

Request for Quotation
Jefferson County Commission Audit/Review Services

As of June 5, 2017 the County Commission of Jefferson County is seeking written quotations to perform an independent examination of the Jefferson County Public Service District's financials from Fiscal Year 2016 to present to determine compliance with all statutes and regulations governing PSD financials. The Commission invites qualified independent, licensed auditors by the State of West Virginia having sufficient governmental and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Quotation to submit a quote. A report on an area of special emphasis as decided by the Jefferson County Commission may be required. The County will not reimburse Audit firms for any expenses incurred in preparing quotes in response to this request. The quote must be received by NOON on Thursday, June 29, 2017. Audit quotes will be opened by the Jefferson County Commission at its regularly scheduled meeting on June 29, 2017 in the County Commission meeting room in the basement of the Old Charles Town Library.

Entity name & address	Jefferson County Public Service District c/o Jefferson County Commission 124 East Washington St. Charles Town, WV 25414
Contact person and telephone number	Stephanie Grove-County Administrator (304) 728-3284
Audit year(s) to be contracted	The project period is to provide professional auditing services for a one-time financial audit of Fiscal Year 2016 and Fiscal Year 2017 year to date with no renewal options
Type of Audit Use Code	B-Audit performed in accordance with Governmental Auditing Standards issued by the U.S. Comptroller General
The primary type(s) of service(s) provided to our citizens	The Jefferson Public Service District provides water and sewer service to those areas designated by the Jefferson County Commission
The name of each fund maintained, type of fund, and the approximate amount of revenue for each fund	A copy of the Jefferson Public Service District 2016 Financial Statement is attached
Form of accounting records	Computerized and maintained by the Jefferson Public Service District financial office
The PSD participated in the following State and Federal Grant Programs	A copy of the 2016 financial statement, which lists each federal and state grant, is attached
We require the following number of copies of the issued report be sent to the following individual to disseminate to officials within the entity.	7 copies or an electronic submission
	Stephanie Grove County Administrator

County Commission
of Jefferson County

By: _____
Stephanie F. Grove

Title: County Administrator

Date: _____