

TUCSON UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

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MEMORANDUM

DATE: November 30, 2018

TO: Kevin Startt
Director of Purchasing

FROM: Kevin Oster
Procurement Agent

Subject: Executive Summary – Bid No. 19-56-19
Santa Rita High School Dental Program and Diesel Shop

Dept: Projects
Pre-Bid Date: November 13, 2018
Due Date: November 29, 2018

Date Issued: November 6, 2018
No. of Individuals Attending: 5
No. of Bids Received: 4

BACKGROUND

It is the intention of the Tucson Unified School District to procure construction services for CTE projects at Santa Rita High School, 3591 S. Pantano Rd, Tucson AZ 85730 for a Dental Lab and a Diesel Shop.

EVALUATION

Notification of IFB 19-56-19 was emailed to three hundred seventy-nine (379) vendors using www.azpurchasing.org, TUSD's official bid board. A Pre-Bid Meeting was also conducted prior to the IFB due date. TUSD received four (4) bid and seventy (70) "NO" bids

AZ Administrative Code R7-2-1031 – Bid Evaluation and Award. Bid was reviewed to determine whether it was responsive and responsible, an abstract was as created based on the vendor bid pricing for each project. 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 bids were emailed to TUSD's project manager and project architect for review and determination if vendor responses were considered responsive to all aspects of the project. Three (3) bids were considered responsive to all aspects of the architect's plans and specifications, one (1) was not and will not be considered further. Next an abstract was created and a combined total for both projects were

tallied to determine the lowest responsive and responsible bidder. 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:

Canyon Building & Design

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

11/30/2018

Kevin Startt, Purchasing Director

Date