

ADDENDUM No. 1 RFP-900, REQUEST FOR PROPOSAL Payroll Services

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Payroll Services, RFP-900.

The information contained herein shall take precedence over the original Request for Proposal and is appended thereto. This Addendum includes 2 pages.

Respondents are to take note in their review of the documents and include these changes as they affect work or details in other areas not specifically referenced here.

1. Changes in the Scope of Work

Changes in the Contract Documents which are outlined below are referenced to a page or section in which they appear conspicuously.

Section II, Scope of Work, Background is revised to read:

SECTION II

SCOPE OF WORK

A. BACKGROUND

The City has approximately 690 regular full time employees and up to 400 seasonal employees annually. Payroll is processed on a bi-weekly basis and all employees are required to have direct deposit.

The City currently has only one Federal Tax ID and there is no city tax on employees. Employees are all in MI with the future possibility of a reciprocity agreement with Ohio.

The City currently processes approximately 40 employee garnishments.

The City currently provides approximately 275 income and/or employment verifications annually.

The City is in the process of changing HRIS vendors and is soliciting proposals from qualified Respondents to provide Payroll Services in connection with the selected HRIS vendor, NuView Systems, Inc.

Payroll Services include, but are not limited to:

- Employment taxes
- Wage payment
- Wage garnishments
- W2 production
- Employment verifications

The total payroll count per month for calendar year 2013 is presented below to show the variation due to seasonal and election worker hiring.

January – 836
February – 827
March – 824
April – 842
May – 926
June – 1,023
July – 995
August – 1,077
September – 965
October – 913
November – 1,104
December – 878