

TUCSON UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

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MEMORANDUM

DATE: 9/20/2018

TO: Kevin Startt
Director of Purchasing

FROM: Kevin Oster
Procurement Agent

Subject: Executive Summary – Bid No. 19-32-C19
Gridley Middle School Re-Roofing & Roofing Refurbishment Project

Dept: Projects
Pre-Bid Date: August 28, 2018
Due Date: September 18, 2018

Date Issued: August 14, 2018
No. of Individuals Attending: 10
No. of Bids Received: 5

BACKGROUND

It is the intention of the Tucson Unified School District to procure a contractor for the work to include removal of existing roof systems and installation of new roofing system at Gridley Middle School, 350 S. Harrison Rd, Tucson, AZ 85748. The work shall be conducted in phases based on school use. This project is to be funded by the Arizona School Facilities Board (SFB).

EVALUATION

Notification of IFB 18-73-C18 was emailed to three hundred sixty-seven (367) vendors using www.azpurchasing.org, TUSD's official bid board. Bid Notice was also in the official newspaper of the county on two separate dates during the solicitation period. A Pre-Bid Meeting was also conducted prior to the IFB due date. TUSD received five (5) bids, sixty-one (61) "NO" bids and one (1) late bid which was not considered.

AZ Administrative Code R7-2-1031 – Bid Evaluation and Award. Bids were reviewed to determine whether they were responsive and responsible, and then an abstract was created based on their submitted pricing. The contract shall be awarded to the lowest responsible and responsive bidder or bidders whose bid or bids conform in all material respects to the requirements set forth in the invitation for bids.

Bids were emailed to TUSD's project manager and project architect for review and determination if vendor responses were responsive to all specifications. An abstract was created based on all responsive and responsible bids submitted. The bid abstract and 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:

Sprayfoam Southwest, Inc. dba Roofing Southwest

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

9/20/2018

Kevin Startt, Purchasing Director

Date