



## TUCSON UNIFIED SCHOOL DISTRICT

MEETING OF: July 12, 2016

TITLE: Award of Invitation for Bids (IFB) #17-15-21, Paper Supplies for TUSD Print Shop

ITEM #: 10

Information:

Study:

Action: X

PURPOSE:

Approval to Award of Invitation for Bids (IFB) 17-15-21 Paper Supplies for TUSD Print Shop.

DESCRIPTION AND JUSTIFICATION:

IFB 17-15-21 was posted to [www.azpurchasing.org](http://www.azpurchasing.org), TUSD's official bid board. The notice of Invitation For Bids was sent to ninety-one (91) vendors, four (4) vendors responded with bids and there were fourteen (14) No-Bids.

This is a multi-term contract to one vendor beginning upon award with annual renewal options through June 30, 2021. Award recommendation is based on the lowest responsible and responsive bidder per AZ Administrative Code R7-2-1031. An abstract was compiled from the four (4) vendors who submitted bids. An Executive Summary has been provided for your review.

Determination has been made to award IFB 17-15-21 to Spicers Paper.

Estimated Annual Expenditures is \$70,000 per year (X 5 = \$350,000 over the life of the contract).

Kevin Startt, Director of Purchasing, will be present to answer questions regarding the procurement process.

A District Representative from the Print Shop will be present to answer questions regarding the need for Paper Supplies.

BOARD POLICY CONSIDERATIONS:

Compliance with Governing Board Policy DJ, Purchasing Procedures.

LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

Budget Certification (for use by Office of Financial Services only):


X \_\_\_\_\_ District Budget  
 \_\_\_\_\_ State/Federal Funds  
 \_\_\_\_\_ Other \_\_\_\_\_  
Budget Cost      Budget Code  
 \$70,000 per      952.100.2540.6611.5016.00000.5016  
 year/\$350,000 for 5  
 years

Date  
 I certify that funds for this expenditure in the amount of \$ are available and may be:  
 Authorized from current year budget  
 Authorized with School Board approval  
 Code:      Fund:

INITIATOR(S):

<u>Jacqueline Posey, Procurement Agent</u>		<u>06/24/2016</u>
Name	Title	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

<u>ATTACHMENTS:</u>
Click to download
 <a href="#">Executive Summary</a>

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM  
CONTINUATION SHEET