

TOWN OF PALM BEACH

Information for Town Council Meeting on: May 13, 2025

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Robert Miracle, CPA Deputy Town Manager, Finance and Administration

FROM: Dean Mealy, II NIGP-CPP, CPPO Town Procurement and Contract Manager

RE: Resolution No. 052-2025, approving an extension to Contract Awarded RFP No. 2020-09, Audit Services for the Town of Palm Beach for one year in the amount of \$97,802 to CBIZ CPAs P.C.

DATE: May 1, 2025

STAFF RECOMMENDATION

Staff recommends the Town Council approve Resolution No. 052-2025, approving an extension to Contract Awarded RFP No. 2020-09, Audit Services for the Town of Palm Beach for one year in the amount of \$97,802 to CBIZ CPAs P.C.

SUMMARY EXPLANATION/BACKGROUND

Procurement and Contract Management issued RFP 2020-09 for audit services. Due to the changes to staffing during the past eighteen months in the Finance Department, it was determined to seek an extension for a period of one year to the current agreement with CBIZ CPAs P.C. The one year extension reflects a two percent price increase.

When solicitations are issued, either ITB's or RFP's, the general terms are for a period of five years. We are permitted to extend an award based on operational needs.

It would be the plan to reissue this solicitation next year. CBIZ CPAs P.C, previously Marcum Accounting and Advisors, have provided the Town with outstanding services.

FUNDING/FISCAL IMPACT

Funding for this award will be from the Finance Operating Budget.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

