



MEETING OF: January 15, 2013

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TITLE: Award of Request for Proposals (RFP) 13-75-17 Chiller Preventive Maintenance Service Program

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ITEM #: 16

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Information:

Study:

Action: X

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PURPOSE:

It is the intention of the Tucson Unified School District to procure a preventive maintenance (PM) program for a variety of makes, models, and manufacturers of HVAC chiller systems District-wide. All information contained in the proposal should remain CONFIDENTIAL until Governing Board Award. This is in compliance with Arizona Administrative Code Rule R7-2-1045-B

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DESCRIPTION AND JUSTIFICATION:

RFP 13-75-17 Chiller Preventive Maintenance Service Program award recommendation was made by the Evaluation Committee using a weighted instrument for the specific evaluation criteria identified in the RFP. This is a multi-term award to a single vendor beginning upon award with annual renewal options through June 30, 2017. The recommended offeror was determined to have submitted a proposal most advantageous to the District and the rates offered were deemed fair and reasonable. Committee Chairperson/District Operations Business Office Coordinator, James Burns, provided the award recommendation letter.

An Executive Summary and the committee's award recommendation will be sent separately to the Governing Board for review as information within the proposal is confidential until award. The Executive Summary details the background and evaluation process for this award.

The notice of Request for Proposals was sent to 81 vendors as well as being advertised on the District's web site during the solicitation period. Seven (7) vendors responded with offers and two (2) No-Bids were received.

Committee Chairperson/District Operations Business Office Coordinator, James Burns, will be present at the Board Meeting to answer questions. Kevin Startt, Acting Director of Purchasing will be present at the Board Meeting to answer questions about the procurement process.

The Superintendent's Goals on Customer Service and Achievement are supported by these services.

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BOARD POLICY CONSIDERATIONS:

Governing Board Policy DJ - Purchasing Procedures

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LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

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Legal Advisor Signature (if applicable)

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BUDGET CONSIDERATIONS:

M and O \_\_\_\_\_ District Budget  
\_\_\_\_\_ State/Federal Funds  
\_\_\_\_\_ Other \_\_\_\_\_  
Budget Cost \_\_\_\_\_ Budget Code \_\_\_\_\_  
\$300,000 per year \_\_\_\_\_

Budget Certification (for use by Office of Financial Services only):

Date \_\_\_\_\_  
I certify that funds for this expenditure in the amount of \$ are available and may be:  
Authorized from current year budget  
Authorized with School Board approval  
Code: Fund:


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INITIATOR(S):

|   |        |      |
|---|--------|------|
| Kevin Startt, Acting Director of Purchasing | 1/2/13 |      |
| Name  | Title  | Date |

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DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

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| <b>ATTACHMENTS:</b>   |
| <b>Click to download</b>  |
|  <a href="#">Board Confidential Letter</a> |

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TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM  
CONTINUATION SHEET

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