



ADDENDUM NO. 1

TOWN OF CUTLER BAY REQUEST FOR PROPOSALS (RFP) No. 26-04 MUNICIPAL AUDITING SERVICES

Addendum No. 1 form shall be part of the original RFP No. 26-04 MUNICIPAL AUDITING SERVICES document and modifies the original RFP as noted below:

Due to the Demandstar/Euna OpenBids website experiencing a service disruption that is impacting portal access, the deadline for bids to be submitted is being extended to no later than Friday, July 24, 2026, at 11:00 AM.

REVISION TO ORIGINAL ITB DOCUMENTS BELOW: “RED”

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TOWN OF CUTLER BAY REQUEST FOR PROPOSALS No. 26-04 MUNICIPAL AUDITING SERVICES

PROPOSAL DUE:

Thursday, JULY 23, 2026, AT 11:00AM

Friday JULY 24, 2026, at 11:00 AM

**TOWN OF CUTLER BAY
RFP No.26-04
MUNICIPAL AUDITING SERVICES
ADVERTISEMENT FOR PROPOSALS**

The Town of Cutler Bay is requesting proposals from qualified respondents to provide “MUNICIPAL AUDITING SERVICES” for the Town of Cutler Bay. Interested respondents should visit the Town’s website at www.cutlerbay-fl.gov or DemandStar to obtain the Request for Proposal (“RFP”) package. Packages may also be picked up during normal business hours at the Office of the Town Clerk, Mauricio Melinu, CMC, located at:

**Town of Cutler Bay
10720 Caribbean Blvd., Suite 105
Cutler Bay, FL 33189**

Proposals may be submitted no later than ~~Thursday, July 23, 2026, at 11:00 AM~~, **Friday, July 24, 2026, at 11:00 AM** by one of the following methods (not both):

Electronic Submission:

Electronic responses can be submitted via DemandStar at <https://network.demandstar.com/>

In-Person:

Proposals must include one (1) original and three (3) bound paper copies of the submittal, and one (1) readable/reproducible flash drive completely duplicating the original proposal of the submittal. Responses to the Proposal must be received by Town Clerk, Mauricio Melinu, CMC, at Town Hall, 10720 Caribbean Blvd, Ste. 105, Cutler Bay, FL. 33189. All submittals must be sealed and clearly marked on the outside: “RFP No. 26-04 Municipal Auditing Services”.

Proposals will be publicly opened and read on ~~Thursday, July 23, 2026, at 11:00 AM~~ **Friday, July 24, 2026, at 11:00 AM** in the Town Hall Community Room, 10720 Caribbean Blvd, Ste. 220, Cutler Bay, Florida 33189. If attending virtually, the meeting will be available via Zoom communications media technology platform. Registration is required. To register in advance, please visit:

~~https://us06web.zoom.us/webinar/register/WN_Udh_TYTPQA6oDFegSK_mkQ~~
https://us06web.zoom.us/webinar/register/WN_z9-qb3p0QU-p2l_cYXxp3w

Late Submittals and facsimile submissions will not be considered. The respondent shall bear all costs associated with the preparation and submission of the Proposal.

Women/Minority Owned and Emerging Small Businesses are invited to submit for the services.

Pursuant to Town Code Chapter 24, Article II, Section 24-228 of the Town Charter, public notice is hereby given that a “Cone of Silence” is imposed concerning the Town’s competitive purchasing process, which generally prohibits communications concerning the RFP from the time of advertisement of the RFP until such time as the Town Manager makes a written recommendation to the Town Council concerning the competitive purchase transaction. Please see the detailed specifications for the public solicitation for services for a statement fully disclosing the requirements of the “Cone of Silence”.

Pursuant to Section 4-19 of the Town Code; Section 7.6 of the Town Charter, vendors of the Town are required to disclose any campaign contributions to the Town Clerk, and each vendor must do so prior to and as a condition of the award of any Town contract to the vendor. Please see the detailed specifications of this solicitation for further details.

The Town reserves the right to accept or reject all Proposals or parts of Proposals, to workshop or negotiate any / all Proposals, to waive irregularities, and to request re-proposals on the required materials or services, or take any other such actions that may be deemed in the best interest of the Town.

Rafael G. Casals, ICMA-CM, CFM Town Manager

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SECTION 1

INFORMATION FOR THE RESPONDENTS

1.1 INTRODUCTION/GENERAL BACKGROUND

The Town of Cutler Bay (“Town”) is soliciting proposals from certified public accounting firms (“Respondent”) licensed in the State of Florida to conduct Municipal Auditing Services for the Town’s annual financial audit of accounts and records after the end of each fiscal year in accordance with Section 218.39, Florida Statutes, and for single audits required on an as-needed basis (“Services”), as set forth in greater detail in Section 2 of this RFP.

The Town intends to award a contract to the selected Respondent for the Services described in this RFP. The contract term is to be for a three (3)-year contract period, with an option in favor of the Town to renew for up to three (3) additional one (1)-year periods.

The selected Respondent shall provide the Services, including all labor, materials, equipment, and all incidentals necessary for the provision of the Services, as further defined in Section 2 of this RFP.

1.2 SCHEDULE OF EVENTS

The following schedule shall govern this RFP. The Town reserves the right to change the scheduled dates and times at its sole discretion.*

No.	Event	Date	Time (EST)
1	Advertisement/ Distribution of RFP (Cone of Silence Begins)	June 1	9:00 AM
2	Closing Date for Respondent Questions	July 2	1:00 PM
3	Town's Answers to Questions by Respondents	July 9	4:00 PM
4	Proposals Due & Opened (via virtual meeting on Zoom – Town will provide instructions for access)	July 23 July 24	11:00 AM 11:00 AM
5	Town Staff Members' Review of Proposals for Responsiveness	July 24	4:00 PM
6A	Auditor Selection Committee Meeting	July 29 through July 31	10:00 AM through 3:00 PM
6B	Presentations by Top Three (3) Ranked Respondents (if requested by Committee, Town will provide meeting details)	August 10 through August 11	10:00 AM through 3:00 PM
7	Auditor Selection Committee Issues Recommendation to Town Manager	August 12	4:00 PM
8	Council Meeting to Select Firm(s) and Approve Agreement(s)	September 16	6:00 PM

*The Town reserves the right to change the scheduled dates and time.

SECTION 3
PROPOSAL SUBMISSION REQUIREMENTS AND EVALUATION

3.1 GENERAL PROPOSAL INSTRUCTIONS; SUBMITTAL DEADLINE

All Respondents shall be held responsible at this time to fully investigate the scope of work to be undertaken based on the Special Conditions and Proposal Detail Requirements included.

All Proposals must be sealed and must be received by ~~Thursday, July 23, 2026, at 11:00 AM~~ Friday, July 24, 2026, at 11:00 AM via DemandStar E-bidding upload OR In- Person (not both).
All Proposals must be received by the due date and time. Proposals received after the due date and time will not be considered.

Sealed proposals *delivered in person* need to include one (1) original and three (3) copies of the proposal, plus one (1) readable/reproducible flash drive shall be submitted no later than ~~Thursday, July 23, 2026, at 11:00 AM~~ **Friday, July 24, 2026, at 11:00 AM** to the Office of the Town Clerk, Town Hall, 10720 Caribbean Blvd., Suite 105, Florida 33189, in a sealed envelope which must be plainly marked on the outside:

“RFP No. 26-04 Municipal Auditing Services”

Town of Cutler Bay
Office of the Town Clerk
10720 Caribbean Blvd., Suite No.105
Cutler Bay, Florida 33189

Submission of proposal may also be done electronically via DemandStar.

All Proposals received will be publicly opened and announced during a virtual / in-person meeting, on the date and at the time specified in the Schedule of Events set forth in Section 1.2, above. All Proposals received after that time shall be returned, unopened.