

TUCSON UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

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MEMORANDUM

DATE: June 21, 2016

TO: Kevin Startt
Director of Purchasing

FROM: Jacqueline Posey
Procurement Agent

Subject: Executive Summary – Invitation For Bid No. 17-15-21
Paper Supplies for TUSD Print Shop

Dept: Print Shop
Pre-Bid Date: May 26, 2016
Bid Due Date: June 2, 2016

Date Issued: May 17, 2016
No. of Individuals Attending: 5
No. of bids Received: 4

BACKGROUND

It is the intention of the Tucson Unified School District to purchase as needed paper supplies for the District's Print Shop.

EVALUATION

IFB 17-15-21 was posted to www.azpurchasing.org TUSD's official bid board. Notice was sent to ninety-one (91) vendors, TUSD fourteen (14) "NO BIDS" and received four (4) bids from the following firms;
Spicers Paper Desert Paper & Envelope Co. Veritiv Kelly Paper

After the initial review, an abstract was created based on the items on the pricing sheet. Per R7-2-1031 – Bid evaluation and award, this contract shall be awarded to the lowest responsible and responsive bidder(s) whose bid(s) conform in all material respects to the requirements and evaluation criteria set forth in the invitation for bid.

A recommendation is being made to award this IFB to a single bidder in order to meet the needs of the District. It has been determined that the prices are fair and reasonable and it is advantageous to award this solicitation to a single bidder.

AWARD RECOMMENDATION:

I have recommended award to the overall lowest bidder based on their ordinal ranking and overall pricing.

Contract award is recommended to the following firm:

Spicers Paper

I attest that 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.

Concurrence:

Kevin Startt, Purchasing Director

Date