

**PIERCE TRANSIT  
REQUEST FOR PROPOSALS #E2638  
For RECRUITMENT AND SELECTION SERVICES**

PIERCE TRANSIT is a municipal corporation with administrative offices located at 3701 96th Street SW, Lakewood, Washington 98499-443. Pierce Transit is requesting proposals from firms qualified and interested in providing recruitment and selection services for executive and management level positions at Pierce Transit.

**Request for Proposals documents are available on-line through Builders Exchange of Washington, Inc. at <http://www.bxwa.com>. Click on: “Posted Projects”; “Goods and Services”, “Pierce Transit”, and “Projects Bidding”. Bidders are encouraged to “Register as a Bidder”, in order to receive automatic email notification of future addenda and to be placed on the “Bidders List”. This service is provided **free of charge** to Prime Bidders, Subcontractors, & Vendors bidding this project. This online plan center provides bidders with fully usable online documents, including time saving on-line digitizer/take-off tools; automatic addenda notification; viewing and or printing plans, details, & specifications at your own desk top printer, plotter, or from multiple reprographic houses utilizing on-line print order form. Contact Builders Exchange of Washington at **425-258-1303** should you require further assistance.**

Proposals will be accepted until **3:00 p.m. October 12, 2026**, and must be submitted electronically to

[E2638\\_Proposals\\_Received@docs-us3.e-builder.net](mailto:E2638_Proposals_Received@docs-us3.e-builder.net)

Use the following file naming convention: E2638 (Company Name) (Proposal)

**The responsibility for the on-time delivery of proposals to Pierce Transit is entirely upon the proposer.**

A Pre-Proposal Meeting will not be held.

Questions can be directed to Linda Shilley, Procurement Manager, email: [lshilley@piercetransit.org](mailto:lshilley@piercetransit.org) no later than **October 15, 2026**.

Equal Employment Opportunity:

Consultant will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.