



CATALINA FOOTHILLS UNIFIED SCHOOL DISTRICT #16

2101 E. RIVER ROAD, TUCSON, AZ 85718
(520) 209-7500 (520) 209-7570 FAX www.cfsd16.org

NOTICE OF REQUEST FOR PROPOSAL

Proposal ID: **RFP # 17-02-22**
Material and/or Service: **Graduation Materials and Supplies**
Proposal DUE DATE/TIME: **WEDNESDAY, JANUARY 18, 2017 @ 1:00 P.M. Local Time**
Opening Location: **Catalina Foothills Unified School District #16
2101 East River Road
Tucson, AZ 85718**

In accordance with School District Procurement Rules in the Arizona Administrative Code (A.A.C.) promulgated by the State Board of Education pursuant to A.R.S. 15-213. Competitive sealed proposals for the material or services specified will be received by the **Catalina Foothills Unified School District No. 16**, at the above-specified location, until the time and date cited. Proposals received by the correct time and date shall be opened and the vendors submitting proposals shall be publicly read. All other information contained in the Proposal shall remain confidential until award is made. **If you need directions to our office**, please call 520-209-7500.

Proposals shall be in the actual possession of the District, at the location indicated, on or prior to the exact time and date indicated above. Late Proposals shall not be considered.

Proposals must be submitted in a sealed package with the solicitation number and Offeror's name and address clearly indicated on the package. All Proposals must be written legibly in ink or typewritten. Additional instructions for preparing a Proposal are provided herein.

Full Proposal documents may be reviewed online at Catalina Foothills District website: www.cfsd16.org. To access, select: Administrative; then Financial Services, then click on appropriate proposal number or on www.azpurchasing.org.

VENDORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL.

Questions regarding this Request for Proposal should be in writing and directed to: Debra Merigold, Procurement Specialist at dmerigold@cfsd16.org.

Authorization: Signature on file _____ December 13, 2016
Sandra N. Thompson, Controller Date