



Pre-bid Conference Notes for

IFB 23I-1018 Building Signage and Outdoor Marquees

Wednesday, September 27, 2023, 10:00 a.m. local Arizona time

Meeting held using Conference Call – MS Teams

Melissa Jimenez, called the meeting to order at 10:02 a.m.

Melissa Jimenez introduced herself as the author of IFB 23I-1018 and facilitated the meeting. 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 rest with Mohave. If an amendment is issued, it will be emailed to the address provided in your OpenGov Procurement registration, and posted under in "Addenda & Notices" for reference. **Note: An amendment will not be issued.**

There were 9 interested parties who called in. (See attached IFB 23I-1018 Attendee List.docx reservation sheet.)

Reminders:

- Mohave is requesting that all participants mute phones, while on the call.
- Any interested parties are welcome to the IFB's opening. Contact the author of the solicitation to request opening information. In addition, the solicitation's sign-in and opening documents will be posted on our website within 24 hours of the due date.
- Wednesday, October 11, 2023, at 5:00 p.m. is the last day for questions. Written emails are preferred.
- **Statements made during this pre-bid conference are not amendments to the solicitation.**
- **Bid Bond/Alternative Bid Security Delivery: Mohave's office is only open and staffed on Thursday of each week. The bid bond/alternative bid security SHALL be sent to Mohave's office by United States Postal Service Priority Mail or Physically Delivered Only. Requests for delivery receipt signature, delivery by other carriers (e.g., UPS, FedEx), and/or return receipt are strongly not recommended as Mohave staff may not be available at the time of delivery, **AND BID BOND/ALTERNATIVE BID SECURITY WILL NOT BE DELIVERED**. If you wish to physically deliver your bid bond/alternative bid security, contact Mohave to make arrangements ahead of time.** Be sure to mail, or deliver, the bid bond or alternative bid security before the due date and time of Wednesday, October 18, 2023, at 3:00 p.m. local Arizona time. To confirm receipt of bid bond/alternative bid security, email (author) to request confirmation.

Melissa Jimenez provided an overview of the procedure for the conference and solicitation reminders.

- **Roll Call [move to just before "Questions and Answers from the pre-bid" section for larger audiences]**
- The Special and General Terms and Conditions in this solicitation include statutes and requirements identified by and found within current applicable Presidential Executive Order(s); the Code of Federal Regulations; decisions and requirements from the Offices of the Arizona Attorney General and Auditor General; the Arizona Administrative Code (School District Procurement Rules); the Arizona State Procurement Code; Uniform Commercial Code, risk management, and Mohave procedures. These statutes, requirements, rules, codes, and practices are what is required to ensure awarded contracts are compliant for our members use.

When considering taking any exceptions/deviations to the solicitation's terms and conditions, your firm must take into account that any exceptions or deviation will be evaluated for compliance to the statutes or requirements. Mohave cannot accept exceptions/deviations to statutes, requirements, rules, or codes, where it has been adopted into practice or law by the state or federal government. *Unacceptable exceptions/deviations shall remove your bid from consideration for award. Mohave shall be the sole judge on the acceptance of exceptions/deviations and Mohave's decision shall be final.* This solicitation is an Invitation for Bid and cannot be revised after opening. Bids should be complete and meet all specifications and requirements of this solicitation.

To be considered, bids shall be electronically submitted via OpenGov Procurement prior to the specified due date and time as stated on Page 1 of the IFB. The link to OpenGov Procurement 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 OpenGov Procurement 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, OpenGov Procurement's e-procurement website will not allow uploading of solicitation documents after the due date and time. ***Mohave is not responsible for any unsuccessful submission of documents to the OpenGov Procurement website.***

- A bid bond of \$100,000 is required. Bid bond must be signed by your firm's representative and endorsed by a surety company that meets the requirements in the bid, IFB page #39.
- A minimum single job (set at \$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, IFB page #39.
- Provide workbook details and helpful reminders, e.g., searchable electronic formats, any preset formulas, electronic catalogs. Include our preference that the required IFB 23I-1018 pricing workbook be submitted with their bid/proposal in the original Excel format. Unacceptable pricing: Cost Plus pricing, Not To Exceed pricing, Maximum Contract Price pricing, Call For Pricing, or Call For Quote.
- Review instructions regarding Market Basket pricing. This is a Market Basket only and should not be submitted as your only pricing. See **Market Basket Pricing Instructions** in Pricing Information, on Page #33. Instructions are also included in the pricing workbook for Market Basket Pricing.
- 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.
- Arizona Registrar of Contractors License is required for self-performing installations. Arizona Registrar of Contractors (AROC) *C-38 Signs* license or a license which allows either self-performing or subcontracting the scope of work for *C-38 Signs*. Bidder shall provide documentation from AROC that the license provided other than a *C-38 Signs* allows either self-performing and/or subcontracting the scope of work, IFB page #6 & 9.
- Plan rooms are not authorized by Mohave to post our solicitations. Please note that plan rooms and other notification firms receive solicitation information from requests for public information made to Mohave. These firms do not have timely information and should not be relied upon for solicitation information or updates. Mohave is not responsible for misinformation or incorrect solicitation information provided by Plan Rooms.
- If your firm has received notification of this solicitation by means other than the original solicitation email notification from OpenGov, your firm will need to register with OpenGov at <https://secure.procurenow.com/portal/mesc>. By clicking "Following" on the Mohave's OpenGov portal, this will ensure your firm will receive any amendments and notices that may be issued before the due date and time of the solicitation's opening.

Previously Submitted Questions and Answers:

- **None**

Questions and Answers from the pre-bid:

- **Question:** Are there specific drawings of projects located in the IFB document?
 - **Mohave Answer:** No, once the contract is awarded, members will use the contract to request quote(s) for projects and provide specifications.

 - **Questions:** Do you only want the Market Basket spreadsheet completed?
 - **Mohave Answer:** Do not submit the market basket only. The Excel pricing workbook should also be completed and uploaded with your bid along with any price files, pricelists, and/or catalogs (as applicable).

 - **Questions:** How you evaluate bids if vendors price projects differently?
 - **Mohave Answer:** Commonality between pricing will be determined regardless of unit of measure used (pricing per square foot, square inch, etc.).
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There were no other questions and the meeting was concluded at 10:24 a.m.

Attachment: Attendee List

09/27/2023: MJ



IFB 23I-1018 Pre-bid Attendee List

1. Melissa Jimenez, Conference Administrator and Solicitation Author, Mohave
2. Michael S. Carter, Co-conference Administrator and Solicitation Author, Mohave
3. Rick North, Arizona Signs Plus
4. Jennifer Small, Fluoresco Services, LLC
5. Mark Jones, Fluoresco Services, LLC
6. Ryan Schoenthaler, Radius Sign & Banner
7. Amber Elliott, Summit West Signs
8. Carlos Hernandez, Summit West Signs
9. Dana Duncan, Summit West Signs
10. John England, Grace Manufacturing
11. Rebekah Adams, First Team Outdoor Video Display