

DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street · Des Plaines, IL 60016

LEGAL NOTICE REQUEST FOR PROPOSAL

The Des Plaines Public Library, Des Plaines, Illinois desires sealed proposals for the following:

PAYROLL SERVICES No. 04-2019

All sealed proposals must be in the hands of Holly Richards Sorensen, Library Director by:

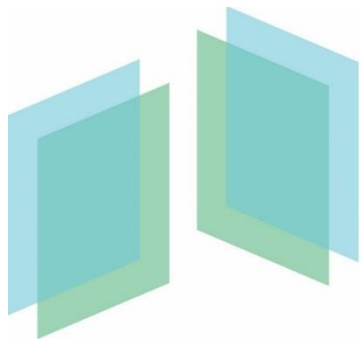
TUESDAY, MAY 7, 2019 at 11:30 a.m.

at which time they will be publicly opened and read in the Conference Room.

Specifications are available at <http://dppl.org/about/rfps> or in the second floor Administrative Offices of the Des Plaines Public Library
1501 Ellinwood, Des Plaines, Illinois

Holly Richards Sorensen
Library Director

Direct questions to Carol Kidd at 847-376-2803.



DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street · Des Plaines, IL 60016

REQUEST FOR PROPOSAL

For the Des Plaines Public Library

Payroll Services No. 04-2019

Sealed proposal must be submitted by:

May 7, 2019 by 11:30 a.m.

Submit proposals to:

Administrative Offices on the Second Floor

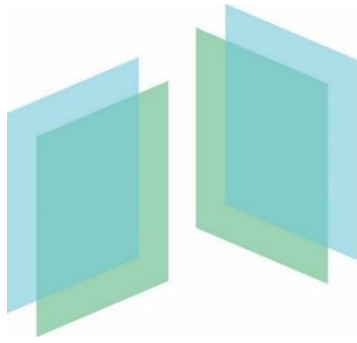
Holly Richards Sorensen, Library Director

1501 Ellinwood Street

Des Plaines, IL 60016

Direct questions to Carol Kidd at 847-376-2803.

<http://dppl.org/about/rfps>



DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street · Des Plaines, IL 60016

The Des Plaines Public Library is requesting proposals from qualified payroll services for bi-weekly payroll services for a three-year period beginning July 1, 2019.

GENERAL REQUIREMENTS

- Company's financial strength.
- Corporations shall provide the year and state of incorporation.
- Partnerships shall provide the names of the partners, and the length of its existence.
- State if the Company is presently negotiating a sale, acquisition or merger that would alter the company's existing structure.
- Any other information that demonstrates the Company's experience, ability and capacity to produce the required outcomes requested in this RFP.

Client References for Similar Work Performed

Submit three references from the past three years for work similar in size and scope to the RFP. The services provided to these clients must have characteristics as similar as possible to those requested in this RFP. Information provided for each client must include the following:

- Client's name
- Brief explanation of what the contact covered
- Time period of the project or contract
- Size of the reference
- Number of employees
- Contact person
- Title
- Address
- Phone number
- Email address

Failure to provide the above information may result in being disqualified and the proposal not considered. The Des Plaines Public Library reserves the right to contact any and all references to obtain, without limitation, information regardless of the Company's performance on the listed jobs.

The Des Plaines Public Library reserves the right to contact any and all references to obtain, without limitation, ratings for the following performance indicators:

- How would you rate the firm's efforts in providing services as requested in this RFP?

- How satisfied were you with the service provided by this company.
- How would you rate the company's response time to problems? By phone? By email? On site?

PAYROLL

- One hundred three (103) employees
- Web-based (online clock in and out)
- Payroll, including deductions for one hundred three (103) employees
- Tax administration
- Time and attendance
- Report writing
- Paid time off accrual and tracking with calendar and online request capability.
- Benefit coordination
- Bi-weekly payroll
- Separate cost for HRIS (include complete and separate costs for all components offered such as setup, training, recruitment & applicant tracking, new hire integration, annual fees, etc.)

Additional annual costs not included in the basic pricing.

- W-2 transmittal
- IRS form1094c
- IRS form1095c

Describe your company's:

- Training program
- Customer service model

PROPOSAL:

- The written proposal should include, but not be limited to, the following:
- Discussion on scope of work outlined above
- Account software utilized
- List of three (3) references (preferably public libraries)
- Cost of annual contract for a three year period. (Please separate HRIS costs)

The Board reserves the right to reject any and all proposals.

The Board reserves the right to cancel said payroll services with a thirty (30) day written notice.

Three copies of the proposal must be submitted by 11:30 a.m., Tuesday, May 7, 2019 to Holly Richards Sorensen, Library Director.

Any questions regarding this request for proposal should be directed to Carol Kidd at 847-376-2803.