



TUCSON UNIFIED SCHOOL DISTRICT

MEETING July 24, 2018
OF:

TITLE: Approval of Invitation for Bids (IFB) 19-27-C19 Gertrude Cragin Elementary School Kitchen HVAC Replacement

ITEM #: 10

Information:

Study:

Action: X

PURPOSE:

It is the intention of the TUSD Projects Department to contract with a qualified vendor for the purposes of replacing the heating, ventilation and air-conditioning system at Cragin Elementary School kitchen. After preliminary project approval, funding is expected pending final approval from the State School Facilities Board via the Building Renewal Grant process.

DESCRIPTION AND JUSTIFICATION:

IFB 19-27-C19 - notifications were emailed to 515 vendors using www.aspurchasing.org , the District's contracted bidding service. Official notice was also published in the legal notice newspaper of the county on two separate occasions during the solicitation process.

The District Purchasing Department received one bid and 77 no-bids. AZ Admin Code R7-2-1032 - Only One Bid Received - It has been determined that the one bidder is responsive and that the price submitted is fair and reasonable, and that other prospective bidders had reasonable opportunity to respond, and that there is not adequate time for re-solicitation. The single bidder has been determined to be responsible in accordance with R7-2-1031 - Bid Evaluation and Award. An Executive Summary that further details the purchasing process is attached for your review.

The bid response was reviewed by the District Project Manager and the District Contracted Mechanical Engineer to check for compliance with the specifications. The Project Manager and Engineer written recommendation letters are attached for your review.

Award is recommended to the following vendor:

Innovation Mechanical Systems

Estimated expenditures for this project are \$230,000, which includes taxes and a 10% contingency. This expenditure is expected to be fully funded by the State School Facilities Board via the Building Renewal Grant process.

A representative from the District Operations Department will be present to answer questions about the need for this project.

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

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:

| | |
|--------------------|-----------------------------------|
| | District Budget |
| | State/Federal Funds |
| X | OtherAZ School Facilities Board |
| | Funding |
| <u>Budget Cost</u> | <u>Budget Code</u> |
| \$230,000 | 691.100.4720.6450.1179.65386.5013 |

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

Date 7/16/18
I certify that funds for this expenditure in the amount of
\$\$230k are available and may be:
Authorized from current year budget
X Authorized with School Board approval
Code: Fund:

INITIATOR(S):

Kevin Startt, Director of Purchasing/Food Services 7/13/2018

| Name | Title | Date |
|------|-------|------|
|------|-------|------|

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

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| <u>ATTACHMENTS:</u> |
| Click to download |
| Presentation on AZ SFB Process |
| Engineer Review |
| Executive Summary 19-27-C19 |
| Department Recommendation |

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM
CONTINUATION SHEET

