

TUCSON UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

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MEMORANDUM

DATE: 04/26/2017

TO: Kevin Startt
Director of Purchasing

FROM: Kevin Oster
Procurement Agent

Subject: Executive Summary – Invitation For Bid No. 18-09-22
Linens Services as Needed

Dept: Operations
Pre-Proposal Date: N/A
Proposal Due Date: April 20, 2017

Date Issued: March 29, 2017
No. of Individuals Attending: N/A
No. of Proposals Received: 2

BACKGROUND

It is the intention of the Tucson Unified School District to purchase scheduled towel and dust-mop linen services for multiple district locations and departments including: custodial services, schools, administrative offices, auto, industrial, and print shops. Awarded vendor will provide both weekly and semi-weekly pick-up, cleaning, and delivery service of specified vendor provided linen materials. There are approximately (100) one-hundred plus District locations that will require service.

EVALUATION

IFB 18-09-22 was posted to www.azpurchasing.org TUSD's official bid board. Notice was sent to one-hundred forty-eight (148) vendors, TUSD received two (2) bids and thirty-six (36) "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.

An abstract was created based on all bids that were submitted. Based on this abstract it has been determined that Mission Linen Supply's bid pricing was lowest for 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 services under this IFB.

Abstract and recommendation for Mission Linen Supply was sent to the contract liaison for his review and letter of recommendation for award, this letter is available within the contract folder in purchasing.

Estimated expenditure for this contract is \$120,000 X 5 years for a total expected spend of \$600,000.

AWARD RECOMMENDATION:

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

Mission Linen Supply

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

4-26-2017

Kevin Startt, Purchasing Director

Date