

Waterford Sanitary District #1

Waterford, WI

RFP Number 050813

To Provide a Turn-Key Business Solution for Accounting, Customer Billing and Customer Payment Processing, Payroll and Benefits, and Other Book Keeping Functions

To Potential Bidders,

Thank you for your interest in responding to our Request For Proposal (“RFP”).

Our District has been operational for over 24 years. While the District did take advantage of technology advancements over the years, our basic ways of doing business today are very similar to those of earlier years. The poor economy combined with rising costs has put financial strain on the District, thus putting upward pressure on fees charged to our customers. As a potential remedy the District is considering a turn-key business solution for its back-office operations by utilizing an independently functional third-party for internal business processes. The District encourages potential Bidders to avoid simply replicating what is already being done, but rather offer a business solution that will significantly lower the District’s overall internal costs.

The District owns and maintains various commercially available computers, office hardware and software. Some of the hardware is obsolete, and some of the software versions are older and may not be compatible with modern day operating systems. The District views this as yet another savings opportunity.

While the enclosed RFP attempts to provide an overview of the District’s business operations, it is impossible for the District to list every back-office activity. Potential Bidders are to apply their knowledge of small municipal operations such as WSD, be creative, and present the most efficient and overall cost effective solution.

Included in the RFP is an intent to bid form, please send that to the email addresses listed on the form within three (3) days of receiving the RFP.

Once again, thank you for your interest and the District looks forward to receiving your proposal.

Sincerely,

Waterford Sanitary District #1 Commissioners

Dan Dickinson

Jeff Santaga

Rick McNeiley

/s/ Dan Dickinson

/s/ Jeff Santaga

/s/ Rick McNeiley

Commissioner

Commissioner

Commissioner

Date: May 8, 2013

# Waterford Sanitary District #1

Waterford, WI

RFP Number 050813

## To Provide a Turn-Key Business Solution for Accounting, Customer Billing and Customer Payment Processing, Payroll and Benefits, and Other Book Keeping Functions

### Notice to Bidders

**Owner:** Town of Waterford Sanitary District #1 hereby gives notice that sealed proposals will be received at the Town of Waterford Sanitary District #1, Waterford, Wisconsin. Bidders are being asked to provide proposals to furnish a turn-key book keeping solution to the District. Anyone interested in Bidding may download the RFP from the Waterford Sanitary District #1 website at <http://townofwaterfordsd.com>. A copy may also be obtained by contacting Town of Waterford Sanitary District #1, 415 N. Milwaukee Street, Waterford, WI and request a copy of the Request For Proposal ("RFP") Number 050813. Requests for a copy of the RFP can be made in person between the hours of 8:00 AM and 4:00 PM Monday through Friday, or by phone at 262-534-4646, or by email at [dnelson@townofwaterfordsd.com](mailto:dnelson@townofwaterfordsd.com).

**Abstract:** Waterford Sanitary District #1 ("District") operates a sewage collection system in the Town of Waterford serving approximately 1925 residential and small commercial customers. Presently all accounting, customer billing, accounts payable, accounts receivable, payroll, monthly reports, annual reports, banking functions, and other general book keeping functions are performed internally. Technology support is primarily business type PC computers, a server, printers, copiers, etc. which the District owns. District uses Caselle Classic Accounting software for the majority of its book keeping functions. Other typical business office software products include MS Office. All records and files are maintained on an outdated server which is backed up to an external hard drive maintained in the District office. District is investigating the possibility of outsourcing the entire book keeping functions on a turn-key basis in an effort to reduce internal costs. District would also like to reduce the amount of computer assets at the District, while at the same time improving data security.

Upon receiving proposals District will conduct an initial review of Bids submitted. Those deemed incomplete or inadequate may be disqualified. Qualified Bids may result in the Bidder making a short oral presentation to the District explaining their proposals. The District may ask Bidders for clarification of proposals during the presentation, prior to the presentation, or a date after the presentation. Upon completion of District's review process District may meet and may adjourn into a closed session to discuss aspects of the Bids. District may accept a proposal as offered, or reject all or some of any proposal, or may request more information from any or all Bidders. Proposals will become the property of District. Proposals are prepared at the cost of the Bidder, District will not be liable for any cost to prepare or present any Proposals.

**Bid Deadline and Bid Format:** All Bids are to be received by the District's representative not later than 3:00PM May 5, 2013. **Bids are to be written; mailed or delivered within a sealed envelope; addressed as shown below; and contain the words "Response to Bid Number 050813" on the outside of the sealed envelope.** District will not accept Bids electronically. All submitted Bids must include the District RFP number, the date submitted, and the signature of an officer of the Bidding firm, or someone authorized by the officer to sign on behalf of the Bidding firm. Bids shall be addressed to the District's representative as follows:

Attorney Chris Schultz  
c/o Michael F. Dubis SC Law firm  
208 E. Main Street  
Waterford, WI 53185  
Response to Bid Number 050813

**Intent to Bid:** District requests that Bidder submit an 'Intent to Bid' by May 15, 2013, or within 3 days of requesting a copy of the RFP. The Intent to Bid form is located at the end of this RFP. The Intent to Bid form shall be sent by email to Debbie Nelson at [dnelson@townofwaterfordsd.com](mailto:dnelson@townofwaterfordsd.com) **AND** to Dan Dickinson at [dcdickinson2@hotmail.com](mailto:dcdickinson2@hotmail.com).

**Definition of Terms:**

Bid – The Bidders written response to District's RFP

Bidder – Bidder or individual who submits a Bid, or potentially submits a Bid, or is ultimately awarded the final contract

District – Waterford Sanitary District #1 or an authorized representative of Waterford Sanitary District #1.

RFP – Request for Proposal

T&C or T&Cs – Terms and Conditions

Turn-Key Solution – A comprehensive solution utilizing a fully and independently functional third-party for internal business processes and perform all transactions and handle all issues surrounding current District business processes such as customer billing, customer payments, accounting, miscellaneous accounts payable and accounts receivable, payroll and benefits, monthly and special reports, banking transactions, and all other general bookkeeping functions associated with a small sanitary district, and implement and perform in a manner that is ready to use, and designed to fulfill District administrative functions without District support.

**Who may Bid:** Any qualified Bidder may submit a Bid. Additionally, District may invite certain vendors believed to have an interest in submitting a Bid. District will be the sole decision authority whether a Bidder is qualified. If District is unfamiliar with any Bidder, District may ask any Bidder to provide additional information to determine if a Bidder is qualified. Determination whether a Bidder is qualified will be made solely by District for any reason or no reason at all. Qualified Bidders submitting Bids will be given equal consideration. At minimum Bidder must be satisfactorily insured.

**Selection Process and Acceptance of Bid:** District will open Bids and review them during a regular or a special open Commissioners' meeting. No Bids will be opened or reviewed prior to the Bid opening meeting. District may call

additional meetings to further review and evaluation of Bids. District will not make an award during the first review. Depending on the number of Bidders and type of Bids rendered, District may eliminate some Bids thus creating a 'Bidder Shortlist'. District may request follow-up data or information from any Bidder at the District's sole discretion. If during the evaluation process District rejects Bidders on the Shortlist, District may reinstate one or more Bidders to the Shortlist who were not on the original Shortlist. District may ask any Bidder, all Bidders, or no Bidders to add, delete or modify their scope of service in an effort to more accurately compare and evaluate proposals, or to better fit the District's needs. District will make an award based on the overall best Solution, one which produces the most overall savings and overall value to the District, which may result in the District not selecting the lowest cost Bid. Factors such as Bidder's scope of service, complexity of the District's needs and solutions proposed by Bidder to addresses them, thoroughness of the Bid, technology solutions proposed by Bidder or the absence thereof, anticipated ease of working with a vendor, Bidder's apparent understanding of the District's operation and Bidders solutions offered, and for other reasons too many or too difficult to list. To be clear, the District may award the contract to a Bidder that is NOT the lowest priced Bid, recognizing one that is higher in first price may result in the best overall solution therefore the lowest over operational cost for the District. District may utilize an outside firm to help evaluate Bids. Any award by District shall be final, and the determination of overall lower operational cost is made by the District. Bidder by signing their Bid relinquishes their ability to challenge any decision, selection or rejection of any Bidder or their Bid by District. Decision by the District may be made for any reason or for no reason at all, District's decisions will be final as are all matters pertaining to this Bid process and the selection process.

**Description of work:** The description of work expressed in this RFP is intended to provide an overview of book keeping work performed at the District, but it is impossible to list every operation that is to be performed. The description of work is included at the end of this RFP and is titled 'Office Function Outline', and is the primary scope of service document for this RFP. District presumes Bidder is familiar with book keeping and accounting function requirements for a Sanitary District and their Bids are inclusive of tasks and operations listed by District in this RFP in addition to those reasonably presumed by Bidder and are included in their offerings.

- **Description of Work:** See Office Function Outline.
- **Commissioner requests:** From time to time commissioners will request special reports, some may require that a query of the data base be made. Commissioners may ask for additional on-going reports to be added to commissioner monthly meeting packets. Bidders are encouraged to provide an hourly billing rate for such additional work.
- **All Required Forms:** Bidder may be asked to prepare certain financial forms required by jurisdictions such as State, DNR, Federal, County, and Local. These are in addition to required IRS withholdings. Bidders are encouraged to provide an hourly billing rate for such additional work.
- **Special Requests – All Other:** Bidder must provide an hourly billing rate in the proposal to cover meetings, and special requests.
- **Attend Meetings –** Bidder must provide pricing to attend Monthly Commissioner meetings generally held one per month. If Bidder cannot attend meetings, Bidder shall describe its plan for communicating with Commissioners during meeting (e.g. teleconferencing, etc.)

**Work not specified in RFP:** District understands it is impossible to list all duties and tasks, and it is impossible for the Bidder to anticipate all duties and tasks. District encourages Bidders to use reasonable care in providing an economical proposal. After an award, and in the event a duty or task is added, deleted, or modified by District, District will discuss and negotiate with the successful Bidder in good faith to reach a commercially reasonable

solution for such changes in the scope of work. Bidder's failure to make a good faith effort to negotiate changes in the scope of work may result in a breach of contract and possible termination of agreement. District encourages Bidders to offer new and efficient business solutions, as opposed to simply replicating existing practices.

**Procedures, Processes and Forms:** Currently all District accounting functions are performed in-house in close proximity to the field operations function. Consequently communications between the office operations and the field operations may be informal, and in some cases forms or formal processes for communicating between field operations and office operations do not exist. District will work closely with the successful Bidder to develop necessary procedures, processes and forms to interface between District field operations, District office personnel, Commissioners and the successful Bidder. District anticipates extensive use of electronic communications (e.g. email, other software). Bidder must factor in their Startup costs in their Bid as described elsewhere in this RFP.

**Cost Breakdown:** Bidders are instructed to break their cost to the District into two parts; 1) **Recurring costs** and, 2) **Initial Startup costs**. Recurring costs shall include work that is ongoing for the term of the agreement and is generally described in the Office Function Outline and elsewhere in the RFP. Bidder shall break down recurring costs on an annual basis for each individual year for the term of the agreement. Recurring costs shall include Bidders labor and overhead, office supplies, annual software and software licenses, routine travel and communication expenses, and all other costs included in Bidders proposal attributed to District work. Bidder should consider identify certain items within their proposal which the District currently budgets for (see 2013 Budget attached), but would now be provided by the Bidder's proposal; for example postage, cloud services if provided, computers, etc. BUT NOT Bidder's labor, overhead, program management costs, etc. Separately, Bidder shall state its cost for initial Startup which is not expected to recur in future years. Initial Startup costs shall include initial cost of hardware, initial software purchases and licenses, development of process, procedures and forms, and any other costs that are NOT routine and NOT expected to recur in future years. Once again, for evaluation purposes, Bidder should consider identifying items within their proposal (postage, cloud type services if part of Bid, hardware, etc.) which the District currently budgets for, but would now be provided by the Bidder.

**Bidder Exceptions:** Bidder, on a separate page(s) with the title 'Exceptions to Bid' clearly printed at the top of all pages, shall list all exceptions taken to this RFP, either in terms or conditions, materials or scope of service, or any other aspect of this RFP intentionally excluded from Bidder's scope of service. Anything not specifically exclude by listing them on the Exception section of the Bid shall be deemed to be included in Bidders scope of service.

**Postage:** Bidder shall include the cost of postage for mailing customer invoice and all other items in their Bids. Bidder may include an escalation clause for increases in postage fees levied by the postal service. Any escalation clause must be indexed to the actual cost of postage and shall not increase any faster or higher than actual postage rates charged by the post office.

**Banking Functions:** Since this is a turn-key solution, Bidder will work with District's bank to ensure payments, receipts, payroll, deposits and all other banking transactions occur in a smooth and secure manner. Bidder shall include in their proposal a section dedicated to how Bidder intends to manage this operation and security measures to ensure prevention of loss.

**Bidder Items Included in Proposal:** The Bidding process will follow the timeline described elsewhere in this document. Bidder acknowledges not every book keeping, accounting, or reporting function can be completely defined in this RFP and agrees that the following items must be included in the proposal or the Bidder may be deemed to be non-responsive. Bidders are to provide a concise but complete narrative for these items.

1. Annual fee for scope of service offered, including any escalation and basis for escalation (e.g. annual percentage, indexed, etc.)
2. Initial startup cost
3. Separate list of Exceptions taken to RFP
4. Technical solution proposed (e.g. PC based, Cloud based, etc.) Elaborate and be specific.
5. Description how District's data will be secured, and recovery plan in case data is lost
6. How Bidder plans to interface with District ongoing for performance of work (e.g. forms, electronically, personal visits to District, etc.)
7. Bidder must elaborate on how it will interface with field operations personnel.
8. Bidder shall state any efficiency improvements it intends to pursue if awarded the project. Consider such items as encoding customer bill stubs, etc.

**Timeline:**

The timeline shown is the District's tentative schedule. The timeline may be modified by the District if necessary.

5/8/13 – Commissioners vote to approve and release RFP to potential Bidders

5/9/13 – Release RFP to identified Bidders (via email, post to WSD website) and posting and publication.

5/15/13 – Bidders shall submit 'Intent to Bid' form to District (or within 3 days of obtaining the RFQ)

5/22/13 – Optional Pre-Bid meeting (teleconference) of potential Bidders to answer questions and provide clarification as requested.

6/5/13 by 3pm – Bids Due (unless extended by District)

6/12/13 – First Open Meeting Bid Review

TBD – Optional Bidder oral presentations

6/26/13 – Vendor Selection (targeted)

**Terms & Conditions:** Terms and Conditions will be negotiated after a conditional award is made, but prior to entering a final agreement. Items contained in this RFP will be incorporated into the final negotiated T&Cs. Bidders may submit their own T&Cs with their Bid. However, District will reject Bidder T&Cs as present but District agrees to negotiate the final T&Cs in good faith using the Bidder's T&Cs along with those of the District as the basis for negotiations.

**District and Bidder Interface:** Each Bidder shall provide a written proposal describing how each District function interfaces with Bidder. For example, how does Bidder propose to receive payroll time sheets; how does Bidder propose to receive customer quarterly fee payments; how does Bidder propose to deposit customer fee payments into District back account; etc. District encourages Bidders to be creative, provide various options, and provide cost savings solutions rather than simply quoting on what is currently being done at District.

**Technology:** There are various technology options the Bidder may offer in its Bid document. For example, the Bidder may offer a PC based solution...or a Cloud based solution. Bidder MUST include in their Bid the entire cost associated with the technology proposed by Bidder AND the cost to the District for the proposed technology MUST be identified as a line item for District evaluation purposes. Bidder may offer multiple pricing options, each with a different technology base. District understands there are advantages and disadvantages to each technology, District will incorporate advantages, disadvantages and the cost to District for each in its evaluation of proposals. Bidder must include cost to District if computers are being purchased, or whether recurring fees are involved. Bidder must explain how Cloud fees, other recurring fees, set up charges, and other costs/fees are addressed in Bidders proposals. (e.g. are they included in the Bidders costs, does District pay them and if so how much will that cost be? How does Bidder propose to give access to Staff, Commissioners, etc. to the Cloud or other data retention systems?) Bidders acknowledge they are to offer a turn-key solution. Should the District determine sufficient savings are not realized then District may not proceed with outsourcing. Bidders are encouraged to be creative in their proposals.

**Start of Work:** Successful Bidder shall begin working with District within 15 days of award to acquaint itself with procedures, processes and forms and develop methods to interface with District; to acquire access to District's software, adaptation or acquisition of Bidder's software and software licenses; to obtain limited access to District's banking process for making deposits, issuing checks, obtaining bank account reports, etc.; and begin work on all other start-up requirements. Within 30 days of award, Bidder shall begin full scope of work with transitional assistance by District Staff. Within 60 days of award Bidder shall be fully and independently functional.

**Bidder data requests:** Bidder inquiries must be sent to District in written format by email. Inquiries shall be sent by email mailed to Debbie Nelson at dnelson@townofwaterfordsd.com AND to Dan Dickinson at dcdickinson2@hotmail.com. District may distribute the question, and District's response to all other Bidders. However, the name of the Bidder asking the question will not be disclosed to other Bidders.

**Pre-Bid Meeting:** A pre-Bid meeting will be held prior to accepting any Bids. Attending the pre-Bid meeting is optional, but recommended. It will be held at the Town Municipal Building, a tour of the office facilities will be included. Information regarding the tour, date, time, etc. will be sent to Bidders after Bids are received and reviewed.

**Point of Contact:** Point of contact for District during the Bid process is Commissioner Dan Dickinson, contact information shown below. All communications with District point of contact shall be sent by email. Bidder must list their point of contact including the following:

Bidder Point of Contact	District Point of Contact
Bidder Name Bidder Address Bidder website address if one exists First & Last Name of Representative Title of Representative Representative Phone Number Representative Email Address	Dan Dickinson 415 N. Milwaukee Street, Waterford, WI 53185 Commissioner 414-331-0065 <a href="mailto:dcdickinson2@hotmail.com">dcdickinson2@hotmail.com</a> Town of Waterford Sanitary District #1 <a href="http://townofwaterfordsd.com/">http://townofwaterfordsd.com/</a>

**Bid Security:** Within three (3) days of a conditional award the successful Bidder shall submit a check or bank draft payable to District in the amount of \$5,000 as Liquidated Damages in the event Bidder fails to negotiate and execute a contract with District within 30 days after a conditional award is made.

**Bid Rejection:** District reserves the right to reject any and all Bids and to waive or not waive any informalities or irregularities in Bidding or accept any Bid determined to be in the best interest of the District. District is not bound to accept the low Bid, District may select a more costly Bid if District perceives it as the best overall value or best overall solution to District, with said determination at the sole discretion of District.

**Bid Withdrawal:** No Bid shall be withdrawn after Bid opening without agreement by District for a period of 180 days, allowing sufficient time to evaluate, select and negotiate a final agreement with Bidder. All Bids shall be binding. Withdrawal of Bid or failure to negotiate in good faith will result in forfeiture of Bid bond.

**Term of Agreement:** District intends to enter into a three (3) year agreement, with the option to renew for three (3) additional two (2) year terms upon mutual agreement of District and Bidder. If Bidder does not intend to renew during any renewal cycle, Bidder shall give District no less than six (6) month written notice prior to any non-renewal.

**Audits:** Bidder agrees to be audited by District selected auditing firm. Audits will be conducted at minimum annually to conform to Districts Annual Report requirements. In the event District is aware of, or if it suspects an irregularity, District may require additional audits. Prior to any additional audit, District and Bidder will attempt to resolve any irregularities.

**Confidentiality:** Bidder agrees that certain information contain in District records is confidential. Such records include but are not limited to customer credit card information, banking information, and other information entrusted with the District. Bidder shall exercise as much or greater care to protect and guard against sensitive information being released to the public or any other agency, as is does to protect its own sensitive information. In the event Bidder is ordered by any government agency to turn over any records pertaining to District activities, Bidder shall immediately notify District of such order.

**Termination for Cause:** District may terminate the agreement at any time should Bidder fail to perform to District expectations. In the even District identifies any deficiencies in Bidder work, District may meet with the Principal of



the Bidder in an effort to resolve said deficiency. Within 10 days of written notice by District of a deficiency Bidder shall provide District with a plan to correct the deficiency, and the correction shall be made within a reasonable period of time after the plan is presented to the District. Failure to submit an acceptable correction plan or correct the deficiency as describe may result in termination without further notice or Bidder recourse.

**Terms Under Which Bids are to be Submitted:** By submitting a bid, bidders acknowledge having been made aware of the contents of the Notice to Bidders and expressly confirm that bids are submitted with the understanding that the **best solution for the District**, and not necessarily the lowest bid, will be selected. Further bidders acknowledge and agree that by submitting a bid they agree to indemnify and hold harmless the District from and against any and all loss, cost, damage or expense, including, without limitation, attorneys' fees, incurred by the District, arising out of any breach of an eventual contract with the District, or any enforcement of the terms contained in the Notice to Bidders.

INTENT TO BID

Waterford Sanitary District #1  
Waterford WI.

RFP Number 050813

To Provide A Turn-Key Solution for Accounting, Customer Billing and Customer Payment Processing, Payroll and  
Benefits, and Other Book Keeping Functions

Email to:

Debbie Nelson at [dnelson@townofwaterfordsd.com](mailto:dnelson@townofwaterfordsd.com)

AND

Dan Dickinson at [dcDickinson2@hotmail.com](mailto:dcDickinson2@hotmail.com)

This is to inform District the Bidder or individual named below intends to bid on RFP Number 050813.

Bidder Name \_\_\_\_\_

Bidder Address \_\_\_\_\_

Bidder City & Zip \_\_\_\_\_

Representative \_\_\_\_\_

Representative email \_\_\_\_\_

Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

Bidder must submit an 'Intent to Bid' by 5/15/13 or within 3 days of requesting a copy of the RFP. This Intent to Bid form shall be emailed to mailed to Debbie Nelson at [dnelson@townofwaterfordsd.com](mailto:dnelson@townofwaterfordsd.com) AND to Dan Dickinson at [dcDickinson2@hotmail.com](mailto:dcDickinson2@hotmail.com)

## OFFICE FUNCTION OUTLINE

### 1. Book Keeping

#### a. Customer Billing

- i. Frequency – Quarterly
- ii. Volume - Approximately 1921 flat rate invoices, plus 4 metered (calculated) invoices
- iii. Type - Post card bill format, three per page, no envelopes, postage affixed by postage-meter
- iv. Exhibit – See sample bill and pay stub combination
- v. Saving Opportunity – Bidder to supply
- vi. Ancillary tasks – late payment and other miscellaneous fees
- vii. Present system – Caselle Classic Accounting for billing, account records, etc.
- viii. Comments – Bidder may suggest other software

#### b. Customer Payment Processing

- i. Frequency – Quarterly
- ii. Volume – Approximately 1925 total
- iii. Type- Bank check by US mail or paid at office with a small volume on-line
- iv. Exhibit- See sample bill and pay stub combination
- v. Savings Opportunity – payment stub encoded (e.g. bar code) so payments need not be entered to billing system manually. Expanded use of on line billing processes.
- vi. Ancillary tasks – process late/nonpayment accounts for Racine County collection
- vii. Present system – Caselle Classic Accounting for posting payments, etc.
- viii. Comments – Bank check by US mail approximately 70%. Paid at office approximately 20%. Paid on line approximately 10%. Check processed in office are scanned and automatically deposited into District’s bank account. Bidder may suggest other software and solutions.

#### c. Payroll

- i. Frequency- biweekly
- ii. Volume- 26 per year for five employees, plus 12 per year for three commissioners
- iii. Type- Bank check given directly to employee
- iv. Exhibit – None
- v. Saving Opportunity – direct deposit of employee check
- vi. Ancillary tasks – State/Fed Withholding, health/life/retirement withholding, etc.
- vii. Present system – Caselle Classic Accounting software
- viii. Comments - Bidder may suggest other software.

- d. Periodic Material Purchases
  - i. Frequency – as needed
  - ii. Volume – 5 to 15 per week
  - iii. Type – all materials used for office functions and field operations. Field operations typically pipe, gravel, tools, chemicals, replacement parts, pumps, etc. Also WRCSD processing fees, utilities, insurance, etc.
  - iv. Exhibit – No formal PO system in use
  - v. Saving Opportunity – install formal PO system so payment processing and material purchases are separate and isolated functions.
  - vi. Present system – Caselle Classic Accounting software
  - vii. Comments – Bidder may suggest other software.
- e. Late payment and nonpayment reporting to Racine County
  - i. Frequency – one per year
  - ii. Volume – Approximately 180 accounts in 2012, for approximately \$82,000.
  - iii. Type – date report from accounting system
  - iv. Exhibit – None
  - v. Savings Opportunity – none
  - vi. Present system – Caselle Classic Accounting software
  - vii. Comment – Bidder may suggest other software.
- f. Late payment and nonpayment payment processing from Racine County
  - i. Frequency – one per year
  - ii. Volume - Approximately 180 accounts in 2012, for approximately \$82,000.
  - iii. Type – data report from accounting system
  - iv. Exhibit – None
  - v. Savings Opportunity – consider batch entry, etc.
  - vi. Present system – Caselle Classic Accounting software
  - vii. Comment – One check is received from Racine County (via Town) for multiple residences (150 – 200 annually). Check is received once per year, and each of the accounts is credited for payment received via property tax special charge...plus any applicable penalties. Bidder may suggest other software.
- g. Miscellaneous Customer Account Adjustments
  - i. Frequency – as required
  - ii. Volume – Assume 30 per year
  - iii. Type – journal entry, general ledger, etc.
  - iv. Exhibit – None
  - v. Savings Opportunity – none
  - vi. Present system – Caselle Classic Accounting software
  - vii. Comment – Bidder may suggest other software.

- h. Service turn-ons, turn-off, new accounts
  - i. Frequency – as required
  - ii. Volume – Assume 150 per year, primarily due to existing home sales
  - iii. Type – create new customer account
  - iv. Exhibit – None
  - v. Savings Opportunity – none
  - vi. Present system – Caselle Classic Accounting software
  - vii. Comment – Bidder may suggest other software. Most transaction will result in a final bill. Both buyer and seller have potential for a prorated bill.
- i. Third party inquiries
  - i. Frequency – as required
  - ii. Volume – Assume 150 per year, many due to title search for home sales
  - iii. Type – Written requests
  - iv. Exhibit – None
  - v. Savings Opportunity – none
  - vi. Present system – Caselle Classic Accounting software
  - vii. Comment – Title company inquiries, final bill statements, detail bill statements, etc.
- j. Miscellaneous fees and payments
  - i. Frequency – as required
  - ii. Volume – Assume 50 per year
  - iii. Type – Connections fees, relocation of facilities fees, fines/penalties, etc.
  - iv. Exhibit – None
  - v. Savings Opportunity – TBD
  - vi. Present system – Caselle Classic Accounting software
  - vii. Comments – District to work with vendor to develop processes, procedures, forms, etc.

## 2. Monthly Reports

- a. Revenues with comparison to budget – Sewer Utility Fund
  - i. Frequency – monthly
  - ii. Volume – 12/year
  - iii. Type – macro report
  - iv. Exhibit – None
  - v. Saving Opportunity – ensure this is a repeatable macro report
  - vi. Present system – Caselle Classic Accounting software
  - vii. Comment – Bidder may suggest other software.
- b. Expenditures with comparison to budget – Ops Employee Benefits
  - i. Frequency – monthly
  - ii. Volume – 12/year
  - iii. Type – macro report
  - iv. Exhibit – None
  - v. Saving Opportunity – ensure this is a repeatable macro report
  - vi. Present system – Caselle Classic Accounting software
  - vii. Comment – Bidder may suggest other software.

- c. Expenditures with comparison to budget – Sewer Utility Fund
  - i. Frequency – monthly
  - ii. Volume – 12/year
  - iii. Type – macro report
  - iv. Exhibit – None
  - v. Saving Opportunity – ensure this is a repeatable macro report
  - vi. Present system – Caselle Classic Accounting software
  - vii. Comment – Bidder may suggest other software.
- d. Previous Monthly Accounts Payable
  - i. Frequency – monthly
  - ii. Volume – 12/year
  - iii. Type – macro report
  - iv. Exhibit – None
  - v. Saving Opportunity – ensure this is a repeatable macro report
  - vi. Present system – Caselle Classic Accounting software
  - vii. Comment – Bidder may suggest other software.
- e. Monthly Accounts Payable
  - i. Frequency – monthly
  - ii. Volume – 12/year
  - iii. Type – macro report
  - iv. Exhibit – None
  - v. Saving Opportunity – ensure this is a repeatable macro report
  - vi. Present system – Caselle Classic Accounting software
  - vii. Comment – Bidder may suggest other software.
- f. Check Register
  - i. Frequency – monthly
  - ii. Volume – 12/year
  - iii. Type – macro report
  - iv. Exhibit – None
  - v. Saving Opportunity – ensure this is a repeatable macro report
  - vi. Present system – Caselle Classic Accounting software
  - vii. Comment – Bidder may suggest other software.

### 3. Annually

#### a. Annual audits

- i. Frequency – Annually
- ii. Volume – one per year
- iii. Type – Data support
- iv. Exhibit – None
- v. Saving Opportunity – Bidder may offer suggestions
- vi. Present system – Caselle Classic Accounting software
- vii. Comment – Vendor to cooperate and work closely with District chosen auditing firm.  
District, not vendor, to be responsible for cost of auditor services

### 4. Special Request, Special Reports

#### a. Special Commissioner Requests

- i. Frequency – As needed
- ii. Volume – 6-12 per year
- iii. Type – TBD
- iv. Exhibit – None
- v. Saving Opportunity – None
- vi. Present system – Caselle Classic Accounting software
- vii. Comment – Special request likely to be system queries. Bidder is encouraged to provide an hourly billing rate in their quote for special request and special reports.

**NOTICE IS HEREBY GIVEN**, that the Town of Waterford Sanitary District No. 1 will hold a public hearing on Wednesday, December 12, 2012, at 6:00 p.m. in the Meeting Room of the Waterford Town Hall, 415 N. Milwaukee Street, Waterford, WI. The hearing is for the purpose of receiving public comments on the Proposed 2013 Budget, a copy of which follows:

Debbie Nelson, Administrator  
Town of Waterford Sanitary District No. 1

	Actual 12/31/2011	Actual 1/1/2012 - 7/31/2012	Estimated 08/01/2012 - 12/31/2012	Estimated Total 2012	Budget 2012	Budget 2013	% Change
<b>REVENUES &amp; RECEIPTS</b>							
<b>Revenues:</b>							
1-44190-00 Interest on Investments	8	7	43	49	15	30	
1-46210-00 User Charges	911,216	463,850	479,855	943,704	875,000	944,000	
1-46230-00 Permit Income	600	300	300	600	450	600	
1-46240-00 Connection Fees	28,441	3,400	11,400	14,800	29,675	13,600	
1-46310-00 Customer's Forfeited Discounts	24,335	12,661	12,276	24,937	23,000	25,300	
1-46340-00 Assessment Letters	1,840	1,740	660	2,400	2,000	2,200	
1-46350-00 Miscellaneous Revenues	149	480	241	720	175	500	
<b>Total:</b>	<b>966,589</b>	<b>482,437</b>	<b>504,774</b>	<b>987,211</b>	<b>930,315</b>	<b>986,230</b>	<b>6.01%</b>
<b>Other Receipts:</b>							
1-11330-20 Replacement Fund Interest	218	4,686	8,100	12,786	200	3,323	
1-11330-20 Replacement Fund Transfer	0	0	0	0	73,000	0	
<b>Total:</b>	<b>218</b>	<b>4,686</b>	<b>8,100</b>	<b>12,786</b>	<b>73,200</b>	<b>3,323</b>	<b>-95.46%</b>
<b>TOTAL REVENUES &amp; RECEIPTS:</b>	<b>966,807</b>	<b>487,123</b>	<b>512,874</b>	<b>999,997</b>	<b>1,003,515</b>	<b>989,553</b>	<b>-1.39%</b>
<b>EXPENDITURES</b>							
<b>Operations:</b>							
1-58200-110 Salaries and Wages	111,735	64,856	45,716	110,571	119,262	114,639	
1-58200-130 FICA - District Share	10,978	6,682	4,798	11,481	12,069	9,611	
1-58200-131 Employee Insurance	8,331	7,111	5,232	12,343	12,655	11,500	
1-58200-140 Retirement Costs	30,038	22,491	17,009	39,500	38,500	11,000	
1-58200-150 Vested Benefits/Sick Leave	930	240	2,328	2,568	5,043	2,700	
1-58200-190 Employee Training	1,287	716	0	716	1,000	1,000	
<b>Total:</b>	<b>163,300</b>	<b>102,096</b>	<b>75,083</b>	<b>177,180</b>	<b>188,529</b>	<b>150,450</b>	<b>-20.20%</b>
<b>Operations &amp; Maintenance:</b>							
1-58302-321 Power for Pumping (Lift Stations)	34,481	20,806	17,559	38,365	61,500	41,000	
1-58310-343 Collection Systems	28,333	15,977	7,039	23,016	32,000	25,000	
158320-341 Western Racine County	303,354	157,661	149,675	307,336	362,000	345,000	
1-58240-342 Lift Station Communications	3,480	2,030	1,449	3,479	3,800	3,800	
1-58320-344 Pumping Equipment	18,358	3,235	3,555	6,790	20,000	8,000	
1-58330-345 General Plant	10,193	3,524	2,540	6,064	10,000	7,500	
1-58360-360 Vehicle Expenditures	9,612	5,863	2,861	8,724	8,500	9,500	
1-58370-399 Operations Other Expenditures	13,025	7,079	2,976	10,055	17,000	12,500	
1-58390-399 Maintenance Other Expenditures	2,692	229	404	633	15,000	1,000	
Contingency Fund	0	0	0	0	0	122,356	
<b>Total:</b>	<b>423,529</b>	<b>216,404</b>	<b>188,057</b>	<b>404,461</b>	<b>529,800</b>	<b>575,656</b>	<b>8.66%</b>
<b>District Owned Grinder Pumps</b>							
1-58210-221 Power for Pumping (Electric)	21,159	12,462	8,901	21,364	0	21,600	
1-58320-344 Maintenance Pumping Equipment		8,089	8,326	16,415	0	17,000	
1-11330-200 Grinder Pumps	5,190	5,190	0	5,190	0	5,190	
1-11330-200 Grinder Pump Covers		0	0	0	0	600	
<b>Total:</b>	<b>26,349</b>	<b>25,741</b>	<b>17,228</b>	<b>42,969</b>	<b>0</b>	<b>44,390</b>	
<b>Reserve Fund Re-payment</b>							
2013 Re-payment	0	0	0	0	0	25,000	
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	
<b>Commission:</b>							
1-58500-110 Salaries	11,667	7,000	5,000	12,000	12,000	12,000	
1-58500-130 FICA	918	536	383	918	920	918	
1-58500-190 Expenses	0	0	0	0	100	0	
<b>Total:</b>	<b>12,585</b>	<b>7,535</b>	<b>5,383</b>	<b>12,918</b>	<b>13,020</b>	<b>12,918</b>	<b>-0.78%</b>



<b>Administration:</b>								
1-58600-110	Salaries and Wages	60,286	38,484	24,889	63,373	65,857	65,920	
1-58600-120	Temporary Staff	679	1,245	93	1,338	2,000	2,000	
1-58600-130	FICA - District Share	6,286	4,010	2,661	6,672	6,721	5,594	
1-58600-131	Employee Insurance	39,285	23,548	11,707	35,255	38,413	31,000	
1-58600-133	Retirement Costs	22,000	12,692	9,808	22,500	22,000	5,200	
1-58600-134	Employee Training	458	0	0	0	500	500	
1-58600-140	Vested Benefits/Sick Leave	0	0	0	0	2,475	0	
<b>Total:</b>		<b>128,994</b>	<b>79,980</b>	<b>49,158</b>	<b>129,138</b>	<b>137,966</b>	<b>110,214</b>	<b>-20.12%</b>
<b>Administration Services:</b>								
1-58710-212	Accounting Fees	3,175	2,875	525	3,400	3,100	3,400	
1-58720-510	Property Insurance	16,488	17,318	0	17,318	20,000	18,500	
1-58730-213	Attorney Fees & Legal Expenses	3,093	17,825	8,013	25,838	5,000	8,000	
1-58750-215	Engineering Fees	150	1,518	344	1,862	5,000	2,000	
<b>Total:</b>		<b>22,906</b>	<b>39,536</b>	<b>8,882</b>	<b>48,418</b>	<b>33,100</b>	<b>31,900</b>	<b>-3.63%</b>
<b>Administration Operating:</b>								
1-58800-312	Postage	3,642	2,189	1,293	3,482	3,500	3,500	
1-58810-320	Publications & Printing	2,034	1,822	318	2,140	1,500	2,200	
1-58820-340	Office Operating Expenses	9,858	3,161	1,425	4,586	8,000	5,500	
	Computer Expenses							
	Computer Software							
	Office Equipment							
	Hosting Service	0	0	0	0	0	12,000	
1-58840-220	Utilities	7,327	4,666	2,702	7,369	7,900	7,550	
1-58860-310	Office Supplies	3,028	2,279	1,218	3,497	5,000	3,700	
1-58860-320	Unemployment Insurance	81	0	16	16		75	
1-58890-399	Miscellaneous Administration	971	663	518	1,181	1,200	1,200	
	License Renewals							
	Subscriptions							
1-58890-400	Bank Fees	996	1,662	1,287	2,950	1,000	3,300	
<b>Total:</b>		<b>27,937</b>	<b>16,442</b>	<b>8,777</b>	<b>25,219</b>	<b>28,100</b>	<b>39,025</b>	<b>38.88%</b>
<b>TOTAL EXPENDITURES:</b>		<b>805,600</b>	<b>487,736</b>	<b>352,567</b>	<b>840,303</b>	<b>930,515</b>	<b>989,553</b>	<b>6.34%</b>
<b>Replacement Fund Expenditures:</b>								
1-11330-20	LS Pumps		10,000					
1-11330-20	Shop Equipment		2,000					
1-11330-20	Computer Hardware & Phones		12,000					
1-11330-20	LS Telemetry Upgrade		94,000					
<b>Total:</b>			<b>118,000</b>					
<b>Other Expenditures:</b>								
	Hwy 164 Project		60,000					
<b>Total:</b>			<b>60,000</b>					

