



MEETING OF: June 10, 2014

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TITLE: Award of Request for Proposal (RFP) 15-18-19 Elevator Inspection, Maintenance and Service

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ITEM #: 41

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Information:

Study:

Action: X

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PURPOSE:

Approval to Award Request for Proposals (RFP) 15-18-19 Elevator Inspection, Maintenance and Service.

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DESCRIPTION AND JUSTIFICATION:

It is the intention of the Tucson Unified School District to procure preventative inspections, maintenance and service, as required, for District elevators at various locations. All information contained in this proposal should remain CONFIDENTIAL until Governing Board Award. This is in compliance with Arizona Administrative Code Rule R7-2-1045-B.

This is a multi-term contract to a single vendor beginning July 1, 2014 with annual renewal options through June 30, 2019. Award recommendation was made by an Evaluation Committee. The recommended offeror was determined to have submitted a proposal most advantageous to the District and the rates offered were determined to be fair and reasonable.

An Executive Summary and the department's award recommendation will be sent separately to the Governing Board for review as information within the proposals is confidential until award.

The Notice of Request for Proposal was sent to twenty (20) vendors as well as being advertised on the District's web site during the solicitation period. Three (3) vendors responded with offers. Estimated Annual Expenditures are \$150,000 (X 5 = \$750,000 over the life of the contract).

Superintendent Goals of Student Enrollment and Customer Service are supported by these services. James Burns, Business Office Coordinator, will be present to answer questions regarding the use of these services. Kevin Startt, Director of Purchasing, will be present to answer questions regarding the procurement process.

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BOARD POLICY CONSIDERATIONS:

Compliance with Governing Board Policy DJ, Purchasing Procedures.

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LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

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Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

X	District Budget
	State/Federal Funds
	Other
<u>Budget Cost</u>	<u>Budget Code</u>
Estimated \$150K/yr,	
\$750K over five	
years	

Budget Certification (for use by Office of Financial Services only):

Date

I certify that funds for this expenditure in the amount of \$ are available and may be:

Authorized from current year budget


Authorized with School Board approval

Code: Fund:

INITIATOR(S):

Kevin Startt, Director of Purchasing	6-2-2014	
Name	Title	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:
Click to download
 <a href="#">Confidentiality Statement</a>