



SEWARD COUNTY COMMUNITY COLLEGE

1801 N. Kansas Ave., P.O. Box 1137, Liberal, KS 67905-1137 ☎ 620-624-1951 or 1-800-373-9951

January 20, 2023

Subject: Employee Benefits Broker Services

The Board of Trustees of Seward County Community College is soliciting competitive bids for Employee Benefits Broker Services. The attached sheet details those minimum specifications which must be met before your bid can be considered. All bids must be submitted by February 7th, 2023, 12:00 p.m. CST.

1. The Board of Trustees reserves the right to reject any or all bids and shall not be obligated in any way to accept the low bid if it is the feeling of the Board of Trustees that a higher priced bid is more suitable for our use.
2. No bid received may be withdrawn for a period of Sixty (60) days after the date of the bid opening.
3. Bids shall be signed and dated by authorized company representative.
4. Bids are to be electronically submitted to bids@sccc.edu with a subject title of "Employee Benefits Broker Services" or by mail to SCCC, Attn: Employee Benefits Broker Services Sealed Bid, PO Box 1137, Liberal, KS 67905-1137. You will receive a bid receipt confirmation by email. If you do not receive a confirmation receipt, your bid was not received. Bids received after the hour and date above will be unopened. All vendors are welcome to attend the bid opening.

Please contact Maddie Day at madalen.day@sccc.edu or 620-417-1017, if you have any questions regarding this bid.

Sincerely,

Elizabeth Taylor
Admin. Assistant to VP of Finance & Operations