



SPOKANE AIRPORT BOARD REQUEST FOR PROPOSALS

Installation and Integration of Human Resources, Timekeeping and Payroll Processing Systems

Sealed proposals will be accepted until 1:00 PM PDT, Monday October 9, 2017, by the Spokane Airport Board, 9000 W. Airport Drive, Suite 204, Spokane, Washington 99224, to provide the Airport with a system, or systems, which integrates the Human Resources, Benefits Administration, Timekeeping, Payroll Processing and year-end reporting requirements into a system that enables seamless interaction between those functions in accordance with the conditions stated in the Request for Proposals (RFP) package.

RFP documents may be obtained from Dave Armstrong, CPA, Director of Finance at the above address, by calling (509) 455-6448, by email at darmstrong@spokaneairports.net or, preferably, by accessing the Airport website directly and downloading documents from <http://business.spokaneairports.net/rfp>.

The Board reserves the right to reject any and all proposals, to waive any minor irregularities in the process, to negotiate with any proposers, and to accept the proposal which is considered to be in the best interest of the Board.

The Airport is an Equal Employment Opportunity (EEO) organization which does not discriminate against any prospective firm on the basis of race, religion, color, sex, age, national origin, sexual orientation, or presence of any sensory, mental, or physical disability in the consideration of contract award. Successful proposer will be required to comply with all EEO, federal, state, and local laws and regulations.