

**A RESOLUTION OF THE TOWNSHIP OF NORTH BRUNSWICK
AUTHORIZING THE AWARD OF CONTRACT BID23003
TO PRIMEPOINT LLC
FOR PAYROLL SERVICES**

WHEREAS, the Chief Financial Officer under the Department of Finance is responsible for banking services of municipal funds; and

WHEREAS, the contract with the current payroll service provider (Primepoint, LLC), is set to expire April of 2023; and

WHEREAS, on March 6, 2023, pursuant to Resolution # 94-3.23, the Township Council authorized the advertisement for the receipt of proposals for Payroll Services, BID23003; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, on Thursday April 6, 2023, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of two proposals in response to BID23003 for payroll services; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends authorizing a contract with Primepoint LLC (2 Springside Rd. Westampton, NJ 08060) to provide payroll services; and

WHEREAS, Township Attorney Ron Gordon, has reviewed the proposal submitted by Primepoint LLC and determined them responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Primepoint LLC for Payroll Services, in an amount not-to-exceed \$357,080.00, per the attached document, with a five-year contract term, April 15, 2023 – April 14, 2028, pursuant to Contract BID23003.

Resolution: _____

Cavel Gallimore
Chief Financial Officer

Justine Progebin
Business Administrator

Ronald Gordon, Esq.
Township Attorney
Approved as to legal form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
HUTCHINSON				
GUADAGNINO				
ANDREWS				
DAVIS				
SOCIO				
MEHTA				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on April 17, 2023.

Lisa Russo
Township Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKNJ.GOV

Evaluation Report Request for Proposal - Contract Bid23003 April 14, 2023

On March 6, 2023 the Township Council passed Resolution 94-3.23, authorizing the solicitation of proposals for Payroll Services. Services were procured in formal manner in accordance with N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each firm is provided an equal opportunity to submit a proposal. The process under a formal RFP allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with “weighted” criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C. 5:34-4.3, the Township established a Six (6) person committee comprised of the following individuals:

Cavel Gallimore, Chief Financial Officer
Jessica Jackson, Personnel Officer
Stephanie Benanti, Clerk 3

The Committee reviewed and discussed both the proposal scope and alternative evaluation criteria. The committee agreed to the following criteria to be evaluated and with a numerical weighting to be assigned to each. The established weighting criterion was as follows:

20 Points – Scope of Work
10 Points – Experience/Qualifications
10 Points – Company History/Experience
25 Points – User Friendly Application
10 Points – Pricing Proposal
25 Points – Township Need
100 Points – Total possible score

Two proposals were received by the submission deadline as follows:

Primepoint, LLC
2 Springside Road
Mt. Holly, NJ 08060

Tesseon
1715 Stadium Blvd Jefferson
City, MO 65109

The committee members individually reviewed each proposal and then met to discuss the proposals, experience, proposed methodology and other factors.

The committee members then individually filled out Committee Evaluation forms, assigning numerical scores for each criterion.

When the scoring was added for all vendors, the proposals were ranked as follows:

Primepoint, LLC	145
Tesseon	94

The committee therefore recommends entering into a contract with Primepoint LLC, for submitting a proposal that is responsive to the Township's needs and scores the highest in accordance with the pre-established weighting criteria.

Payroll Services - Projected Costs

Est. 311 Active / 411 Summer Active

Payroll Processing	\$	14,796.00
Payroll Management	\$	1,200.00
	\$	15,996.00

Five Year Contract 5

Total Payroll \$ 79,980.00

Est. 400 Active

Human Resources	\$	28,080.00
HR Management	\$	8,400.00
	\$	36,480.00

Five Year Contract 5

\$ 182,400.00

Workflow Training/Implementation \$ 2,225.00

Total Human Resources \$ 184,625.00

Est 311 Active / 411 Summer Active

Time and Labor \$ 18,495.00

Five Year Contract 5

\$ 92,475.00

Estimated Contract Authorization \$ 357,080.00

RECEIPT OF BIDS

April 6, 2023

Results from the receipt of bids on Thursday April 6, 2023, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

**Present: Samantha Sickles, Assistant Purchasing Agent
Nelle Sowell, Clerk 3**

Resolution #094-3.23 adopted on March 6, 2023 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law.

Ms. Sowell asked for any additional bids.

11:00 a.m. receipt of bids is closed.

The following receipt of bids were received:

<u>Contract BID23003</u>	<u>Bond</u>	<u>Total</u>
Payroll Services	NO Bond required	
Primepoint 2 Springside Rd. Westampton, NJ 08060		Set Fees
Tesseon 1715 Stadium Blvd Jefferson City, MO 65109		Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

**Lisa Russo
Municipal Clerk**