



## Wexford County Request for Proposals for Payroll Services

**Bid Deadline:** Thursday, April 14, 2022 at 3:30 p.m.

**Submit in person to:** Wexford County Administration Office  
2<sup>nd</sup> Floor, Wexford County Courthouse

**Or by mail to:** Wexford County Administration Office  
437 E. Division St.  
Cadillac, MI 49601

1. **Introduction:** Wexford County seeks bids from qualified firms, on a competitive basis, to perform payroll services for approximately 175 recipients including elected officials, full-time, part-time, seasonal and temporary employees using BS&A software programs for payroll and accounting.
2. **Objective & Scope:** Wexford County is seeking proposal from Certified Public Accounting Firms. The proposal must ensure the capability of adequately servicing a payroll involving the number of employees and multiple variables required for county government.
3. **Bid Submittal:** Bids must be delivered in a sealed envelope that is marked with the bidder's name and the words "RFP for Payroll Services." Any bid received after **3:30 p.m. on April 14, 2022**, will not be opened. Proposals must be signed by an official authorized to bind the firm to its provisions.
4. **Bid Opening/Award:** Bids will be publicly opened at **3:30 p.m. on April 14, 2022**, in the 2<sup>nd</sup> floor lobby of the Historic Courthouse. A final decision regarding project award by the Wexford County Board of Commissioners is anticipated on **4:00 p.m. on April 20, 2022**. The County reserves the right to postpone the bid opening for its own convenience.
5. **General scope of work:** Bid responses shall include all charges necessary to complete services. All proposals will remain in effect for at least 120 days to allow for review/approval by the Wexford County Board of Commissioners and then remain firm for the length of the contract from date of award by the Board of Commissioners.
6. **Time of Completion:** The bid must contain an estimated start date for services.
7. **Qualifications:** Proposing Firm should provide general background information to include:
  - 7.1. Organization location, size of staff and how many employees are in the payroll processing department
  - 7.2. A statement affirming that all mandatory criteria for licensing and other requirements to practice as a Certified Public Accountant in the State of Michigan have been satisfied
  - 7.3. Experience in providing payroll services to governmental units
  - 7.4. Experience with governmental fund accounting
  - 7.5. Errors and Omissions Insurance (minimum of \$1,000,000.00)
8. **County Liability:** Officers, agents and employees of Wexford County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting

from the negligent performance of work as described in any agreement that results from this RFP. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel, except when such loss or damage is due to the fault or negligence of the County.

9. **Required Bid Specifications:** The specifications are for informational purposes only; their accuracy is not guaranteed. Proposing Firm must verify all details. We require that services be provided for payroll, corresponding vendor checks and required tax filings to include the following:
- 9.1. Payroll checks processed on a bi-weekly basis to include any special pay dates
  - 9.2. Tracking of all vacation, sick, personal time and longevity with different types of accruals, multi-departmental employees and split pay rates
  - 9.3. Workers Compensation reporting
  - 9.4. Process and report 941 deposit per IRS guidelines
  - 9.5. Sales, Use and withholding remittance per State of Michigan guidelines
  - 9.6. Remittance of all Union dues
  - 9.7. Remittance of AFLAC, Health, Dental, Optical, and Life insurance withholdings
  - 9.8. Calculation and remittance of all retirement and related reports; to include on-line reporting to MERS
  - 9.9. Remittance of EEO information to the Department of Labor
  - 9.10. Payment for all MISDU withheld, as well as any other court-ordered garnishments
  - 9.11. Preparation of required Michigan Unemployment forms 1020-R and 1017 on a quarterly basis
  - 9.12. Preparation of the annual W-2 wage statements
  - 9.13. Ability to submit a Direct Deposit File through the ACH system
  - 9.14. Requirement to use BS&A software on your system with the capability to format and import payroll journal entries into our accounting software
  - 9.15. There may be the requirement of some on-site work at the county building

**10. Bid Submittal Requirements**

- 10.1. Bids must be submitted using the most recent bid specifications. To be notified of addendums to the bid specifications, please contact the County Administration office at 231-779-9453 or [administration@wexfordcounty.org](mailto:administration@wexfordcounty.org) and provide an email address.
- 10.2. Cost Proposals are to be all inclusive of any employee additions or changes and further include any required reporting to outside agencies.
- 10.3. **Proof of Insurance:** The successful bidder agrees to provide proof of insurance as follows:
  - 10.3.1. Workers Compensation Insurance including Employer's Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
  - 10.3.2. Commercial General Liability Insurance on an "occurrence basis" with limits of liability not less than \$1 million per occurrence and aggregate. Coverage shall include the following extensions: (a) Contractual Liability Coverage; (b) Products and Completed Operations Coverage; (c) Independent Contractors Coverage; (d) Broad Form General Liability Extensions or equivalent, if not already included.
  - 10.3.3. Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1 million per occurrence, combined single limit for Bodily Injury, and

Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

- 10.3.4. Additional Insured: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be Additional Insureds: Wexford County, all elected and appointed officials, all employees and volunteers, all boards, commissioners, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming Wexford County as additional insured, coverage afforded is considered to be primary and any other insurance Wexford County may have in effect shall be considered secondary and/or excess.
- 10.3.5. Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed that a ten (10) day notice for non-payment of premium is required and a thirty (30) day notice is required for non-renewal, reduction, and/or material change, shall be sent to: County Administrator, Wexford County, 437 E. Division St., Cadillac, MI 49601.
- 10.3.6. Proof of Insurance Coverage: The firm shall provide Wexford County at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements.

10.4. After a contract has been negotiated and signed by both parties, the project may start immediately.

- 11. Questions:** Any questions regarding the bid specifications shall be directed to Alaina Nyman, County Clerk, at 231-779-9450 or [clerk@wexfordcounty.org](mailto:clerk@wexfordcounty.org).

Any questions regarding the RFP shall be directed to Jami Bigger or Joe Porterfield, Interim County Co-Administrators and Owner's Representative, at 231-779-9453 or [administration@wexfordcounty.org](mailto:administration@wexfordcounty.org).

Contact with personnel of Wexford County other than the above stated persons regarding this RFP will be considered grounds for elimination from the selection process.

- 12. Acceptance and Rejection of Bids:** The firm chosen by Wexford County shall not discriminate against any worker, employee, or applicant for employment because of race, color, religion, height, weight, marital status, national origin, ancestry, sex, age, (except where requirements as to age is based upon a bona fide occupational qualification), or disability (that is unrelated to the individual's ability to perform duties of a particular job or position) pursuant to 1976 PA 453, as amended, MCL 37.2101 et seq. (Elliot-Larsen Civil Rights Act).

Wexford County in its sole discretion reserves the right to reject any or all proposals, or any part thereof to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

Wexford County also reserves the right to reduce or eliminate this purchase without prior notice, and to issue post-bid addendums to clarify or request additional information including pricing.

The undersigned hereby agrees that if the foregoing proposal shall be accepted by County, the successful bidder will, within ten (10) consecutive calendar days after receiving notice of the acceptance of such bid proposal, provide proof of insurance and enter into a contract to furnish labor, equipment, and tools necessary to completely execute the work at the pricing provided in the attached cost proposal.



**Wexford County  
BID SUBMISSION FORM  
Payroll Services**

**Bid Deadline:** Thursday, April 14, 2022, by 3:30 p.m.

**Submit in person to:** Wexford County Administration Office  
2<sup>nd</sup> Floor, Wexford County Courthouse

**Or by mail to:** Wexford County Administration Office  
437 E. Division St.  
Cadillac, MI 49601

---

1. **Payroll Services: Base Bid (required)** \$ \_\_\_\_\_  
(Includes bid specifications cited in section 9 of the RFP)

2. Estimate start date \_\_\_\_\_

---

**Proposing Firm Information:**

Company Name \_\_\_\_\_ Office phone \_\_\_\_\_  
Address \_\_\_\_\_ Cell phone \_\_\_\_\_  
Email \_\_\_\_\_

\_\_\_\_\_  
Typed or printed name and title of official authorized  
to find the firm to the provisions of the RFP

\_\_\_\_\_  
Signature of official authorized to bind  
the firm to the provisions of the RFP

Date \_\_\_\_\_

Failure to complete this form may be considered grounds for elimination from the selection process.