

RESOLUTION NO. 25-07-61

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, APPROVING ANNUAL
SUBSCRIPTION FEES FROM PAYCHEX FOR THE VILLAGE IT &
HUMAN RESOURCES DEPARTMENT; AUTHORIZING THE
VILLAGE MANAGER TO EXECUTE NECESSARY DOCUMENTS;
AUTHORIZING THE VILLAGE MANAGER TO EXPEND FUNDS;
AUTHORIZING WAIVER OF COMPETITIVE BIDDING; AND
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Islamorada, Village of Islands (the "Village") has identified data processing errors and inefficiencies related to its Human Resources Information System ("HRIS") and Payroll processing software; and

WHEREAS, the current technology used for HRIS and Payroll processing does not meet the future needs of the Village; and

WHEREAS, the Human Resources, Finance and IT departments have collectively engaged with HRIS/Payroll software companies to evaluate products and services offered; and

WHEREAS, the Village has received and evaluated individual quotes addressing requirements from the Human Resources, Finance and IT departments.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval of Purchase. The Village Council hereby approves the proposed annual fees set forth in the Investment Summary presented by Paychex, for the first-

year total of Thirty-four Thousand Eight Hundred Ninety-three and 70/100 Dollars (\$34,893.70), as set forth in Exhibit "A" attached hereto.

Section 3. Authorization of Village Officials. The Village Manager and/or his designee and the Village Attorney are authorized to take all actions necessary to implement the terms and conditions of any annual service agreements.

Section 4. Execution of Documents. The Village Manager and the Village Attorney are hereby authorized to execute any required documents on behalf of the Village and authorized to implement the terms and conditions of any documents necessary to effectuate the purchase.

Section 5. Waiver of Purchasing Provisions. In accordance with Section 2-328(a) of the Village Code, the Village Council waives the Purchasing Provisions of the Village Code to utilize Paychex subscription service without competitive selection.

Section 6. Effective Date. This Resolution shall take effect immediately upon adoption. Motion to adopt by Deb Gillis second by Anna Richards.

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FINAL VOTE AT ADOPTION

Mayor Sharon Mahoney	Yes
Vice Mayor Don Horton	Yes
Council Member Steve Friedman	Yes
Council Member Deb Gillis	Yes
Council Member Anna Richards	Yes

PASSED AND ADOPTED THIS 22ND DAY OF JULY 2025.

Sharon Mahoney
SHARON MAHONEY, MAYOR

ATTEST:

Marne MFG

MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND
LEGALITY FOR THE SOLE USE AND BENEFIT
OF ISLAMORADA, VILLAGE OF ISLANDS:

~~JOHN J. QUICK, INTERIM VILLAGE ATTORNEY~~



Investment Summary

Islamorada Village of Islands

Federal ID: 65-0830851

Client ID: 1050-70236942

Created Date: 06-25-2025

Quote Number: Q-1746421

Prepared by:

LeTisha Garcia

Major Market Sales Executive Field 100+

Sales Representative

lgarcia@paychex.com

+1 3104820712

Prepared for:

Jamie Terry

hr@islamorada.fl.us

Monthly Fees	Units	Rate / Unit	Total
Paychex Flex® Enterprise Plus - Base Fee	1	\$131.25	\$131.25
Paychex Flex® Enterprise Plus - Per Worker Fee	150	\$5.69	\$853.13
Paychex Flex Time - Per Employee Fee	150	\$1.98	\$297.00
Paychex Flex Time Kiosk App w Face ID	1	\$75.00	\$75.00
Paychex Flex® Time Advanced Scheduling Module - Per Employee Fee	150	\$0.50	\$75.00
Paychex Flex® Time-Off Management- Per Employee Fee	150	\$0.20	\$30.23
ESR Service - Per Payrun Fee Usage (2025)	1	\$80.50	\$80.50
ESR Service - Per Employee Fee Usage (2025)	150	\$0.80	\$120.00
ExpenseWire	10	\$4.00	\$40.00
Paychex Flex Engage	150	\$4.00	\$600.00
Flock Benefits Administration, by Paychex	120	\$2.76	\$331.50
		Total	\$2,633.61*

*Paychex Flex® Time has a monthly minimum fee of \$105.

* A monthly minimum of \$200 applies for Flock Benefits Administration, by Paychex.

Annual Fees	Units	Rate / Unit	Total
Year End - Base Fee	1	\$97.50	\$97.50
W-2 or 1099 Processing - Per User Fee	150	\$8.50	\$1,275.00
Year End Handling	1	\$28.00	\$28.00
		Total	\$1,400.50

One-time Fees	Units	Rate / Unit	Total
Paychex Flex® Enterprise Plus - Setup Fee	1	\$0.00	\$0.00
Paychex Flex Time - Setup Fee	1	\$800.00	\$800.00
ESR Service - Setup Fee	1	\$375.00	\$375.00
ExpenseWire Setup	1	\$715.00	\$715.00
		Total	\$1,890.00

Usage Fees	Units	Rate / Use
Remote I-9 - Per Verification	1	\$65.00
Learning Enhanced - Training Libraries	1	\$20.00
Payroll Delivery	1	\$32.00
Quarter End Report Delivery	1	\$29.25

First year total	\$34,893.70
Annual total	\$33,003.70

Please sign to indicate your approval of these fees : _____

- The Fees and/or discounts quoted in this Investment Summary are valid for thirty (30) days from the Created Date.

Investment Summary Package

Paychex Flex® Enterprise Plus

Payroll and Financial Support

- Unlimited monthly payroll processing
- Payroll tax services (Taxpay®)
- Flexible Employee pay options
- W-2 service
- Garnishment Payment Service

Talent Acquisition

- Job posting website integrations
- Paychex Flex® Hiring
- Paychex Flex® Onboarding
- Self-service Form I-9*
- E-Verify
- Custom documents

Workforce Management

- Reporting and Analytics
- General Ledger Report
- New Hire Reporting
- Employment and income verification
- Labor compliance poster kit
- Custom Reports and Data Exports
- State Unemployment Insurance Service (SUIS)
- Labor Distribution and Job Costing

Talent Management

- HR Connect
- Compliance (EEO and OSHA)
- Performance Management
- Document Management
- Learning Journeys and development courses
- Employee Handbook Builder
- Paychex Employee Screening Essentials - 15

Employee Experience

- Enhanced employee mobile experience
- Paychex Learning Enhanced
- Online reports and analytics
- Corporate events calendar
- Cashflow assistance (FinFit®)
- 24/7 U.S. based expert support

*There is a per transaction fee for remote Form I-9 (standard is unlimited).

Notations

Product / Billing

- This is a proposal only. The Fees quoted are estimates and your actual Fees may vary based on your payroll frequency, number of workers, and actual products or services selected. The information contained in this proposal is confidential and proprietary and should not be shared with anyone outside your company. Unless otherwise agreed to in writing by the parties: (1) Fees may change as set forth in the service agreement; and (2) promotions begin and expire according to the terms of the promotion.
- Totals displayed do not include sales tax where applicable.
- PEPM applies to all Benefits Eligible Employees. Client is solely responsible for designating the Benefits Eligible status of each Employee for each benefit plan. Discount applied to PEPM only.

Early Termination Fee

- If the Paychex Flock Benefits Administration Services is terminated during the first twelve(12) months Following the effective Date, Client will be liable for the Minimum Monthly Fee from the date of termination through the date that is twelve (12) months from the Effective Date.

Payment and Billing

- Payments shall be due within fifteen (15) days after Client's receipt of invoices detailing such amounts. Service Fees Commence when the Client account for services has been established. Billing of Services Fees will commence prior to the establishment of electronic data feeds and is independent of plan effective dates.

Year-End Delivery

- **Note:** Please review your delivery method with your service provider before 12/31 to avoid additional charges.