

TUCSON UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

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MEMORANDUM

DATE: August 29, 2018

TO: Kevin Startt
Director of Purchasing

FROM: Kevin Oster
Procurement Agent

Subject: Executive Summary – Bid No. 19-38-C19
Borman K-8 School Locker Room Addition

Dept: Projects

Pre-Bid Date: August 16, 2018

Due Date: August 28, 2018

Date Issued: August 13, 2018

No. of Individuals Attending: 0

No. of Bids Received: 1

BACKGROUND

It is the intention of the Tucson Unified School District to procure services of a General Contractor to provide services at Borman K-8 School for a Locker Room Addition at the school campus located at 6630 E. Lightning Drive, Tucson, AZ 85708.

EVALUATION

Notification of IFB 19-38-C19 was emailed to four hundred fifteen (415) vendors using www.azpurchasing.org, TUSD's official bid board. A Pre-Bid Meeting was also conducted prior to the IFB due date, although it resulted in no vendor showing. TUSD received one (1) bid and fifty-one (51) "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 re-solicitation...

AZ Administrative Code R7-2-1031 – Bid Evaluation and Award. Bid was reviewed to determine whether it was responsive and responsible, an abstract was not needed with only one bid to determine

lowest bid pricing. The contract shall be awarded to the lowest responsible and responsive bidder whose bid conform in all material respects to the requirements set forth in the invitation for bids.

The only bid was emailed to TUSD's project manager and project architect for review and determination if vendor response was responsive to all aspects of the project. An abstract was not needed. The award determination form was sent to the project manager for his review and concurrence letter. Project manager recommendation has been included with the Board documents for review.

AWARD RECOMMENDATION:

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

Epic One Builders, LLC

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

8/29/2018

Kevin Startt, Purchasing Director

Date _____