



Audit Services

RFB TO-25-11

Publication Date: March 31, 2025
Proposal Due Date: May 8, 2025
Contract Term: Five Years
Bids Received: One – BT&Co., P.A.
Tire Lease Bid Materials

Specifications of Service

This contract will be for audit services. Our current contract expires June 18, 2025. The audits for fiscal years 2025-2029 will be performed under this contract. Since only one bid was received, the evaluation committee will determine if the proposer is responsible, if the bid is responsive, and if the price quoted is fair and reasonable.

Metro notified eight companies both in and outside of the Topeka area about this bid opportunity and followed up with all potential bidders' multiple times in order to ensure adequate competition. Please see Section 5 of the procurement folder for the Notification Detail.

Evaluation

The members of the evaluation committee reviewed the bid individually, then met on May 16 to discuss. All required elements were included with the bid, so it was deemed to be responsive. The proposer has previously completed more than 10 annual audits for Topeka Metro, therefore the proposer was deemed responsible.

Prior to RFB publication, we estimated the 5-Year contract price at \$112,500.00. The ICE-Independent Cost Estimate was based on what we are currently paying for audit services adjusted for inflation. The bidder's 5-Year price quote is \$155,750.00 which is greater than the ICE. A breakdown of the bid by materials, labor, and profit was requested and provided by BT&Co. The breakdown indicated that BT&Co completed the FY24 Topeka Metro audit at a loss of **\$15,089** (\$15,900-\$30,989), and that the FY25 audit would be completed at a loss of **\$15** (\$28,750-\$28,765). Therefore, the committee deemed the price to be fair and reasonable.

Recommendation

We recommend awarding the contract to BT&Co., P.A. Their bid was responsive, the company is responsible, and the price quoted is fair and reasonable.