

# TUCSON UNIFIED SCHOOL DISTRICT

## PURCHASING DEPARTMENT

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### MEMORANDUM

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**DATE:** 01/30/2017

**TO:** Kevin Startt  
Director of Purchasing

**FROM:** Kevin Oster  
Procurement Agent

**Subject:** Executive Summary – Invitation For Bid No. 17-45-C17  
New Bus Lease to Purchase

**Dept:** Transportation  
**Pre-Proposal Date:** N/A  
**Proposal Due Date:** January 25, 2017

**Date Issued:** January 9, 2017  
**No. of Individuals Attending:** N/A  
**No. of Proposals Received:** 4

### BACKGROUND

It is the intention of the Tucson Unified School District to lease to purchase 30 new buses. There are two (2) different bus models being solicited under this bid. TUSD plans to purchase twenty-one (21) 72 passenger buses and nine (9) 36 passenger special needs buses. Buses must be delivered to The Tucson Unified School District Transportation Department, no later than July 28, 2017. TUSD reserves the right to increase or reduce the number of buses purchased pending the pricing received and the budget allotment without penalty.

### EVALUATION

IFB 17-45-C17 was posted to [www.azpurchasing.org](http://www.azpurchasing.org) TUSD's official bid board. Notice was sent to One-hundred six (106) vendors, TUSD received four (4) bids and thirty-three (33) "NO BIDS".

R7-2-1031 – Bid evaluation and award. The contract or contracts 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.

The submitted bid documents were reviewed by the contract liaison along with the TUSD purchasing department Procurement Agent. Both agreed that the submitted bid pricings were considered fair and reasonable. After careful review of these bids the following bids are being considered responsive and responsible; Auto Safety House, Canyon State Bus Sales, RWC International and TSC, Inc.

An abstract was created based on all bid pricings that were submitted for both vehicle types. It has been determined that TSC, Inc. submitted bid pricing which was lowest for both vehicle requirements of this IFB. It has been determined that under A.A.C. R7-2-1031, subsection C that this vendor is the single lowest responsible and responsive bidder for all materials or services under this IFB.

Estimated expenditures for 21 each 72 Passenger buses is \$2,058,070.56 and 9 each 36 Passenger buses is \$924,417.36. Both vehicles combined totals is expected to be \$2,982,487.92 excluding taxes. It is the intent to finance lease these 30 buses through Ally Bank, who is partnering with TSC. Inc. to providing financing under this IFB. The amount to be financed through Ally Bank is \$3,149,507.24 at a rate of 2.54% (\$661,890.33 Yr. X 5).

**AWARD RECOMMENDATION:**

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

**TSC, 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

2-3-2017

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Kevin Startt, Purchasing Director

\_\_\_\_\_  
Date