



## Legislation Text

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**File #:** 2018-2041, **Version:** 1

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**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. 11-902259 for Tax Filing and Wage Deduction Services (Multiyear Contract): for use by the Department of Finance - Risk Management. Consists of filing payroll taxes, W-2 forms, 1099 forms and administering wage garnishments, deductions and ACA Reporting and Compliance. Awarded to ADP, Inc. Amount Not To Exceed: \$76,200.00.

**Information Contact:** Talisa Clark, CPPO

**Phone Number:** (404) 687-2797

**PURPOSE:**

Awarded by the BOC on July 12, 2011 for an amount not to exceed \$240,671.05. On May 14, 2014, the BOC approved Change Order No. 1 to increase the contract for an amount not to exceed \$47,836.00 to provide for software license and implementation of IPay services that allows employees to make changes to their W4 information, access payroll advices and W2 statements in an online secure environment. On October 11, 2016, the BOC approved Change Order No. 2 to increase the contract for an amount no to exceed \$344,923.10 to add Affordable Care Act (ACA) compliance services as required by the Federal government. On December 12, 2017, the BOC approved Change Order No. 3 to increase funding for an amount not to exceed \$137,000.00 and to extend the contract term until June 30, 2018. This request is to increase the contract amount and extend the contract term for three (3) months through September 30, 2018 to allow time for the execution of a new contract.

**RECOMMENDATION:**

Recommend approval of Change Order No. 4 with:

ADP, Inc., 5800 Windward Parkway, Alpharetta, GA 30005

Amount Not To Exceed: \$76,200.00.

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

**ADDITIONAL INFORMATION:**

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|------------------------------|---|
| 1. Contract Effective Date:  | July 12, 2011                                 |
| 2. Contract Expiration Date: | June 30, 2018                                 |
| 3. Amount Spent To Date:     | \$500,626.54                                  |
| 4. Funding:                  | General - Operating (Finance-Risk Management) |