

**Purchasing Department**  
**Madison County Board of Supervisors**  
**146 West Center Street**  
**Canton, Mississippi 39046**

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601-855-5503  
hardy@madison-co.com

2 February 2017

District 1 Supervisor Sheila Jones  
District 2 Supervisor Trey Baxter  
District 3 Supervisor Gerald Steen  
District 4 Supervisor David Bishop  
District 5 Supervisor Paul Griffin

Subject: Employee time clock system

Dear Board Members:

The board previously authorized advertising for bids for an employee time clock system. The only bid received was from Time Clock Plus. A copy of the bid is attached.

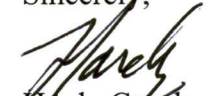
County Administrator/Comptroller Shelton Vance will present information as to the need for a time clock system for payroll and overtime requirement purposes.

Mr. Vance, Human Resources Director Loretta Phillips, IT Director Duane Thompson, and I have discussed the bid options. If the board decides to move forward with a time clock system, the following motion is in order:

*Award the bid for a time clock system to Time Clock Plus as follows:*

- |  |            |
|--|------------|
| 1. 10 time clock machines @ \$2,449 each                     | \$24,490   |
| 2. Annual hardware maintenance @ 16 percent of hardware cost | \$3,819.40 |
| 3. Cloud-based software @ \$18 per year per employee         |            |
| 4. One-time Cloud-based activation fee                       | \$2,308    |
| 5. Remote implementation and training                        | \$3,600    |

Sincerely,

  
Hardy Crank  
Purchase Clerk

# BID SHEET

## EMPLOYEE TIME & ATTENDANCE SYSTEM

Bid Due Date: 10 A.M. 17 January 2017

Madison County Chancery Clerk's Office

Madison County Chancery Courthouse

Rooms 225-227, Second Floor

146 West Center Street, Canton, Mississippi 39046

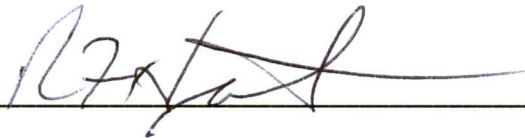
(Any and All Information on Bid Sheet is Part of the Specifications)

12 TIME CLOCK MACHINES:	\$ <u>29,388.00</u>	Total
ADDITIONAL TIME CLOCK MACHINES:	\$ <u>2,449.00</u>	Each
ANNUAL HARDWARE MAINTENANCE	\$ <u>4,702.00</u>	Each
SOFTWARE (IF HOUSED ON COUNTY-OWNED SERVER)	\$ <u>12,104.00</u>	
ANNUAL SOFTWARE MAINTENANCE	\$ <u>3,026</u>	
SOFTWARE (CLOUD BASED, PER EMPLOYEE)	\$ <u>18/year</u>	
SOFTWARE (CLOUD BASED ACTIVATION, ONE-TIME COST)	\$ <u>2,308.00</u>	
REMOTE IMPLEMENTATION & TRAINING	\$ <u>3,600.00</u>	

BID SHEET CONTINUED ON NEXT PAGE

BID SHEET PAGE 2

NAME OF BIDDER: TimeClock Plus

SIGNATURE OF BIDDER: 

BIDDER'S ADDRESS: 1 Time Clock Dr

San Angelo TX 76904

BIDDER'S TELEPHONE NUMBER: (800) 749-8463 ext 7619

BIDDER'S EMAIL ADDRESS: robert.hampton@timeclockplus.com

**ALL BIDS MUST BE SIGNED BY AUTHORIZED COMPANY REPRESENTATIVE**