



Purchasing Department

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MEMORANDUM

DATE: 02/28/14

TO: Mark Neihart
Purchasing Manager

FROM: Diana Kerfoot
Procurement Specialist

Subject: Executive Summary – RFP 14-71-19
Print Shop Document Production System

Dept.: TUSD Print Shop

Date Issued: 01/15/14

BACKGROUND

It is the intention of the Tucson Unified School District to procure a Print Shop Document Production System to most efficiently and cost-effectively streamline their document production utilizing the District Print Shop, located at 325 N Euclid Ave Tucson, AZ 85705. Our intention is contract with a vendor who can meet or exceed these needs. It is also our intention to enter into a lease for this equipment, effective upon award, for one (1) year, with a possibility of four (4) annual renewals, for a total contract period not to exceed five (5) years.

EVALUATION

A committee was formed to evaluate the proposals based upon the selection criteria set forth in the original RFP. The committee was comprised of the following members and signed Committee Member Statements were received from all.

Michael Arellano, Print Shop Manager/Committee Chairperson
Susan Pequet, Print Shop Project Specialist
Espí Saucedo, Print Shop Pre-Press Production Technician

The Notice of Request for Proposals was sent to fifty-three (53) vendors as well as being advertised on the District website during the solicitation period. The District received four (4) proposals from the following firms:

Arizona Office Technology/Xerox
Canon USA
Konica Minolta
Ricoh USA

Eight (8) No-Bids were also received.

Prior to releasing the proposals to the committee, an initial review was performed to ensure that all requested information had been submitted. All proposals were deemed eligible for the committee's review. However, the committee is charged with the final determination of acceptability.

On February 19, 2014, I met with the evaluation committee and discussed the role of the committee and the evaluation process. Each committee member received copies of the Conflict of Interest and Confidentiality Statement for Procurement Evaluations, the District's Procedures for Evaluation of Proposals by a Committee, a copy of the RFP document and copies of all the proposal responses.

The committee reviewed and discussed the responses. Finals scoring was completed and the committee came to a consensus to recommend award to one vendor. On February 28, 2014, a recommendation was submitted by Michael Arellano, Committee Chairperson.

AWARD RECOMMENDATION:

Contract award is recommended to the following firm for the indicated services:

Ricoh USA

I attest that the evaluation process was conducted in accordance with Arizona Administrative Code R7-2-1041 (Competitive Sealed Proposals) and all applicable Tucson Unified School District rules and regulations.

Mark Neihart, Purchasing Manager

Date