

CARSON CITY PURCHASING AND CONTRACTS
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NOTICE TO CONTRACTORS
BID #1112-148

February 1, 2012

Addendum No. 1

As of 2/1/2012, the following questions have been received. Answers are provided in italics

1. I just wanted to clarification the expectations of the City with respect to the "Estimated Manpower and Expense Matrix" required to be included in our submission of the SOQ. Does the City want this Matrix to include detail of our audit approach? *Carson City wants to know the type of positions, the estimated hours and the cost per hour of the people that will be working on the audit.*
2. We understand that Kafoury Armstrong were the prior auditors. How long have they been doing the audit? Were you happy with them? *Not pertinent to Bid Document.*
3. Are there written accounting policies and procedures? *YES*
4. Where is the audit work to be performed? *City Hall*
5. Where are the accounting records located? *City Hall - Finance Department and other City Departments, located within Carson City limits.*
6. How many people are on the accounting staff? Who is in charge? What is the accounting staff experience? *3 CPA's who each have over 15 years combined Public and governmental accounting experience. 1 Non CPA with over 20 years of government accounting experience. Nick Providenti, the Finance Director is in charge.*
7. How many employees? Locations? How is payroll handled? *562 FTE's, approximately 7 locations in Carson City, payroll hours entry is done at the department level and payroll is processed by the Finance Department.*
8. Are there any major changes in significant financial areas this year? Investments? Fixed assets? Accounting personnel? Accounting policies or methods? *NO*
9. What is in the inventory? Who counts the inventory? Is there a count performed on June 30? *Fleet and Water inventory. Public Works Department performs a count at fiscal year end.*
10. Do you have your own fixed asset inventory? Depreciation schedule? Perform annual physical inventory? *YES*
11. With respect to federal funds, will the federal grant awards in fiscal year 2011-2012 be similar to the awards reported in the 2010-2011 SEFA? *They will be similar, but there may be fewer major programs and the dollar amount should be less.*

12. When are the accounting records reconciled and ready to be audited? *Approximately October 15th.*

13. Will client prepare all schedules we request? *Please see page SOQ-3 under- Scope of services.*

14. What software is used for the accounting records? *Sungard Public Sector*

15. It is stated that the City's staff prepares the financial statements. Does City staff prepare any of the note disclosures? *City staff prepares all draft note disclosures.*

16. How many adjusting journal entries did the auditors record last year? What were the nature of the adjusting journal entries? *Not pertinent to Bid Document.*

17. How many auditors were in the field last year? How long were they there for both interim work and field work? *Not pertinent to Bid Document.*

18. What were the prior year's audit fees including any adjustments and/or "change orders?"
\$132,300

End of Addendum 1