

TUCSON UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

P.O. Box 40400
1010 E. Tenth Street
Tucson, AZ 85717-0400
Phone (520) 225-6080
Fax: (520) 225-6082

MEMORANDUM

DATE: 03-27-18

TO: Kevin Startt
Director of Purchasing

FROM: Patricia K. Bowers
Purchasing Manager Food Service

Subject: Executive Summary – Invitation For Bid No. 18-71-19
Refrigerated Truck Lease to Purchase

Dept.: Food Services
Due Date/ Time: 02-27-18, 2:00 PM

Date Issued: 02-12-18
No. of Proposals Received: 3

BACKGROUND

It is the intention of the T.U.S.D Food Service Dept. to lease to purchase five (5) box trucks fitted with refrigerated units and lift gates for the transport of foods and food service supplies. T.U.S.D. Food Service reserves the right to increase/reduce the quantity of trucks, pending pricing received. The contract for lease will be for five (5) years or sixty (60) months and upon completion, the vehicles will become the property of the District. The offeror(s) were given the ability to offer leasing plans or the District has the right to choose a different leasing company, if in the best interest of the District. The Food Services Department currently rents refrigerated trucks for use.

EVALUATION

IFB 18-71-19 was posted on www.azpurchasing.org. Notification of solicitation was emailed to forty-nine (49) vendors. Fourteen (14) vendors downloaded the documents. Fifteen (15) vendors submitted a no – bid response. Three (3) vendors submitted a response in writing by the correct due date/ time.

The responses received were evaluated and one response was found to not meet the acceptability requirements and therefore the bidder's offering was rejected as nonresponsive. The remaining two offers were found to meet all requirements as set forth in the Invitation for Bid and found to be responsive and responsible.

An abstract was created that compared all bid pricing and finance terms. The submitted bid documents were also reviewed by the Contract Liaison, Ken Bolle, Auto Mechanic Supervisor.

It has been determined that San Tan Auto Partners submitted bid pricing which is the lowest while meeting the material specifications of the Invitation for Bid. Although the vendor did offer financing terms, it has been found to be advantageous to the District to utilize a Mohave Educational Services Cooperative contract for financing which will lower the interest rate for the term duration. Due diligence has been completed by the Purchasing Department on the Mohave Educational Services Cooperative Contract to be used for this financing and finds that it is in compliance with State and District procurement rules and policies. The pricing offered by the cooperative contract vendor has been determined to be fair and reasonable. Use of this cooperative purchasing contract by school districts is authorized by Arizona Procurement Code R7-2-1191.

Yearly expenditures for renting refrigerated trucks have exceeded the estimated payments for purchasing the trucks. Insurance requirements for rented trucks adds an additional expense that the District would not normally have with purchased trucks. It has been determined that purchasing the refrigerated trucks is in the best interest of the District.

AWARD RECOMMENDATION:

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

San Tan Auto Partners

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
Kevin Startt, Purchasing Director

03-28-18
Date