

TUCSON UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

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MEMORANDUM

DATE: 4/09/2018

TO: Kevin Startt
Director of Purchasing

FROM: Kevin Oster
Procurement Agent

Subject: Executive Summary – Bid No. 18-73-C18
Mansfeld Magnet Middle School Kitchen HVAC System Replacement

Dept: Projects

Pre-Bid Date: March 28, 2018

Due Date: April 4, 2018

Date Issued: March 7, 2018

No. of Individuals Attending: 8

No. of Bids Received: 3

BACKGROUND

It is the intention of the Tucson Unified School District to procure a contractor to remove and replace Mansfeld Magnet Middle School's existing Kitchen HVAC system located at 1300 E. 6th. St. Tucson Arizona 85719.

EVALUATION

Notification of IFB 18-73-C18 was emailed to two hundred ninety-nine (299) vendors using www.azpurchasing.org, TUSD's official bid board. Bid Notice was also in the official newspaper of the county on two separate dates during the solicitation period. A Pre-Bid Meeting was also conducted prior to the IFB due date. TUSD received three (3) bids and sixty (60) "NO" bids

AZ Administrative Code R7-2-1031 – Bid Evaluation and Award. Bids were reviewed to determine whether they were responsive and responsible, and then an abstract was created based on their submitted pricing. The contract shall be awarded to the lowest responsible and responsive bidder or bidders whose bid or bids conform in all material respects to the requirements set forth in the invitation for bids.

Bids were emailed to TUSD's project manager and projects mechanical engineer for review and determination if vendor responses were responsive. An abstract was created based on all responsive and responsible bids submitted. The bid abstract and award determination form was sent to the project

manager for his review and concurrence letter. Project manager recommendation has been included with the Board documents for review.

AWARD RECOMMENDATION:

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

Marsh Development. Inc.

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

4/09/2018

Kevin Startt, Purchasing Director

Date