



**Pre-bid Conference Notes for
IFB 23L-1221 Roof and Roofing Systems**

Thursday, December 7, 2023, 10:00 a.m. local Arizona time
Meeting held using Telephone Conferencing

Michael R. Nentwig, CPPB called the meeting to order at 10:02 a.m.

Michael R. Nentwig, CPPB, introduced himself as the author of IFB 23L-1221 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 6 interested parties who called in.

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.
- Thursday, December 14, 2023 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 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 the author to make arrangements.** Be sure to mail, or deliver, the bid bond or alternative bid security before the due date and time of December 21, 2023 at 3:00 p.m. local Arizona time. To confirm receipt of bid bond/alternative bid security, email (author) to request confirmation.

Michael R. Nentwig, CPPB, provided an overview of the procedure for the conference and solicitation reminders.

- **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 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 submitted complete and meet all specifications and requirements of this solicitation.

- To be considered, bids shall be 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.
 - The OpenGov link uses a countdown timer to indicate how much time is left to submit your response, the timer is based on the Arizona time zone indicated in the solicitation 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 \$1,500,000), 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 pricing workbook / pricelist is being provided as an example and/or guide that can be used to build your submitted pricing. This pricelist example is not complete or intended to not be inclusive. Add/Delete pricing descriptions and pricing as needed. Your firm is not under obligation to use this pricelist or breakdown. Please follow the criteria for submitted pricing included in Tab 3: Pricing Information - Pricing Workbook Instructions.
- 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 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:

- **Question:** Responding to many of the information items on Tab 2 are lengthier than the space provided. Do we increase the space to respond or how do you want it? is there a page amount we need to stay within?
- **Mohave Answer:** The option to expand or add lines or provide a separate page is up to your judgement. Mohave requests full and complete answers to the questions contained in the solicitation.
- **Question:** We will be pricing as fixed price with Admin fee. It appears we will need to add line item numbers and we can add and delete items on the sample workbook tab is this correct? can we delete the columns we will not be using?
- **Mohave Answer:** You are fully able to add/delete items in the pricing workbook worksheet. Deleting unused columns can be done to best provide your firm's pricing.
- **Question:** Under warranty pricing – do we need to fill it out on the workbook page and Add to our price list? Confusing since it says it's an example but there is the Following language on this page: "Your firm is under obligation to use this pricelist or breakdown."
- **Mohave Answer:** The Warranty Pricing worksheet can be used to provide the warranty pricing or warranty information can be included in the Product & Services Price List worksheet. If the Warranty Pricing worksheet will ne be used indicate that the worksheet will not be used. The note, "Your firm is under obligation to use this pricelist or breakdown" included in the "Installed Roof Products" and "Warranty Pricing" do not apply. ***Bidders are under NO obligation to use any price list or breakdown found in the pricing workbook.***

Questions and Answers from the pre-bid:

- **Question:** In the pricing workbook would the line item numbering be completed by us or will the item number be added after award?
- **Mohave Answer:** Any line item number would be completed prior to response submittal by the bidder.
- **Question:** In the pricing workbook are we able to add and/or delete lines?
- **Mohave Answer:** Yes, please add and/or delete lines as needed.
- **Question:** In the pricing workbook, should we delete or indicate "Not Used" or "Not Applicable" for the pricing worksheets not used?
- **Mohave Answer:** Unused pricing worksheets can be either deleted or an annotation can be added to indicate they will not be used.
- **Question:** The roof design and roof assessment certifications are new to this solicitation. Are they required?
- **Mohave Answer:** The design and assessment certifications are included or used by the SFD. Per Specification 1.2.03 and 1.2.04, proof of the certifications are only required for firms that offer these services. Please indicate and exception and provide an explanation per the instruction found in the "Scope of Work and Specification Acceptance Form."
- **Question:** The requirements included in Tab 2b, Primary Vendor Information, Questions 13 and 14 pertain to Specification 1.2.03 (Roof Design) and 1.2.04 (Roof Assessment).
- **Mohave Answer:** In response to these questions, you will either provide the required evidence of certification, if offered. Or and indication the question is "Not Applicable" or "Not Offered".

There were no other questions, and the meeting was concluded at 10:22 a.m.

Attachment: Attendee List

12/7/23: MN

Attendee List:

1. Michael Nentwig, MESC
2. Alice Hunt, Progressive Roofing
3. David Federly, Global Roofing Group
4. Lora Harvey, Norcon, Inc.
5. Derin Franzen, Flynn Companies
6. Chad Anderson, Centimark
7. Edward McGuire, Flynn Companies

