



THE CHAMBER

GETTYSBURG & ADAMS COUNTY

To: Member Accountants, Bookkeeping Service Providers and Payroll Providers

From: Carrie Stuart, President

Subject: Request for Bids for Payroll Services (to begin with first payroll in January 2024)

Date: October 25, 2024

You are invited to provide pricing on payroll services for The Chamber of Gettysburg & Adams County. Bids are due in writing by Noon on Monday, November 8, 2024. Proposals may be submitted to Annie Burns via email to annieb@gettysburg-chamber.org or mailed/delivered to The Chamber of Gettysburg & Adams County, 1382 Biglerville Rd., Gettysburg, PA 17325. The service will be awarded by the close of business on Wednesday, November 13, 2024.

Project Name: PAYROLL SERVICES

Complete bid should include:

- Set-up fees
- Preparation and submission of bi-weekly payroll for four (4) full time employees with the following deductions (all employees have direct deposit):
 - Dental and vision insurance for applicable employees
 - Life Insurance for applicable employees
 - Simple IRA
 - AFLAC
- Fee for importing files to QuickBooks Online
- Preparation and submission of associated taxes
- Annual and/or monthly fees for service
- Any additional fees for necessary support

The selection process will be closed, and The Chamber of Gettysburg & Adams County reserves the right to reject any or all proposals. Any accepted proposal remains subject to final approval of a mutually beneficial agreement between The Chamber and the provider.

NOTE: It is the policy of your Chamber to evaluate professional services every three years or as necessary. The implementation of this formal bid requirement policy is for the

purpose of ensuring that the Chamber is purchasing services at the best cost in the marketplace. It also ensures that all Chamber members have an equal opportunity with respect to the Chamber's business.

Please note any recommendations and/or suggestions regarding this matter in your proposal, including but not limited to changes in scope of services and in-kind trade opportunities.

We appreciate your willingness to participate in this process. Please do not hesitate to contact Carrie Stuart 717.334.8151 or carries@gettysburg-chamber.org with any questions you may have.