



# DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street · Des Plaines, IL 60016

## ADDENDUM No. THREE

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

Address: 1501 Ellinwood Street  
Des Plaines, IL 60016

Question: Are you requesting three copies that are to be submitted as hard copies, in person?

The Request for Proposal states that three copies of the proposal must be submitted by 10:00 a.m., Wednesday, March 16, 2016 to Holly Richards Sorensen, Library Director. Yes, the proposals must be submitted as hard copies, but they can be delivered to Ms. Sorensen before the bid opening, as stated in the proposal.

Question: Do you want the implementation/transition in May to accomplish a first check date of what?

The first paycheck date in May is May 13, 2016.

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