

February 4, 2026

The County of Pettis is in the process of soliciting proposals for financial and compliance audits of Pettis County for three years ending **December 31, 2025, 2026 and 2027**. The County reserves the right to accept the proposal on a one-year basis. The audits must include an examination of all funds under the control of the elected County Officials. This report will be presented to the County Commission by **July 31, 2026**, and every July 31, thereafter.

It is the policy of the County to purchase professional accounting services through a process of negotiations preceded by an evaluation and comparison of appropriate references, past performance, prior experiences in other municipalities, and expertise related to the County specifications. Acceptance of the auditor's report is an essential obligation of the firm conducting the audit. The firm shall adhere to generally accepted government auditing standards. The audit must comply with the SINGLE AUDIT ACT CRITERIA.

At the conclusion of the audits, the auditor will be required to present the audit reports and management letters to the County Commission. Prior to the submission of the completed reports, the County will require submission of drafts of all proposed audit reports and management letters. At all times, members of the County Commission, or their designees, shall have full access to the accountants' work paper.

If any firm desires additional information or would like to visit the County to review the financial records before preparing its proposal, please contact Pettis County Auditor, Beverly Dillon, 415 S Ohio Ave Ste 210A, Pettis County Courthouse, Sedalia, MO 65301, 660-826-5000 ext. 409.

To evaluate the qualifications of firms submitting proposals, we request a profile from your firm. It should state whether your firm is local, regional, or national, give the location of the office that would be performing the audit, and identify the individuals in charge and supervisor who will perform the audit. Resumes for those individuals should be included. In addition, include the number of professional staff members to be assigned to this audit and a brief description of their level of education and experience relating to governmental audits.

State the recent County auditing experience of the office that would be assigned to this audit. Provide the names, address and telephone numbers of at least three (3) individuals who may be contacted for client references regarding audits similar in nature to those requested.

Clearly describe your firm's approach to conducting the examination. Include your firm's needs or expectations regarding County staff assistance with the audits and provide any additional information considered essential to the proposal.

Qualifications and experience of the auditors will be primary consideration in selecting a firm. Of equal importance there will be the cost to the County in terms of dollars as well as employee hours required to assist with the audits.

Proposals that are submitted in response to this letter should include a firm bid of what the firm would charge to perform the County's audit. The proposals received would become a part of the County's official file. The County reserves the right to reject any or all proposals submitted and to request additional information. Furthermore, the professional accounting services purchased will represent, in the opinion of the County, the best combination of qualifications, services, and cost.

If your firm desires to submit a proposal for the audits of Pettis County, please submit two (2) copies to the County Clerk's office by **March 2, 2026, at 9:00 a.m.** Faxed or electronic bids will not be accepted. Mark your SEALED envelope "AUDIT BID" ATTN: PETTIS COUNTY CLERK 215 E 5TH STREEET Sedalia, MO 65301

We appreciate your consideration and look forward to hearing from you.

NOTICE TO BIDDERS

The Pettis County Commission is soliciting proposals for Professional Services consisting of an audit of Pettis County records for the years 2025, 2026, and 2027. Audit specifications may be obtained from the Pettis County Auditor. Proposals will be opened at 9:00 a.m. March 2, 2026.

Bill Taylor
Presiding Commission

Mark A. Edwards
Western Commissioner

Israel Baeza
Eastern Commissioner

2/4/2026

REQUEST FOR BIDS

OFFICE SUPPLIES AND PRINTING

The Pettis County Commission is seeking bids for office supplies and printing jobs from March 1, 2026, through February 28, 2027. Attached is a list of office supplies. All bids are due to the Pettis County Clerks Office in a sealed envelope no later than 9:00 a.m. on MARCH 2nd, 2026. The envelope must be clearly marked:

**Office Supply bids
ATTN: Pettis County Clerk
215 E 5th Street
Sedalia, MO 65301**

Please allow sufficient time for delivery of your bid. Bids received after opening will be rejected.

Orders may be placed at differing quantities throughout the year, and prices **MUST** remain in effect for the March 1, 2026 through February 28, 2027, period. Please bid on item number listed if provided. If item number is not given, please submit lowest priced comparable product. Also, please include a copy of latest catalog with your bid. The County Commission has the right to accept or reject any or all bids.

Please contact BEVERLY DILLON, County Auditor and Purchasing Clerk, at (660) 826-5000 ext. 409, if you have any questions.