Pre-bid Conference Notes for
IFB 21I-0811 Synthetic Turf/Grass Systems

Tuesday, July 20, 2021, 10:00 a.m. local Arizona time
Meeting held using Telephone Conferencing

Kristy Hamm called the meeting to order at 10:03 a.m.
Kristy Hamm introduced themself as the author of IFB 21I-0811 and facilitated the meeting. Esther Hopkins, from Mohave, took the meeting notes. Nancy Colbaugh, Contracts Manager, was also in attendance. The meeting notes will be posted on Mohave’s website within 24 hours after the meeting. The questions asked today will determine if an amendment will be issued for clarifications, corrections and/or additions. The final decision to issue an amendment rests with Mohave. If an amendment is issued, it will be emailed to the email address provided on the vendor’s Prospective Bidders registration and posted to ProcureNow. Note: An amendment will not be issued.

There were 11 interested parties who called in. (See attached Pre-Bid Conferencing reservation sheet.)

Reminders:
- To be considered, bids shall be electronically submitted, via ProcureNow, https://secure.procurenow.com/portal/mesc/projects/9393 prior to the specified due date and time of Wednesday, August 11, 2021, at 3:00 p.m. (local Arizona time). Late offers shall not be considered.
- The bid bond/alternative bid security shall be sent to Mohave’s Kingman office by United States Postal Service Mail. The original bid bond/alternate bid security shall be received by the IFB’s due date and time.
- Any interested parties are welcome to the IFB’s opening. A public opening will be held at 625 E. Beale St., Kingman, Arizona. If you would like to attend the opening, please contact the Contract Specialist for instructions. Bids also shall be opened immediately following the bid due date and time, with the name of each bidder publicly listed and the unverified bid pricing listed via ProcureNow. The solicitation’s sign-in and opening documents will be posted on our website within 24 hours of the due date.
- Wednesday, August 4, 2021, is the last day for questions. Questions may be submitted through the ProcureNow “Questions and Answers” tab or emailed to contracts@mesc.org.
- Statements made during this pre-bid conference are not amendments to the solicitation.

Kristy Hamm provided an overview of the procedure for the conference and solicitation reminders.
- Mohave is requesting that all participants mute themselves, while on the call.
- Roll Call
  - To be considered, bids shall be electronically submitted via ProcureNow prior to the specified due date and time as stated on Page 1 of the IFB. The link to ProcureNow is provided on Page 1 to upload your documents. Mohave strongly cautions all vendors not to upload the solicitation documents at the last minute. There is a chat function provided by ProcureNow to help with any upload issues. However, in accordance with the procurement rules, solicitation documents will not be accepted after the IFB’s due date and time. In addition, ProcureNow’s e-procurement website will not allow uploading of solicitation documents after the due date and time.
  - On Page 2 - Bid and Acceptance Form - make sure this is signed by an authorized agent of your organization.
Page 3 - **Confidential/Proprietary Submittal Form.** Two items to note: 1) Price cannot be held as confidential per Arizona Procurement rules and code. 2) Make sure that you list the page numbers that are to be held confidential, and that those respective pages have the wording Confidential on them. This helps expedite the review.

Refer to **Instructions to Bidder and Checklist Form** on pages 4 and 5 for a list of the required information for your response. We have included this checklist to assist you in preparing your response. Follow each step, placing the required information in your response in the proper place. Initial next to each item to indicate completion.

Page 6 - **Scope of Work,** outlines the licensing requirements for this solicitation. Please note Mohave is not requiring all four licenses be held by the responding vendor. We are requiring either

- A General Engineering (if self-performing and utilizing subcontractors); or
- B-1 General Commercial Contractor (if self-performing and utilizing subcontractors); or
- CR-21 Hardscaping and Irrigation Systems (if self-performing hardscape and irrigation systems [including turf]); and / or
- CR-67 Low Voltage Communication Systems (if self-performing new or replacement of conduits for scoreboards or electric timing systems)

The **Scope of Work** on Page 7 provides the estimated timeline for this solicitation. The anticipated award date is Wednesday, December 1, 2021. Page 8 outlines the award criteria.

For the specifications of this bid, refer to pages 10-16. On page 13, Specification 1.3.03, Mohave’s research found that the EPA is still conducting investigations into the safety of crumb rubber infill. Mohave acknowledges several states have conducted independent research. For the purposes of this solicitation, we are basing our research on the Federal level research, not independent State findings.

If you have any Exceptions/Deviations to the Scope of Work and/or Specifications, provide information on page 17 in accordance with the instructions on the **Scope of Work and specifications Acceptance Form.**

On page 21 - **Primary Vendor Information Method of Approach,** Section 1a through 1g: Provide the answers to each of these required questions.

Likewise on page 24 - **Primary Vendor Information Qualifications and Experience,** Section 1a through 1g: Provide the answers to each of these required questions.

Send the survey link found on page 24 Question 4, to Arizona public agencies where you have successfully accomplished work or sold products and services in the past five (5) years, for specific products/services similar to this solicitation. It is recommended that you send this link to as many Arizona public agencies as you determine to be appropriate, in order to ensure that Mohave receives a minimum of three (3) completed surveys.

If you cannot provide the link to three (3) Arizona public agencies, provide the link to other public agencies not located in Arizona. If you cannot provide the link to public agencies, do so with private business entities.

Pages 27-29 - **Pricing Information** provide detailed instructions regarding the pricing workbook. Mohave prefers vendors submit the original Excel formatted IFB 211-0811 Pricing Workbook with your response. This helps expedite the review process and this document will be used for the awarded vendors initial pricing list that members will review. Please make sure the pricing is submitted in a searchable electronic format. If the document has preset formulas, make sure all formulas calculate correctly.

Pages 35-66 - **Special Terms and Conditions, General Terms and Conditions, and Standard Terms and Conditions for Construction,** are the legalese regarding this bid. Make sure your firm fully understands the requirements within each section. Also note that each section **Special Terms and Conditions, General Terms and Conditions, and Standard Terms and Conditions for Construction** each have a form located on the last page of the respective section that must be completed. Note the **Special Terms and Conditions, General Terms and Conditions, and the Standard Terms and Conditions for Construction** are developed from the following public procurement law sources:

A minimum single job (set at $2,500,000), and current aggregate bonding capacity is required. Proof of your firm's single and current aggregate bonding capacity must be provided that meets the requirements in the bid.

The contract vendor under an awarded contract remits the 1% administration fees to Mohave. Bidders shall include the administration fee in all offered prices in the Price Schedule(s), and shall not add the administration fee separately (or as part of a reduction off the offered discount) into the prices.

Plan rooms are not authorized by Mohave to post our solicitations. Please note that plan rooms and other notification agencies receive solicitation information from requests for public information made to Mohave. These entities do not have timely information and should not be relied upon for solicitation information or updates.

If your firm has received notification of this solicitation by means other than the original email notification, your firm will need to sign up on Mohave’s Prospective Bidders Sign-up. This is the only way to ensure your firm will receive amendments that may be issued. Your firm must contact Mohave directly requesting a copy of the solicitation if your firm registered after the original email notification was sent on Wednesday, July 14, 2021. If you have not registered at https://mesc.org/bidders-start/, it is recommended to do so as soon as possible.

Previously Submitted Questions and Answers: There were no previously submitted questions and answers.

Questions and Answers:

• Question: Please provide the citations for bid bonds and administration fee.
  • Mohave Answer: The bid bond certificate can be found on Page 34. Specifications regarding bid bonds can be found on Page 35 - Special Terms and Conditions Section 2 Bid Bonds and Bonding Capacity. Information regarding administration fees can be found on Page 37 - Special Terms and Conditions Section 10 Pricing 10.1. Administration fee.

• Question: How many vendors will be awarded?
  • Mohave Answer: The number of awarded vendors will be determined during the evaluation stage based on varying criteria. See Page 50 General Terms and Conditions Section 12 Evaluation and Award 12.5. Multiple award.

There were no other questions, and the meeting was concluded at 10:28 a.m.
Attachment: Attendee List
7/20/21: EH/KH

Continued on next page

Submitted Questions and Answers for
IFB 2I-0811 Synthetic Turf/Grass Systems
Questions and Answers:

- **7/28/21 ProcureNow Question 1:** Subsequent Agreements: In many cases, it is the most economical for the member to contract directly with a subcontractor of the vendor - especially in full natural to synthetic conversions. Typically, this done after the sale when Purchase Orders are being issued. Does Mohave allow for this, and where in the Terms and Conditions can this be found?
  
  **7/28/21 Mohave Answer:** Mohave contracts require the Member to issue a PO for the contract awarded vendor. Mohave reviews the PO to ensure alignment with the terms of the contract and forwards the PO to the contract awarded vendor. The awarded vendor then coordinates with the member and their subcontractors to complete the work. Please refer to Specification 1.1.11 for a list of the license type the contract vendor shall have and maintain or have applied for (An awarded contract will be contingent on a successful award of license.).

- **7/30/21 ProcureNow Question 2:** Can signatures be electronic?
  
  **8/2/21 Mohave Answer:** Yes, Mohave accepts electronic signatures.

- **7/30/21 ProcureNow Question 3:** Can further discounts be offered to members off of the submitted pricing at the time a proposal is requested by a member?
  
  **8/2/21 Mohave Answer:** If awarded a contract, the vendor may offer promotional pricing or special time-limited reductions. All pricing changes must apply to all Mohave orders of similar size and scope, and available to all members equally. Pricing updates or offers must be submitted to Mohave for review and approval prior to any offer of the prices to a member. If awarded a contract, the award letter will provide more detailed descriptions for the Promotional Pricing (temporary pricing reductions).

Notation: Amendment I was posted to ProcureNow on 8/2/21.
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Attendance Sheet

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<thead>
<tr>
<th>Name &amp; Title</th>
<th>Email</th>
<th>Company Represented</th>
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<tbody>
<tr>
<td>Kristy Hamm – Contract Specialist</td>
<td><a href="mailto:kristy@mesc.org">kristy@mesc.org</a></td>
<td>Mohave Cooperative</td>
</tr>
<tr>
<td>Nancy Colbaugh- Contract Manager</td>
<td><a href="mailto:nancy@mesc.org">nancy@mesc.org</a></td>
<td>Mohave Cooperative</td>
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<tr>
<td>Esther Hopkins – Operations &amp; Support Spec.</td>
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<td>Mohave Cooperative</td>
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<tr>
<td>Jonnie Deremo</td>
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<td>Astro Turf</td>
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<td>Field Turf</td>
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<td>Sarah Morehead</td>
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<td>Luke Timpe</td>
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