

# TUCSON UNIFIED SCHOOL DISTRICT

## PURCHASING DEPARTMENT

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### MEMORANDUM

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**DATE:** 6/22/2018

**TO:** Kevin Startt  
Director of Purchasing

**FROM:** Kevin Oster  
Procurement Agent

**Subject:** Executive Summary – Invitation for Bid (IFB) No. 19-18-19  
Palo Verde High School Domestic Cold Water Pipe Replacement

**Dept:** Projects  
**Pre-Proposal Date:** May 31, 2018  
**Proposal Due Date:** June 12, 2018

**Date Issued:** May 22, 2018  
**No. of Individuals Attending:** 2  
**No. of Proposals Received:** 1

### BACKGROUND

It is the intention of the Tucson Unified School District to contract with a qualified vendor for the purpose to replacing the existing domestic cold-water piping in the same or similar location at Palo Verde High School.

### EVALUATION

IFB 19-18-19 notifications were emailed to five hundred eighty-one (581) vendors using [www.azpurchasing.org](http://www.azpurchasing.org), TUSD's official bid board. Official notice was also published in the legal notice newspaper of the county on two separate occasions during the solicitation process. TUSD received one (1) bid and eighty-six "NO" bids.

The Purchasing Department had previously solicited bids for the same project in March of 2018 (IFB 18-75-C18) which resulted in no vendor bids. This is the second attempt to find a qualified vendor to perform this proposed plumbing work at Palo Verde.

R7-2-1032 – Only One Bid Received. If only one responsive bid is received in response to an invitation for bids, an award may be made to the single bidder if the school district determines in writing that the bidder is responsive, that the price submitted is fair and reasonable, and that either other prospective bidders had reasonable opportunity to respond, or there is not adequate time for re-solicitation...

R7-2-1031 – Bid Evaluation and Award. Bid was reviewed to determine whether it was responsive and responsible. With only one bid, an abstract was not created for the project. The one bidder Uni-Tech's pricing was determined to be fair and reasonable and it is the District's Operations Projects Department and Purchasing this company be recommended for award.

Bid was emailed to TUSD's project manager and projects mechanical engineer for review and determination if vendors response was responsive. The bid award determination form was sent to the project manager for his review and concurrence letter. Project manager letter is attached.

**AWARD RECOMMENDATION:**

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

***United Technologies Inc. (Uni-Tech)***

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*

6/22/2018

\_\_\_\_\_  
Kevin Startt, Purchasing Director

\_\_\_\_\_  
Date