

TUCSON UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

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MEMORANDUM

DATE: June 26, 2017

TO: Kevin Startt
Director of Purchasing

FROM: Jacqueline Posey
Procurement Agent

Subject: Executive Summary – Request for Proposals No. 18-15-20
Outside Printing Services and Supplies, As Needed

Dept: Print Shop
Proposal Due Date: May 17, 2017

Date Issued: May 4, 2017
No. of Proposals Received: 7

BACKGROUND

It is the intention of the Tucson Unified School District to procure for outside printing services and supplies, as needed. The District Print Shop along with school sites and departments occasionally need to use outside printers to complete certain printing tasks and projects.

EVALUATION

RFP 18-15-20 was posted to www.azpurchasing.org TUSD's official bid board. Notice was sent to two-hundred and seventy-two (272) vendors, TUSD received seven (7) bids and seventy-one (71) "NO BIDS".

Prior to releasing the proposals to the committee, I conducted an initial review of the proposals to ensure that all requested information had been submitted.

On June 2, 2017 I met with the evaluation team and discussed their role and the evaluation process. Each committee member received copies of the Conflict of Interest and Confidentiality Statement for Procurement Evaluations, the District's Procedures for Evaluation of Proposals by a Committee, a copy of the RFP document and a copy of the proposals.

All members submitted their scoring to me by June 26, 2017. The committee recommended award to the top two (2) vendors with an average score of 1300 or more. The committee is also recommending award to a third vendor who was the only responder to Group D, Large Format Printing, in the RFP. It has been determined that award to the top two (2) vendors as well as the third vendor for Group D is necessary to meet the needs of the District.

A letter from the Committee Chair recommending to award the contract to the vendors listed below was received and also made part of the official file.

AWARD RECOMMENDATION:

I attest that the evaluation process was conducted in accordance with Arizona Administrative Code R7-2-1041 (Competitive Sealed Proposals) and all applicable Tucson Unified School District rules and regulations.

Contract award is recommended to the following 3 firms for the indicated service:

Allegra

West Press

Reproductions – Group D ONLY

Concurrence:

Kevin Startt
Kevin Startt, Purchasing Director

____ June 26, 2017 ____
Date