

Introduction

The audit of the East Street Culverts Project (Project) was selected based on the Office of Public Integrity's (OPI's) risk assessment for Monroe County.

Background

On February 12, 2019, the Monroe County Legislature adopted a resolution to enter into a contract with Ramsey Constructors, Inc. for \$1,027,276.60 for construction services for the East Street Culverts over Mill Creek in the Town of Pittsford.

The total budgeted cost of the Project was \$1,164,545.88, with \$-0- (0%) funded by State Aid.

Framework for Audit

OPI's audits are based on the following 5 Control Objectives:

- Compliance with laws, regulations, and contracts
- Accomplishment of goals and objectives
- Reliability and integrity of financial and operational information
- Effectiveness and efficiency of operations
- Safeguarding of assets

Based on OPI's 5 Control Objectives, audit plans are developed to assess whether:

- All eligible customers are being served
- Revenues are maximized
- Receivables are collected
- Expenditures are proper and authorized
- Assets are safeguarded
- Employees are trained and competent
- Liabilities are minimized and laws are complied with
- Financial and operational reports are timely, relevant and accurate

Risks to Monroe County

Risk is the possibility of an event occurring, which could prevent the County from meeting its objectives. To maximize its resources and effectiveness, OPI focuses on areas of high risk to the County. Based on our preliminary research and discussions, we determined that the Project posed the following potential risks to the County, which were addressed in our audit objectives:

- a) Did the County follow its procurement policies and procedures?
- b) Were expenditures to prime contractors and subcontractors allowable, authorized, necessary, and for services that were actually provided?
- c) Did subcontractors adequately complete their portions of the construction, in a timely manner and without putting residents at risk of accidents?
- d) Was traffic control adequate to prevent accidents from occurring?
- e) Did Prime and subcontractors adhere to contractual requirements, including Minority and Women Business Enterprise (M/WBE) areas?
- f) Were revenues from State and Federal grants maximized and collected?

Audit Objectives

Based on the potential risks that the Project posed, our audit objectives were to:

- a) Confirm that the County followed its procurement policies and procedures.
- b) Confirm that expenditures to the prime and subcontractors were for expenses that are allowable, authorized, necessary, and for services actually provided.
- c) Confirm that contractors completed their portions of construction and complied with contractual requirements, including M/WBE efforts.
- d) Confirm that State and Federal funding was maximized and collected.

Scope and Methodology

OPI's scope was all prime and subcontractors related to the Project.

To meet our objectives, OPI performed the following:

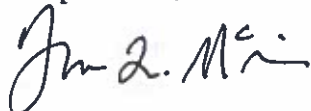
- Reviewed the documents related to the selection process, including, but not limited to, the public bid, the project specifications, the vendors' proposals, the vendor scoring sheet, and the Contract Approval form.
- Reviewed the documents related to the contract process, including, but not limited to, legislative referrals and resolutions, the executed contract, insurance certificates, and debarment certifications.
- Reviewed the documents related to M/WBE compliance, including the public bid, proposals, contracts, and monthly M/WBE reports.
- Reviewed payment applications from Ramsey Constructors dated 9/24/19.
- Made inquiries to management as to certain procedures and outstanding issues.

Findings, Recommendations and Management Response

Based on our observations, there are no unresolved findings or unmonitored outstanding items. Accordingly, we do not have any recommendations at this time, and a management response is not required.

Final Note

We would like to thank Henry Herdzik, Transportation Project Manager for the Monroe County Department of Transportation, for his assistance during our audit.



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Director, Office of Public Integrity

To report fraud, waste, or abuse, or to comment on this report, please contact the Monroe County Office of Public Integrity.

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