

RESOLUTION OF THE TOWNSHIP OF IRVINGTON, NJ

No. **DRF 19-0528-19**

Date of Adoption **MAY 28, 2019**

APPROVED AS TO FORM AND LEGALITY ON THE BASIS OF FACTS SET FORTH BY

Legislative Research Officer

PRESENTED BY COUNCIL MEMBER **COX**

SECONDED BY **BEASLEY**

A RESOLUTION AUTHORIZING A NON-FAIR AND OPEN FOR PAYROLL SERVICES

WHEREAS, the Township of Irvington, in the County of Essex and State of New Jersey, is in need of Payroll services; and

WHEREAS, the Township would like to retain the service of Balance Point to process Payroll for the Township; and

WHEREAS, Balance Point has provide the Township with a proposal to provide this service for calendar year 2019 for a total sum of \$55,633.37.00; and

WHEREAS, pursuant to the provisions of N.J.S.A. 19:44A-20.4 the vendor has completed the required pay to plays forms; and

WHEREAS, the C-271 Political Contribution Disclosure forms were on file in the Office of the Municipal Clerk and Purchasing Agent on May 09, 2019 ; and

WHEREAS, the Township would like to award a Non Fair and Open contract to Balance Point, 65 Harristown Road, Heritage Plaza II, Suite 208, Glen Rock, NJ 07452; and

WHEREAS, the term of this contract will expire on December 31, 2019; and

WHEREAS, Balance Point has completed and submitted a Business Entity Disclosure Certification which certifies that the organization has not made any reportable contributions to a political or candidate committee in the Township of Irvington in the previous one year, and that the contract will prohibit Balance Point from making any reportable contributions through the term of the contract, and

NOW THEREFORE, BE IT RESOLVED that the Municipal Council of the Township of Irvington authorizes the award of a non-fair and open contract to Balance Point, 65 Harristown Road, Heritage Plaza II, Suite 208, Glen Rock, NJ 07452 ; and,

BE IT FURTHER RESOLVED, that the required certification of availability of funds C9-00229 in the amount of \$36,000.00 from account number 9-01-20-130-130-299 has been obtained from the Chief Financial Officer.

BE IT FURTHER RESOLVED that the Township Attorney is hereby authorized and directed to prepare the necessary contract, and the Mayor and Township Clerk are authorized and directed to sign the same; and

BE IT FURTHER RESOLVED notice of this action shall be published in newspapers as required by law by the Municipal Clerk.

RECORD OF COUNCIL VOTE

X = Indicates Vote N.V. = No Vote A.B. = Absent

COUNCIL MEMBER	YES	NO	N.V.	A.B.	COUNCIL MEMBER	YES	NO	N.V.	A.B.
BEASLEY	X				DR. HUDLEY	X			
BURGESS, 1ST VICE PRESIDENT	X				INMAN				X
COX	X				LYONS, PRESIDENT				X
FREDERIC	X								

ACTING

PRESIDENT OF COUNCIL *[Signature]* MUNICIPAL CLERK *[Signature]* DATE MAY 28, 2019

I hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Municipal Council. In witness whereof I have hereunto set my hand and the Corporate Seal of the Township of Irvington.

MUNICIPAL CLERK *[Signature]*

DATE MAY 28 2019

ADMINISTRATOR ☒ ASSESSOR ☐ BLDG ☐ CFO ☒ COLLECTOR ☐ COURT ☐ EDGO ☐ ENGINEER ☐ FIRE ☐ CF ☐ HEALTH ☐ HOUSING ☐ INIC ☐ JUDGE ☐ LEGAL ☒ LIBR ☐ LICEN ☐ MAYOR ☐ NPP ☐ OCDP ☐ PARKS ☐ PAYROLL ☒ PUBLIC SAFETY ☐ DIR ☐ PUBLIC WORKS ☐ PURCHASING ☒ SEC~PB/ZBA ☐ TRAFFIC ☐ ZONING~OFF ☐ DLGS ☐ GNCD ☐ OTHER(S):

Certification of Availability of Funds

This is to certify to the of the Township of Irvington that funds for the following resolutions are available.

Contract Amount: 36,000.00
Resolution Date: 04/10/19
Resolution Number: C9-00229

Vendor: BALPOINT BALANCE POINT
65 HARRISTOWN ROAD
3RD FLOOR
GLEN ROCK, NJ 07452

Contract: C9-00229 9 MO CONTRACT FOR PAYROLL
SERVICES

Account Number	Amount	Department Description
9-01-20-130-130-299	36,000.00	FINANCE DEPARTMENT
Total	36,000.00	

Only amounts for the 2019 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.

Chief Financial Officer

				May - Dec 2019	
				Twplrv	
Ave. Employees				670	
Payrolls Per Year				16	
Ave. Garn Pmts.				0	
Add. Tax Localities				1	
Approx W-2's				920	
Payroll Processing Services					
Payroll Processing Base Fee				\$	70.00
Payroll Processing fee				\$	2,345.00
Investors Bank File				\$	30.00
Fed/state/local Tax service*				included	
New Hire Reporting				\$	18.90
Local Next Day Payroll Delivery				\$	per delivery
Agency Payments				\$	70.00
HR Cloud B-SA				\$	116.42
Discount				\$	(1,467.00)
Total Per Processing Fee				\$	1,183.32
Payroll Annualized fees				\$	18,933.12

Monthly Services					
Web Time Pro Time & Labor				\$	2,256.00
				\$	2,256.00
Total Per Month Fee				\$	18,048.00
TLM Annualized fees				\$	

2018 Year-end Fees					
ACA Preparation & Filing Base Fee				\$	225.00
847 1095 Preparation & Filing				\$	5,717.25
2018 Year End Annualized fees				\$	5,942.25

2019 Year-end Fees					
W-2 Preparation & Filing Base Fee				\$	65.00
W-2 Preparation & Filing				\$	6,210.00
ACA Preparation & Filing Base Fee				\$	225.00
1095 Preparation & Filing				\$	6,210.00
2019 Year End Annualized fees				\$	12,710.00

Total Annualized Fees				\$	55,633.37
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One Time Fees:					
Data Conversion (excluding check history): All modules				Included	
Implementation/Training : Payroll				Included	
Implementation/Training				Included	
Implementation Fee				\$	