

# 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:** 4/16/2018

**TO:** Kevin Startt  
Director of Purchasing

**FROM:** Kevin Oster  
Procurement Agent

**Subject:** Executive Summary – Bid No. 18-74-C18  
**Drachman Montessori Magnet K-8 School Locker Room Project**

**Dept:** Projects  
**Pre-Bid Date:** March 15, 2018  
**Due Date:** March 27, 2018

**Date Issued:** March 7, 2018  
**No. of Individuals Attending:** 13  
**No. of Bids Received:** 7

### BACKGROUND

It is the intention of the Tucson Unified School District to procure construction services for a locker room addition at Drachman Montessori K-8 School, 1085 S. 10th Ave, Tucson AZ, 85701.

### EVALUATION

IFB 18-74-C18 was emailed to four-hundred twenty-three (423) vendors using [www.azpurchasing.org](http://www.azpurchasing.org), TUSD's official bid board. An IFB Public Notice was also posted in the newspaper of the county on two dates during the solicitation process. A Pre-Bid Meeting was also conducted prior to the IFB due date. TUSD Purchasing received seven (7) bids and seventy-two (72) "NO" bids.

In accordance with 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 project contracted architect 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.

**AWARD RECOMMENDATION:**

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

***ESB Design + Build***

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*

4/16/2018

\_\_\_\_\_  
Kevin Startt, Purchasing Director

\_\_\_\_\_  
Date