

**Carson City Board of Supervisors  
Agenda Report**

**Date Submitted:** June 5, 2015

**Agenda Date Requested:** June 18, 2015  
**Time Requested:** 5 Minutes

**To:** Mayor and Supervisors  
**From:** Purchasing and Contracts

**Subject Title:** For Possible Action: To approve Amendment No. 5 to Contract No. 1112-133 with MOSS-ADAMS, LLP (Certified Public Accountants), titled "Internal Auditing Services" to increase the contract term from June 30, 2015 to June 30, 2016 and perform the City's Internal Audit function for a not to exceed cost of \$110,000.00 to be funded from the Internal Audit Budget account as provided in FY 2015/2016. *(Sheri Russell)*

**Staff Summary:** On January 19, 2012, the Carson City Board of Supervisors approved the above listed contract in the amount of \$110,000.00; on December 20, 2012, the Carson City Board of Supervisors approved Amendment 1, an increase to the contract term and approval to utilize the budget remainder from FY 2012/2013; on June 20, 2013 the Carson City Board of Supervisors approved Amendment 2, an increase to the contract term, on July 18, 2013 the Carson City Board of Supervisors approved Amendment 3, an increase to the contract term, and on June 5, 2014 the Carson City Board of Supervisors approved Amendment 4, an increase to the contract term. Staff's recommending to amend the contract through June 30, 2016.

**Type of Action Requested:** (check one)

Resolution                                       Ordinance  
 Formal Action/Motion                       Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to accept the Staff's recommendation to approve Amendment No. 5 to Contract No. 1112-133 with MOSS-ADAMS, LLP (Certified Public Accountants), titled "Internal Auditing Services" to increase the contract term from June 30, 2015 to June 30, 2016 and perform the City's Internal Audit function for a not to exceed cost of \$110,000.00 to be funded from the Internal Audit Budget account as provided in FY 2015/2016. *(Sheri Russell)*

**Explanation for Recommended Board Action:** MOSS-ADAMS' contract to provide internal audit services is set to expire on June 30, 2015 and will require an extension if the Board continues to have them provide the Internal Auditor function for the City.

**Applicable Statute, Code, Policy, Rule or Regulation:** Carson City Charter Sec. 3.075.

**Fiscal Impact:** \$110,000.00

**Explanation of Impact:** If approved the below account(s) could be reduced by \$110,000.00.

**Funding Source:** Internal Auditor Account – 101-0800-415-03-09 FY2015/2016 Budget Total \$110,000.00.

**Supporting Material:** Amendment No. 5 to Contract 1112-133.

**Prepared By:** Sheri Russell, Accounting Manager

Reviewed By: Urbel A. White  
(Finance)  
Rick Marano  
(City Manager)  
[Signature]  
(District Attorney)

Date: 6/9/15  
Date: 6/9/15  
Date: 6-9-15

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_  
2) \_\_\_\_\_

Aye/Nay  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR  
AMENDMENT No. 5  
Contract No. 1112-133  
Internal Auditing Services**

**THIS AMENDMENT** is made and entered into this 18<sup>th</sup> day of June, 2015, by and between the City and County of Carson City, a political subdivision of the State of Nevada, hereinafter referred to as the "**CITY**", and Moss Adams LLP., hereinafter referred to as the "**CONTRACTOR**", and is made to amend the existing contract known as **CONTRACT # 1112-133**.

**WITNESSETH:**

**WHEREAS**, during the performance of **CONTRACTOR'S** duties pursuant to **CONTRACT # 1112-133** the **CITY** determined that additional time is required for **CONTRACTOR** to perform the original *Scope of Work* of the **CONTRACT**; and

**WHEREAS**, said amendment is at the request of both the **CITY** and **CONTRACTOR**, and that significant benefit will be derived by the **CITY** for said amendment.

**NOW, THEREFORE**, in consideration of the aforesaid mutual promises herein, **CITY** and **CONTRACTOR**, by and through their respective authorized representatives hereby agree to:

- 1 Amend Paragraph 2.1 of **CONTRACT # 1112-133** to provide in its entirety as follows:

This Contract shall be effective from January 19, 2012, subject to Carson City Board of Supervisors' approval (anticipated to be January 19, 2012) to June 30, 2016, unless sooner terminated by either party as specified in **Section 7 Contract Termination**.

- 2 Amend Paragraph 5.1 of **CONTRACT #1112-133** to provide in its entirety as follows:

City agrees to pay **CONTRACTOR** the **CONTRACT SUM** based upon time and materials for a not to exceed amount of One Hundred and Ten Thousand Dollars and No Cents (\$110,000.00).

**IT IS ALSO AGREED**, that all unaffected conditions, requirements, and restrictions of the Original Contract document remain in full force and effect for the duration of the Contract term.

**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR  
AMENDMENT No. 5  
Contract No. 1112-133  
Internal Auditing Services**

**ACKNOWLEDGMENT AND EXECUTION:**

In witness whereof, the parties hereto have caused this Amendment to be signed and intend to be legally bound thereby.

**CARSON CITY**

Finance Director  
Attn: Sheri Russell, Accounting Manager  
Purchasing and Contracts Department  
201 North Carson Street Suite 3  
Carson City, Nevada 89701  
Telephone: 775-283-7222  
Fax: 775-887-2107  
SRussell@carson.org

**CITY'S LEGAL COUNSEL**

Carson City District Attorney

I have reviewed this Contract and approve  
as to its legal form.

By:   
Sheri Russell, Accounting Manager

By:   
Deputy District Attorney

DATED 6/9/15

DATED 6-9-15

**CITY'S ORIGINATING DEPARTMENT**

BY: Nick Providenti, Director  
Carson City Finance Department  
Carson City, NV 89701  
Telephone: 775-283-7143  
Fax: 775-887-2107  
NProvidenti@carson.org

By: 

DATED 6/9/15

**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR  
AMENDMENT No. 5  
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Internal Auditing Services**

Tom Krippaehne , deposes and says: That he is the **CONTRACTOR** or authorized agent of the **CONTRACTOR**; that he has read the foregoing Amendment; and that he understands the terms, conditions, and requirements thereof.

**CONTRACTOR**  
**BY:** Tom Krippaehne  
**TITLE:** Partner  
**FIRM:** Moss Adams LLP  
**CARSON CITY BUSINESS LICENSE #:** 15-29237  
**Address:** 999 Third Avenue, Suite 3300  
**City:** Seattle      **State:** WA      **Zip Code:** 98104  
**Telephone:** 206-302-6544/ **Fax #:**206-622-9975  
**E-mail Address:** Tom.Krippaehne@mossadams.com

\_\_\_\_\_  
(Signature of **CONTRACTOR**)

DATED \_\_\_\_\_.

**STATE OF** \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss

Signed and sworn (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by Tom Krippaehne.

\_\_\_\_\_  
(Signature of Notary)

(Notary Stamp)

**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR  
AMENDMENT No. 5  
Contract No. 1112-133  
Internal Auditing Services**

**CONTRACT ACCEPTANCE AND EXECUTION:**

The Board of Supervisors for Carson City, Nevada at their publicly noticed meeting on June 18, 2015, approved the acceptance of **CONTRACT No. 1112-133**. Further, the Board of Supervisors authorizes the Mayor of Carson City, Nevada to set his hand to this document and record his signature for the execution of this contract in accordance with the action taken.

**CARSON CITY, NEVADA**

\_\_\_\_\_  
ROBERT L CROWELL, MAYOR

DATED this 18<sup>th</sup> day of June, 2015.

**ATTEST:**

\_\_\_\_\_  
SUSAN MERRIWETHER, CLERK-RECORDER

DATED this 18<sup>th</sup> day of June, 2015.