

Request for Proposals
 FY2013-14 Building Commission Audit/Review Services
 RFP #14-065

As of August 21, 2014, 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 10, 2014. Audit proposals will be opened by the County Council at 10:00 AM on Thursday, September 11, 2014.

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, 2014.
Type of Audit Use Code.	B-Financial and Compliance Audit Performed in Accordance with <i>Government Auditing Standards</i> issued by the Comptroller General.
Date the audit needs to be completed.	March 13, 2015
Financial statements and accounting records will be ready for audit on.	October 6, 2014
Approximate date we would like the audit to be scheduled.	November 3, 2014
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 FY13-14 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 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: _____