

Invitation to Bid  
20150624 ANNUAL AUDIT

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20150624 ANNUAL AUDIT until 9:00 a.m. CDT June 24, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Dia Hall - Internal Auditor at [dia.hall@sumnerschools.org](mailto:dia.hall@sumnerschools.org). All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at [www.sumnerschools.org](http://www.sumnerschools.org).

## NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until 9:00 A.M. Local Time JUNE 24, 2015 for 20150624 ANNUAL AUDIT, at which time the responses will be opened, taken under advisement and evaluated. BIDS WILL BE POSTED ON [www.sumnerschools.org](http://www.sumnerschools.org)

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### GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said 20150624 ANNUAL AUDIT are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:  
RESPONSE: 20150624 ANNUAL AUDIT  
DEADLINE: JUNE 24, 2015 @ 9:00 A.M.
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said 20150624 ANNUAL AUDIT are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated in State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.

## REQUEST FOR BIDS

This request is offered to solicit bids for the annual audit of the Sumner County School System activity funds and additional procedures for centralized cafeteria funds as required by the State Comptroller's Office for the fiscal year beginning July 1, 2015 and ending June 30, 2016. This bid will be for a (3) three year period with renewals each year in July.

### General Information

The Sumner County School System currently consists of forty-five (45) schools and is scheduled to increase by 1 elementary school to forty-six (46) for the years ending June 30, 2016 June 30, 2017, and June 30, 2018:

7	high schools
11	middle schools
25	elementary schools (increasing to 26 by June 30, 2016)
1	alternative school
1	magnet school

The combined annual revenues for school activity funds for the year ended June 30, 2014 were approximately \$10.9 million combined; combined annual expenditures were approximately \$10.6 million.

### Requirements

The audit involves a review of internal controls, a review of compliance with state regulations and performance of standard audit procedures for activity funds of each individual school. The activity fund audit requires both individual school and combined financial statements and a report on internal control. The complete audit report should be filed no later than November 30, 2016 for fiscal year ending June 30, 2016, November 30, 2017 for fiscal year ending June 30, 2017 and no later than November 30, 2018 for fiscal year ending June 30, 2018. Bids require 1 electronic copy in pdf format and 20 bound copies of the complete audit report. In addition, one copy must be sent to the State Comptroller of the Treasury, Division of Municipal Audit, and another sent to the State Department of



SUMNER COUNTY BOARD OF EDUCATION

Purchasing Department

1500 Airport Road

Gallatin, TN 37066

COMPANY NAME

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ADDRESS

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE

\_\_\_\_\_

EMAIL

\_\_\_\_\_

AUTHORIZED COMPANY  
REPRESENTATIVE

\_\_\_\_\_ SIGNATURE

AUTHORIZED COMPANY  
REPRESENTATIVE

\_\_\_\_\_ PRINTED

DATE

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BID TITLE

20150624 ANNUAL AUDIT

DEADLINE

JUNE 24, 2015 @ 9:00 a.m.

BID AMOUNT

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BID GOOD THRU

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