



ADDENDUM No. ONE

Request for Proposal: Des Plaines Public Library
Payroll Services No. 03-2016

Address: 1501 Ellinwood Street
Des Plaines, IL 60016

Question: How many employee are benefit eligible?

The Des Plaines Public Library has 40 full-time employees who are eligible for health benefits.

Question: Do you need time clocks or will web punching be sufficient? If so, do they need to be biometric or swipe card:

The payroll system needs to be web-based, per the proposal, and employees clock in online.

Question: How often do you pay the employees? (bi-weekly, weekly, monthly, etc.)

Employees are paid bi-weekly.

BID RETURN DATE: FRIDAY, AUGUST 28, 2015 AT 10:00 A.M.

THIS ADDENDUM IS TO BE ATTACHED TO YOUR BID AND ACKNOWLEDGED IN WRITING IN SPACE PROVIDED BELOW.

RECEIPT OF ADDENDUM NO. ONE ACKNOWLEDGED

BIDDER

DES PLAINES PUBLIC LIBRARY

August 17, 2015