

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Cindy Steen, Purchasing Agent  
**Through:** Cindy Russell, City Clerk  
**Date:** August 10, 2015  
**Subject:** Proposal Advertisement for Professional Accounting Services for annual auditing

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**REQUEST:**

The Purchasing Division requests authorization to advertise for Professional Accounting Services. This proposal will provide the audit for fiscal year ending September 30, 2015 and fiscal year ending September 30, 2016.

**DISCUSSION:**

The Purchasing Division requests authorization to advertise for Professional Accounting Services. This will be for the audit of FY 2015-2016 for the City on all funds and account groups in accordance with government auditing standards prescribed by the United States General Accounting Office (GAO) and the State Department of Audit guidelines. To ensure the issuance of a comprehensive financial report in accordance with GASB Statement 34 and the single audit act including all additional required reports, schedules and statement.

**RECOMMENDATION:**

City staff recommends that City Council approve advertising for Professional Accounting Services.

The City Council may:

1. Approve advertising for Professional Accounting Services; or
2. Disapprove advertising for Professional Accounting Services.

**ATTACHMENT(S):**

Advertisement

## ADVERTISEMENT FOR PROPOSALS

The City of Gautier, Mississippi, will receive sealed proposals at Gautier City Hall, 3330 U.S. Highway 90, Gautier, MS 39553, until 2:00 P.M., Thursday September 17, 2015, for the following:

### PROFESSIONAL ACCOUNTING SERVICES

The specifications are on file and may be examined during normal business hours at City Hall, Purchasing Office, 3330 Hwy 90, Gautier, MS 39553.

Specifications may be provided to potential accounting services via hand pick-up at City Hall, 3330 Highway 90, Gautier, Mississippi; via e-mail transmittal; or via U.S. Postal Service.

Requests for specifications may be made in person at City Hall, 3330 Highway 90, Gautier, MS; via e-mail request to [csteen@gautier-ms.gov](mailto:csteen@gautier-ms.gov); or via telephone request to the Purchasing Agent at 228-497-8000.

The proposal shall be submitted in a sealed envelope marked plainly, **PROFESSIONAL ACCOUNTING SERVICES** and addressed to the Purchasing Agent's Office, 3330 Highway 90, Gautier, Mississippi 39553, prior to the hour and date above designated. In addition to the above, the sealed envelope shall list the Company Name and Address.

The City of Gautier is NOT responsible for proposals which are mailed to the wrong address or which arrive in the mail after the designated proposal opening time. Proposals may be delivered in person to the Purchasing Agent's office at 3330 Hwy 90 prior to the opening.

The proposal will be awarded to the lowest and most responsive bidder. However, the City of Gautier reserves the right to accept or reject any or all proposals or to waive any informality.

The City of Gautier encourages minority and women-owned businesses to submit proposals.

No proposal may be withdrawn within sixty (60) days after the actual date of the opening thereof.

Published by order of the Municipal Clerk, this the 26<sup>th</sup> day of August, 2015.

SEAL

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CITY CLERK

SEND PROOF OF PUBLICATION:

Publish Twice:        August 26, 2015  
                                  September 2, 2015