

TUCSON UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

P.O. Box 40400
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MEMORANDUM

DATE: 9/27/2018

TO: Kevin Startt
Director of Purchasing

FROM: Kevin Oster
Procurement Agent

Subject: Executive Summary – 19-48-19
TUSD Purchase of 35 each 72 Passenger Buses under the Arizona State Volkswagen
Environmental Mitigation Settlement Program

Dept: Transportation
Pre-Bid Date: N/A
Due Date: September 20, 2018

Date Issued: September 12, 2018
No. of Individuals Attending: N/A
No. of Quotes Received: 3

BACKGROUND

It is the intention of the Tucson Unified School District to procure thirty-five (35) 72 Passenger School Buses utilizing the Mohave Educational Services Cooperative, Inc. (MOHAVE) contract 18F-CSBS-0904. The MOHAVE contract was established September 4, 2018 and includes provisions within the language of the contract for purchases utilizing settlement funds from the Volkswagen Environmental Mitigation Trust. Responding vendors have included the GFR (Arizona Office of Grants and Federal Resources) required disposition process in their Mohave Cooperative Contract quotes.

EVALUATION

Emails were sent out September 12, 2018 to three (3) MOHAVE contracted vendors soliciting them for quotes based on specifications provided by TUSD Transportation. The department received three (3) quotes by the requested due date of September 20, 2018. Responding vendors have included the GFR (Arizona Office of Grants and Federal Resources) required disposition process in their Mohave Cooperative Contract quotes.

Quotes were reviewed to determine whether they were responsive and responsible, and then an abstract was created based on their submitted pricing.

Quotes and abstract were emailed to the District Transportation Fleet Manager for review. It was determined that Canyon State Bus Sales (CSBS) quote was lowest for the requested buses.

AWARD RECOMMENDATION:

Contract award is recommended to the following firm:

Canyon State Bus Sales

I attest that the evaluation process was conducted in accordance with Arizona Administrative Code R7-2-1031 (Bid Evaluation and Award), R7-2-1191 – Cooperative Purchasing Authorized and all applicable Tucson Unified School District rules and regulations.

Concurrence:

Kevin Startt

10/15/2018

Kevin Startt, Purchasing Director

Date