





**EVALUATION COMMITTEE MEMBER STATEMENT  
MAINTENANCE, REPAIR, AND OPERATIONS (MRO) SUPPLIES, PARTS,  
EQUIPMENT, MATERIALS AND RELATED SERVICES  
REQUEST FOR PROPOSAL NO. 192163**

Dear Committee Member:

You have been selected to participate in the evaluation of proposals that have been received as the result of the above referenced solicitation. Your selection was based upon your technical qualifications in this area and your ability to develop an objective analysis of each proposal.

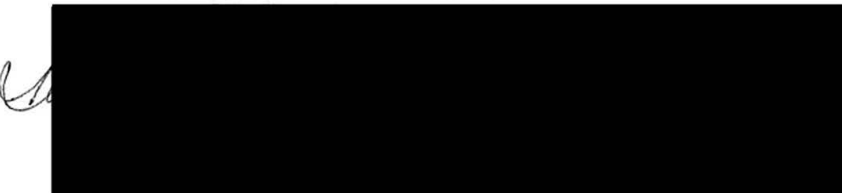
It is essential that the integrity of the evaluation process be maintained to insure that each offeror is given fair and equal consideration. Your familiarity with particular firms and/or individuals may tend to influence your evaluation; however, you are required in this specific instance to be particularly objective and guard against any tendency that might slant your evaluation in favor of a personal preference.

You are required to report to the Procurement representative named below any actual or potential conflict of interest as defined in A.R.S. Title 38, Article 8. In addition, you must report to the Director of Procurement the existence of any personal relationship with any other offeror or subcontractor of the offeror which could affect or give the appearance of affecting your objectivity.

An additional consideration is the need to maintain strict security regarding the content of any proposal and the proceedings of the Evaluation Committee meetings during the evaluation process. Once the evaluation process has started, it is essential that any contact with the offerors be through, and by, the Procurement representative. In addition, the Evaluation Committee Member shall not communicate, except during formal Committee meetings, with any offeror or sub-contractor of the offeror prior to award. This requirement is mandatory.

To emphasize the importance of the above considerations, you are asked to sign the following statement:

I have read and understand the above and agree to be bound by the rules and principles represented. I know of no conflict of interest on my part nor have I committed any indiscretion or accepted any gratuities or favors that would compromise my impartiality. I will maintain all deliberations of the evaluation committee in strict confidence during the evaluation process. My recommendations shall be based upon an objective/subjective review of the offeror's proposal(s) and the appropriate award criteria.



Procurement Representative

04/23/19

Date



Phone Number



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[Redacted Signature]

4/11/19  
Date

[Redacted Phone Number]

Procurement Representative

Phone Number



**EVALUATION COMMITTEE MEMBER STATEMENT  
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Procurement Representative

4/10/19  
Date



Phone Number



**EVALUATION COMMITTEE MEMBER STATEMENT  
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[Redacted Signature]

Procurement Representative

4/17/19  
Date

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4-17-2019

Date

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Phone Number



# CITY OF TUCSON

## DEPARTMENT OF PROCUREMENT SCORE SHEET

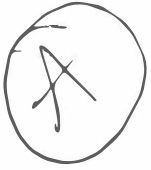
### REQUEST FOR PROPOSAL #192163

Maintenance, Repair and Operations (MRO) Supplies, Parts, Equipment, Materials and Related Services

	AGS Safety & Supply	Arizona Commercial Lighting	Best Plumbing Specialties	Copper State Bolt & Nut	Grainger	Graybar	NCS/Single Source	Partsmaster NCH Corporation	Supply One	United Laboratories
Committee Member A	3	6	6	2	1	4	8	8	8	4
Committee Member B	4	6	6	2	1	10	9	3	6	4
Committee Member C	6	5	3	2	1	8	10	4	9	7
Committee Member D	3	7	4	2	1	8	9	5	9	6
Committee Member E	4	4	3	1	1	4	10	8	8	7
<b>Totals</b>	<b>20</b>	<b>28</b>	<b>22</b>	<b>9</b>	<b>5</b>	<b>34</b>	<b>46</b>	<b>28</b>	<b>40</b>	<b>28</b>
<b>OVERALL RANKING</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>8</b>	<b>10</b>	<b>5</b>	<b>9</b>	<b>5</b>

Based on the above rankings, the committee recommends entering into exclusive negotiations with the top ranked offerer, Grainger, with the intent to award upon successful negotiations.

Committee Recommendation dated: 5/9/2019



# CITY OF TUCSON

## DEPARTMENT OF PROCUREMENT SCORE SHEET

### REQUEST FOR PROPOSAL #192163

Maintenance, Repair and Operations (MRO) Supplies, Parts, Equipment, Materials and Related Services

Evaluation Criteria:	AGS Safety & Supply	Arizona Commercial Lighting	Best Plumbing Specialties	Copper State Bolt & Nut	Grainger	Graybar	NCS/Single Source	Partsmaster NCH Corporation	Supply One	United Laboratories
Method of Approach (50%)	15	5	10	30	50	10	5	5	5	10
Price Proposal (25%)	10	10	5	15	25	10	5	5	5	10
Qualifications and Experience (25%)	10	10	10	15	25	10	5	5	5	10
<b>TOTAL (100 points possible)</b>	<b>35</b>	<b>25</b>	<b>25</b>	<b>60</b>	<b>100</b>	<b>30</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>30</b>
<b>OVERALL RANKING</b>	<b>3</b>	<b>6</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>4</b>

I hereby attest that the points awarded to each offeror listed above were assigned in accordance with the established evaluation criteria and represent my best judgement of the offerors proposals.

5/9/19

Date



# CITY OF TUCSON

## DEPARTMENT OF PROCUREMENT SCORE SHEET

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Maintenance, Repair and Operations (MRO) Supplies, Parts, Equipment, Materials and Related Services

Evaluation Criteria:	AGS Safety & Supply	Arizona Commercial Lighting	Best Plumbing Specialties	Copper State Bolt & Nut	Grainger	Graybar	NCS/Single Source	Partsmaster NCH Corporation	Supply One	United Laboratories
Method of Approach (50%)	10	10	10	30	50	0	5	10	0	10
Price Proposal (25%)	5	5	5	20	23	5	5	15	10	5
Qualifications and Experience (25%)	10	5	5	20	25	0	5	15	10	10
<b>TOTAL (100 points possible)</b>	25	20	20	70	98	5	15	40	20	25
<b>OVERALL RANKING</b>	4	6	6	2	1	10	9	3	6	4

I hereby attest that the points awarded to each offeror listed above were assigned in accordance with the established evaluation criteria and represent my best judgement of the offerors proposals.

[Redacted Signature]

Committee Member Signature

5.9.19

Date



# CITY OF TUCSON

## DEPARTMENT OF PROCUREMENT SCORE SHEET

REQUEST FOR PROPOSAL #192163

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Method of Approach (50%)	20	20	30	40	50	<del>0</del>	<del>0</del>	30	<del>0</del>	30
Price Proposal (25%)	15	18	18	15	18	18	12	15	15	<del>0</del>
Qualifications and Experience (25%)	15	18	18	20	25	20	15	20	15	15
<b>TOTAL (100 points possible)</b>	50	56	66	75	93	38	27	65	30	45
<b>OVERALL RANKING</b>	6	5	3	2	1	8	10	4	9	7

I hereby attest that the points awarded to each offeror listed above were assigned in accordance with the established evaluation criteria and represent my best judgment of the offerors proposals.

[Redacted Signature]

Committee Member Signature

5/9/2019  
Date





# CITY OF TUCSON

## DEPARTMENT OF PROCUREMENT SCORE SHEET

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Evaluation Criteria:	AGS Safety & Supply	Arizona Commercial Lighting	Best Plumbing Specialties	Copper State Bolt & Nut	Grainger	Graybar	NCS/Single Source	Partsmaster NCH Corporation	Supply One	United Laboratories
Method of Approach (50%)	30	10	20	45	50	0	0	10	0	10
Price Proposal (25%)	10	0	10	20	20	0	0	10	0	0
Qualifications and Experience (25%)	15	0	10	20	25	<del>5</del> 5	0	5	0	10
<b>TOTAL (100 points possible)</b>	55	10	40	85	95	<del>5</del> 5	0	25	0	20
<b>OVERALL RANKING</b>	3	7	4	2	1	8	9	5	9	6

I hereby attest that the points awarded to each offeror listed above were assigned in accordance with the established evaluation criteria and represent my best judgement of the offerors proposals.

  
\_\_\_\_\_  
Committee Member Signature

05/09/19  
\_\_\_\_\_  
Date



# CITY OF TUCSON

## DEPARTMENT OF PROCUREMENT SCORE SHEET

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Method of Approach (50%)	40	40	40	50	50	40	30	25	30	30
Price Proposal (25%)	20	20	25	25	25	20	10	25	20	25
Qualifications and Experience (25%)	20	20	20	25	25	20	20	20	20	20
<b>TOTAL (100 points possible)</b>	80	80	85	100	100	80	60	70	70	75
<b>OVERALL RANKING</b>	4	4	3	1	1	4	10	8	8	7

I hereby attest that the points awarded to each offeror listed above were assigned in accordance with the established evaluation criteria and represent my best judgement of the offerors proposals.

[Redacted Signature]

Committee Member Signature

5/9/2019

Date



# MEMORANDUM

**DATE:** June 5, 2019

**TO:** Nathan Daou, CPPO, CPPB, C.P.M., A.P.P.  
Procurement Administrator

**FROM:** Jenn Myers, CPPB  
Principal Contract Officer

**Subject:** Executive Summary - Request for Proposal No. 192163  
Maintenance, Repair, Operations (MRO) Supplies, Parts, Equipment, Materials  
and Related Services

<b>Dept./Div.:</b>	City Wide/City Wide	<b>Date Issued:</b>	March 8, 2019
<b>Pre-Proposal Date:</b>	March 27, 2019	<b>No. of Individuals Attending:</b>	17
<b>Due Date:</b>	April 11, 2019	<b>No. of Proposals Received:</b>	10
<b>Negotiated Value:</b>	See Below	<b>pCard Accepted:</b>	Yes

## BACKGROUND

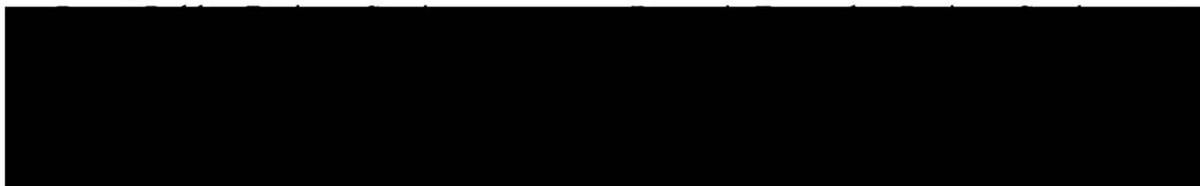
The City of Tucson issued the above referenced Request for Proposal to select a contractor to provide Maintenance, Repair, Operations (MRO) Supplies, Parts, Equipment, Materials and Related Services. The solicitation was publicly posted on the City's website and notices were emailed to all registered vendors who have indicated that email is their preferred delivery method.

## EVALUATION

A committee was formed to evaluate the proposals based upon the selection criteria set forth in the RFP. The committee was comprised of the following members and signed Committee Member Statements were received from all:

Voting Committee Members

Non-Voting Advisory Committee Members



The City received proposals from the following firms:

AGS Safety & Supply	Arizona Commercial Lighting	Best Plumbing Specialties
Copper State Bolt & Nut	Grainger	Graybar
NCS/Single Source	Partsmaster NCH Corporation	Supply One
United Laboratories		

Prior to releasing the proposals to the committee, Becca Cammack and I conducted an initial review of the proposals to ensure that all requested information had been submitted. As a result, all proposals were deemed eligible for the committee's review. The committee is charged with the final determination of acceptability.

On April 17, 2019, I met with the evaluation committee and discussed the role of the committee and the evaluation process. Each committee member received a copy of the City's Guidelines for Evaluation, the evaluation criteria and copies of the proposals.

On April 30 & May 9, 2019, the committee reconvened to discuss the relative strengths and weaknesses of the proposals with regard to the evaluation criteria set forth in the solicitation. After discussing all of the proposals, the committee members individually scored and ranked the proposals. The committee members' rankings were totaled to arrive at an overall ranking. As a result, the committee recommended entering into exclusive negotiations with the top-ranked Offeror, Grainger, with the intent of proceeding to contract award upon successful completion of negotiations.

**NEGOTIATED VALUE**

Through negotiations, Grainger reduced their pricing on different line items on functional alternatives by \$4796.42. The City also negotiated terms and conditions which resulted in more coverage and less risk for the City.

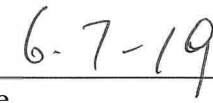
**CONTRACT OFFICER RECOMMENDATION:**

I attest that the evaluation process was conducted in accordance with the Tucson Procurement Code and all applicable rules and regulations. Based upon the evaluation committee's recommendation, it is recommended that this contract shall be awarded to:

*Grainger*

Concurrence:

  
\_\_\_\_\_  
Nathan Daou, CPPO, CPPB, C.P.M., A.P.P.  
Procurement Administrator

  
\_\_\_\_\_  
Date