

RFP No. 2016-05A

Independent Auditing Services for the City of North Miami Beach



Presentation

For Fiscal Years Ended September 30, 2016 through 2018

with Two On-Year Renewal Options

Submitted December 7, 2016

Proposer:

S. Davis & Associates, P.A.

Contact Person: Tanya Davis, Partner

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S. Davis & Associates, P.A.
Certified Public Accountants & Consultants

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December 7, 2016

Ms. Meghan Cianelli Bennett, Purchasing Supervisor
City of North Miami Beach
17011 N.E. 19th Avenue, Room 315
North Miami Beach, Florida 33162

RE: Request for Proposals for Independent Auditing Services, RFP No. 2016-05A

Dear Ms. Bennett and Evaluation Committee:

S. Davis & Associates, P.A. ("SDA") is pleased to respond to your Request for Proposals to provide independent audit services for the City of North Miami Beach (the "City"). We have a clear understanding of the work to be performed for the fiscal years ending September 30, 2016 through 2018, and the extension periods.

The selection of a certified public accounting firm is an important decision for the City of North Miami Beach. In selecting SDA, you have the opportunity to select a locally owned, full service firm with auditors that have successfully demonstrated the ability to deliver responsive high quality service to governmental entities, combining the highly accessible personal contact associated with smaller firms and the sophisticated professional resources of the national accounting firms.

The professionals assigned to the engagement, led by Tanya I. Davis, the firm's Audit Partner, demonstrate one of the best indications of our total commitment to serve the City of North Miami Beach. To ensure that you receive the highest quality service in a prompt manner, we have assembled a group of individuals who are well qualified to serve on the engagement team and will prove invaluable to you. We have included the resumes of the key professionals to be assigned to your audit. The firm's partners and managers will be personally engaged and maintain contact with the audit team, coordinate ongoing work and advise management of the City on the status of the engagement. Tanya I. Davis will serve as the Engagement Partner and representation for the Firm and, Shaun M. Davis, as the Quality Review Partner. They will be joined by Annette Lewis, Consulting Manager; Heather Sinclair Young, Engagement Manager; Joy Chambers-Nicholas, Senior; and staff who will assist them. The engagement team will be available to the City as a technical resource. All key members of our client service team meet or exceed the continuing professional education requirements promulgated by *Government Auditing Standards*.

We proudly make the statement that we have the qualifications, knowledge and capacity to not only meet but exceed expectations and a strong desire to serve as your auditor. The City of North Miami Beach will be a high priority client deserving of our highest levels of responsiveness on operational and performance audit issues and any other questions, concerns or advice you may seek. We will spare no effort in delivering timely audit reports.

We thank you for the opportunity to present this proposal and look forward to serving the City of North Miami Beach on this engagement. In this proposal process you will undoubtedly read and hear much about such things as firm resources and client lists. We proudly include much of that information in our proposal and are eager to be responsive to any questions you may have. In the final analysis, the important things are quality people and quality service at a fair price. We commit to deliver to you on all.

If you have any questions on this proposal or require any more information, please call Tanya I. Davis at (305) 628-1510. We look forward to meeting with you in the near future.

Very truly yours,

S. Davis & Associates, P.A.

S. DAVIS & ASSOCIATES, P.A.

By: Tanya I. Davis, CPA, Partner



A) SCOPE OF SERVICES PROPOSED

Clearly describe the scope of services available. Include details of your firm's general approach, proposed solution and a timeline of major events.

Due to SDA's extensive experience in financial statement and single audits of governmental entities, we are well-equipped to perform the scope of work required by the City of North Miami Beach. Our audit will include a review of internal controls, including testing controls over the City's computer environment.

Our objectives for the City of North Miami Beach will be as follows:

- Enhance the quality of audit and related services to the City;
- Minimize disruption of the City's personnel; and
- Take a fresh look at the various accounting and business operations.

General Requirements and Scope of Services

We will commence immediately after notification of our selection as the City's auditors and will include the following procedures:

- Meet with key City personnel to review and update our understanding of accounting principles and procedures, reporting requirements, budgeting, planning and closing schedules. We will agree on audit timelines and deliverables. City personnel will be provided with an agenda prior to this planning meeting;
- Review the predecessor auditor's reports and workpapers;
- Evaluate the internal control structure by conducting interviews with your personnel and by obtaining copies of organizational charts, budgets, and other relevant documentation;
- Evaluate computer/accounting system controls;
- Review applicable laws, regulations, contract and grant agreements;
- Perform risk assessments;
- Develop detailed audit programs that allocate elements of the time budget to various audit areas, including determining audit samples, based on the results of risk assessments performed;
- Plan the engagement to meet the City's deadline for issuance of the CAFR, enabling the City to continue its successful trend of receiving the GFOA Award of Excellence
- Perform substantive and compliance testing for the financial statement and single audits;
- Review drafts of proposed financial statements, schedule of expenditures of federal awards and state financial assistance ("SEFA") and notes which are to be covered by the auditor's opinions; and
- Issue auditor's reports, meeting the City's deadlines.



We will conduct an evaluation of the internal control structure, accounting system and fraud risk. Based on the conclusions reached, we will determine the timing and extent of the specific procedures to be performed, including the use of statistical sampling methods, and coordinate implementation thereof with the activities of the City.

We will determine the applicable laws regulations, contract and grant agreements through discussions with key personnel, review of current year and prior year monitoring and financial reports, and any other relevant information that comes to our attention during the engagement.

Using information gained from the above, coupled with a review of your general ledger, we will plan a risk-based audit and develop our audit programs, accordingly. The financial statement audit will include tests of account balances and tests of significant and effective controls. Single Audit tests are compliance, in nature, and will follow AICPA, GAO and OMB guidelines. Sample sizes for tests of account balances will be determined by our risk assessments, the dollar value of the total population, and the level of assurance desired. Sample sizes for tests of controls and compliance of both financial and single audit related items will typically range from 25 to 40 items based on risk assessments and the level of assurance desired. Statistical sampling may be used to test all significant audit areas except cash and debt. Our audit samples will be made from financial and non-financial records, such as, the general ledger and grant agreements, using dollar thresholds or sampling scopes depending on the nature of the testing.

Our interim and year-end work will involve updating and completing our audit of the data used to test balances and compliance, and the completion and rendering of our report. As a result of our inquiries, the majority of the accounting and reporting problems will have been identified, the completion of the engagement will be efficient and our report will be issued and distributed prior to the established deadlines. We will perform the following procedures for all reporting units based on established risks:

- Analysis, confirmation, and tests of accounts;
- Analytical review of the revenue and expense accounts;
- Tests of controls and compliance including controls of the City's computer environment;
- Tests of compliance with applicable laws, regulations, contracts and grant agreements, (if any);
- Performance of such other procedures as will be required to render an opinion on the financial statements, notes to the financial statements, the SEFA, notes to the SEFA and compliance matters;
- Review of our comments and conclusions regarding internal controls and results of test findings and Management Letter before issuance to the City; and
- Issuance and distribution of the financial and compliance reports, and management letter, to the City Council.



Our approach will be based on a thorough, up-to-date understanding of the accounting and compliance issues and the operations thereof. The approach directly links governmental industry regulations, business environmental factors, analytical review results, and our internal control evaluation to specific accounts and transactions. We provide all staff with laptop computers that use up-to-date auditing software, including but not limited to EDP software, which enables them to audit client records in a timely and efficient manner. We will utilize our consulting and information technology resources as deemed necessary in auditing your computer environment as it specifically relates to significant audit areas, to further enhance the timeliness and efficiency of your audit. Through the use of information technology tools, the audit team will assess risk related to your computer environment, and evaluate and test your pertinent computer systems, including physical controls. We will use recognized leading audit software tools to perform computer-assisted auditing techniques to clerically test and age data files, select audit samples, and test calculations as well as to stratify data and perform exception reporting.

We will require the assistance of City personnel to prepare audit schedules and confirmations, follow up on confirmation requests, locate audit support documentation, provide data requested, and inform us of any issues or concerns. A preliminary list of items requested will be provided to the City prior to interim work with a revised list to be provided as we gain a better understanding of the City.

Our procedures will be specifically designed, among other things, to:

- Evaluate internal controls, laws and regulations and computer security through discussions with management review of supporting documentation and statutes;
- Develop comments with specific recommendations to improve operations, systems and procedures; and
- Audit the authorization and documentation of recorded transactions to gain audit satisfaction on the accuracy of financial information submitted to our firm by the City.

Reports to be Issued

Following the completion of the audit of each fiscal year's financial statements, we shall issue the following:

- A report on the fair presentation of the basic, government-wide financial statements and fund financial statements with an in-relation-to opinion on the combining information and supporting schedules in conformity with generally accepted accounting principles;
- A report on compliance and internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards* communicating reportable conditions found, if any;
- Single audit reports as required by OMB in compliance with the Super Circular and the State of Florida, as applicable,



- Management letter in accordance with the Rules of the Auditor General of the State of Florida;
- A separate management letter communicating non-reportable conditions found, if any; and
- A schedule of findings and questioned costs.

Immediate verbal notification will be given to City management and the City Council, as appropriate, for any fraud, suspected fraud and illegal acts, which we become aware of. A written report will follow.

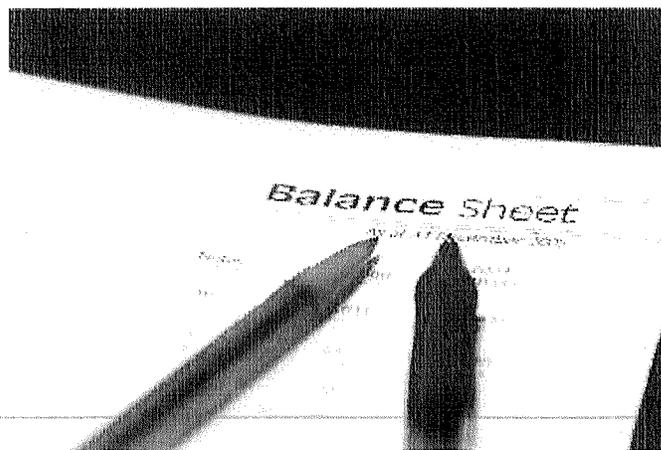
Smooth Audit

We believe we have an excellent record of successful audits for governmental engagements. SDA will provide the City with a high quality and efficient audit. Furthermore, a successful audit depends on effective periodic communication between the City and your independent auditors. We will invest a considerable amount of time before we begin the fieldwork to ensure effective planning. We invite you to participate in the planning process so that we can agree on an audit approach, which would render an efficient audit and a timely report. Throughout fieldwork, we will conduct weekly status update meetings with City and SDA personnel.

We have audited similar entities for many years and expect to continue our trend of timely and successful audits.

Financial Statement Formats

In general, the content and format of the City's audit reporting package is determined by GAAP, GAAS, GASB and GAO standards, and OMB and Florida Auditor General requirements. Within these guidelines, however, reports should provide information in the most appropriate manner for internal decision-making and public disclosure.





Our audit will include the issuance of an independent auditor's report on the financial statements of the City. The purpose of our audit will be to determine the extent to which the financial statements present fairly the City's financial position and the results of its operations in conformity with generally accepted accounting principles. We will discuss the format of the financial statements during the beginning of the audit process and will continue this discussion for any revisions necessary through financial statement issuance. In addition, we will issue reports as required by *Government Auditing Standards*, OMB and Chapter 10.550, Rules of the Auditor General.

Meeting Your Deadlines

Our audit approach will allow for a smooth and seamless transition. We plan to perform our procedures in two basic phases on a yearly basis: Phase I – Preliminary Review (including planning) and Interim Work, and Phase II – Final, Year-end Work.

The table which follows charts a course for a successful and efficient audit that enables us to meet your needs without disrupting your daily operations.



PROPOSED TIME TABLE – 2017 AND FORWARD

	<i>September/ October</i>	<i>January</i>	<i>February</i>	<i>March</i>
<i>Planning</i>				
<i>Systems Evaluation</i>				
<i>Understanding and Testing Internal Controls</i>				
<i>Detailed Audit Plan</i>				
<i>Substantive Testing</i>				
<i>Progress Conferences</i>				
<i>Exit Conference</i>				
<i>Draft Financial Statements & Management Letter(s)</i>				
<i>Report Issuance</i>				
<i>Presentation of Auditor's Reports to the City Council</i>				
<i>Completion of Data Collection Form</i>				

For the audit of fiscal year ended 2016, the audit schedule will be adjusted and staffing increased to meet the March deadline.



B) OVERALL BUSINESS APPROACH / INVESTMENT / PROPOSED FINANCIAL PLAN

This section of the Proposal should provide information as to the overall business approach to the outlined scope of services. The City seeks a firm with substantial capital investment capability and a sound financial plan detailing facility sustainment spanning at least 15 years.

S. Davis & Associates, P.A (“SDA”), incorporated in 1997 to serve the needs of South Florida businesses, governmental entities and non-profit organizations, provides a full range of audit, accounting, tax, information technology and consulting services to our clients. The firm has performed continuous certified public accounting services since inception.

Corporate Status (Sunbiz)

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS



Detail by Entity Name

Florida Profit Corporation
S. DAVIS & ASSOCIATES, P.A.

Filing Information

Document Number	P97000002262
FE/EIN Number	65-0719690
Date Filed	01/09/1997
State	FL
Status	ACTIVE
Last Event	NAME CHANGE AMENDMENT
Event Date Filed	01/30/1997
Event Effective Date	NONE

Principal Address

2521 HOLLYWOOD BOULEVARD
HOLLYWOOD, FL 33020

Changed: 05/18/2011

Mailing Address

2521 HOLLYWOOD BOULEVARD
HOLLYWOOD, FL 33020

Changed: 05/18/2011

Registered Agent Name & Address

DAVIS, SHAUN
2521 HOLLYWOOD BOULEVARD
HOLLYWOOD, FL 33020



Starting as a one-man firm, SDA currently employs a professional staff of over 20, most of whom are governmental and non-profit audit staff. Over 80% of our audit services are provided to governmental and other entities required to be audited in accordance with *Government Auditing Standards*. We understand the work to be performed and, due to our experience with other municipalities, we know what it takes to complete your audit and have a vested interest in successfully doing so.

SDA is a financially viable firm which has served the governmental business community well for over 25 years.

The overall business/audit approach is included in the Scope of Services section of this proposal.



C) FIRM QUALIFICATIONS AND EXPERIENCE

This section of the Proposal should give a description of the firm, including the size, range of activities, etc. Particular emphasis should be given as to the firm-wide experience and expertise in the provision of services requested herein.

SDA has offices in Miami, Hollywood, West Palm Beach and Tallahassee. Our South Florida practice staff complement is as follows:

Partners	2
Managers	4
Seniors	5
Staff	10

Small Staff

We will utilize personnel with considerable experience in auditing governmental entities, municipalities and other organizations which are required to be audited in accordance with *Government Auditing Standards* and the OMB Super Circular, and will conduct the engagement from our South Florida offices. As aforementioned, over 80% of our audit services are provided to entities required to be audited under *Government Auditing Standards*, the majority requiring federal or state single audits. Your audit will be staffed by our Miami and Hollywood personnel.

SDA's philosophy is simple: hire the best people, train them well, provide opportunities for personal and professional growth, and empower them to use their skills creatively to offer innovative solutions to problems facing business and government. We have made a significant commitment to ensure that our clients receive the highest quality and most responsive service possible.

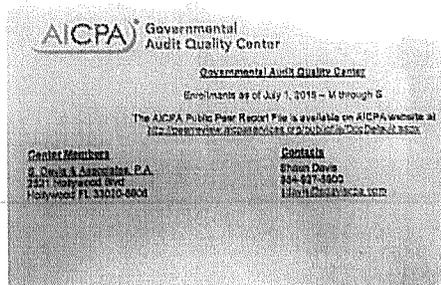
SDA is properly licensed by the State of Florida to engage in the practice of independent public accounting and has been providing these services since its inception. SDA's key professionals are also properly licensed by the State of Florida to engage in the practice of independent public accounting. The firm's license number to practice independent public accounting is AD0016501, as issued by the Florida Department of Business and Professional Regulation. The firm and licensed professionals are in good standing with the Florida Board of Accountancy.



Firm and Key Personnel Licenses



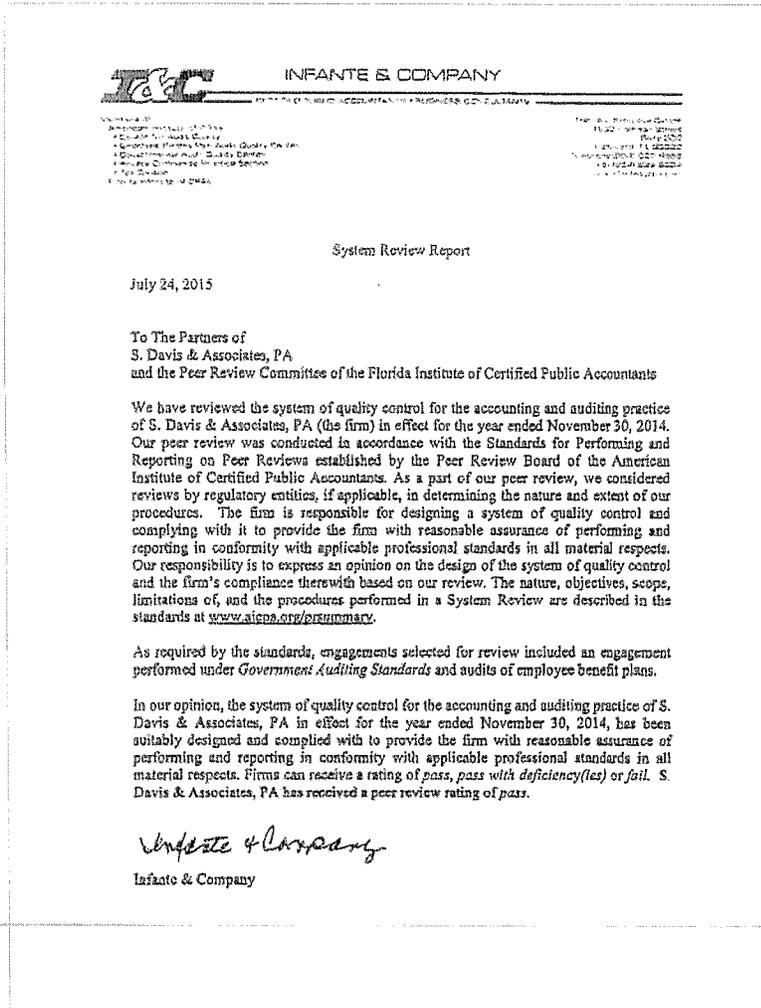
We are a member in good standing of both the American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA), and a proud member of the AICPA Governmental Audit Quality Center.





Quality Control and Peer Review

In addition to the engagement partner’s review, the SDA team includes a quality review partner on all governmental engagements. This partner is not involved in day-to-day engagement supervision and review, but reviews the workpapers and reports prior to issuance with a clean set of eyes as an added step to ensuring the quality of the engagement in accordance with generally accepted auditing standards and *Government Auditing Standards*, where applicable. SDA also participates in the AICPA peer review program which includes review of our quality control programs and certain engagements selected by the peer reviewer every three (3) years. Our last review was performed for the year ended November 30, 2014. Due to the high volume of governmental entities SDA audits, at least one governmental audit client is always selected for the firm’s peer review. We have received a PASS (formerly called an unqualified opinion) on our quality review program since the firm’s inception. See our most recent peer review report below.





D) EXPERIENCE OF KEY PERSONNEL

This section must also identify the contact person and supervisory personnel who will be assigned to perform the work dictated by the contract. Resumes of each person should be provided with emphasis being given to their experience, track record and training in similar work.

The personnel assigned to the engagement all have extensive financial statement and single audit experience and key engagement team members will provide technical support throughout the year.

An important aspect of our services is the significant level of partner, manager, and senior involvement in the engagement. Our engagement partner and engagement manager will be actively involved on site during all phases of the work. During our scheduled periods of fieldwork, the senior and support staff will dedicate 100 percent of their time to the City. All other team members will arrange their time to ensure the engagement is completed on time and service to you is always responsive. Again, key engagement team personnel are available for technical support at any time. Scheduled meetings can be arranged to include the partners in the discussion of audit issues, however, when not on-site, the partners are typically only a phone call away from addressing any questions or concerns you may have.

We have assembled our best and brightest governmental specialists to serve on the audit. We believe that their relevant experience and training are unmatched in South Florida and that they have the skills and desire to serve the City's needs. Our service team will consist of two partners, a senior manager, a manager, a senior and staff who will assist them.

The following is a description of the responsibilities and experience of each key engagement team member and an introduction to the individuals assigned to them. The resumes of key personnel are included in "Resumes" section of this proposal.

The *engagement partner* has overall responsibilities for all work performed for a client and will be your primary point of contact. Tanya I. Davis, Partner at S. Davis & Associates, P.A., has extensive experience in serving governmental, not-for-profit, and other large, complex, computer-oriented clients. Her project management skills and previous audit and consulting experience will be invaluable on your audit. Tanya is a licensed CPA in Florida and has over twenty-five years of public accounting experience.

The *quality review partner* is responsible for reviewing audit documentation and reporting for quality controls. Shaun M. Davis, Managing Partner of S. Davis & Associates, P.A., will serve in this capacity. Shaun also has extensive experience in serving governmental, not-for-profit, and other large, complex, computer-oriented clients. Shaun has over thirty years of public accounting

experience and, in addition to audits, has participated in numerous consulting projects that addressed internal controls and financial projections. Shaun is licensed to practice as a CPA in Florida and New York.

The *consulting manager*, Annette Lewis, has significant experience in providing consulting and accounting services. Invaluable to this engagement will be the use of her expertise as a former finance director and director of a governmental entity; her experience conducting several agreed-upon procedures and other projects for governmental entities. She has over twenty-five years of experience in government and public accounting. Annette is a licensed Florida CPA.

The *engagement manager* maintains continuous control over the engagement through meetings with clients, review of work papers, and discussions with staff. Heather Sinclair Young, Senior Manager, will be assigned to the audit engagement. She will devote substantial attention to the planning and wrap up phases of the audits and, during fieldwork, will devote a significant amount of her time to your audit. She will establish and maintain open communication channels with key City personnel, the engagement partner, and the engagement senior to ensure a smooth execution and a timely completion of the audit. She has more than fifteen years of public accounting experience. Heather is licensed to practice as a certified public accountant in Florida.

The *engagement senior* is responsible for the daily supervision of the audit fieldwork. Joy Chambers-Nicholas will be assigned in this capacity. Along with Tanya and Heather, she will devote substantial attention to the planning phase of the audit and, during fieldwork, will devote 100% of her time to the City.

The *engagement staff* will perform the audit procedures at the direction of the manager and senior. We strive to match the interests, abilities, and experience of our staff to each engagement. Staff assigned to our governmental industry engagements receives specific industry training to prepare them for their assignments.





TANYA I. DAVIS, CPA

Engagement Partner

Professional Experience

Tanya is the partner in charge of auditing and accounting services at S. Davis & Associates, P.A. and has over twenty-five years of public accounting experience. She was a former Audit Supervisor with Grant Thornton, LLP and experienced staff with PricewaterhouseCoopers. Tanya has attained pertinent audit and special services experience in the governmental and not-for-profit industries, most requiring federal and/or

state single audits.

Selected Current and Former Governmental Clients

- City of West Park
- City of Hollywood
- City of West Palm Beach
- City of Lauderhill
- City of Lauderhill Police and Firefighters Retirement System
- City of Dania Beach
- City of Dania Beach Police and Firefighters Retirement System
- Miami-Dade Water & Sewer
- Broward County Supervisor of Elections (Constitutional Officer), Property Appraiser (Constitutional Officer), Housing Finance Authority (component unit), Health Facilities Authority (component unit) and Single Audit
- South Florida Regional Planning Council
- South Broward Hospital District
- Palm Beach County Tax Collector and Property Appraiser
- Miami-Dade Public Schools
- School Board of Broward County
- Broward Education Foundation (School Board of Broward County Component Unit)
- FAMU Boosters, Inc. (Florida A&M University DSO)
- Florida Atlantic University Research Corporation (Florida Atlantic University DSO)
- Florida Intercultural Academy, Inc. (Broward County Charter School)
- Florida Atlantic Research & Development Authority

MDC Municipalities?



TANYA I. DAVIS, CPA (continued)

Professional and Business Affiliations

- Past Chairperson, State of Florida Board of Accountancy (served on board for 7 years)
- Treasurer and Audit Committee Chair, Art & Culture Center of Hollywood
- Trustee, Barry University
- Past President, Greater Miami Chapter of the National Association of Black Accountants, Inc.
- Past National Vice President, National Association of Black Accountants, Inc.
- Past Board Member, Greater Hollywood Chamber of Commerce
- Leadership Hollywood Alumni
- Member, South Florida Government Finance Officers and City Clerks Association
- Member, Government Finance Officers Association
- Member of the Florida Institute of Certified Public Accountants (FICPA)

Education and Licenses

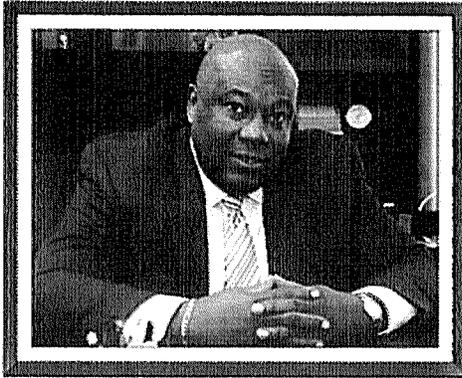
Cum Laude Graduate of Barry University with a Bachelor of Science degree in Accounting
 CPA licensed to practice in Florida

Continuing Professional Education

Tanya has exceeded the governmental and total CPE hours required by *Government Auditing Standards*.

Continuing Professional Education Last Three Years

Current Continuing Professional Education (CPE) Hours	<u>Type of CPE</u>	<u>CPE Credits</u>
	Governmental A&A	103.00
	Other A&A	39.00
	Other	<u>33.00</u>
	Total	<u>175.00</u>

**SHAUN M. DAVIS, CPA***Quality Review Partner***Professional Experience**

Shaun is the Managing Partner of S. Davis & Associates, P.A. and has over thirty years of public accounting experience, including serving in his former position as Audit Manager with Ernst & Young. Shaun has pertinent experience in audit and special services engagements in the governmental and not-for-profit industries, most requiring

federal and/or state single audits.

Selected Current and Former Governmental Clients

- City of West Park
- City of Dania Beach
- City of West Palm Beach
- City of Dania Beach Police and Firefighters Retirement System
- City of Lauderhill
- City of Lauderhill Police and Firefighters Retirement System
- Miami-Dade Water & Sewer
- Broward County, including Constitutional Officers and component units
- South Florida Regional Planning Council
- South Broward Hospital District
- South Florida Water Management District
- Miami-Dade Public Schools
- School Board of Broward County
- Palm Beach School District
- Broward Education Foundation (School Board of Broward County Component Unit)
- Florida A&M Foundation (Florida A&M University DSO)
- FAMU Boosters, Inc. (Florida A&M University DSO)
- Florida Atlantic University Research Corporation (Florida Atlantic University DSO)
- Florida Atlantic Research & Development Authority



SHAUN M. DAVIS, CPA (continued)

Professional and Business Affiliations

- Chairman, Urban League of Broward County
- Trustee, Florida Atlantic University
- Board of Governors, Florida State University School of Business
- Member and Audit Committee Vice-Chair, Orange Bowl Committee
- Lifetime Member, Girls Scouts of Tropical South Florida
- Member, Broward Workshop
- Past Chairperson, State of Florida Board of Accountancy (served on board for 8 years)
- Past President of the Greater Miami Chapter of the National Association of Black Accountants, Inc.
- Past Chairman, United Way of Broward County, Inc.
- Past President and Trustee Member, Greater Hollywood Chamber of Commerce
- Past Advisory Council Member, Florida State University School of Accounting
- Price Waterhouse Up & Comers Award Winner
- Member, South Florida Government Finance Officers and City Clerks Association
- Member of the American Institute of Certified Public Accountants (AICPA)
- Member of the Florida Institute of Certified Public Accountants (FICPA)

Education and Licenses

Graduate of Florida State University with a Bachelor of Science degree in Accounting
 CPA licensed to practice in Florida and New York

Continuing Professional Education

Shaun has exceeded the governmental and total CPE hours required by *Government Auditing Standards*.

Continuing Professional Education Last Three Years

Current Continuing Professional Education (CPE) Hours	<u>Type of CPE</u>	<u>CPE Credits</u>
	Governmental A&A	40.00
	Other A&A	83.00
	Other	<u>41.00</u>
	Total	<u>164.00</u>

**ANNETTE E. LEWIS, CPA, MBA***Consulting Manager***Professional Experience**

Annette is the Firm's consulting manager and has over twenty years of combined governmental and public accounting experience. Annette is responsible for all of the firm's consulting engagements and attestation engagements not managed by either partner. Annette has held Director of Finance and Director positions with governmental entities in Miami-Dade County and, in her transition to public accounting, has gained significant experience in providing consulting and accounting services for public sector clients. Annette has experience in attestation, accounting, tax and consulting services.

Selected Current and Former Governmental Clients

- City of Hollywood
- City of Weston
- South Florida Regional Planning Council
- South Florida Water Management District
- School Board of Broward County
- Broward County
- Florida Intercultural Academy, Inc. (School Board of Broward County Charter School)
- Florida A&M University Foundation (Florida A&M University DSO)
- FAMU Boosters (Florida A&M University DSO)
- Children Services Council
- Broward County Resource Recovery Board
- Workforce One

Professional and Business Affiliations

- Member of the National Black MBA Association
- Member of American Institute of Certified Public Accountants (AICPA)
- Member of Florida Institute of Certified Public Accountants (FICPA)
- Member, South Florida Government Finance Officers and City Clerks Association



HEATHER SINCLAIR YOUNG, CPA, MBA

Engagement Manager

Professional Experience

Heather will serve as the engagement manager with over fifteen years of public accounting experience, including serving in her former position as Audit Professional with Mair Russell, a corresponding firm of Grant Thornton, LLP. Her pertinent financial statement audit, single audit and special services experience has been

attained in the governmental industry.

Selected Current and Former Governmental and Not-for-Profit Engagements

- City of Dania Beach
- City of Dania Beach Police and Firefighters Retirement System
- Broward County Single Audit, Constitutional Officers and component units
- Palm Beach County
- Broward County Housing Finance Authority
- South Florida Regional Planning Council
- South Broward Hospital District
- Miami-Dade County Public Schools
- School Board of Broward County
- Palm Beach School District
- Broward Education Foundation (School Board of Broward County Component Unit)

Professional and Civic Affiliations

- Leadership Hollywood Alumni
- Member of the American Institute of Certified Public Accountants (AICPA)
- Member of the Florida Institute of Certified Public Accountants (FICPA)

Education and Licensing

Honors Graduate of the University of the West Indies with a Bachelor of Science degree in Accounting and a Master of Business Administration from Florida International University

CPA licensed to practice in Florida



Continuing Professional Education

Heather has exceeded the governmental and total CPE hours required by *Government Auditing Standards*.

Continuing Professional Education Last Three Years

Current Continuing Professional Education (CPE) Hours	<u>Type of CPE</u>	<u>CPE Credits</u>
	Governmental	82.00
	Accounting and Auditing	44.00
	Other	<u>4.00</u>
	Total	<u>130.00</u>



JOY CHAMBERS-NICHOLAS

Engagement Senior

Professional Experience

Joy is an auditor at S. Davis & Associates, P.A. and has been with the firm for just under two years. She began her career with Mair Russell, a corresponding firm of Grant Thornton, LLP and has over ten (10) years of combined public and private experience in accounting and auditing.

Selected Current and Former Governmental Clients

- City of West Park
- City of West Palm Beach
- City of Deerfield Beach
- City of Lauderhill Police and Firefighters Retirement System
- Miami-Dade Expressway Authority
- Florida Atlantic University Research Corporation (Florida Atlantic University DSO)

Professional and Business Affiliations

- Member, Florida Institute of Certified Public Accountants (FICPA)
- Member, South Florida Government Finance Officers and City Clerks Association

Education and Licensing

Graduate of the University of the West Indies, Kingston, Jamaica, with a Bachelors Degree in Accounting and Management

Continuing Professional Education

Joy has been with the firm for under two year and has, thus, attained the governmental and total CPE hours required by *Government Auditing Standards* based on her length of time with SDA.

Continuing Professional Education Last Two Years

Current Continuing Professional Education (CPE) Hours	<u>Type of CPE</u>	<u>CPE Credits</u>
	Governmental	36.00
	Other Accounting & Auditing	<u>24.00</u>
	Total	<u>60.00</u>



E) FIRM'S RESOURCES AND EXPERIENCE WITH GOVERNMENTAL ENTITIES

This section should identify the materials, equipment and any other external resources available to the proposing firm that are proposed to carry out the scope of services. If agreements with other third-party firms/solutions are to be recommended/required, they shall be detailed in this section to include any impact on timeline and price.

The firm has performed governmental audits and consulting since its inception. Governmental entity clients include municipalities, counties, school districts, and component units. SDA has successfully completed audits for our clients receiving the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Award and has prepared financial statements in conformance with GASB Pronouncements and Interpretations for governmental entities. We have participated in an integral way as a member of the team assisting the following clients to obtain certificates:

- Broward County – GFOA
- City of Hollywood – GFOA
- Palm Beach County - GFOA
- City of West Palm Beach – GFOA
- The School Board of Miami-Dade County – Association of School Business Officials (“ASBO”) and GFOA
- The School Board of Broward County – GFOA and ASBO

We have significant experience preparing financial statements and issuing both financial statement and single audit reporting packages as lead auditors.

SDA has an extensive professional library and access to on-line accounting and auditing resources. Our personnel regularly interacts with the Auditor General's office and AICPA and GASB personnel. Selected complex, large engagements are also reviewed by a third party with client industry experience, as deemed necessary.



F) CLIENT REFERENCES

Proposer shall provide information that documents its ability to successfully and reliably perform the types of services required in this RFP. At a minimum, the Proposer shall provide the following:

- *Demonstration that the Proposer, or the principals assigned to the project, has successfully completed services similar to those specified in the scope of services to at least two (2) entities. For each reference, include the name, title, telephone number, fax number and email address of a representative who can verify satisfactory performance.*
- *Does your firm have other contracts for the services specified herein in Miami-Dade, Broward and Palm Beach counties? If yes, how many? How many other contracts does your firm have in the Southeast United States?*
- *What other contractual commitments do your key subcontractors (as applicable) have in the Miami-Dade, Broward and Palm Beach County area?*
- *List of all pending lawsuits involving the corporation, partnership or individuals with more than ten percent (10%) interest that are related to the services to be provided under this RFP.*
- *List of all judgments from lawsuits in the last three (3) years involving the corporation, partnership or individuals.*

SDA prides itself in having successfully completed financial statement and single audit, consulting, tax and other engagements for governmental and not-for-profit entities since the firm's inception. Current and recent clients whose audits are performed under *Government Auditing Standards* is as follows:



<i>Entity</i>	<i>Scope of Work</i>	<i>Contact</i>
<i>City of Riviera Beach Community Redevelopment Agency</i>	<i>Consulting, Agreed- upon Procedures</i>	<i>Terence "TD" Davis, Chair tdavis@rivierabch.com 680 W Blue Heron Boulevard Riviera Beach, Florida 33404 (850) 339-9380 (561) 845-3685</i>
<i>Housing Finance Authority of Broward County</i>	<i>Financial Statement Audit, Bond Audits</i>	<i>Norman Howard, Assistant Director nhoward@broward.org 110 NE 3 Street, Suite 300 Fort Lauderdale, Florida 33301 (954) 357-4925</i>
<i>The School Board of Broward County</i>	<i>Financial Statement Audit, Single Audit, Agreed-upon Procedures</i>	<i>Pat Reilly, Chief Auditor patreilly@browardschools.com 600 SE 3rd Street Fort Lauderdale, Florida 33301 (754) 321-2400</i>
<i>City of West Park</i>	<i>Financial Statement Audit, Single Audit, Contract Compliance, Agreed-upon Procedures</i>	<i>W. Ajibola Balogun, City Manager abalogun@cityofwestpark.org 1965 S. State Road 7 West Park, Florida 33023 (954) 989-2688</i>
<i>City of Lauderhill</i>	<i>Financial Statement Audit, Single Audit</i>	<i>Charles Faranda, City Manager citymanager@lauderhill-fl.gov City Hall 5581 W. Oakland Park Blvd. Lauderhill, FL 33313 (954) 730-3000</i>

Our firm has under five contracts for similar services, some of which we serve as subcontractors providing staff only. We have time and availability to complete complete the City's audit, meeting your deadlines.

SDA has no pending lawsuits involving the corporation, partnership or individuals with more than ten percent (10%) interest that are related to the services to be provided under this RFP. Also, we



have not had any judgements from lawsuits in the last three (3) years involving the corporation, partnership or individuals and no desk reviews in the last three (3) years.



G) REQUIRED FORMS, ATTACHMENTS AND VALUE-ADDED BENEFITS

We strive to keep our fees at a reasonable level consistent with the highest professional standards. We will use the City’s personnel as a resource in an effort to curtail costs by providing audit schedules and retrieving requested documentation to the extent practical. In light of the structure of SDA and because we understand how the national, state and local declining economies have impacted all governmental entities, our proposed audit engagement fees will be discounted and no indirect costs or out of pocket expenses will be billed to the City of North Miami Beach.

In this proposal process you have read and heard much about things as firm resources and client lists. In the final analysis, however, the important things are professional experience, quality people and service at a fair price. We described, previously in this proposal, our professional experience and the quality of our staff. Now it is time to examine more closely our final commitment to you, service at a fair price.

Our proposed audit fee for each of the three initial contract years is \$135,000.

Schedule of Professional Fees for the Audits of the Fiscal Year 2016

Description	Rates	Estimated Hours	Total
Partners	\$212/hour	200	\$ 42,400
Managers	\$160/hour	230	\$ 36,800
Supervisory Staff	\$133/hour	300	\$ 39,900
Staff	\$79/hour	270	\$ 21,330
Admin	\$42/hour	8	\$ 336
Total			\$140,766
Discounted Total			\$135,000

SDA will negotiate fees and or rates for any special services requested based on the above hourly rates.

Signature of Official: *Tanya Davis*
 Name: Tanya I. Davis
 Title: Partner
 Firm: S. Davis & Associates, P.A.
 Date: December 7, 2016



7.0 EXHIBIT A

CITY OF NORTH MIAMI BEACH
REQUEST FOR PROPOSAL
INDEPENDENT AUDIT SERVICES FOR THE CITY OF NORTH MIAMI BEACH
RFP# 2016-05A
QUESTIONNAIRE

In addition to submitting the information as requested in this RFP, please complete this questionnaire which would standardize the information received from the various firms. This information may or may not have been included in the proposal documents submitted.

1. Name of the Certified Public Accountants:
S. Davis & Associates, P.A.
2. Name and title of person authorized to represent the proposer:
Tanya I. Davis, Partner
3. Name, address and phone number of contact person in Certified Public Accountant firm:
Tanya I. Davis, 2 S. Biscayne Boulevard, Suite 3200, Miami FL 33131, 305-628-1510
4. State whether your firm is local, regional, national or international.
S. Davis & Associates, P.A. is a Florida Firm
5. State the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other audit professional staff employed at that office.
The work will be done from our Miami and Hollywood offices. Partners – 2, Managers – 4, Seniors – 5, Others – 10.
6. Number of professional audit staff:
 - a. From this office: 21
 - b. From all offices combined: 23
7. Number of years the firm is in business: 25
8. Licensing: (as applicable)
 - A. APPLICANT’S STATE OF FLORIDA DEPARTMENT OF PROFESSIONAL REGULATION LICENSE WITH APPROPRIATE BOARD NUMBER
AD0016501
(Attach copies of all applicable certifications to Proposer Exhibit Section)



B. CERTIFICATIONS (IF APPLICABLE)

Miami-Dade County MICRO/SBE

(Attach copies of all applicable certifications to Proposer Exhibit Section)

C. FEDERAL EMPLOYERS IDENTIFICATION NUMBER

65-0719690

D. Tax Identification Number (TIN) 65-0719690

9. Are bond issues and special reports based on time and rates used for the regular audit?

Yes No

10. Will the Proposer offer brief consultations over the phone at no extra cost?

Yes No

11. Are the audit papers available to authorized representatives of the cognizant Federal or State Audit Agency, the City and/or successor auditing firms at no extra charge?

Yes No

12. Describe recent local and regional office auditing experience, as principal auditor, similar to the type of audit requested. List projects of comparable type, size and complexity.

Municipal Client Name	Description of Services Rendered	Project Manager	Contract Value	Fiscal Year Start/End Date	Client Contact Name	Client Contact Phone Number
Housing Finance Authority of Broward County	Bond Audits	Tanya I. Davis	\$400,000	9/30/2014 – Current	Norman Howard	954-357-4925
City of West Park	Financial Statements & Single Audits	Tanya I. Davis	\$140,000	9/30/2005 – Current	W. Ajibola Balogun	954-989-2688
FAMU Boosters, Inc.	Financial Statements, Audits	Tanya I. Davis	\$143,000	9/30/2006 – Current	Mickey Clayton	850-224-6093
OIC of South Florida	Financial Statements, Audits	Tanya I. Davis	\$ 39,000	9/30/2014 – Current	Newton Saron	954-563-3535
School Board of Broward County	Financial Statement Audit, Single Audit, Agreed-upon Procedures	Tanya I. Davis	\$750,000	6/30/2000 - Current	Patrick Reilly	754-321-2600



City of Lauderhill	Financial Statement Audit, Single Audit	Tanya I. Davis	\$ 82,000	9/30/2010 – 9/30/2011	Charles Faranda	954-730-3000
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13. Describe the local office’s capability to audit computerized systems, including the number and classifications of personnel skilled in computer systems who will work on the audit. Please see proposal narrative.
14. Give a brief description of any computer-assisted techniques expected to be used in the course of the audit. Please see proposal narrative.
15. Describe litigation claims made against your firm. Please provide the following information.
There have been no litigation claims made against our firm.
16. Attach three (3) letters of recommendation from local government clients in which the firm served as principal auditors.

Office of the City Manager

W. Ajibola Balogun
City Manager

March 12, 2013

To Whom It May Concern:

It is with great pleasure that I provide this letter of recommendation for the outstanding firm of S. Davis & Associates, P.A. The firm has served as the City of West Park's external auditor for many years and in exemplary fashion.

I have found the staff, senior staff, and partners to be well qualified, professional, experienced and of the highest integrity. They consistently produce a quality product and are efficient in meeting the deadlines imposed by our organization and have been extremely instrumental in helping us to improve our internal controls based on pertinent and useful management letter comments.

The staff has always been accessible, very responsive and cooperative when I've needed to contact them. I highly recommend S. Davis & Associates, P.A.

Should you have any questions or comments, please do not hesitate to call me at 954-989-2688.

Sincerely,



W. Ajibola Balogun
City Manager

MAYOR
Richard J. Kaplan, Esq.

CITY OF LAUDERHILL

CITY MANAGER
Charles Faranda

VICE MAYOR
Hayward J. Benson, Jr., Ed.D.

ASSISTANT CITY MANAGER
Desorae Giles-Smith

COMMISSIONERS
M. Margaret Bates
Howard Berger
Ken Thurston



CITY CLERK
Andrea Anderson

CITY ATTORNEY
Earl Hall

CHARLES FARANDA
City Manager

April 23, 2012

Dear Mr. Davis:

Thank you for the outstanding auditing service provided to the City of Lauderhill by your certified public accounting firm of S. Davis & Associates, P.A.

During your tenure as our auditor, I have found the Firm to be collaborative, deliberative and thoughtful in completing the financial and single audits, and in developing meaningful and useful recommendations to our City.

Your staff has proven to be knowledgeable, efficient in auditing our financial statements and flexible meeting shortened deadlines. The Firm takes a no surprise approach which is refreshing and very much appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Faranda".

Charles Faranda
City Manager



RESEARCH PARK
AT FLORIDA ATLANTIC
UNIVERSITY™

President & CEO
Andrew Duffell

Board of Directors
Lonnie H. Maier, chair
Bruce C. Rosetto, vice chair
Michael I. Daszkal, CPA - treasurer
Robert Parks, Ed.D.
Bob Swindell
Roxanna Trinka
Barry Rosson, Ph.D.

February 28, 2013

To Whom It May Concern:

The Florida Atlantic Research and Development Authority (FARDA) selected S. Davis & Associates as its auditor after a thorough and competitive process in October 2011, and extended its agreement with the firm in 2012.

FARDA was impressed with the proposal submitted by the firm, and with the references contacted in connection with previous work.

The audits that S. Davis & Associates has performed for FARDA have been comprehensive, detailed, well prepared and well presented. Both the field and office teams are professional, courteous and thorough.

Please do not hesitate to contact me should you have any questions.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Duffell', written over a white background.

Andrew Duffell
President & CEO



Mickey Clayton
Executive Director

October 22, 2013

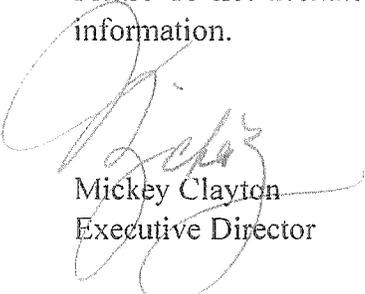
To Whom It May Concern:

I am pleased to recommend the regional audit and consulting firm of S. Davis & Associates, P.A. ("SDA") have been an integral part of the Florida A&M University Rattler Boosters achieving and maintaining a high level of financial accountability. There were a number of suggestions made by the senior staff that allowed us to adjust our intake processes and bookkeeping efforts that led to more streamlined level of operation within the Booster Office.

They helped to implement new accounting procedures and recommended critical changes in internal controls with an explanation that allowed me to understand the rationale for those alterations. SDA also represented us in an IRS Audit that led to no charges or findings.

I have found the senior staff and partners to be well qualified, professional, experienced and of the highest integrity. They operate at a high level of efficiency and an even higher level of integrity. They have consistently met the State, University and organizational deadline dates set for compliance of the respective institutions.

Please do not hesitate to contact me should you have any questions or would like additional information.



Mickey Clayton
Executive Director



8.0 REQUIRED FORMS



8.2 ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS RFP.

Addendum #1, Dated November 30, 2016

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP

FIRM NAME: S. Davis & Associates, P.A.

AUTHORIZED SIGNATURE: *S. Davis* DATE: December 7, 2016

TITLE OF OFFICER: Partner/Secretary



8.3 PROPOSAL SIGNATURE PAGE FOR CORPORATION

The officers of the Corporation are as follows:

	<u>NAME</u>	<u>ADDRESS</u>
President	<u>Shaun M. Davis</u>	<u>1587 Island Way, Weston, FL 33326</u>
Vice-President		
Secretary	<u>Tanya I. Davis</u>	<u>1587 Island Way, Weston, FL 33326</u>
Treasurer		
Registered Agent	<u>Shaun M. Davis</u>	<u>1587 Island Way, Weston, FL 33326</u>

The full names and residences of stockbrokers, persons, or firms interested in the foregoing Proposal, as principals, are as follows:

Post office Address

PROPOSER:

S. Davis & Associates, P.A.

(CORPORATED NAME)

SDAVIS@SDAVISCPA.COM

PRESIDENT'S SIGNATURE AND E-MAIL ADDRESS

Is this corporation incorporated in the State of Florida?

ATTEST: Tanya I. Davis
SECRETARY

YES [] NO []

If no, give address of principal place of business: _____



8.5 DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Tanya I. Davis
VENDOR'S SIGNATURE

Tanya I. Davis
PRINTED NAME

S. Davis & Associates, P.A.
NAME OF COMPANY



8.6 SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY

Florida Statute 112.313 prohibits the solicitation or acceptance of Gifts. - "No Public officer, employee of an agency, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, or candidate would be influenced thereby." "... The term 'public officer' includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body."

The City of North Miami Beach policy prohibits all public officers, elected or appointed, all employees, and their families from accepting any gifts of any value, either directly or indirectly, from any contractor, vendor, consultant, or business with whom the City does business. Only advertising office stationery or supplies of small value are exempt from this policy - e.g. calendars, note pads, pencils.

The State of Florida definition of "gifts" includes the following:

- Real property or its use,
- Tangible or intangible personal property, or its use,
- A preferential rate of terms on a debt, loan, goods, or services,
- Forgiveness of indebtedness,
- Transportation, lodging, or parking,
- Membership dues,
- Entrance fees, admission fees, or tickets to events, performances, or facilities,
- Plants, flowers or floral arrangements

Services provided by persons pursuant to a professional license or certificate. Other personal services for which a fee is normally charged by the person providing the services. Any other similar service or thing having an attributable value not already provided for in this section. To this list, the City of North Miami Beach has added food, meals, beverages, and candy.

Any contractor, vendor, consultant, or business found to have given a gift to a public officer or employee, or his/her family, will be subject to dismissal or revocation of contract.

As the person authorized to sign the statement, I certify that this firm will comply fully with this policy.

Tanya I. Davis
SIGNATURE

Tanya I. Davis
PRINTED NAME

S. Davis & Associates, P.A
NAME OF COMPANY

Partner
TITLE

Failure to sign this page shall render your bid non-responsive.



8.7 SOURCE OF INFORMATION

How did you find out about this solicitation? Check all that applies.

- 1. www.Citynmb.com
- 2. www.demandstar.com
- 3. Daily Business Review
- 4. The Miami Herald
- 5. Referral/word-of-mouth Specify Source: _____
- 6. Search Engine/Internet search
- 7. E-mail, newsgroup, online chat Specify Source: _____
- 8. Banner or Link on another website
- 9. Flyer, newsletter, direct mail Specify Source: _____
- Other Specify Source: _____

Please note: This survey form is used for internal Procurement purposes only.



8.8 INDEMNIFICATION CLAUSE

The Contractor shall indemnify, defend and hold harmless the City Council, the City of North Miami Beach and their agents and employees from and against all claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the contractor's performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or damage to or destruction of property including the loss of use resulting there from, and (2) is caused in whole or in part by any breach or default by Contractor or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

S. Davis & Associates, P.A.
Proposer's Name

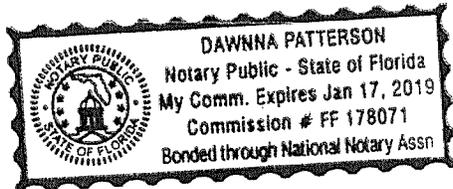
Tanya I. Davis
Signature

December 7, 2016
Date

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

SWORN TO AND SUBSCRIBED before me, the under signed authority,
Tanya I. Davis who, after first being sworn by me, affixed his/her
[name of individual signing]
signature in the space provided above on this 7th day of December, 2016



Dawanna Patterson
NOTARY PUBLIC



8.9 SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICAL AUTHORIZED TO ADMINISTER OATHS.

- 1. This sworn statement is submitted to the **CITY OF NORTH MIAMI BEACH, FLORIDA**

By: **Tanya I. Davis, Parner/Secretary**

(print individual's name and title)

For: **S. Davis & Associates, P.A.**

(print name of entity submitting sworn statement)

whose business address is: **2 S. Biscayne Boulevard, Miami FL 33131**

and (if applicable) its Federal Employer Identification Number (FEIN) is: **65-0719690**

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____ - _____ - _____).

- 2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
- 3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or non contendere.
- 4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - 1. A predecessor or successor of a person convicted of a public entity crime; or
 - 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers' directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
- 5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, and partners, shareholders, employees, members, and agents who are active in management of an entity.
- 6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).



- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Tanya Davis

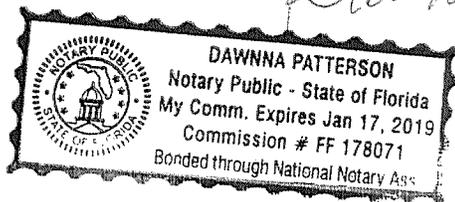
 Signature

Sworn to and subscribed before me this 7th day December, 2016

Personally known Tanya I. Davis

OR _____ Name of Notary
 Produced identification _____ Notary Public – State of Florida

Dawnna Patterson





8.10 ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }
} SS:
COUNTY OF Miami-Dade]

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the City of North Miami Beach, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

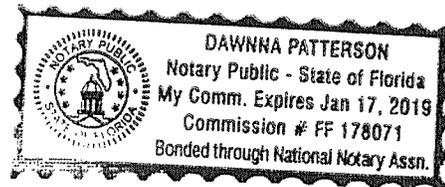
By: [Handwritten Signature]

Title: Partner

Sworn and subscribed before this

7th day of December 2016

[Handwritten Signature]
Notary Public, State of Florida



(Printed Name)
My commission expires:



8.11 NON-COLLUSIVE AFFIDAVIT

STATE OF FLORIDA }

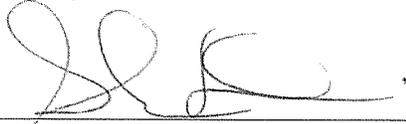
} SS:

COUNTY OF Miami-Dade]

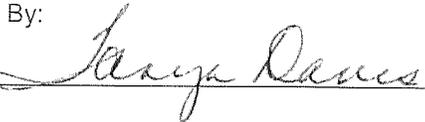
Tanya I. Davis being first duly sworn, deposes and says that:

- a) He/she is the , (Owner, Partner, Officer, Representative or Agent) of S. Davis & Associates, P.A. the Proposer that has submitted the attached Proposal;
- b) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- c) Such Proposal is genuine and is not collusive or a sham Proposal;
- d) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
- e) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:



Witness

By: 



Witness

Tanya I. Davis

(Printed Name)

Partner



STATE OF FLORIDA

}

(Title)

} SS:

COUNTY OF **Miami-Dade**

}

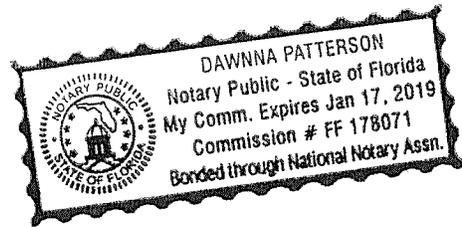
BEFORE ME, the undersigned authority personally appeared Tanya I. Davis to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that Tanya I. Davis executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 7th day of **December 2016**.

My Commission Expires:

Dawnna Patterson

Notary Public State of Florida at Large





8.12 PROPOSER QUESTIONNAIRE

1. Today's Date: **December 7, 2016**
2. Name of Company Submitting Proposal: **S. Davis & Associates, P.A.**
3. How many years has your firm been in business under its present business name?: **19**
4. Under what other former name(s) has your firm operated? **Shaun M. Davis, CPA**
5. Have any similar agreements held by proposer for a similar project to the proposed project ever been canceled? Circle one: No Yes If yes, please explain:

6. Has the proposer or any principals of the firm failed to qualify as a responsible proposer, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years? Circle one: No Yes If yes, please explain: _____

7. Has the proposer or any principals of the firm ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? Circle one: No Yes If yes, please explain and give date, court jurisdiction, action taken, and any other explanation deemed necessary: _____

8. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this RFP. Please attach certificate of competency and/or State registration. **AD0016501**

9. List the pertinent experience of the key individuals of your firm (continue on insert sheet if necessary):
All key individuals have years of governmental audit, accounting, and/or consulting experience as can be seen in their resumes.
10. State the name and title of the individual who will have personal management of the work:
Tanya I. Davis, CPA

11. State the name and address of attorney, if any, for the firm:



- 12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Proposer's business and indicate the percentage owned of each such business and/or individual: **Shaun M. Davis, 1587 Island Way Weston, FL 33326**
- 13. State the names, addresses and the type of business of all firms that are partially or wholly owned by Proposer: **Davis-Cord Investments, Inc., 2521 Hollywood, Boulevard, Hollywood, FL 33020**
- 14. Bank references:

BANK NAME	ADDRESS (CITY, STATE, ZIP)	PHONE NUMBER
Bank of America		888-287-4637

- 15. Firm has attached a current Certificate of Liability Insurance? **Yes** No
- 16. Litigation/Judgements/Settlements/Debarments/Suspensions – Submit information on any pending litigation and any judgements and settlements of court cases relative to providing the services requested herein that have occurred within the last three (3) years. Also indicate if your firm has been debarred or suspended from bidding or proposing on a procurement project by any government entity during the last five (5) years. **None**

17. Disclosure of Conflict of Interest

VENDOR SHALL DISCLOSE BELOW, TO THE BEST OF HIS OR HER KNOWLEDGE, ANY CITY OF NORTH MIAMI BEACH OFFICER OR EMPLOYEE, OR ANY RELATIVE OF ANY SUCH OFFICER OR EMPLOYEE AS DEFINED IN SECTION 112.3135, FLORIDA STATUTES, WHO IS AN OFFICER, PARTNER, DIRECTOR OR PROPRIETOR OF, OR HAS A MATERIAL INTEREST IN THE VENDOR'S BUSINESS OR ITS PARENT COMPANY, ANY SUBSIDIARY, OR AFFILIATED COMPANY, WHETHER SUCH CITY OFFICIAL OR EMPLOYEE IS IN A POSITION TO INFLUENCE THIS PROCUREMENT OR NOT.

Name	Relationship
None	

S. Davis & Associates, P.A.
FIRM NAME

Tanya Davis
SIGNATURE OF AUTHORIZED AGENT

Tanya I. Davis, Partner
NAME & TITLE, TYPED OR PRINTED



H) OTHER – Why SDA/Certification/Insurance

Why SDA?

As respected professionals serving the public sector, we know of no other locally owned and headquartered firm as eminently qualified to serve the City as our own. Our responsibility is to provide the City with services from which you receive value and where we establish and maintain a relationship with key members of the City's management so that we can be valued business advisers. We will continue to achieve these objectives and, thus, differentiate ourselves from other accounting firms in the following ways:

- **Valuable resources:** We firmly believe that the relationship between the City and its outside auditor is one of the more important professional relationships that exist. At the outset, we foster open communication on a year-round basis. We use our knowledge of the City's operations on a proactive basis to work closely with the City in identifying potential issues and concerns before they become serious problems. The continuity of the engagement team will be a valuable resource to the City.
- **SDA's audit approach:** Our planning phase is designed to provide solutions that are specifically tailored to the City's needs. During this phase of the audit, we focus not only on the City, but also on the external forces that affect it and its operating procedures for dealing with risks and customer demands. This helps us to gain or review our understanding of City operations and internal controls so that we can best determine the nature, timing, and extent of our audit procedures.
- **Responsiveness:** As a competitive business enterprise, we pride ourselves in responding to the needs of our clients. This responsiveness is demonstrated by our continued success at being able to meet specified deadlines and in our response to other requests from our clients as well. These requests could be in the form of special reviews needed as a result of an audit finding. Our ability to be responsive is enhanced by the open communications and good working relationships we have developed over time. Feel free to contact our references listed in this proposal.
- **Professional experience to specifically meet your needs:** SDA partners and managers in the Public Sector practice spend almost 100% of their time serving governmental and not-for-profit organizations.
- **Prompt Service:** Prompt service and timely communications, and the ability to perform in a manner that is beyond routine are of paramount importance to developing a long-lasting client-auditor relationship. We feel that such on-going communications will be a key element in our service effort and enable us to keep properly informed about the City's

operations. We encourage and expect inquiries from the City regarding other accounting and business manners and will respond on the same day whenever possible.

- **Community commitment:** We are committed to the South Florida community. Our people are our most valuable resource and they volunteer their time, talent and treasure to various civic and charitable organizations in Miami-Dade, Broward, and Palm Beach Counties.





Internal Services Department
Small Business Development
111 NW 1 Street, 19th Floor
Miami, Florida 33128
T 305-375-3111 F 305-375-3160

February 16, 2016

CERT NO: 11575

Mr. Shaun M. Davis
S. DAVIS & ASSOCIATES, P. A.
2 S Biscayne Blvd Suite 3200
Miami, FL 33131-0000

Approval Date: 2/16/2016 - MICRO/SBE

Expiration Date: 2/28/2019

Dear Mr. Davis:

Miami-Dade County Small Business Development (SBD), a division of the Internal Services Department (ISD) has completed the review of your application and attachments submitted for certification. Your firm is officially certified as a Miami-Dade County Micro/Small Business Enterprise (MICRO/SBE) in accordance with section 2-8.1.1.1.1 of the code of Miami-Dade County.

This (MICRO/SBE) certification is valid for three years provided that you submit a "Continuing Eligibility Affidavit" on or before your **anniversary date** of (February 16) for the first and second year of the three year period. The affidavit must indicate any changes or no changes in your firm pertinent to your certification eligibility. The submittal of a "Continuing Eligibility Affidavit" **annually** with specific supporting documents on or before your Anniversary Date is required to maintain the three year certification. You will be notified of this responsibility in advance of the Anniversary Date. Failure to comply with the said responsibilities may result in immediate action to decertify the firm.

If at any time there is a material change in the firm including, but not limited to, ownership, officers, director, scope of work being performed, daily operations, affiliation(s) with other businesses or the physical location of the firm, you must notify this office in writing within (30) days. Notification should include supporting documentation. You will receive timely instructions from this office as to how you should proceed, if necessary. **This letter will be the only approval notification issued for the duration of your firm's three years certification. If the firm attains graduation or becomes ineligible during the three year certification period, you will be properly notified following an administrative process that your firm's certification has been removed pursuant to the code.**

Your company is certified in the categories as listed below affording you the opportunity to bid and participate on contracts with Small Business Enterprise measures.

Please note that the categories listed are very general and are used only to assist our customers in searching the directory for certified firms to meet contract goals. You can find the firm's up-to-date certification profile as well as all other certified firms on the Miami-Dade County Internal Services Department, Small Business Development Certified Firms' Directory at the website <http://www.miamidade.gov/smallbusiness/certification-programs.asp>.

Thank you for your interest in doing business with Miami-Dade County.

Sincerely,

Claudious Thompson, SBD Section Chief
Small Business Development Division

Mr. Shaun M. Davis
S. DAVIS & ASSOCIATES, P. A.
Cert No: 11575
February 16, 2016
Page 2

CATEGORIES: (Your firm may bid or participate on contracts only under these categories)

91804 - ACCOUNTING/AUDITING/BUDGET CONSULTING (MICRO/SBE)
91846 - FEASIBILITY STUDIES (CONSULTING) (MICRO/SBE)
91849 - FINANCE/ECONOMICS CONSULTING (MICRO/SBE)
94811 - ACCOUNTING SERVICES (NOT OTHERWISE CLASSIFIED) (MICRO/SBE)
94831 - CERTIFIED PUBLIC ACCOUNTANT (CPA) SERVICES (MICRO/SBE)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/16/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

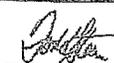
PRODUCER Brunswick Companies 2857 Riviera Drive Akron, OH 44333	CONTACT NAME _____	
	PHONE (AG. No. Ext): (330) 864-8800	FAX (AG. No.): (330) 864-8881
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Hanover Insurance Company		
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> OBJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Accountants Professional Liability Claims Made Coverage Form Prior Acts Date: 7/16/2009			LHW 9627700 04	7/16/2016	7/16/2017	Per Claim: \$1,000,000 Aggregate: \$1,000,000 Deductible: \$2500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER School Board of Broward County 600 South East 3rd Avenue 11-FL Fort Lauderdale FL 33301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/09/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland, NJ 07068	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Twin City Fire Insurance Company		29459
INSURED S. DAVIS & ASSOCIATES, PA 2521 HOLLYWOOD BLVD Hollywood, FL 33020	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 445829

REVISION NUMBER:

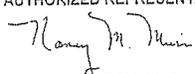
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$ \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	N	76WEGLY6101	10/13/2015	10/13/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

<h1>INSURED COPY</h1>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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