



# *Winslow Township Fire District #1*

## **Request for Proposals-PAYROLL SERVICES**



The Winslow Township Fire District is soliciting proposals for Payroll Services. All proposals are to be returned to Lorraine Azzarano, QPA, Purchasing Agent/Business Manager, Winslow Township Fire District Administrative Office, located at 9 Cedar Brook Road, Sicklerville, NJ 08081. Proposals sent by mail shall be addressed as indicated above and shall be clearly marked on the envelope: "RFP-Payroll Services." All proposals are due on or before 10:00 a.m. on Tuesday, November 19, 2019 at which time they will be publicly opened and read aloud. The Fire District will be the sole discretionary body for consideration or rejection of the proposals. This contract shall be awarded based on most advantageous price and other factors including but not limited to experience, education, and special accreditations. This service is exempt from formal bidding in accordance with N. J. S. A. 40A:11-5a.

All appointments to provide professional services shall be in the name of an individual authorized or licensed to practice said profession or service. The name of a company or firm may follow the name of the individual.

### **Submissions**

Applicant shall provide two complete proposal packages. Each submission to be considered shall comply with the criteria set forth herein:

1. The applicant shall provide a fee schedule based upon 28 bi-weekly and 7 weekly employees.
2. The applicant shall provide a fee for the following minimum, but not limited to:
  - Ability to allow for import from ESO Software, EPRO scheduling program.
  - Processes quarterly tax, Unemployment payments and reporting, etc.
  - Provides Employee Benefits Program-*ie.*, Flexible Spending Accounts, Administering SUI Claims, and Pension Payments
  - Employee Relations-Access to payroll records via mobile app, computer or telephone
  - Garnishment Payment Services
  - General Ledger Services-Export to Financial System
  - Training and Development-Online Training
  - Onsite Training
3. Proof of insurance coverage shall be provided with the proposal.
4. The applicant shall provide a list of 5 references with a minimum of 1 public entity, specifically a Fire District or Fire Department in the State of NJ.
5. The applicant shall provide a NJ Business Registration Certificate and W-9 Form.
6. Applicant shall provide an executed Winslow Township Fire District Pay to Play Affidavit with their proposal.
7. The applicant MUST label the exterior of the package with "RFP-Payroll Services."

**MICHAEL PASSARELLA**

Secretary

Notice Dated: October 25, 2019

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### **Administrative Office**

9 Cedar Brook Road • Sicklerville, New Jersey 08081  
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