

TUCSON UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

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MEMORANDUM

DATE: 5/24/2018

TO: Kevin Startt
Director of Purchasing

FROM: Kevin Oster
Procurement Agent

Subject: Executive Summary – Bid No. 19-12-23
Pest Control Services District Wide

Dept: Operations
Pre-Bid Date: April 10, 2018
Due Date: May 3, 2018

Date Issued: April 3, 2018
No. of Individuals Attending: 6
No. of Bids Received: 4

BACKGROUND

It is the intention of the Tucson Unified School District to purchase pest control services for District departments and school locations. The specified services will include, but not be limited to routine scheduled pest control services for schools (**the majority of the monthly services will be for school kitchens/snack bar cafeteria areas**) and some non-school sites, and required services may also include “as needed” services, such as the complete clean out and control of rats, mice, roaches, gnats, weevils, bedbugs, lice, fleas, ants, silverfish, wasps, crickets, spiders (including black widows and brown recluses), scorpions, mites, carpet beetles and moths.

EVALUATION

IFB 19-12-23 was emailed to twenty-eight (28) 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 four (4) bids and one (1) “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.

Bids were reviewed and determined that all were responsive. Next all bids were emailed to the contract liaison for review and determination if all were responsible. It was determined that additional questions were necessary regarding vendor responsibility. Ten (10) additional questions were emailed to all four (4) vendors and their responses were then emailed to the contract liaison. Determination was made by the contract liaison that Tucson Pest Control was not able to meet all of the District pest control needs in the manner required for health and welfare of District staff and students and therefore will not be further considered for award.

Next an abstract was created based on all responsive and responsible bids submitted. The bid abstract and award determination form was then sent to the contract liaison for his review and concurrence to award. Contract liaison recommendation letter has been included with the Board documents for review.

AWARD RECOMMENDATION:

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

Essential Pest Control

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

5/24/2018

Kevin Startt, Purchasing Director

Date