

**RESOLUTION
MUNICIPAL PAYROLL SERVICES**

WHEREAS, the Township of West Orange (the “Township”) needs to retain a contractor qualified to handle the Townships weekly payroll services; and

WHEREAS, the Township issued a Request for Proposal (“RFP”) in accordance with the Competitive Contracting Process (N.J.S.A. 40A:11-4.4 et seq.) for the Municipal Payroll Services; and

WHEREAS, on November 17, 2010 the Township received three (3) responses to its RFP from Action Data Services, Balance Point and Casa Payroll Services; and

WHEREAS, the three (3) proposals were reviewed and evaluated by the Evaluation Committee consisting of the Chief Financial Officer, Purchasing Agent, Payroll Clerks, and IT Department (the Evaluation Committee”); and

WHEREAS, after evaluating the proposals under the criteria of technology, Functionality, Accountability, Service, Pricing, and RFP compliance as set forth in section (2) of the RFP entitled Evaluation of Proposals, the Evaluation Committee prepared an evaluation report and recommended that Balance Point be awarded the contract for Municipal Payroll Services. The amount of award, including first year’s implementation, is not to exceed \$43,568.06. The Township is allowed through the Local Public Contracts Law to extend this contract a total of two more one year terms, each subsequent term will not exceed \$42,067.06; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.5(d) a report was prepared by the Evaluation Committee and filed with the Clerk on November 18, 2010, at least 48 hours prior to award and made available for public inspection; and

WHEREAS, the Chief Financial Officer has prepared and filed a certification of funds indicating that funds are available for this contract.

NOW, BE IT HEREBY RESOLVED, by the Council of the Township of West Orange that the contract for the Municipal Payroll Services is awarded to Balance Point, 65 Harristown Road, Suite 302, Glen Rock, NJ 07401.

BE IT FURTHER RESOLVED, that the Mayor be and hereby authorized to execute the contract between the Township of West Orange and Balance Point, for Municipal Payroll Services within the terms set forth; and

RESOLVED, that this contract is awarded as a competitive contract in accordance with the Local Public Contract Law; and

RESOLVED, that the original contract between the Township of West Orange and Balance Point shall be maintained in the Municipal Clerk’s Office.

Karen J. Carnevale
Township Clerk

Honorable Sal Anderton
Council President

Adopted: November 23, 2010