Selection Committee will be comprised of elected Board Members.
- ii) Each Selection Committee member will independently evaluate and score all Proposals meeting the submittal requirements in accordance with the evaluation criteria in this section.
- iii) The Selection Committee may request clarification of any Proposal through Procurement. Procurement may request written clarification from a Proposer when necessary to assist the Selection Committee in evaluating the Proposal. Any clarification provided shall become part of the Proposal and shall be limited to clarifying information contained in the Proposal, without permitting material revisions to the original submission.
- iv) The Selection Committee will meet in a public meeting to discuss the Proposals, evaluation scores, and rankings. Selection Committee members may adjust their individual scores based on discussion during the public meeting.
- v) Proposals will be ranked according to the average of the total scores assigned by each Selection Committee member. Based on the final rankings, the Selection Committee shall rank and recommend, in order of preference, no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the evaluation criteria established in this Solicitation. If fewer than three firms submit responsive Proposals, the Selection Committee shall rank and recommend such firms as it deems to be the most highly qualified.
- vi) The Selection Committee may determine whether interviews or presentations are necessary before establishing its final ranking and recommendation. If interviews or presentations are not required, the Selection Committee will forward its ranking and recommendation to the Board of Supervisors.
- vii) If interviews or presentations are required, the Selection Committee may identify the highest-ranked Proposers to participate. The District will provide notice of the interview or presentation process on DemandStar and the District's website. Procurement will schedule the interviews or presentations, and equal time will be allotted to each participating Proposer. Presentations may include elaboration or clarification of the written Proposals and responses to questions from the Selection Committee and Advisory Staff. Any costs incurred by a Proposer in connection with an interview or presentation shall be the responsibility of the Proposer.
- viii) Following the interviews or presentations, each Selection Committee member may revise their initial evaluation scores for the participating Proposers based on information obtained during the interviews or presentations. Any revisions shall be made to the scores assigned under the evaluation criteria established in this Solicitation; no separate interview or presentation score will be assigned. The revised scores, if any, shall be used to establish the final ranking of the participating Proposers, and the Selection Committee shall recommend firms to the Board of Supervisors in accordance with subsection (v) above.
- ix) Because compensation is included as an evaluation factor, the Board of Supervisors shall select one of the firms recommended by the Selection Committee. The Board may select the highest-ranked qualified firm or select another recommended firm and document in the public record the reason for not selecting the highest-ranked qualified firm.
- x) Following selection by the Board of Supervisors, the District may negotiate the final terms and conditions of the Contract with the selected firm. If the District is unable to negotiate a satisfactory Contract, the District shall proceed in accordance with Section 218.391, Florida Statutes.

SECTION 7

RESPONSE REQUIREMENTS & CHECKLIST OF REQUIRED SUBMITTAL FORMS

7.1 Submittal Requirements: The Proposer should submit one (1) original and three (3) hard copies, including an electronic copy on a USB drive, of the entire Proposal Submission Package. All documents and information must be fully completed and signed where required.

The Proposal shall contain sufficient detail to allow the District to conduct a meaningful evaluation of proposed services. Overly elaborate responses are not requested or desired.

The Proposal forms must be used in the Proposal submission. Use of any other forms may result in the Proposer's submittal being deemed "Non-Responsive."

Only the Proposer's authorized agent will sign the Proposal Forms. All corrections made shall be initialed in ink by the authorized agent. Failure to comply may result in the rejection of the Proposal.

7.2 Proposal Format/Requirements: At a minimum, Proposals must include the following information and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.

- i) **TITLE PAGE:** Title Page shall show the request for proposal's title and proposal number; the firm's legal name; points of contact information (name, telephone, cell and e-mail address) and the date of the proposal.
- ii) **TABLE OF CONTENTS:** This should provide a clear identification of the material by section and page number.
- iii) **TAB 1 – Transmittal Letter:** Include a Letter of Interest indicating the project for which the Proposer is applying, and the Proposer's commitment to the project. The response shall contain a cover letter signed by a person authorized to commit the firm to perform work included in the proposal, and should identify all material enclosures being forwarded in response to the Solicitation.
- iv) **TAB A – Firm Qualifications & Relevant Experience:**
 - a) Describe the firm, including the size of the firm, the size of its governmental audit practice, the office that will manage this engagement, the location of that office, and the number and nature of the professional staff assigned to the engagement. Describe the firm's ability to provide timely on-site services to the District, including attendance at meetings and fieldwork as requested. If the Proposer is a joint venture or consortium, identify the qualifications of each participating firm and identify the firm that will serve as the principal auditor, if applicable. Submit a copy of the report of its most recent external quality control review, with a statement whether that quality control review included a review of specific governmental engagements.
 - b) Provide information on the circumstances and status of any disciplinary action taken or pending against the firm, during the past three (3) years with state regulatory bodies or professional organizations, if applicable.
 - c) Provide a summary of any litigation filed against the Auditor in the past three (3) years that is related to the services that the Auditor provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome and the monetary amounts involved.
 - d) Describe the firm's experience performing annual financial statement audits of Florida local governments, special districts, enterprise funds, and water, wastewater, and reclaimed water utilities. Include the firm's experience performing Annual Single Audits, Annual State Single

Audits, and audits of entities receiving FEMA Public Assistance funding or other federal grant programs. Identify all current Florida water, wastewater, and special district audit clients.

- v) **TAB B – Qualifications and Experience of Assigned Personnel:** Partner and supervisory staff members assigned to the engagement must have at least five (5) years' experience, and have participated in two (2) local governmental entities' (as defined in Section 11.45, Florida Statutes) Annual Financial Statement Audits in the past three (3) years.
 - a) Identify the principal supervisory and management staff, including engagement partners, manager, other supervisors, and specialists who would be assigned to this engagement. Describe the proposed staffing structure, the responsibilities of key personnel, and their anticipated level of involvement in the engagement. Indicate whether each such person is licensed to practice as a Certified Public Accountant in Florida. Provide the following information for each assigned staff member: relevant experience including experience auditing Florida governmental entities, qualifications, training, continuing professional education for the past three (3) years, and membership in professional organizations relevant to the performance of this audit.
 - b) List up to five (5) similar engagements completed within the past three (3) years by the firm's office that will be responsible for this engagement. Submit the information on the References Form included in the solicitation.
- vi) **TAB C – Audit Approach and Understanding of the District:** The Auditor should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required. The work plan should be tailored to the District's operations and the scope and requirements described in this RFP.

Describe the firm's understanding of the District's operations, enterprise fund accounting, capital assets, debt, grants, and regulatory environment, and explain how that understanding will be incorporated into the audit approach.

Auditors will be required to provide the following information on their audit approach:

 - a) Proposed segmentation of the engagement.
 - b) Level of staff and number of hours to be assigned to each proposed segment of the engagement.
 - c) Type and extent of analytical procedures to be used in the engagement.
 - d) Approach to be taken to gain and document an understanding of the District's internal control structure.
 - e) Approach to be taken in determining laws and regulations that will be subject to audit test work.
 - f) Identify and describe any anticipated potential audit issues or considerations, the firm's approach to resolving these issues, and any special assistance that will be requested from the District.
 - g) Report Format: The proposal shall include sample products for all reports required for compliance with federal, state and Auditor General rules and requirements for the most recent fiscal year audited.
 - h) Describe the firm's ability to meet the District's required audit schedule and its approach to coordinating audit activities with District staff.
 - i) Describe the firm's approach to communication with District staff and the Board, including availability for consultation and technical guidance throughout the year.
- vii) **TAB D - Cost:** Attachment A – Cost Proposal Form and Attachment B – Labor Rates for duration of contract, completed for the initial contract term and the optional extensions.
- viii) **TAB E – Additional Information:** Any other pertinent information that the Proposer chooses to provide.
- ix) **TAB F – Required Submittal Forms:** A checklist is included to assist the Proposer in the preparation of

their response, to ensure that their submission is compliant with the requirements of the Solicitation. The checklist is to be completed and submitted with the required forms under this tab.

THE REMAINDER OF THE PAGE IS INTENTIONALLY LEFT BLANK

CHECKLIST OF SUBMITTAL FORMS

<u>Included</u>	<u>Type of Form Submitted</u>
☐	Proposal Submittal Signature Form
☐	Statement of Organization
☐	State of Florida Registration Requirements (http://www.sunbiz.org/search.html). Proposer shall be registered with the State of Florida to perform professional services required for this RFP. A copy of the Registration and state required license, must be included with the submission.
☐	Conflict of Interest Form
☐	Public Entity Crime Information
☐	Non-Collusive Affidavit
☐	Anti-Human Trafficking Affidavit
☐	Foreign Entity of Concern Affidavit
☐	References Form (submit under Tab B of Proposal)
☐	Cost Proposal Form – Attachment A (submit under Tab D of the Proposal)
☐	Labor Rates - Attachment B (submit under Tab D of the Proposal)

COMPANY NAME: _____

SIGNATURE: _____

NAME & POSITION: _____

DATE: _____

PROPOSAL SUBMITTAL SIGNATURE FORM

By signing this form, the Proposer certifies that it satisfies all applicable legal requirements to conduct business and provide the services required under this Solicitation. The Proposer agrees to be bound by the terms and conditions of this Solicitation, including all addenda issued by the District, and by the commitments, representations, rates, fees, and prices contained in its Proposal. The Proposer certifies that the information contained in its Proposal is true and correct to the best of its knowledge.

The Proposer shall acknowledge all addenda issued in connection with this RFP. All addenda issued by the District shall become part of the Solicitation requirements. Failure to acknowledge an addendum may result in the Proposal being deemed non-responsive.

Addendum No. _____	Date Issued _____
Addendum No. _____	Date Issued _____
Addendum No. _____	Date Issued _____
Addendum No. _____	Date Issued _____

Company Name _____

Contact Name _____

Telephone _____ E-mail _____ Fax _____

Main Office Address _____

If office servicing the District is different from above:

Office Address _____

Contact Name _____

Telephone _____ E-mail _____ Fax _____

Name and Title of Authorized Representative with Authority to Bind the Proposer

Signature

Date

STATEMENT OF ORGANIZATION

Name of Business: _____

DBA (if any): _____

Type of Entity (Sole Proprietor, Corporation, LLC, LLP, Partnership, etc): _____

Business Address: _____

Mailing Address (If applicable): _____

Phone: _____ Fax: _____

E-Mail: _____

Name/Title of person authorized to sign: _____

Signature: _____

Are you registered with the State of Florida Department of State? ☐ Yes or ☐ No.

If yes, what is your document number? _____

Does your company currently have an active registration status? _____

Respondent shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____, by

_____ who:

☐ is personally known to me or ☐ has produced his/her driver's license as identification.

NOTARY SEAL:

Notary Public - State of Florida

Print Name: _____

Commission No: _____

CONFLICT OF INTEREST FORM

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the District either directly or indirectly. Therefore, please indicate if the following applies:

PART I.

- ☐ I am an employee, public officer or advisory board member of the District
_____ (List Position Or Board)
- ☐ I am the spouse or child of an employee, public officer or advisory board member of the District
Name: _____
- ☐ An employee, public officer or advisory board member of the District, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.
Name: _____
- ☐ Respondent employs or contracts with an employee, public officer or advisory board member of the District
Name: _____
- ☐ None of The Above

PART II.

Are you going to request an advisory board member waiver?

- ☐ I will request an advisory board member waiver under §112.313(12)
- ☐ I will NOT request an advisory board member waiver under §112.313(12)
- ☐ N/A

The District shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any Proposers whose conflicts are not waived or exempt.

COMPANY: _____

SIGNATURE OF AUTHORIZED PERSONNEL: _____

PRINT NAME: _____

POSITION: _____

DATE: _____

PUBLIC ENTITY CRIME INFORMATION

As provided by F.S. §287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, Subcontractor, or Consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287, for CATEGORY TWO (\$35,000.00) for a period of 36 months from the date of being placed on the convicted vendor list.

I, _____, being an authorized representative of the Respondent,
_____, located at _____

City: _____ State: _____ Zip Code: _____, have read
and understand the contents above. I further certify that Respondent is not disqualified from replying to this
solicitation because of F.S. §287.133.

Signature: _____ Date: _____

Name and Title: _____

Telephone #: _____ Fax #: _____

Federal ID #: _____

State of Florida

County of _____

Sworn to and subscribed before me this ____ day of _____, 20____, by
_____ who ☐ is personally known to me or ☐ has produced his
driver's license as identification.

NOTARY SEAL:

Notary Public – State of Florida

Print Name: _____

Commission No: _____

NON-COLLUSIVE AFFIDAVIT

Before me, the undersigned authority, personally appeared:

_____ who, being first duly sworn, deposes and says that:

1. He/She is the _____ (Owner, Partner, Officer, Representative or Agent)
of _____ (Company Name), the Respondent that has submitted the attached reply;
2. He/She is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;
3. Such reply is genuine and is not a collusive or sham reply;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any Respondent, firm, or person to fix the price or prices in the attached reply or of any other Respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other Respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

Signed, sealed and delivered this _____ day of _____, 202____.

By: _____

Printed Name: _____

Title: _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____, by _____ who

☐ is personally known to me or ☐ has produced his/her driver's license as
identification.

NOTARY SEAL:

Notary Public – State of Florida

Print name

Commission No.

ANTI HUMAN TRAFFICKING AFFIDAVIT

This form must be completed by an officer or representative of an entity registering as a vendor, entering into, renewing, or extending, a contract with the Englewood Water District.

The undersigned, on behalf of _____ (“Entity”), verifies the following:

A. I have read and understand that Florida Statutes Section 787.06(13), prohibits the Englewood Water District (“District”) from executing, renewing, or extending a contract to entities that use coercion for labor or services, with such terms defined in Florida Statutes Section 787.06(2) as follows:

- “Coercion” means: (1) using or threatening to use physical force against any person; (2) restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will; (3) using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined; (4) destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person; (5) causing or threatening to cause financial harm to any person; (6) enticing or luring any person by fraud or deceit; or (7) providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03, Florida Statutes, to any person for the purpose of exploitation of that person.

- “Labor” means work of economic or financial value.

- “Services” means any act committed at the behest of, under the supervision of, or for the benefit of another. The term includes, but is not limited to, forced marriage, servitude, or the removal of organs.

B. I declare, under penalties of perjury, that Entity does not use coercion for labor or services as defined in Florida Statutes Section 787.06(2).

C. I understand that this affidavit applies to any District contract executed, renewed, or extended for the duration of the contract.

I, the undersigned, understand and affirm that the above statements are based upon personal knowledge; that I am over the age of 18 years and otherwise competent to make the above statements; and am authorized to legally bind the Entity, and make the above statements on behalf of Entity. Under penalties of perjury, I declare that I have read the forgoing document and that the facts stated in it are true.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2026, by _____, as _____ of _____, the Entity, and is ☐ personally known to me or ☐ produced identification. Type of Identification produced _____

Signature of Notary Public

Name of Notary Typed, Printed or Stamped

My Commission Expires: _____

FOREIGN ENTITY OF CONCERN AFFIDAVIT

The undersigned, being duly sworn, hereby certifies on behalf of the entity identified below ("Entity") that the following statements are true and correct:

1. The Entity is not owned by the government of a foreign country of concern, as defined in Section 287.138, Florida Statutes;
2. The government of a foreign country of concern does not have a controlling interest in the Entity, as defined in Section 287.138, Florida Statutes;
3. The Entity is not organized under the laws of, and does not have its principal place of business in, a foreign country of concern, as defined in Section 287.138, Florida Statutes; and
4. The undersigned is authorized to execute this Affidavit on behalf of the Entity.

This Affidavit is executed in compliance with Section 287.138, Florida Statutes, and is made under penalty of perjury.

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, **202**____, by _____, who
is ☐ personally known to me or ☐ has produced _____ as identification.

NOTARY PUBLIC: _____

Commission No.: _____

My Commission Expires: _____

REFERENCES FORM

Include this form under **Tab B** of the Proposal. Maximum of five (5) in the last three (3) years.

Similar Completed Engagement:

Public Entity: _____

Contact Person & Title: _____

Address of Entity: _____

Telephone: _____ E-mail: _____

Contract Dates: _____

Scope of Services Provided: _____

Location of Firm's Office that provided the service: _____

Similar Completed Engagement:

Public Entity: _____

Contact Person & Title: _____

Address of Entity: _____

Telephone: _____ E-mail: _____

Contract Dates: _____

Scope of Services Provided: _____

Location of Firm's Office that provided the service: _____

Similar Completed Engagement:

Public Entity: _____

Contact Person & Title: _____

Address of Entity: _____

Telephone: _____ E-mail: _____

Contract Dates: _____

Scope of Services Provided: _____

Location of Firm's Office that provided the service: _____

Use more than one (1) page, if necessary.

SECTION 8 SAMPLE AGREEMENT

This is a sample agreement for this Request for Proposals. It is subject to revisions. Please do not complete.

AGREEMENT

THIS AGREEMENT for financial auditing services ("Agreement") is made and entered into by and between **ENGLEWOOD WATER DISTRICT**, an independent special district of the State of Florida, with an address of 201 Selma Avenue, Englewood, Florida 34223 ("District"), and _____, a _____, with _____ an _____ address _____ of _____ ("Contractor").

WHEREAS, the District issued Request for Proposals No. 2026-146, Financial Auditing Services ("RFP"), to obtain independent financial auditing services for the District;

WHEREAS, the Contractor submitted a Proposal in response to the RFP and was selected in accordance with the evaluation and selection process established in the RFP and applicable law; and

WHEREAS, the District desires to retain the Contractor to provide the financial auditing services described in the Contract Documents, and the Contractor desires to provide such services in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, the Parties agree as follows:

ARTICLE 1. CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE

The Contract Documents consist of:

- a. this Agreement and any written amendments executed by the Parties;
- b. all addenda issued by the District for RFP 2026-146;
- c. RFP 2026-146, Financial Auditing Services;
- d. the Contractor's Proposal and any written clarifications accepted by the District;
- e. Attachment A – Cost Proposal Form; and
- f. Attachment B – Labor Rates.

The Contract Documents are incorporated into and made part of this Agreement.

In the event of a conflict or inconsistency among the Contract Documents, the following order of precedence shall apply:

1. this Agreement and any written amendments executed by the Parties;
2. addenda issued by the District, with the latest addendum controlling in the event of a conflict among addenda;
3. the RFP; and
4. the Contractor's Proposal and accepted written clarifications.

The Contractor's Proposal shall not modify, qualify, or supersede the requirements of the RFP unless the modification is expressly accepted by the District in this Agreement or in a written amendment executed by the Parties.

ARTICLE 2. SCOPE OF SERVICES

The Contractor shall provide the financial auditing services described in the Contract Documents, including the Annual Financial Statement Audit and, when applicable and authorized by the District, the Annual Single Audit and Annual State Single Audit.

The Contractor shall provide all personnel, supervision, expertise, materials, and other resources necessary to perform the services in accordance with the Contract Documents.

Services outside the scope of the Contract Documents shall not be performed or invoiced without prior written authorization by the District. Any additional services shall be authorized in accordance with the change procedures established in the RFP and shall be compensated at the applicable rates established in Attachment B or at another amount agreed to in writing by the Parties.

ARTICLE 3. PROFESSIONAL STANDARDS

The Contractor shall perform the services in accordance with:

- a. Generally Accepted Auditing Standards (GAAS);
- b. Government Auditing Standards issued by the Comptroller General of the United States;
- c. Title 2, Code of Federal Regulations, Part 200, when applicable;
- d. Rules of the Florida Auditor General;
- e. Section 218.39, Florida Statutes, and other applicable Florida law; and
- f. other applicable federal requirements when performing an Annual Single Audit or State Single Audit.

The Contractor shall maintain all licenses, registrations, qualifications, and independence required to perform the services throughout the term of this Agreement. The Contractor shall immediately notify the District in writing if any circumstance arises that may impair its independence.

ARTICLE 4. KEY PERSONNEL

The Contractor shall provide the services using the engagement partner, manager, supervisory personnel, and other key personnel identified in its Proposal.

The Contractor shall not replace the engagement partner or other key personnel identified in the Proposal without prior written notice to and approval by the District, which approval shall not be unreasonably withheld. Any replacement personnel shall possess qualifications and experience equal to or greater than those of the personnel being replaced.

Nothing in this Article shall prevent the Contractor from making routine staffing adjustments involving non-key personnel, provided that such adjustments do not adversely affect the quality, continuity, schedule, or cost of the services.

ARTICLE 5. TERM AND RENEWAL

The initial term of this Agreement shall commence on October 1, 2026, and shall remain in effect through completion and acceptance of all services associated with the annual financial statement audit for the fiscal year ending September 30, 2030, unless earlier terminated in accordance with the Contract Documents.

Upon mutual written agreement of the Parties and approval by the District's Board of Supervisors, this Agreement may be renewed for one (1) additional two-year term covering the annual financial statement audits for the fiscal years ending September 30, 2031 and September 30, 2032. The renewal term shall be subject to the same terms, conditions, fees, and labor rates established in the Contract Documents and shall remain in effect through completion and acceptance of all services associated with the annual financial statement audit for the fiscal year ending September 30, 2032, unless earlier terminated in accordance with the Contract Documents.

ARTICLE 6. COMPENSATION AND PAYMENT

The District shall compensate the Contractor in accordance with Attachment A – Cost Proposal Form.

The annual fee for the Annual Financial Statement Audit shall be the fixed fee stated in Attachment A for the applicable fiscal year.

The Annual Single Audit Fee and Annual State Single Audit Fee shall apply only when the applicable audit is required and authorized by the District.

Additional services authorized by the District shall be compensated in accordance with the applicable hourly rates set forth in Attachment B – Labor Rates, unless another compensation amount is agreed to in writing by the Parties before the additional services are performed.

The Contractor shall not be entitled to reimbursement for travel, lodging, meals, administrative expenses, printing, technology charges, or other out-of-pocket expenses except as expressly authorized by the Contract Documents.

Invoices shall be submitted and paid in accordance with the payment provisions of the RFP and applicable Florida law.

No increase in the fees or labor rates stated in Attachments A and B shall be permitted during the initial term or renewal term except through a written amendment authorized by the District and permitted by applicable law.

ARTICLE 7. INSURANCE

The Contractor shall procure and maintain all insurance coverage required by Section 3.17 of the RFP throughout the term of this Agreement.

The Contractor shall maintain all required certificates and endorsements and shall provide updated evidence of insurance upon renewal, replacement, or material modification of any required policy and at such other times as reasonably requested by the District.

Failure to maintain required insurance shall constitute a material breach of this Agreement.

ARTICLE 8. TERMINATION

The District may terminate this Agreement for convenience upon thirty (30) days' written notice to the Contractor.

The District may terminate this Agreement for material breach or failure to perform in accordance with the Contract Documents. If the breach is capable of cure, the District shall provide the Contractor written notice of the breach and a reasonable opportunity to cure before termination.

Upon termination, the Contractor shall cooperate in the orderly transition of the services and shall provide the District with all reports, schedules, District-provided records, and other work product to which the District is entitled under the Contract Documents and applicable professional standards. Nothing in this provision shall require the Contractor to transfer ownership or custody of audit workpapers where such transfer is inconsistent with applicable law or professional standards.

The Contractor shall be compensated for services satisfactorily performed through the effective date of termination, subject to the District's rights and remedies under the Contract Documents and applicable law.

ARTICLE 9. REMEDIES

The exercise of any right or remedy under the Contract Documents shall not prevent either Party from exercising any other right or remedy available under the Contract Documents or applicable law.

ARTICLE 10. PUBLIC RECORDS

To the extent the Contractor is acting on behalf of the District as provided under Section 119.011(2), Florida Statutes, the Contractor shall comply with the requirements of Section 119.0701, Florida Statutes, and shall:

- a. keep and maintain public records required by the District to perform the services;
- b. upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- c. ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement and following completion of the Agreement if the Contractor does not transfer the records to the District; and
- d. upon completion of the Agreement, transfer, at no cost, to the District all public records in possession of the Contractor relating to the Agreement or keep and maintain such public records as required by law. If the Contractor transfers all public records to the District upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format compatible with the District's information technology systems.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119 FLORIDA STATUTES TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: ENGLEWOOD WATER DISTRICT, 201 SELMA AVE, ENGLEWOOD, FL 34223, 941-460-1003, publicrecordrequests@englewoodwater.com

Failure of the Contractor to comply with these requirements constitutes a breach of this Contract. Further, the Contractor may be subject to penalties under Florida Statutes Section 119.10.

ARTICLE 11. E-VERIFY

The Contractor shall comply with Section 448.095, Florida Statutes, including registration with and use of the E-Verify system as required by law.

The Contractor shall require each subcontractor performing services under this Agreement to comply with the applicable requirements of Section 448.095, Florida Statutes, and shall obtain and retain any affidavit or other documentation required by law.

Failure to comply with Section 448.095, Florida Statutes, shall constitute a material breach of this Agreement and shall subject the Agreement to termination as provided by law.

ARTICLE 12. SCRUTINIZED COMPANIES

The Contractor represents and warrants that the certification submitted with its Proposal pursuant to Section 287.135, Florida Statutes, is true and correct as of the Effective Date of this Agreement and is incorporated into the Contract Documents.

The District may terminate this Agreement at its option if the Contractor is found to have submitted a false certification required by Section 287.135, Florida Statutes, or if the Contractor becomes subject to a prohibition or circumstance for which Section 287.135, Florida Statutes, requires or authorizes termination.

The Contractor shall promptly notify the District in writing of any change in circumstances affecting its eligibility to contract with the District under Section 287.135, Florida Statutes.

ARTICLE 13. HUMAN TRAFFICKING COMPLIANCE

The Contractor acknowledges that the Human Trafficking Affidavit submitted with its Proposal is incorporated into the Contract Documents and satisfies the affidavit requirement applicable to execution of this Agreement under Section 787.06(14), Florida Statutes.

The Contractor shall provide a new affidavit meeting the requirements of Section 787.06(14), Florida Statutes, in connection with any renewal or extension of this Agreement.

ARTICLE 14. FOREIGN ENTITY OF CONCERN COMPLIANCE

The Contractor acknowledges that the Foreign Entity of Concern Affidavit submitted with its Proposal is incorporated into the Contract Documents.

The Contractor shall comply with Section 287.138, Florida Statutes, to the extent applicable to this Agreement, and shall promptly notify the District in writing of any change in circumstances affecting its eligibility to contract with the District under Section 287.138, Florida Statutes.

The Contractor shall provide a new affidavit meeting the requirements of Section 287.138, Florida Statutes, in connection with any renewal or extension of this Agreement, when required by law.

ARTICLE 15. INDEPENDENT CONTRACTOR

The Contractor shall perform the services as an independent contractor and shall have no authority to bind the District or incur obligations on its behalf. The Contractor shall be solely responsible for its employees and subcontractors, including their supervision, compensation, benefits, taxes, and other employment-related obligations.

ARTICLE 16. ASSIGNMENT AND SUBCONTRACTING

The Contractor shall not assign this Agreement or subcontract any material portion of the services without the District's prior written consent. Any approved subcontracting shall not relieve the Contractor of its obligations or responsibility for performance under this Agreement.

ARTICLE 17. NOTICES

All formal notices required under this Agreement shall be in writing and delivered by personal delivery, nationally recognized overnight delivery service, certified mail with return receipt requested, or email with confirmation of receipt, to the following:

For the District:

Englewood Water District
201 Selma Avenue
Englewood, FL 34223
Attn: Keith R, Ledford Jr., P.E., Administrator
E-mail: kledford@englewoodwater.com

With procurement correspondence to:

Englewood Water District
201 Selma Avenue
Englewood, Florida 34223
Attn: Bee Ling Wheaton, Procurement Manager

E-mail: bwheaton@englewoodwater.com

For the Contractor:

Attn: _____
E-mail: _____

Either Party may change its notice address by written notice to the other Party.

ARTICLE 18. GOVERNING LAW AND VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

Venue for any legal action arising out of or relating to this Agreement shall lie in a court of competent jurisdiction serving Sarasota County, Florida, unless otherwise required by applicable law.

Nothing in this Agreement shall be construed as a waiver of the District's sovereign immunity or as an extension of the limits of liability established in Section 768.28, Florida Statutes.

ARTICLE 19. GENERAL PROVISIONS

19.1 Amendments

This Agreement may be amended only in writing and signed by authorized representatives of both Parties.

19.2 No Waiver

Failure of either Party to enforce any provision of the Contract Documents shall not constitute a waiver of that provision or of the right to enforce it thereafter.

19.3 Severability

If any provision of the Contract Documents is determined to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect to the extent permitted by law.

19.4 Entire Agreement

The Contract Documents constitute the entire agreement between the Parties concerning the subject matter of this Agreement and supersede prior oral or written communications, negotiations, and representations concerning the same subject matter.

19.5 Counterparts and Electronic Signatures

This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together constitute one instrument. Electronic signatures and electronically transmitted copies of executed signatures shall have the same force and effect as original signatures to the extent permitted by law.

19.6 No Authorization Before Execution

The Contractor shall not commence services, incur costs chargeable to the District, or rely upon this Agreement as authorization to proceed until the Agreement has been fully executed by both Parties and the District has authorized commencement of the services.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates hereinafter written.

Executed by the District this _____ day of _____, 2026.

ENGLEWOOD WATER DISTRICT

By: _____
Keith R. Ledford Jr, P.E. Administrator

Executed by the Contractor this _____ day of _____, 2026.

By: _____

Print Name: _____

Title: _____

ATTACHMENT A COST PROPOSAL FORM

Include this form under **Tab D** of the Proposal.

ITEM	AUDIT PERIOD ENDING	ANNUAL FINANCIAL STATEMENT AUDIT FEE (\$)	ANNUAL SINGLE AUDIT FEE (\$)	ANNUAL STATE SINGLE AUDIT FEE (\$)	YEARLY TOTAL (\$)
1	9/30/2026				
2	9/30/2027				
3	9/30/2028				
4	9/30/2029				
5	9/30/2030				
Total for 5-year Initial Term (\$)					
	Optional Extension				
6	9/30/2031				
7	9/30/2032				
Total for Optional 2-year Extension (\$)					
Grand Total – Initial Term and Optional Extension (\$)					

Annual Single Audit and Annual State Single Audit fees shall apply only when the applicable audit is required and authorized by the District. For purposes of proposal evaluation only, all totals shall include the Annual Financial Statement Audit Fee, Annual Single Audit Fee, and Annual State Single Audit Fee proposed for each fiscal year.

ATTACHMENT B LABOR RATES

Include this form under **Tab D** of the Proposal.

POSITION	HOURLY RATE (\$)
Partners	
Managers	
Supervisory Staff	
Staff	
Others (specify)	

STATEMENT OF NON-SUBMITTAL

Your reasons for not responding to this RFP are valuable for providing feedback to the procurement process. Please complete and return this form no later than the due date of the RFP. Thank you for your cooperation.

Please check reason(s), as applicable:

- ☐ Specifications are unclear (please specify below)
- ☐ Insufficient time to respond to this Solicitation
- ☐ We do not offer this service
- ☐ Schedule does not permit us to perform
- ☐ Unable to meet specifications in this RFP
- ☐ Unable to meet bond/insurance requirements
- ☐ Other (please explain below)

Comments

Company Name

Address

E-mail Address

Phone

Signature

Date

Print Name and Title