



15 South School Street, PO box 273, Mayville WI 53050

Phone: 920.387.7900 Fax: 920.387.7919

WWW.MAYVILLECITY.COM

Notice of Addendum

Addendum #1

RFP #25-02

Audit Services

City of Mayville, WI

April 17, 2025

(total 2 pages)

Notice to all firms:

This Addendum is issued to modify, change, delete from, add to, explain or correct the original Request for Proposal and is hereby made a part of RFP #25-02. In case of conflict between the Request for Proposal and this Addendum, this Addendum shall govern. It is the firm's responsibility to pass on this addendum information to all involved in the proposal.

Clarification: Under the Scope of Services page 2 of the RFP, it states that "the Firm shall conduct an examination and submit an expression of opinion on the financial and requested compilation reports." The intent of the statement is to request an audit of the financial statements. Examination in this statement would refer to any complication reports that may be requested.

Questions & Answers:

Question 1: Should the fee include the auditor preparation of Form C and the PSC Report?

Answer: Yes, a proposal from an interested Auditing Firm should include the fee for preparing Form C and the PSC Report.

Question 2: The RFP specifically says that the same team should complete the audit. Are there major utility projects in the near future that will require the skills, knowledge, and industry experience to assist the city or does the city intend to utilize non-audit firm resources to navigate these projects?

Answer: The intent of the city is to work with one team for auditing purposes. Any additional expertise as it pertains to major projects will be addressed on an as needed basis.



15 South School Street, PO box 273, Mayville WI 53050

Phone: 920.387.7900 Fax: 920.387.7919

WWW.MAYVILLECITY.COM

Question 3: How will responses to questions be communicated?

Answer: All modifications, changes, explanations, questions, or clarifications regarding this Request for Proposal will be communicated through an Addendum. All addendums will be posted on the City website, DemandStar and e-mailed to firms with an e-mail address on file.

Return the completed and signed acknowledgement of this addendum with your proposal for this request.

Acknowledgement of the Addendum was included in the proposal documents.