



INVITATION FOR BID NO. RFP 22-17-27

BID DUE DATE: Thursday January 13, 2022 at 11:00 am Local Time

LOCATION for mail/bid delivery: Sunnyside Unified School District No. 12  
Warehouse Building/Purchasing Department  
2241 E. Wieding Road  
Tucson, Arizona 85706

Please note, bids delivered to any other address than the Warehouse building or Purchasing Department will be deemed non-responsive and will not be considered for award.

Material and/or Service: **Medical/Pharmacy Benefits administration**

In accordance with School District Procurement Rules in the Arizona Administrative Code (A.C.C.) promulgated by the State Board of Education pursuant to A.R.S. 15-213, Bids for the material or services specified will be received by the Sunnyside School District, at the above specified location, until the time and date cited. Bids received by the correct time and date shall be opened and the name of each bidder, the amount of each bid, and other relevant information deemed appropriate by the school district shall be recorded. All other information contained in the Bid shall remain confidential until award is made and the bids submitted by bidders and all information contained within will be available for public inspection. Late bids will not be considered.

Bids must be submitted in a sealed envelope and marked plainly on the outside of the envelope the invitation for bid number, the bidder's name, and address. Bids must be submitted on the forms provided by this office; otherwise, they will not be considered.

SUSD reserves the right to accept or reject any bid or any part thereof; unless specified otherwise, and to waive any informalities in any bid (for any reason whatsoever), deemed by us to be for the best interest of the District.

Any questions related to a request for bid shall be directed to the contact person whose name appears below.

**CONTACT PERSON(S):**

**Kristine Kot, CBIZ Employee Benefits Representative, [kkot@cbiz.com](mailto:kkot@cbiz.com)**

**Jessica Strong, CBIZ Employee Benefits Representative, [jstrong@cbiz.com](mailto:jstrong@cbiz.com)**

**DATE: December 6, 2021**

**VENDORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE INVITATION FOR BID.**

Authorization:

A handwritten signature in blue ink, appearing to read "Joel Martinez", is written over a horizontal line.

Joel Martinez, Purchasing Supervisor

EMAIL: [Joelma@susd12.org](mailto:Joelma@susd12.org)