



## **City of Central Falls**

### **Payroll Processing Bid 2023-0008**

Issue Date: February 24, 2023  
The submission deadline for proposals is March 17, 2023 at 12:00pm



## City of Central Falls Invitation to Bid

The City of Central Falls is requesting bids for the following goods and services:

### **1) Payroll Processing- Bid Number 2023-0008**

Specifications and Instructions to bidders available on our website at [www.centralfallsri.us](http://www.centralfallsri.us) or at the Office of the City Clerk/Purchasing Agent 580 Broad St. Central Falls, Monday - Thursday between the hours of 8:30 A.M- 4:30 P.M. and Friday between the hours of 8:30 A.M. – 1:30 P.M.

It is the responsibility of bidder to check the website for any addendums. It is the responsibility of the bidder to ensure compliance with all federal, state and local laws and regulations.

The City of Central Falls reserves the right to accept or reject any and all bids/proposals in the best interests of the City. The City also reserves the right to waive any formalities.

All bids shall be sealed in envelopes with the project name and number clearly marked in the lower left-hand corner of the envelope and must be received by 12:00 P.M. in the Office of the Purchasing Agent on March 17, 2023. NO BIDS WILL BE ACCEPTED AFTER 12:00 P.M.

Ad to Appear: City of Central Falls website and The Pawtucket Times

Jahaira Rodriguez  
Purchasing Agent/City Clerk

Dated February 22, 2023



**City of Central Falls  
Payroll Processing - Bid Number 2023-0008**

**GENERAL INSTRUCTIONS**

**1. Receipt and Opening of Proposals**

Sealed bids (proposals) will be accepted in the office of the Purchasing Agent, City Hall, Central Falls, Rhode Island, until the time indicated on the attached advertisement for bids, for the commodities, equipment or services listed in the specifications, and will be then publicly opened and read at the prescribed time in the City Hall Council Chambers.

**2. Form of Bid**

Proposals shall be submitted in duplicate, with supplemental information, drawings, warranties and other required documentation, literature and material to be provided, with the bid.

**3. Submission of Bids**

- a. Envelopes containing bids must be sealed and addressed to the Purchasing Agent, City Hall, 580 Broad Street, Central Falls, RI 02863 and must be marked with the name and address of the bidder, date and hour of opening, and name of bid item.
- b. The Purchasing Agent will indicate in the advertisement when the bids will be opened and no bid received thereafter will be considered.
- c. Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening. Telephone bids, amendments, or withdrawals will not be accepted.
- d. Unless otherwise specified, no bid may be withdrawn for a period of thirty (30) days from time of bid opening.
- e. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- f. Proposals received prior to the time opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified.
- g. Any deviation from the specifications must be noted in writing and attached as a part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

**4. Rhode Island Sales Tax**

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph 1, as amended.

**5. Federal Excise Taxes**

The City is exempt from the payment of any excise tax or federal transportation taxes. The price bid must be exclusive of taxes and will be so construed.

## **6. Qualifications of Bidders**

The City may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish the City with all such information and date for the purpose as may be requested.

## **7. Addenda and Interpretations**

No interpretation on the meaning of the plans, specifications or other contract document will be made to any bidder orally. Every request for such interpretations should be in writing addressed to the City of Central Falls, Office of the Purchasing Agent, 580 Broad Street, Central Falls, RI 02863 and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of the bids.

## **8. Delivery**

All bids are to be FOB to the City Clerk's Office, delivery to be supplied with the Purchase Order. No extra charges for delivery, handling or other services will be honored. Only inside delivery and set-up, where required, will be accepted. TAILGATE DELIVERIES WILL BE REFUSED. The vendor must notify the City of Central Falls 24 hours prior to delivery. All claims for damage in transit shall be the responsibility of the successful bidder. The City will not make payment on damaged goods, they must be replaced or adjustments made at the option of the city. The City of Central Falls is only represented by the Purchasing Agent in these matters and that division, or its appointed representative or agent, shall be the only entity to negotiate any settlements. Deliveries must be made during normal working hours.

Bid price, where applicable, is to include the cost of uncrating and setting in place. Bid price, where applicable, is to include installation.

The City of Central Falls is seeking proposals for the Purchase of Payroll Processing in accordance with the following specifications:

### **I. MINIMUM SPECIFICATIONS:**

#### **A. General requirements:**

The payroll system must be able to satisfy the requirements of the City of Central Falls for the analyzing and processing of employee earnings and supplemental earnings in accordance with union contracts and Town pay plans. Each requirement stipulated below is required for each payroll. The City of Central Falls currently processes a Town payroll bi-weekly.

Employees may be charged to different departments and/or accounts in the same pay period.

All data entry systems must contain password and protected field features for security assurance.

#### **B. Specific Requirements:**

(1) Payroll Input Data: System must have user-friendly data entry with pull down help screens. Ordinarily, input data shall be transmitted to the Vendor on Monday by 4:00 p.m., and all paychecks will be delivered to the Accounting Office by Tuesday at 4:00 p.m.

(2) In a case when a holiday interferes with these days and times, mutually agreeable days and times will prevail.

(3) Ability to input and maintain the following information\* for individual employees as well as a record of any changes:

Employee Name  
Employee Number  
Employee Address  
Telephone Number  
Social Security Number  
Date of Birth  
Marital Status  
Federal Exemptions  
State Exemptions  
Filing Status  
Hourly Rate/Salary  
Standard Hours  
Shift Code  
Shift Differential  
EEO Job Category Code  
Voluntary Deduction  
Department Number  
Date of Hire  
Anniversary Date  
Date of Termination  
Work Location  
Job Title  
Status e.g. full time  
part time etc.  
Workers; Comp Class Code  
Medicare Status  
Name of Spouse, Next of Kin  
Emergency Contact, name & number  
Union Code  
Incentive Pays

\* Not limited to the above list. More information may need to be added.

C. Ability to accommodate the following deduction types:

- Required Federal & State deductions
- Provision for 0 tax withholdings
- Retirement Plans
- Plan (OBRA)
- Deferred Compensation
- Tax Sheltered Annuities
- Deferred Compensation and TSA's under "catch-up" provision
- Insurances
- Union Dues
- Wage Attachments
- Other miscellaneous deductions (fixed amount or percentage)

D. Ability to accommodate up to a minimum of 20 deductions per employee, and up to a minimum of 100 deductions system-wide.

E. Ability to accommodate "Cafeteria Plan" and other non-taxable deductions and related reports to satisfy all tax requirements.

F. Ability to accommodate temporary adjustments to automatic weekly & bi-weekly deductions.

G. Ability to compute overtime premium at one and one-half times the contractual and Fair Labor Standards base rates, double time and straight time, and distribute the premium portion to separate general ledger accounts by department.

H. Ability to automatically accrue vacation time earned and automatically change an employee's accrual rate at a specified length of service intervals. Ability to print said information on check stub.

I. Ability to accumulate and maintain a running balance of the hours of benefit granted to each employee for:

- Sick Time
- Vacation Time
- Personal Time
- Comp Time
- Bereavement Time
- Jury Duty
- Family Sick Time – School Department Only
- Emergency Time – School Department Only

Ability, at the discretion of the Town, to print any or all of the above information on the check stub.

J. Ability to accrue and maintain special pay, i.e. holidays worked, bonuses.

K. Ability to accumulate hours worked by each employee during calendar and fiscal year by regular and overtime hours.

L. Ability to exempt injured pay from Federal, State and Medicare withholdings.

M. Ability to produce a check "stub" but no check if a zero or negative check would be produced. Deductions producing a negative check must allow for recalculation.

N. Ability to provide multiple checks for an individual employee on the same pay date.

O. Ability to enter a manual check into the system, and ability to post manual check in current week pay record.

P. Ability to interface with time collection system.

Q. Provide W2s annually. Employees should be able to print W2's. Such printing should be by social security number, not employee number.

R. Ability to accommodate both exception and standard payroll.

S. Ability to temporarily suspend deductions for individual employees.

T. Ability to prioritize deductions.

U. Ability to terminate an employee with ability to pay terminated employee if needed.

V. Ability to accommodate direct deposits, minimum of three different accounts per employee.

W. Ability to preview entire payroll before processing and to print pre-transmission reports such as active employees with no hours posted, salaried employees paid, personnel change reports and pay data audit reports with flexibility of qualifying and sorting.

X. Ability to split payroll across fiscal years.

Y. Ability to automatically void a check and have data updated.

Z. Ability to input payroll in desired sequence.

AA. Ability to achieve full compliance with Federal Fair Labor Standards Act accounting, report and overtime/compensatory time compensation requirements.

BB. Ability for storage and retrieval of employee check detail by individual check or by date range on City's PC.

CC. Ability to accommodate non-taxable benefit payment.

DD. Vendor must provide and maintain current Federal, State and Local tax deduction calculation tables and formula for the calculation of all statutory deductions.

EE. The Vendor's system shall have input and output controls acceptable to the City of Central Falls Finance Director to prove that balancing, control totals and related safeguards are incorporated into program and associated manual procedures.

FF. The vendor must demonstrate that it has a written plan to assist recovery or contingent operations in the event of a disaster such as labor strike, civil disturbance, severe weather, equipment failure or destruction. The Vendor must demonstrate that it has copies of current operating programs, job control and documentation stored off-premises and readily available in case the regular operation is disrupted, and a current agreement in force to use a backup computer. In the event that a re-run of the processing is required, the Vendor must demonstrate that it is able to do so and have all the deliverable payroll at Town Hall the day before pay day.

GG. The Vendor must demonstrate that its computer center has safety and fire prevention measures in conformance with local fire codes. In addition, the Vendor must demonstrate that it has emergency procedures covering equipment cut-off and the securing of files, data and other items needed to assure uninterrupted processing of the City's payroll.

HH. The Vendor shall submit an implementation schedule, which must show, in detail, all pertinent events with the associated time requirements, due dates and responsibilities required to achieve commencement. The City and selected Vendor will review and confirm the implementation schedule following award of contract.

II. The Vendor will provide training and technical support to the City of Central Falls personnel. Technical support must be timely with maximum call back time of fifteen (15) minutes. The cost quoted for training is to include all expenses of the Vendor's personnel. The City of Central Falls will not pay for expenses as a separate item. If there are any limits to the training to be provided, it must be clearly stated in the bid.

JJ. Ability to provide tax service including deposits and reporting. Bi-weekly reporting

KK. The Vendor's system must have the ability to produce a link to input to the City's General Ledger. The Town may opt for this service at the additional specified cost.

LL. REQUIRED REPORTS: All reports must conform to the requirements of the agency

(1) Payroll Checks – checks with expanded stub that shows pay amount, deductions, benefit balances and current year to date total for each employee. Ability to provide checks sorted by department. System must have ability to print special message on stub and denote master file changes, i.e. rate changes, exemption change, deduction change.

Frequency: Every pay period. 1 copy.

(2) Payroll Register – shows the computation of gross wages for each employee, the deductions from gross wages and the check number.

Frequency: Every pay period. 1 copy.

(3) Input Register – Shows total hours input and gross calculated amount, run alphabetically by department.

Frequency: Every pay period. 1 copy.

(4) Payroll Warrant – Shows total gross charged to each expenditure account. Shows expenditures for all money deducted for taxes and voluntary deductions.

Frequency: Every pay period. 1 copy.

(5) Deduction Register – Shows deductions taken by employee by type of deduction.

Frequency: Every pay period. 1 copy.

(6) Electronic Transfer Output – details records to be provided separately for reporting to bank for Direct Deposits.

Frequency: Every pay period. 1 copy.

(7) Monthly Year-to-Date Earnings Report: Shows year-to-date earnings and deductions by employee. Active, inactive and terminated employees must appear on the report.

Frequency: Monthly. 1 copy.

(8) Federal Quarterly Earnings, Form 941, and State Quarterly Earnings M-941D: Statement of what was filed to Federal and State.

Frequency: Quarterly. 1 copy.

(9) Monthly listing of Town Retirement and Teachers Retirement deductions, showing percentage where applicable. Teacher's Retirement report must conform to requirements of Rhode Island Teachers' Retirement Board.

Frequency: Monthly. 1 copy.

(10) Quarterly Filing Information Report:  
Health Insurance Quarterly Contribution Report.  
Employers Quarterly Report of Wages Paid.  
Quarterly Earnings Report.

Frequency: Quarterly. 1 copy each.

(11) Forms W-2: Prepared as required in standard format. Reporting to Federal and State governments via electronic transfer.

Frequency: Annually. 4 copies.

(12) Personnel Change Report – Lists all changes and additions to the Payroll Personnel Master File.

Frequency: Every pay period. 1 copy.



(13) Employee Detail Report – Lists all employees, or specific departments, with all related personnel detail.

Frequency: Annually and as needed.

**VI. OPTIONAL REPORTS:**

Vendor’s system must allow for the generation of reports according to the City’s future requirements. System should have capability of interfacing with spreadsheet software. The non-price proposal should list or state the capability to provide any additional types of reports not presently required by the Town but available from the Vendor. The cost proposal should reflect any charges if the Vendor provides such reports at the Town’s request, and any charge for a report writer program to allow the Town to produce its own reports.

**VII. HARDWARE:**

Vendor should list all computer hardware, and all prerequisite specifications that are to be installed on site in the City in order to process the City’s payroll. Vendor should state whether it will provide such hardware or the procurement of the required hardware is the responsibility of the Town.

**VIII. EVALUATION/SELECTION CRITERIA:**

An evaluation committee will review and evaluate each submitted proposal in accordance with the requirements of this RFP. The evaluation will include weighted criteria detailed below. If further information is desired, vendors may be requested to make additional written submissions or oral presentations to the City. The following weighted criteria will be utilized to select the consultant awarded this contract:

<b>Criterion</b>	<b>Points</b>
Experience in Providing Services to Municipalities and/or Union Contracts	20
Demonstration of Software	20
Conversion of Data to New Software/Implementation Plan (if applicable)	20
Training, Technical Support, and Customer Service	20
Cost Proposal	20
<b>TOTAL</b>	<b>100</b>

**VII. INTERVIEWS:**

After review of the technical proposals, the City, at its discretion may schedule interviews with any or all of the Vendors responding to this RFP for the purpose of further evaluation of the proposer’s qualifications, expertise and ability to provide the required service. Vendors interviewed will be ranked by the Town based on their presentation.

## VIII. FINAL SELECTION:

The City of Central Falls's Purchasing Board will select a firm based upon the recommendation submitted by the evaluation committee. Following the notification of the firm selected, it is expected a contract will be executed between the parties.

A firm's submission of a proposal indicates acceptance of the conditions contained in this Proposal Specification unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Central Falls and the firm selected.

Pursuant to and in compliance with the INVITATION, and the INSTRUCTIONS TO BIDDERS relating thereto, the undersigned bidder hereby states that they have carefully examined the CONTRACT DOCUMENTS and the party understands the provisions, requirement, terms and conditions thereof, all of which are acknowledged to be part of the Bid Proposal.

Further, they have become familiar with local conditions and the extent of work: has determined the required quality, quantity and sources of supply of all plant, equipment, materials, tools, supplies, labor and all other facilities and things necessary or proper or incidental to the continuous execution and completion of the work as required: and hereby agrees to perform the contract in strict accordance with the CONTRACT DOCUMENTS.

The undersigned bidder hereby agrees that the bid proposal submitted shall remain in effect and binding upon the bidder for a period of 90 calendar days, from the date and time bids are received.

The undersigned bidder declares that his/her bid proposal in all respects is fair and made without collusion with any other person, firm, corporation making a proposal for this work.

Prices should be based on the issuance of approximately 4000 checks/remittances a year for the City.

1) TOTAL BID PRICE (YEAR 1):

\_\_\_\_\_ (written) (figures)

2) TOTAL BID PRICE (YEAR 2):

\_\_\_\_\_ (written) (figures)

3) TOTAL BID PRICE (YEAR 3):

\_\_\_\_\_ (written) (figures)

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FIN: \_\_\_\_\_