

TUCSON UNIFIED SCHOOL DISTRICT

Purchasing Department

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MEMORANDUM

DATE: 5/1/2018

TO: Kevin Startt
Director of Purchasing

FROM: Kevin L. Oster
Procurement Agent

Subject: Executive Summary – Request for Qualification (RFQ) 18-70-C22
Safford K-8 School Roofing Project

Dept.: Operations

BACKGROUND

It is the intention of the Tucson Unified School District to procure a contractor to complete the reroofing project at Safford School utilizing the District's Job Order Contracting (JOC) Roofing pre-qualified list.

EVALUATION

Request for Qualifications (RFQ) 18-70-C22 was emailed to four hundred thirty-two (432) vendors using TUSD's official bid board www.azpurchasing.org. Public notice was given in the county official public notice newspaper on two separate dates during the solicitation period. TUSD received seven (7) responses, which included two (2) late responses that were not considered.

A seven (7)-member evaluation committee was formed to evaluate the five (5) Statement of Qualifications (SOQs). The committee scored the SOQ's based on the weighted criteria stated within RFQ. It was determined before the solicitation period that there would be no interviews per Arizona Administrative Code (AAC) R7-2-1111.

Scores from the committee members were tabulated and an abstract was created to rank the vendors. Four (4) pre-qualified roofing vendors were determined necessary to meet the needs of the District, per AAC R7-2-1121. The qualified list of vendors in order of precedence are:

Roofing Southwest

Garland

Progressive Roofing

Starkweather Roofing

The Safford Roofing Project award is recommended to the first position pre-qualified vendor, **Roofing Southwest**, as they meet the specifications and their pricing has been determined to be fair and reasonable.

I attest that the procurement process was conducted in accordance with Arizona Administrative Code R7-2-1108 (Request for Qualifications) and all applicable Tucson Unified School District policies and procedures.

Kevin Startt

Kevin Startt, Director of Purchasing
(concurrence)