

ADDENDUM I

FROM: Genesee County Road Commission – Purchasing Office

SENT: Monday, December 16, 2024, 10:00 a.m.

Genesee County Road Commission Purchasing Office has issued an addendum for **ITEM #117 – HRMS SOLUTION** that was originally issued on December 5, 2024.

DEADLINE: **December 19, 2024 @ 1:00 P.M. (local time)**

Please review the information below and take this addendum information into account if you are responding to this solicitation.

Please indicate this Addendum I in your Bid. Failure to acknowledge all addenda may be cause for rejection of bid.

Q: Are you open to a partial-component bid for the talent management components of the overall HRMS functionality GCRC seeks to acquire? These components are the Applicant Tracking System and Electronic Onboarding modules that can auto-flow new-hire data to any HR downstream endpoints.

A: No. There is no interest in a partial component bid for the talent management components.

Q: Do you background check all new-hires?

A: Yes all new-hires go through a background check.

Q: How many new-hires do you average annually?

A: It varies from five to 10 and some years more.

Q: How many onboarding documents do you use on average? Of that number, how many require an electronic signature?

A: Ten with no electronic signatures.

Q: How many HR users will access ATS and Onboarding?

A: Three

Q: How many non-HR users will access the system?

A: Five

Q: Assuming you want new-hire data to flow to payroll, what payroll system do you use?

A: Precision Version 5.0022.044

Q: What HRMS system are you currently using?

A: Precision Road Software

Q: How much was the previous HRMS contract?

A: We paid \$0. The project was never completed.

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Q: Did it take 5 years to implement the previous HRMS system?

A: Less than 5 years, but the project was never completed.

Q: What is your project implementation timeline for the new HRMS system?

A: 1 Year

Q: What is the expectation from the vendor once the HRMS system is complete and functional? For example, if it takes 90 days to implement the system, what are your expectations from the vendor for the remainder of the contract?

A: Follow-up and technical support/assistance.

Requested information:

- GL – Sample Chart of Accounts
- GL – Sample Journal Entry
- PTO Policy
- Time keeping/Payroll – Any shift differential policies or any policy that would be valuable to share to make sure bidder can automate.

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GL – Sample Chart of Accounts

Distribution Account	Description
000 000 000 000000 001 000	Cash - Checking
000 000 000 000000 003 001	Cash - Liquid Investments
000 000 000 000000 003 002	Cash - Money Mkt
000 000 000 000000 004 000	Cash - Imprest (petty)
000 000 000 000000 005 000	Cash - Retirement
000 000 000 000000 006 000	Cash - Back to the Bricks
000 000 000 000000 011 000	Escrow (performance Deposits)
000 000 000 000000 040 001	A/R Sundry - Township - (P)
000 000 000 000000 040 002	A/R Sundry - Township (L)
000 000 000 000000 040 003	A/R Sundry - City/Vill - (P)
000 000 000 000000 040 004	A/R Sundry - City/Vill - (L)
000 000 000 000000 040 005	A/R Sundry - Township - (C)
000 000 000 000000 040 006	A/R Sundry - City/Vill - (C)
000 000 000 000000 040 007	A/R Sundry - Others - (C)
000 000 000 000000 040 008	A/R Sundry - Others (P)
000 000 000 000000 040 009	A/R Sundry - Others - (L)
000 000 000 000000 041 002	A/R Sundry (Not 504) Twp - (L)
000 000 000 000000 041 004	A/R Sundry (Not 504)City/Vi(L)
000 000 000 000000 041 009	Sundry (Not 504) Others (L)
000 000 000 000000 076 001	Due From Township Chloride
000 000 000 000000 078 001	Due From State-state Tkl Maint
000 000 000 000000 078 002	Due From State-state Specials
000 000 000 000000 078 006	Due from State-MTF
000 000 000 000000 080 001	Due From Twsp Heavy Maint (L)
000 000 000 000000 080 003	Due From Other Heavy Maint(L)
000 000 000 000000 082 000	Due From Vendor
000 000 000 000000 087 000	Due from Others
000 000 000 000000 109 002	Cold Patch
000 000 000 000000 109 004	Rock Salt
000 000 000 000000 109 005	Asphalt
000 000 000 000000 109 006	Brine
000 000 000 000000 109 007	Culverts
000 000 000 000000 109 008	Signs & Posts
000 000 000 000000 109 009	Guard Rails
000 000 000 000000 109 010	Limestone 23a
000 000 000 000000 109 012	Paint
000 000 000 000000 109 013	Chloride Sand
000 000 000 000000 109 014	Signals
000 000 000 000000 109 016	Miscellaneous
000 000 000 000000 109 018	Hydrosee Material
000 000 000 000000 109 019	Limestone 29a

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000 000 000 000000 109 020	Polymer Mod Concrete
000 000 000 000000 110 001	Parts
000 000 000 000000 110 002	Gasoline
000 000 000 000000 110 003	Diesel
000 000 000 000000 110 004	Anti-freeze
000 000 000 000000 110 005	Motor Oil
000 000 000 000000 110 006	Tires & Tubes
000 000 000 000000 110 007	Grader Blades
000 000 000 000000 110 008	Batteries
000 000 000 000000 110 009	Field Tools
000 000 000 000000 110 010	Miscellaneous Parts
000 000 000 000000 110 014	Shop Tools
000 000 000 000000 110 016	Safety Supplies
000 000 000 000000 110 019	Grader Tires
000 000 000 000000 110 733	Welding Supplies
000 000 000 000000 123 000	Prepaid Expenses
000 000 000 000000 123 001	Prepaid Expense
000 000 000 000000 123 004	Prepaid - Register/Deed Escrow
000 000 000 000000 189 000	Leases Receivable (Long-Term)

Total - Assets

000 000 000 000000 202 000	Accounts Payable
000 000 000 000000 202 003	Accounts Payable-late Accruals
000 000 000 000000 228 004	State Of Mich - Fed Const
000 000 000 000000 228 023	Sales Tax
000 000 000 000000 246 000	Advances From Townships
000 000 000 000000 248 000	Advances From Others
000 000 000 000000 249 000	Advances From Other Govt Units
000 000 000 000000 257 000	Accrued Wages Payable
000 000 000 000000 263 000	Accrued Liabilities- Retainage
000 000 000 000000 283 000	Performance Deposits Payable
000 000 000 000000 283 001	Performance Guarantee
000 000 000 000000 283 002	Deposit for Back to the Bricks
000 000 000 000000 283 003	Spec Events Comm Payable
000 000 000 000000 328 001	State Trkl Equip Purch Advance
000 000 000 000000 328 002	State Trkl Maint Advance
000 000 000 000000 341 001	Deferred Revenue - Misc. A/R

Total - Liability

000 000 000 000000 364 000	Deferred Inflow-Lease Receivab
000 000 000 000000 390 001	Fund Balance - Primary
000 000 000 000000 390 002	Fund Balance - Local
000 000 000 000000 390 003	Fund Balance - County

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GL – Sample Journal Entry

JE #	FUND	Dept	ACT	PROJ	FUNCT	ACCT	DESCRIPTION	DEBITS	CREDITS
15001	201	99	0	0	0	583.001	Sundry Twp (P)	2.09	
	201	99	0	0	0	583.002	Sundry Twp (L)	53.40	
	201	99	0	0	0	583.003	Sundry City/Village (P)	612.05	
	201	99	0	0	0	583.004	Sundry City/Village (L)	4,945.08	
	201	99	0	0	0	583.005	Sundry - Township ©		
	201	99	0	0	0	583.006	Sundry - City/Village ©	1,433.63	
	201	99	0	0	0	583.007	Sundry - Others ©	4,743.02	
	201	99	0	0	0	583.008	Sundry - Others (P)	2,433.62	
	201	99	0	0	0	583.009	Sundry - Others (L)	278.73	
	201	99	0	0	0	679.002	Sundry-(Not 504) Twp (L)	292,004.41	
	201	99	0	0	0	679.009	Sundry-(Not 504) Other	8,545.00	
	201	99	0	0	0	594.001	Due from Twp-Chloride	22,771.41	
	201	99	0	0	0	584.001	Due from Twp Heavy Maint (L)	143,755.45	
	201	99	0	0	0	584.003	Due from Twp Heavy Maint (C)		
	201	99	0	0	0	609.000	Permit Revenue		
201	99	0	0	0	341.001	Deferred Revenue - Misc A/R		481,577.89	
To record Deferred Revenue for Receivables not received within 60 days of fiscal year end									

PTO Policy

- PTO [GCRC – utilizes PDO not PTO]

GENESEE COUNTY ROAD COMMISSION EMPLOYEE HANDBOOK language for:

PERSONAL DAYS OFF

Full-time employees of GCRC are awarded forty (40) hours of Personal Days Off Time (PDO) on October 1st each year. PDO is not counted as time worked for the purposes of calculating overtime. Any unused PDO is not carried over to the next year, however, any unused PDO at time of termination is paid out. PDO may be taken in increments of 4 or 8 hours or as agreed per your collective bargaining unit.

In compliance with Michigan’s Paid Medical Leave Act (PMLA), PDO may be used by employees for the following reasons:

1. For an employee’s personal mental or physical illness, including pregnancy, childbirth and routine medical and dental appointments;
2. To care for a family member with an illness, injury or medical appointment;
3. If the employee’s place of business closes for a public health emergency, or to care for a child whose school or daycare closes for a similar reason;
4. To care for a family member whose presence in the community would jeopardize the health of others;
5. If the employee is excluded from work by law due to health reasons; or
6. For certain reasons related to domestic violence, harassment, sexual assault or stalking.

For the purpose of PMLA, “family member” is defined to include the spouse of the employee, the biological, adoptive, or foster parent or child of the employee, the grandparent or grandchild of the employee, biological, foster and adopted siblings, or a person with whom the employee was or is in a relationship of loco parentis.

An employee is required to contact his/her supervisor, before the start of his/her shift, stating that he/she is unable to work his/her shift for PMLA reasons. For unscheduled time off not requiring medical certification (see

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below), this is to be done every day that the employee is unable to work. Failure to do so may result in disciplinary action, up to and including termination.

An employee who requests sick time for an injury or illness exceeding three continuous working days must provide Human Resources with a medical statement signed by the employee's principal attending health care provider, which certifies that the employee is unable to perform the essential functions of his/her job due to an injury or illness including, but not limited to, a pregnancy-related medical condition. The statement must also include an estimate of when the employee will be able to return to work. The medical statement must be provided within seven (7) calendar days of the employee's first day of sick time, unless it is impracticable to do so despite the employee's diligent, good faith efforts. An employee who fails to provide a medical statement under this policy may be denied sick time and disciplined, up to and including termination of employment.

Time Keeping / Payroll

Shift Differential policies

The International Union of Operating Engineers, Local 324:

Section 2. The workweek will commence at 12:00 o'clock midnight Monday, and continue for one hundred sixty eight (168) hours thereafter.

Second shift employees will be paid a shift premium of four percent (4%) per hour of their hourly rate. Third shift employees will be paid a shift premium of six percent (6%) per hour of their hourly rate.

Technical, Professional and Officeworkers Association of Michigan (TPOAM):

Section 2. The work week will commence at 12:00 midnight Friday and continue for one hundred sixty eight (168) hours thereafter. Second shift Employees will be paid a shift premium of four percent (4%) per hour and will work eight and one-half (8 1/2) hours including a one-half (1/2) hour unpaid lunch period. Third shift Employees will be paid a shift premium of six percent (6%) per hour and will work eight and one-half (8 1/2) hours including a one-half (1/2) hour unpaid lunch period.

Sincerely,

Sincerely,
Stephanie Jaeger
Purchasing Administrator