Legislation Text

File #: 2022-2525, **Version:** 1

Purchasing Type: Change Order (CO)

Public Hearing: YES ☐ NO ☒ **Department:** Purchasing & Contracting

AGENDA ITEM:

Commission District(s): ALL

CO - Change Order No. 5 to Contract No. 1126717 Payroll Tax, Wage Deduction, Employment Verification and Affordable Care Act Compliance Services (Multiyear Contract): for use by the Department of Finance - Risk Management. 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 funding and term through December 31, 2024. Awarded to: ADP, LLC. Amount Not To Exceed: $654,200.00.

Information Contact: Michelle Butler, CPPO, Procurement Manager

Phone Number: (404) 687-3581

PURPOSE:

Awarded by the BOC on September 11, 2018 for an amount not to exceed $631,428.12. Change Order No. 1 was approved for a no cost implementation of pay cards. On October 12, 2021, the BOC approved Change Order No. 2 in an amount not to exceed $42,116.00 due to the County moving from PeopleSoft as the Human Resource Information System (HRIS) to Oracle HCM. In February 2022, Change Order No. 3 was approved for a no cost change order to include ADP's Appendix relating to Unemployment Services in accordance with the contract. On July 26, 2022, the BOC approved Change Order No. 4 in an amount not to exceed $150,000.00 to continue services for an additional year. 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 funding and term.

RECOMMENDATION:

Recommend approval of Change Order No. 5 with:

ADP, LLC, 5800 Windward Parkway, Alpharetta, GA 30005

Amount Not To Exceed: $654,200.00

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:	$818,917.69

4. Funding: Risk Management (Finance)