

December 15, 2021

BINGHAMTON-JOHNSON CITY JOINT SEWAGE BOARD REQUEST FOR  
QUALIFICATIONS AND REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES  
FOR PAYROLL SERVICES

The Binghamton-Johnson City Joint Sewage Board (the “Board”) operates the Binghamton-Johnson City Joint Sewage Treatment Plant, 4480 Vestal Road, Vestal, New York. The Board is requesting qualifications and proposals from qualified professional payroll services (“Proposers”) to process the biweekly payroll for approximately 48 employees; the number of employees may change from time to time. The proposed term of the services is one year beginning February 14, 2022. The term is subject to renewal for up to two (2) one (1) year terms, at the option of the Board.

The scope of the required professional services, service period, proposal requirements, and proposal evaluation criteria are detailed within the Request for Qualifications and Request for Proposal (“RFQ/RFP”). The selected Proposer will be expected to perform all services required and necessary as outlined in the RFQ/RFP documentation available at the contact information listed below.

To be considered for selection in response to this RFQ/RFP, six (6) paper copies and one (1) electronic .pdf copy of proposal and professional qualifications shall be submitted to the Board, in care of Charles Pearsall, Business Manager, Binghamton-Johnson City Joint Sewage Treatment Plant, 4480 Vestal Road, New York 13850, no later than 2:00 p.m. on January 6<sup>th</sup>, 2022. Questions regarding this RFQ/RFP should be directed to Charles Pearsall, Business Manager, by telephone at 607-729-2975, by fax at 607-729-3041, or e-mail to [cpearsall@bjcwwtp.onmicrosoft.com](mailto:cpearsall@bjcwwtp.onmicrosoft.com)