

**Town of Durham  
Request for Proposals  
Payroll Service**

The Town of Durham is requesting proposals regarding outsourcing of payroll services. All proposals should be returned to the Town no later than **November 16<sup>th</sup> at 4:30pm**. Proposals may be mailed to the Town of Durham, 630 Hallowell Road, Durham, ME 04222, dropped off at 630 Hallowell Road in Durham or emailed to [adminasst@durhamme.com](mailto:adminasst@durhamme.com).

**Description of present circumstance:**

The Town uses Trio and processes payroll weekly. Our pay week runs from Friday to Thursday and payroll is processed on Friday for that week. The Town does not hold payroll back a week.

The Town has instituted a policy that all employees must be paid via direct deposit and this policy will be in full force for all employees by December 31, 2018. Funds are available to employees at their bank no later than 48 hours after payroll is processed (the following Tuesday - Wednesday on weeks where there is a Monday holiday).

For the period from October 1, 2017 to September 30, 2018:

- The Town processed a total of 1,453 checks.
- The number of checks ranged from 14 to 68.
- The first three weeks of any month (four weeks in months with five pay weeks) ranged from 14 to 31 with an average of 21.
- The last payroll of the month is the biggest ranging from 52 to 68 paychecks with an average of 60. This payroll includes fire department and stipend employees who are paid monthly.
- We pay a phone stipend and clothing reimbursement on a periodic basis through payroll.

The Town of Durham has 109 active employees.

The Town has the following deductions:

- Health/Dental Insurance
- MEPEERS for full time employees (we do not collect Social Security for these employees)
- AFLAC
- Real Estate Taxes
- Applicable Federal and State Taxes

We would not require that the information be downloaded into a program. All records required by State and Federal law shall be maintained by the payroll company unless otherwise agreed upon.

The Town would like to start outsourcing payroll as of January 1, 2019.

**Please provide the Town with the following:**

- an outline of the service you would provide
- what, if anything, would need to be adjusted to accommodate the outsourcing of payroll
- any mechanism available for tracking vacation and/or sick time
- your price structure and what exactly it includes

- suggestions of changes that would lower the Town's cost that may or may not be implemented.

If the Town accepts your offer, we will need to be provided with a copy of applicable insurance certificate(s), proof of Worker's Compensation Coverage in compliance with State Law, and a W-9 form.

The Town of Durham reserves the right to reject any and all proposals, to waive technical, or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

Questions may be addressed to Ruth Glaeser at [adminasst@durhamme.com](mailto:adminasst@durhamme.com). All questions and answers will be posted on the Town of Durham's website:

<https://www.durhamme.com/home/pages/employment-and-requests-proposals>.