



**Pre-Bid Conference Notes for
IFB 23J-1102 Electrical Services**

October 11, 2023 11:00 a.m. local Arizona time
Meeting held using Microsoft Teams Meeting

Kristina Hamm, CPPB, called the meeting to order at 11:03 a.m.

Kristina Hamm, CPPB, introduced herself as the author of IFB 23J-1102 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 at this time.**

There were 6 interested parties who called in. (See attached Microsoft Teams Meeting reservation sheet.)

Kristina Hamm, CPPB, provided an overview of the procedure for the conference and solicitation reminders.

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.
- October 26, 2023 at 5:00 p.m. is the last day for questions. Open 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 Tuesday and 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 November 2, 2023 at 3:00 p.m. local Arizona time. To confirm receipt of bid bond/alternative bid security, email kristy@mesc.org to request confirmation.**
- **Roll Call**
- 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 may 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.*

- 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.
- 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.
- A minimum single job set at \$450,000, 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.
- A few helpful reminders when completing the electronic pricing workbook:
 - Contract pricing under this IFB shall be based upon a coefficient applied to Gordian RS Means Online (previously CostWorks), Full Library, UPB.
 - Document shall be submitted in an unlocked, searchable electronic format.
 - Mohave prefers the required IFB 23J-1102 pricing workbook submitted with the bid be in the original unlocked Excel format.
- The contract vendor under an awarded contract remits the 1% administration fees to Mohave. Offerors 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 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.
- This is not intended as a parts only contract. Firms offering the services may sell parts to the member as ancillary parts, e.g., fuses, replacement switch, etc.
- There were no previously submitted questions.

Questions and Answers from the pre-bid:

- **Question:** In the past when doing the Mohave responses multiple physical copies were required. Are physical copies no longer required?
- **Mohave Answer:** No. Mohave has moved to an electronic format for responses, and sharing the documents with evaluators.
- **Question:** When listing discount off of manufacturer pricing, are we able to request or does it have to be a set discount or can it be a range? In the past Mohave has accepted a range.
- **Mohave Answer:** No. Mohave has moved to an electronic format for responses, and sharing the documents with evaluators.

- **Question:** When listing discount off of manufacturer pricing, are we able to request or does it have to be a set discount or can it be a range? In the past Mohave has accepted a range.
- **Mohave Answer:** Mohave will accept a range.
- **Question:** Are you able to let us know how many contractors were on this previously?
- **Mohave Answer:** One contract vendor currently holds the contract. This information can also be found on page 6 of the RFP.

There were no other questions and the meeting was concluded at 11:24 a.m.

Attendee List:

<u>Name & Title</u>	<u>Email</u>	<u>Company Represented</u>
Kristy Hamm- Contract Specialist	Kristy@mesc.org	Mohave Cooperative
Josh Anderson – V.P. of Operations – Special Projects	JAnderson@K2Elec.com	K2 Electric
Chris Martinez – Business Development Manager	Cmartinez@apicm.com	APIC Solutions, Inc
Steve Foster	sfoster@apicm.com	APIC Solutions, Inc
Andrew DeMattos	andrew@apicm.com	APIC Solutions, Inc
Joel T. Hunt – Energy Services Manager	Joel.hunt@decasw.com	Deca Southwest
Jen Meacham	dmeacham@jenco.com	Jenco Inc.

October 11, 2023:

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