



224 South Jefferson Street, Perry, FL. 32347-3235

850-584-7161

REQUEST FOR BID/PROPOSAL

Payroll Services

BACKGROUND OF ORGANIZATION

The City of Perry, FL is a municipal government situated in Taylor County. The City of Perry has 93 employees on the payroll and is on a bi-weekly pay cycle. The City of Perry's fiscal year runs from October to September. The City provides a cafeteria plan to its employees under a plan year which begins on October 1st.

SCOPE OF WORK

This RFP solicits bids from Professional Payroll Companies. In the spirit of innovation and creative solutions, we invite and encourage alternative approaches, which, in sole consideration meet the fundamental goals of this RFP. We are seeking a company that can handle the basic functions of payroll such as:

- Direct deposit/Paperless payroll
- Time & Attendance Management
- Paid Time off Management
- Employee Self Service Module
- Employment-tax withholding, administration and filing (RT-6)
- 941 Quarterly Federal Tax Return
- Standard and custom reports
- Form W-2 administration
- Form 1095 administration (ACA)
- Wage-garnishment processing
- Cafeteria 125 deductions
- Retirement deductions (FRS, 457(b), Police and Fire Pension)
- Automated Time and Attendance System
- Track Eligibility Dates for Benefits
- Electronic Data Interchange capabilities

Although intended to be functional in nature, the requirements outlined in this request for proposal represents the City's desired specifications and performance level. Respondents are invited to take exception to any of the specifications. When exceptions are taken, the Respondents are encouraged to offer alternative solutions and/or additional features in their proposals. The City invites proposals from any qualified Respondent to ensure the City of Perry the best available products and system.

RFP TERMS & CONDITIONS

Each Respondent is required to submit their proposal no later than **3:00 pm EDT on March 31, 2023**. Only fully responsive proposals will be considered. The delivery of the proposal is solely and strictly the responsibility of the Respondent. A proposal received after the due date and time will not be considered fully responsive. All documents become the property of the City of Perry, FL and will be a matter of public record subject to the provisions of Chapter 119, Florida Statutes. Each Respondent agrees that the preparation of all materials are at the Respondent's sole cost and expense, and the City of Perry shall not, under any circumstances, be responsible for any costs or expenses incurred by a Respondent.

The proposal is to be submitted in a sealed package with "RFP Payroll services" prominently displayed on the front and addressed to:

City of Perry, FL
Attention: Katrina Duckworth, Purchasing Agent
224 S. Jefferson St.
Perry, FL 32347

All requests for clarification of this RFP should be emailed to HR@cityofperry.net prior to 5:00 p.m. on March 21, 2023. Please reference "RFP Payroll services" in the subject line. A good-faith effort will be made to provide a written response to each question by Noon. EDT, March 24, 2023.

REVIEW COMMITTEE:

A response to this RFP will be reviewed and evaluated by City staff from the following departments:

Finance
Human Resources
Purchasing

*** The City Manager reserves the right to accept all or part of any proposal, to reject any or all proposals, and to re-solicit for proposals. ***