TUSD
Tucson Unified School District

PURCHASING DEPARTMENT
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MEMORANDUM

DATE: 01/03/2013

TO: Kevin Startt
Director of Purchasing

FROM: Ronald Rogers
Acting Purchasing Manager

Subject: Executive Summary – Invitation for Bid No. 13-80-17
Moving Services

Dept: Operations
Pre-Proposal Dates: N/A
Proposal Due Date: December 13, 2012

Date Issued: November 29, 2012
No. of Individuals Attending: N/A
No. of Bids Received: 6

BACKGROUND

A. It is the intention of the Tucson Unified School District to procure and award a contract to provide as needed moving services for future District school closures and consolidations. The District estimates the moving services spend at approximately $500,000 for the full five year contract term.

EVALUATION:

Bids were received and evaluated by Ronald Rogers, TUSD Procurement Specialist and Suzanne Heathcote, Senior Projects Manager, TUSD Bonds and Architecture Department. The TUSD Bonds and Architecture Department will have oversight on District moving projects throughout the term of this contract. It was determined during the evaluation process, that a multi-award to more than one vendor would provide the District with the minimum amount of vendors needed to provide the specified services and competitive pricing for each site or location move.

AWARD RECOMMENDATION:

The solicitation was sent to ten vendors, six vendors returned offers, and one no-bid was received.

The evaluation process was conducted in accordance with Arizona Administrative Code R7-2-1031 (Bid Evaluation and Award) and all applicable Tucson Unified School District rules and regulations.

Contract awards are recommended to the following firms for the indicated services:
Citizens Transfer & Storage Co., Inc.
Daniel's Moving & Storage
Hidden Valley Moving Southwest
Horizon Moving Systems, Inc.

Concurrence:

Name
(Purchasing Director)

1/3/2013
Date

Attachment: