

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15

# FC-R-2017-12

## CUMBERLAND FIRE DISTRICT

### Resolution

**RESOLUTION:** Authorizing Finance Director Diane Karolyshyn to enter into an agreement with Complete Payroll Solutions to manage the payroll services for the Cumberland Fire District beginning July 1, 2017

**WHEREAS:** The previous payroll company, Yazbak & Company has decided not to continue processing payroll for the district

**WHEREAS:** Complete Payroll Services can provide the Cumberland Fire District with custom programming and extensive payroll services at the most competitive pricing

	Complete Payroll	Paychex	American Payroll
Initial Set up	0	\$250.00	See Notes Below
Weekly Fee	\$133.00	\$157.00	
Annual W-2's	\$240.00	\$477.50	

Received a call from American Payroll cancelling appointment; they requested a phone meeting and after speaking with representative, we decided not to pursue this company based on our conversation regarding payroll reporting; Representative asked to speak with our payroll specialist and she did not receive a call from this company; it was our opinion that since this company did not follow up, they were not interested in securing our business

16 **NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND FIRE DISTRICT AS FOLLOWS:**

17  
18 **Section 1:** Finance Director Diane Karolyshyn is hereby authorized to enter into an  
19 agreement with Complete Payroll Solutions beginning on July 1, 2017 at  
20 an estimated annual cost of \$12,000.00

21  
22 Voted on this 23rd day of May, 2017

23  
24  
25   
26 Cynthia Ouellette, Chairperson

27 **PASSED:**

**YAY: 7      NAY: 0**



# Complete Payroll Proposal

**Proposal for:**

Company Name: Cumberland Fire District      Date: 3/9/2017  
 Contact Name: Chief Kenneth A. Finlay  
 Contact Phone: 401.474.0314      # Employees: 60  
 Sales Executives: Craig Force

**Payroll Processing:**

Number of Pays/Checks:                      60      *Pays per week*

Payroll Bundle:	Complete Tax: Federal and State	Garnishments	OBC (Official Bank Checks)
	Direct Deposit	Benefit Accrual	GL Interface
	Custom Reporting	Quarterly Processing	Employee Self Service
	Retirement Upload	New Hire Reporting	HR Online Portal
	ACA monitoring		

\*Onsite training with your dedicated specialist

**Weekly Bundle Processing Fees:**

Payroll Processing	\$27.00 Base + \$1.60 per pay	\$ 127.00
Courier		\$ 6.00
<b><u>Estimated Cost Per Week:</u></b>		<b>\$ 133.00</b>

**Additional Fees:**

W2's and/or 1099's	Base: \$30.00	\$3.50 per item
Yearly ACA reporting		\$500.00

Client Signature: <i>Niaxe Karolyshyn</i>
Date: <i>3-27-2017</i>