

ORDINANCE NO. 36-22

AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN THE CERTIFICATE OF COMPLIANCE WITH PROCUREMENT REQUIREMENTS AND THE MEMORANDUM OF AGREEMENT BETWEEN THE AUDITOR OF STATE KEITH FABER, THE CITY OF MEDINA, AND REA & ASSOCIATES, INC. FOR THE PREPARATION OF THE 2021, 2022, 2023, 2024 AND 2025 FINANCIAL AUDITS, AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That the Mayor is hereby authorized and directed sign the Certificate of Compliance with Procurement Requirements and the Memorandum of Agreement between the Auditor of State Keith Faber, the City of Medina, and Rea & Associates, Inc. for the preparation of the 2021, 2022, 2023, 2024 and 2025 financial audits.

SEC. 2: That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director’s certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.

SEC. 3: That the funds to cover this service shall not exceed \$40,000.00 and are available in Account No. 001-0707-52221.

SEC. 4: That a copy of the Certificate of Compliance with Procurement Requirements and the Memorandum of Agreement is marked Exhibit A, attached hereto, and incorporated herein.

SEC. 5: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason work cannot begin until forms are submitted; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: February 28, 2022

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: March 1, 2022

SIGNED: Dennis Hanwell
Mayor

OHIO AUDITOR OF STATE KEITH FABER



ORD 26-22
Rch. A

88 East Broad Street
Columbus, Ohio 43215
IPA Correspondence@ohioauditor.gov
(800) 282-0370

MEMORANDUM OF AGREEMENT

This agreement is entered into as of the 16th day of December, 2021, by and between Rea & Associates, Inc. an independent public accountant (IPA), **KEITH FABER**, Auditor of State of Ohio (Auditor) and the City of Medina, Medina County (Public Office) WITNESSETH:

Whereas, the Auditor of State on November 9, 2021, issued a Request for Proposals for an engagement related to the City of Medina, including any components and other requirements stated in the Request for Proposal, pursuant to Sections 117.11 and 115.56, Revised Code, for fiscal periods January 1, 2021 through December 31, 2025.

Whereas, IPA responded to the Request for Proposals with a formal proposal wherein they indicated their willingness to perform the engagement related to the Public Office in accordance with the items and conditions set forth in the Request for Proposals; and

Whereas, the Auditor of State, in consultation with the Public Office, has determined the IPA has submitted the proposal most advantageous to the Auditor and Public Office;

NOW, THEREFORE, IPA and Public Office do mutually agree as follows:

1. This Memorandum of Agreement, the Request for Proposals, the Proposal of the IPA and any written documents supplementing, amending, or incorporating the Request for Proposal; the Proposal of the IPA, and the Memorandum of Agreement constitute the integrated written agreement of the parties, to be known as the "Contract";
2. The IPA shall, in consideration of the payments specified in the Proposal, and subject to the requirements of the Contract, perform the specified engagement related to the Public Office;
3. Public Office will provide the IPA with such payments, services, and support as are specified in the Request for Proposals; and
4. The Auditor will provide the IPA with such services and support as are specified in the Request for Proposals; and
5. If applicable, pursuant to the agreement of the parties a subcontractor with respect to the Contract will be as stated below. Further, pursuant to the RFP Terms of Engagement and this Contract, the IPA shall be and remain solely responsible to the Public Office and Auditor for the acts the IPA performs or faults of any subcontractor and of any subcontractor's officers, agents or employees, who are deemed to be agents or employees of the IPA to the extent of the subcontract. Each subcontractor shall jointly and severally agree that neither the Public Office nor the Auditor is obligated to pay or to be liable for the payment of any sums due the subcontractor.

OHIO AUDITOR OF STATE
KEITH FABER



88 East Broad Street
Columbus, Ohio 43215
IPA_Correspondence@ohioauditor.gov
(800) 282-0370

Certification of Compliance with Procurement Requirements

This is to certify that, to the best of my knowledge and belief as the appropriate official of the
City of Medina, Medina County, we have complied with all applicable
federal, state and local procurement requirements in the selection of the firm
Rea & Associates, Inc. to perform the audit of the
City of Medina, Medina County, which is the subject of the
accompanying contract.

Dennis Hanwell

City of Medina, Medina County

March 1, 2022

Date

Please type/print Name and Title:

Dennis Hanwell, Mayor

Sealed Dollar Cost Bid
for
City of Medina

*Technical proposal for professional auditing services
for January 1, 2021 through December 31, 2025*

Contract Number: 26A07-806CF, Tier 2

November 23, 2021

Submitted by:

Rea & Associates, Inc.
Chad Welty, CPA – Principal
694 E Washington Street
Medina, OH 44256
chad.welty@reacpa.com
(330) 722-8222



Rea & associates
a brighter way

Name of Firm:

Rea & Associates, Inc.
Certified Public Accountants
694 E Washington Street
Medina, OH 44256
Ph: (330) 722-8222

Certification:

I, **Chad Welty, CPA**, certify that I am entitled to represent the firm empowered to submit the bid and authorized to sign a contract with the City of Medina.

Chad Welty, CPA, Principal
of Rea & Associates, Inc.

Fees: Our fixed fees for the audit of the City of Medina are as follows.

<u>Year End</u>	
2021	\$34,710
2022	\$36,045
2023	\$37,380
2024	\$38,715
2025	\$40,050
Total	<u>\$186,900</u>

EXHIBIT A

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
TO SUPPORT THE TOTAL ALL-INCLUSIVE MAXIMUM FIXED FEE
FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF**

City of Medina

	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total</u>
Principals	38	\$ 78.00	\$ 2,964
Manager/Supervisor	134	\$ 78.00	10,452
Staff	273	\$ 78.00	21,294
Other (specify): Typist and Proofreader			
Out-of-Pocket Expenses			
 Total fixed fee bid for the year ended 2021	 <u>445</u>	 <u>\$ 78.00</u>	 <u>\$ 34,710</u>

Contract Pricing:	<u>Hours</u>	<u>Rate</u>	<u>Fixed Fee</u>
Year end 2021	445	\$ 78.00	\$ 34,710
Year end 2022	445	\$ 81.00	\$ 36,045
Year end 2023	445	\$ 84.00	\$ 37,380
Year end 2024	445	\$ 87.00	\$ 38,715
Year end 2025	445	\$ 90.00	\$ 40,050
 Grand Total: All Years			 <u>\$ 186,900</u>