

TUCSON UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

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MEMORANDUM

DATE: 05/09/2018

TO: Kevin Startt
Director of Purchasing

FROM: Kevin Oster
Procurement Agent

Subject: Executive Summary – Bid No. 19-11-23
Bulk Fuel

Dept: Transportation
Pre-Bid Date: April 17, 2018
Due Date: May 1, 2018

Date Issued: April 4, 2018
No. of Individuals Attending: 2
No. of Bids Received: 5

BACKGROUND

It is the intention of the Tucson Unified School District to procure bulk fuel (diesel and gasoline) for District use.

EVALUATION

Notification of IFB 19-11-23 was emailed to thirty-one (31) vendors using www.azpurchasing.org, TUSD's official bid board. A Pre-Bid Meeting was also conducted prior to the IFB due date. TUSD received five (5) bids and five (5) "NO" bids

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.

All five bids were review and determined to be responsive and responsible. An abstract was created based on all responsive and responsible bids pricing for each group category. It was determined to award bid based on option 1 – "Floating" Price based on Daily OPIS Index. The vendor's bid pricing was calculated against an average price formula of \$3.00, then both the diesel and gasoline calculations were added together to get the average price for determining the lowest vendor pricing for this category. The

bid abstract was then sent to the contract liaison for his review and a concurrence letter based on the abstract finding that Petroleum Traders Corporation was the lowest bidder.

AWARD RECOMMENDATION:

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

Petroleum Traders Corporation

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

5/09/2018

Kevin Startt, Purchasing Director

Date