

TUCSON UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

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MEMORANDUM

DATE: 4/26/2017

TO: Kevin Startt
Director of Purchasing

FROM: Kevin Oster
Procurement Agent

Subject: Executive Summary – Invitation For Bid No. 18-12-22
Plumbing Parts, Equipment, Supplies and Services as Needed

Dept: Operations
Pre-Proposal Date: N/A
Proposal Due Date: April 19, 2017

Date Issued: April 4, 2017
No. of Individuals Attending: N/A
No. of Proposals Received: 8

BACKGROUND

It is the intention of the Tucson Unified School District to purchase on an “as needed” basis plumbing parts, equipment, supplies and service. Purchases made under this contract may include walk-in purchases by TUSD staff at vendor’s local Tucson stocking/retail location(s) utilizing blanket purchase orders.

EVALUATION

IFB 18-12-22 was posted to www.azpurchasing.org TUSD’s official bid board. Notice was sent to one-hundred ninety-five (195) vendors, TUSD received eight (8) 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. It has been determined that multiple awards will be needed for this contract. Based on the geographical size of the district and the need to maintain all district facilities in a serviceable condition, to ensure the health needs of the students and faculty, it has been determine in accordance with R7-2-1031- Bid evaluation and award, section D. The award has been limited to the least number of suppliers the school district has determined to meet the school district’s requirements.

Based on the abstract it has been determined that the following vendor's bid pricing were lowest for this IFB in ordinal ranking. Vendors will be utilized in the following order to assure best value while allowing the needs of the District to be met.

- 1) Benjamin Supply
- 2) Ferguson Enterprises
- 3) Tucson WinSupply
- 4) Brown Partsmaster.

This is a multi-term contract with the initial term effective July 1, 2017 through June 30, 2018 with the option of four additional annual renewals for a contract length no longer than five years. Estimated expenditures for this contract is \$80,000 annually with a total expenditure of \$400,000 over five years.

Abstract and award recommendation was sent to the contract liaison for his review and letter of recommendation for award based on the abstract and ordinal ranking sheet provided to him. Contract liaison's letter of award recommendation is available within the contract folder in purchasing.

Estimated expenditures for this contract is \$80,000 for 5 years with a total expenditure of \$400,000.

AWARD RECOMMENDATION:

Contract award is recommended to the following firms in their order of precedence for the indicated service:

- Benjamin Supply**
- Ferguson Enterprises**
- Tucson WinSupply**
- Brown Partsmaster**

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