2016 - 119

RESOLUTION OF THE MAYOR AND BOROUGH COUNCIL OF THE BOROUGH OF MOUNT ARLINGTON, IN THE COUNTY OF MORRIS, NEW JERSEY, AUTHORIZING THE EXECUTION OF A CONTRACT BETWEEN ACTION DATA SERVICES AND THE BOROUGH OF MOUNT ARLINGTON

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Mount Arlington, County of Morris, State of New Jersey, that the Mayor and Borough Clerk are authorized to execute a Payroll and Accounting Services Contract between Action Data Services and the Borough of Mount Arlington.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Mayor and Borough Council of the Borough of Mount Arlington, County of Morris, State of New Jersey, that the term of said Contract shall be for three (3) years, commencing on July 1, 2016 and ending on June 30, 2019.

I hereby certify this to be an accurate and true resolution as approved by the Mayor and Borough Council at a Meeting held on August 9, 2016.

Linda DeSantis, RMC
Borough Clerk

Action
Data
Services

17 Sherwood Lane
Fairfield, NJ 07004
(973) 244-8989

April 20, 2016

Borough of Mount Arlington
419 Howard Boulevard
Mount Arlington, NJ 07856
Attn: Carolyn Rinaldi

Dear Carolyn,

I appreciate the opportunity to submit this proposal to continue to provide Payroll and Accounting services to your Town. Please allow this letter to amortize the agreement between Action Data Services, Inc. and the Borough of Mt. Arlington to our providing these services to you. Included herewith is our price schedule.

ADS is a payroll/tax specialist, with over 33 years of experience in the Municipal, Educational and Utility payroll fields. Our staff is dedicated to servicing our customers, providing them with prompt, accurate answers to payroll and tax questions. Our software is state of the art with the most recent tax and pension requirements issued from Trenton. We give you services that many of our competitors, including the larger ones, are unable to offer.

We furnish payroll services for approximately 35,000 employees, of which 20,000 are PERS, TPAF or P&F employees. ADS also offers an unlimited number of payroll reports designed for payroll reporting.

We propose a three (3) year contract with a commencement date of July 1 2016, ending June 30, 2019. If neither parties cancel the agreement within 90 days prior to the termination date, a one (1) year extension period will begin ending on June 30, 2020. We propose to maintain your current pricing structure on all services for the full term of the contract.

ADS handles all correspondence or discrepancies, which may arise as well. We are not just your payroll service; we are your employees. We work for YOU! Our staff wants to make the business of processing your payroll and handling your Accounting needs as easy as possible for you. Service is as important to us as it is to our customers!

We at Action Data are looking forward to providing your organization with as complete a payroll, as you require. Please do not hesitate to contact me if there is anything you wish to discuss further.

Very truly yours,

Rob Barker

Rob Barker
President
Action Data Services

Because Action Data Services (ADS) as a service transmits a file to the client's depository containing the direct deposit information of the client's employees, ADS must maintain compliancy to Section 2.2.1.2 of the NACHA Rule. Prior to ADS transmitting the above mentioned direct deposit NACHA file to the client's depository, a "ACH Initiation Agreement" between the ADS and the client must be signed and on file with ADS. Additionally any client that will utilize the direct debit service as a means of paying any payroll related obligation must sign a "Direct Debit Authorization Agreement", granting Action Data Services debit access to the appropriate client account(s).

By signing this contract, you the client warrant to ADS that you will comply with and be bound by the rules of the National Automated Clearing House Association (NACHA). You agree not to originate entries that violate the laws of the United States. ***Ex. knowingly and willfully entering falsified payroll data into ADS's data entry system.*** You offer the right of the ODFI/TPS to audit the Originator's compliance with the Origination Agreement and the NACHA Rules.

Work Agreement Term: The term of this agreement shall be for (36) months commencing on July 1, 2016 and ending on June 30, 2019. If either party does not terminate this Contract in writing ninety (90) days prior to the termination date, then this contract will renew for an additional one (1) year term, ending on June 30, 2020. Such Contract renewal shall be subject to the same terms as set forth herein.

If the information contained in this proposal is acceptable, please sign and return a copy for our files.

Borough of Mt Arlington	**Action Data Services**
Officer's Name	Officer's Name
Title	Title
Date	Date

Price Menu
2012-2013

PAY PERIOD CHARGES:

Base Charge	$25.25	ea pay
Check Charge	.65	per check
Payroll pre test	.11	per employee
Check Stuffing	.16	per employee
Changes/adjustments/termination's each	.29	each if inputted by ADS
New Hires	.96	one-time set-up
Direct Deposits	10.75	per pay
Tax Service per pay	10.15	
GTL Updates per pay	8.35	
Labor Cost per pay	10.96	
Delivery	16.00	normal pkg. postage & handling
Agency Service per pay	20.25	per pay
Pension Service per pay	10.50	per pay
Agency Postage	.45	per envelope

QUARTERLY CHARGES:

Quarterly Tax Filing	145.00	1 state (941/NJ927/WR30)
Quarterly End Taxable Report	50.00	per company I.D.
WR-30 Transmit	180.00	per qtr. If required
WR-30 Hard Copy Report	40.00	
Quarterly Payment History	90.00	
Pension Filing	80.00	per hour
Delivery	16.00	

YEAR END CHARGES:

Year End Tax Filing	395.00	
Year End Taxable Report	99.00	per company I.D.
Year End Payment History	170.00	
W-2 Forms	110.00	base charge
Plus	5.46	per employee
Optional Data on W-2's Tax Info Data	.99	per employee
Stuffing W-2's	.65	per employee + envelopes
Base Charge for YE W2 Prep	94.00	
YE Pension Updates	110.00	
YE Employee code changes	90.00	
Group Term Life Program Update	195.00	
W2 Proof Report	101.00	
YE File Maintenance	120.00	
Tax/Agency CD	70.00	

OTHER CHARGES:

Workmen's Comp Form	50.00
Program Pension Rate Change	25.00
NJ Unemployment Rate Change	25.00
New Signature Scan	195.00

Why Choose ADS?

- As a tax specialist we literally sign your returns as your accountant. ADS staff in our Fairfield office prepares your taxes. Our competitors either assign this responsibility to a third party, or have the work performed out of state.
- ADS is the only service bureau in New Jersey recognized by the State to physically perform a pension filing and payment service. We are the only company who can supply audited, signature-ready State Pension Reports. Many of our competitors claim that "we can do it too". In fact, we offer a "Pension Guarantee" which states that if other service bureaus can prove that they have been performing these functions, we will give our client a free payroll service, for up to one year!
- Our Third Party Agency Service truly identifies us as the only Payroll/Accounting service in the market today! We have offered this service to Municipalities, Boards and Utilities for more than fifteen years. We are constantly revising and introducing new ideas to keep abreast of your auditor's requirements. To conclude, we enter all payments into our EXCLUSIVE Trial Balance Sheet allowing an automatic audit trail of all activities in an easy to read format.

- As accountants, we perform a complete Bank Reconciliation, which includes a review of the complexity of what is required regarding the accomplishment of full reconciliation of all pertinent bank records. We reconcile the payroll against the actual payroll records, and then compare the results to your bank statements.

Here are several other good reasons to choose ADS.

- The government payroll market (Municipalities, Boards and Utilities) makes up our mainstream clientele. Unlike any of our competitors, these clients represent over 80% of our total.
- We offer the flexibility in developing solutions to your problems. You will not have to settle to be the square peg that must fit into the round hole!
- We truly offer "old fashioned" Customer Service. **All** aspects of interfacing with our customers are accomplished on a personalized level. If there is a problem, we will be there to help!

When all is totaled, Payroll, Pensions, Taxes, Agency, and Customer Service, we believe that it becomes abundantly clear why we call ourselves **SPECIALISTS.**

The true value of who Action Data is and what we can do is generally best recognized by those Administrators and CFO's who have the experience and knowledge to challenge their objectives and demand more from what they are currently receiving. If you are looking for just another Payroll Company, we can mimic what our competitors do, but you would be missing out in discovering why we have no equals in our market. When we deal with intelligent people who have the ability to recognize who we are and what we can do, we end up with a new client, as well as a new friend.