



## Legislation Text

---

**File #:** 2022-1602, **Version:** 1

---

**Purchasing Type:** Change Order (CO)

**Public Hearing:** YES  NO

**Department:** Purchasing & Contracting

**AGENDA ITEM:**

**Commission District(s):** ALL

CO - Change Order No. 4 to Contract No. 1126717 for Payroll Tax, Wage Deduction, Employment Verification and Affordable Care Act Compliance Services (Multiyear Contract): for use by the Department of Finance - Risk Management. Consists of providing payroll tax filing, wage deductions, employment verification and Affordable Care Act compliance services. Awarded to: ADP, LLC. Amount Not To Exceed: \$150,000.00

**Information Contact:** Cathryn G. Horner, Chief Procurement Officer

**Phone Number:** (404) 371-6334

**PURPOSE:**

Awarded by the BOC on September 11, 2018 for an amount not to exceed \$631,428.12. Change Order No. 1 was a no cost change order to authorize the implementation of pay cards. On October 12, 2021, the BOC approved Change Order No. 2 in the amount of \$42,116.00 for funding due to the County moving from PeopleSoft as the Human Resource Information System (HRIS) to Oracle HCM. Change Order No. 3 was a no cost change order to include ADP's Appendix relating to Unemployment Services which they are under contract to provide. This contract consists of providing payroll tax filing, wage deductions, employment verification and Affordable Care Act compliance services. This request is to increase the contract amount to complete services through the term of the contract date of December 31, 2022.

**RECOMMENDATION:**

Recommend approval of Change Order No. 4 to increase the contract amount with:

ADP, 5800 Windward Parkway, Alpharetta, GA 30005

Amount Not To Exceed: \$150,000.00

and authorize the Chief Executive Officer to execute the change order and all associated documents.

**ADDITIONAL INFORMATION:**

- |                              |                             |
|------------------------------|-----------------------------|
| 1. Contract Effective Date:  | September 11, 2018          |
| 2. Contract Expiration Date: | December 31, 2022           |
| 3. Amount Spent to Date:     | \$673,469.99                |
| 4. Funding:                  | General Operating (Finance) |