

Request for Proposals
 FY2014-15 Building Commission Audit/Review Services
 RFP #15-081

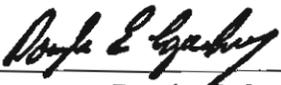
As of August 19, 2015, the Berkeley County Council is seeking written proposals to perform our annual examination in accordance with the standards, requirements, terms, and conditions specified by the WV State Auditor's Office, Chief Inspector Division's *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*, which is incorporated into the Request for Proposal by reference. The audit proposal and cost must be received by 4:00 PM, Wednesday, September 9, 2015. Audit proposals will be opened by the County Council at 10:00 AM on Thursday, September 10, 2015.

Entity name & address.	Berkeley County Building Commission 400 West Stephen Street Suite 201 Martinsburg, WV, 25401
Contact person and telephone number.	Alan J. Davis – County Administrator 304-267-5102
Location and telephone number of the office where the accounting records are maintained, if different from the above.	Berkeley County Finance Office 110 W. King Street Martinsburg, WV, 25401 304-264-1924
Audit year(s) to be contracted.	Year ending June 30, 2015.
Type of Audit Use Code.	B-Financial and Compliance Audit performed in accordance with <i>Government Auditing Standards</i> issued by the U.S. Comptroller General.
Date the audit needs to be completed.	February 1, 2016
Financial statements and accounting records will be ready for audit on.	October 1, 2015
Approximate date we would like the audit to be scheduled.	November 2, 2015
The primary type(s) of service(s) provided to our citizens.	Berkeley County Building Commission is the body responsible for bond issuance on behalf of the Berkeley County Council.
The total number of bank accounts maintained.	One (1)
The name of each fund maintained and type of fund with the approximate amount of revenue for each fund.	Berkeley County Building Commission Fund
	Governmental Fund Total Annual FY14-15 Revenue=Less than \$1,000
Form of accounting records	Computerized and maintained at CoxHollida and Professionals, LLP, 201 East Burke Street, Martinsburg, WV, 25401. 304-263-0891
We have the following number of employees.	None (0)

We have the following approximate number of invoices paid per year.	Forty (40)
We entered into the following material debt agreements that were not applicable in the previous year:	<ul style="list-style-type: none"> ➤ The 2004B Lease Revenue Bond with a par value of \$7,290,000 was refinanced into the new 2014A Lease Revenue Bond. The refinancing produced approximately \$1,255,200 in savings. ➤ The 2004A Lease Revenue Bond with a par value of \$7,365,000 was refinanced into the new 2014B Lease Revenue Bond. The refinancing produced approximately \$1,473,323 in savings. ➤ A new 2014C Lease Revenue Bond was issued in December, 2015 with a par value of \$3,000,000.
We require the following number of copies of the issued report be sent to the following individual to disseminate to officials within the entity.	10 copies
	Alan J. Davis County Administrator

We request the firm to provide any other pertinent information in order for the proposal to be evaluated in accordance with the criteria outlined in the Chief Inspector Division's *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*.

Berkeley County Council

By: 
 Douglas E. Copenhaver, Jr.

Title: County Council President

Date: 08-19-2015