

# TUCSON UNIFIED SCHOOL DISTRICT

## PURCHASING DEPARTMENT

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### MEMORANDUM

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**DATE:** 6/12/2018

**TO:** Kevin Startt  
Director of Purchasing

**FROM:** Kevin Oster  
Procurement Agent

**Subject:** Executive Summary – Invitation for Bid (IFB) No. 19-27-C19  
Gertrude Cragin Elementary School Kitchen HVAC System Replacement

**Dept:** Projects  
**Pre-Proposal Date:** June 28, 2018  
**Proposal Due Date:** June 29, 2018

**Date Issued:** June 7, 2018  
**No. of Individuals Attending:** 2  
**No. of Proposals Received:** 1

### BACKGROUND

It is the intention of the Tucson Unified School District to procure a contractor to remove and replace Gertrude Cragin Elementary School's existing Kitchen HVAC system.

### EVALUATION

IFB 19-27-C19 notifications were emailed to five hundred fifteen (515) vendors using [www.azpurchasing.org](http://www.azpurchasing.org), TUSD's official bid board. TUSD received one (1) bid and seventy-seven "NO" bids.

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 resolicitation....

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 Innovative Mechanical System'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 recommendation letter is attached.

**AWARD RECOMMENDATION:**

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

***Innovative Mechanical Systems***

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*

7/12/2018

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Kevin Startt, Purchasing Director

\_\_\_\_\_  
Date