

# TUCSON UNIFIED SCHOOL DISTRICT

## PURCHASING DEPARTMENT

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### MEMORANDUM

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**DATE:** 05/17/2017

**TO:** Kevin Startt  
Director of Purchasing

**FROM:** Kevin Oster  
Procurement Agent

**Subject:** Executive Summary – Invitation For Bid No. 18-13-22  
Facilities Generator Preventive Maintenance Services as Needed

**Dept:** Operations  
**Pre-Proposal Date:** April 25 & 26, 2017  
**Proposal Due Date:** May 11, 2017

**Date Issued:** April 13, 2017  
**No. of Individuals Attending:** 3  
**No. of Proposals Received:** 5

### BACKGROUND

It is the intention of the Tucson Unified School District to purchase generator preventive maintenance (PM) services for multiple District locations as needed.

### EVALUATION

IFB 18-13-22 was posted to [www.azpurchasing.org](http://www.azpurchasing.org) TUSD's official bid board. Notice was sent to two-hundred forty-nine (249) vendors, TUSD received five (5) bids and sixty-one (61) "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 Cummins Sales & Service was the lowest bid. It has been determined that under A.A.C. R7-2-1031, subsection C that this vendor was the lowest responsible and responsive bidder for all materials or services under the IFB.

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

Estimated expenditures for this bid is \$50,000 annually with four (4) annual renewals if vendor meets all contract requirements and funds are available. The estimate spend for life of contract is \$250,000.

**AWARD RECOMMENDATION:**

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

**Cummins Sales & Service**

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

5-17-2017

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Kevin Startt, Purchasing Director

\_\_\_\_\_  
Date