

## ACTION FORM BRYAN CITY COUNCIL

<b>DATE OF COUNCIL MEETING:</b> August 27, 2013		<b>DATE SUBMITTED:</b> July 10, 2013	
<b>DEPARTMENT OF ORIGIN:</b> Fiscal Services		<b>SUBMITTED BY:</b> Joe Hegwood	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>	<b>STRATEGIC INITIATIVE:</b>
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE
<b>AGENDA ITEM DESCRIPTION:</b> Consider approving the third and final extension of an existing contract with Weaver and Tidwell, L.L.P. to provide auditing services to the City of Bryan for the period of October 1, 2013, through September 30, 2014, at a cost of \$100,000.00.			
<b>SUMMARY STATEMENT:</b> In July 2009, the Bryan City Council approved a two (2) year agreement with Weaver and Tidwell, L.L.P. to provide auditing services to the City of Bryan and BTU for the 2009 and 2010 fiscal years. This agreement also provided for a maximum of three (3) one year extensions. When the original agreement with Weaver and Tidwell, L.L.P. was signed in 2009, they agreed to the following fee structure (fee is for both the City and BTU combined):			
<ul style="list-style-type: none"> <li>• Fiscal Year 2009 - \$89,000</li> <li>• Fiscal Year 2010 - \$91,500</li> <li>• Fiscal Year 2011 - \$94,000</li> <li>• Fiscal Year 2012 - \$97,000</li> <li>• Fiscal Year 2013 - \$100,000</li> </ul>			
Weaver and Tidwell, L.L.P. has agreed to continue providing auditing services to the City of Bryan and BTU under the same terms, conditions and provisions as those contained in the original 2009 contract for a period of one (1) additional year pending approval by City Council.			
State law requires that auditing firms be evaluated solely on their qualifications. Weaver and Tidwell, L.L.P. was originally selected to provide auditing services based on their firm's qualifications and their experience with cities that have electric utilities included in their municipal structure. Additionally, Weaver and Tidwell has the ability and staff to perform audits of computer systems, electronic data and the internal controls surrounding Information Technology processes.			
The City is required under state law, the City's Charter and by bond covenants to prepare and submit an audit annually to the City Council and make it available for others who may have an interest in the finances of the City. As with some other contracts, requesting qualifications or bidding for services is not conducted each year. Such a process takes staff and vendor time and the City could develop a reputation of single year contacts, which could then result in the City paying an inflated price as vendors realize the one year only opportunity.			
<b>STAFF ANALYSIS AND RECOMMENDATION:</b> The City and BTU finance departments believe extending this contract will best serve the needs of both entities. Weaver and Tidwell, L.L.P. has performed satisfactorily and met their contractual obligations for the last four years. Weaver and Tidwell, L.L.P. has a knowledgeable staff and is familiar with the structure of the City and BTU. This firm has been flexible with their audit timing and has accelerated their schedule to meet the City's needs. They are knowledgeable regarding the accounting rules and			

regulations affecting municipalities and electric utilities. They have been fully staffed throughout City of Bryan audits and have had no turnover in audit management, which is beneficial.

**OPTIONS (In Suggested Order of Staff Preference):**

1. Approve the one year extension of this agreement.
2. Do not approve the extension and require staff to issue a Request for Qualifications (RFQ) for auditing services.
3. Do not approve the extension and provide additional direction to staff.

**ATTACHMENTS:**

1. 2009 Bid Tabulation (attached to this Council Action Form)
2. Extension Letter (separate pdf file)
3. Original signed agreement with Weaver and Tidwell, L.L.P. is available for viewing in City Secretary's office
4. Request for Qualifications (RFQ) and response are available for viewing in City Secretary's office

**FUNDING SOURCE:** General Fund – City Council Services Operating Budget (as budgeted)

**APPROVALS:** Hugh R. Walker, 08/13/2013

**APPROVED FOR SUBMITTAL: CITY MANAGER** Kean Register, 08-08-2013

**APPROVED FOR SUBMITTAL: CITY ATTORNEY** Janis K. Hampton, 08-19-2013

Revised 04/2013

Bid Tabulation for #09-035  
Auditor Services  
Open Date: May 29, 2009

All bids submitted are reflected on this bid tab sheet. However, the listing of a bid should not be construed as any indication that the City accepts such bid as responsive. The City will notify the successful bidder upon award of contract.

	<b>Ingram Wallis &amp; Co.</b>	<b>Belt Harris &amp; Associates</b>	<b>Grant Thornton</b>	<b>Pattillo, Brown &amp; Hill</b>	<b>Weaver &amp; Tidwell</b>
<b># of Copies (1 complete original)</b>					
<b>Certification from bid package (Y/N)</b>					
<b>Acknowledged Addendum #1 &amp; #2 (Y/N)</b>					

<b>ITEM</b>	<b>MAXIMUM VALUE</b>	<b>CRITERIA</b>					
1	35	Qualifications and experience of the key personnel assigned to work with the City particularly as it relates to municipalities in the state of Texas	30.0	20.0	25.0	25.0	30.0
2	35	Technical ability of the Firm to perform the needed services, including the performance evaluation of any prior work experience with the City of Bryan and BTU.	26.7	20.0	21.7	21.7	30.0
3	15	Thoroughness of the proposal in responding to the City's requirements listed under Scope of Work	15.0	10.0	10.0	10.0	15.0
4	10	References related to similar engagement with other governmental entities with similar needs	10.0	5.0	5.0	5.0	10.0
5	5	Certification of acknowledgements	5.0	4.3	5.0	5.0	5.0
<b>TOTAL POINTS (MAXIMUM 100)</b>			<b>86.7</b>	<b>59.3</b>	<b>66.7</b>	<b>66.7</b>	<b>90.0</b>