RESOLUTION NO. 13-2023

A RESOLUTION TO APPROVE PAYCOM PAYROLL, LLC AS THE CITY'S PAYROLL PROCESSOR AT A COST NOT TO EXCEED THE TERMS OF PACKAGE "C" ATTACHED TO THIS RESOLUTION

WHEREAS the City of Manchester, Tennessee sent out a request for proposals for the processing of the City's payroll; and

WHEREAS the City of Manchester, Tennessee has reviewed the written proposals submitted and chosen Package "C" provided by Paycom Payroll, LLC (see attached) and found said proposal to be advantageous to the City.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester, Tennessee accepts the written proposal of Paycom Payroll, LLC, incorporated by reference, (see attached) and approves same.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor and Finance Director are authorized to execute a contract on behalf of the City of Manchester.

Resolved this 4 day of April 2023.

Marilyn Howard, Mayor

Lisa Myers, Finance Director

Package A			Paycom
City Bi-Weekly Payroll	Units	Price Per	Costs
Payroll Base Fee			$ 126.41
Per Employee Fee	220	$ 4.98	1,095.60
Cost per pay period			1,222.01
Total Pay Periods	26		$ 31,772.26
Water Bi-Weekly Payroll	Units	Price Per	Costs
Payroll Base Fee			$ 126.41
Per Employee	30	$ 4.98	149.40
Cost per pay period			275.81
Pay Periods	26		$ 7,171.06
Annual Cost	Units	Price Per	Costs
W-2	300	$ 6.95	$ 2,085.00
W-3	1	$ 75.00	75.00
Total Payroll and Annual Costs			$ 41,103.32
One-time Implementation City	25%		$ 7,943.07
One-time Implementation Water	25%		$ 1,792.77

Package B			Paycom
City Bi-Weekly Payroll	Units	Price Per	Costs
Payroll Base Fee			$ 224.04
Per Employee	220	$ 5.19	1,141.80
Cost per pay period			1,365.84
Pay Periods	26		$ 35,511.84
Water Bi-Weekly Payroll	Units	Price Per	Costs
Payroll Base Fee			$ 224.04
Per Employee	30	$ 5.19	155.70
Cost per pay period			379.74
Pay Periods	26		$ 9,873.24
Annual Cost	Units	Price Per	Costs
W-2	300	$ 6.95	$ 2,085.00
W-3	1	$ 75.00	75.00
Total Payroll and Annual Costs			$ 47,545.08
One-time Implementation City	25%		$ 8,877.96
One-time Implementation Water	25%		$ 2,468.31
*Adding TCRS Custom Report, Applicant Tracking, Scheduling			

Package C			Paycom
Bi-Weekly Payroll	Units	Price Per	Costs
Payroll Base Fee			$ 226.13
Per Employee	220	$ 6.71	1,476.20
Cost per pay period			1,702.33
Pay Periods	26		$ 44,260.58
Water Bi-Weekly Payroll	Units	Price Per	Costs
Payroll Base Fee			$ 226.13
Per Employee	30	$ 6.71	201.30
Cost per pay period			427.43
Pay Periods	26		$ 11,113.18
Annual Cost	Units	Price Per	Costs
W-2	300	$ 6.95	$ 2,085.00
W-3	1	$ 75.00	75.00
Total Payroll and Annual Costs			$ 57,533.76
One-time Implementation City	25%		$ 11,065.15
One-time Implementation Water	25%		$ 2,778.30
*Adding Benefits Administration, Benefits-to-Carrier			