



Pre-bid Conference Notes for

IFB 24D-0611 Energy Efficient Lighting, Installations, Retrofitting, and Services

Wednesday, May 29, 10:00 a.m. local Arizona time

Meeting held using Teams Meeting.

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

Melissa Jimenez introduced herself as the author of IFB 24D-0611 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 4 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.
- Tuesday June 4, 2024, 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.**
- **Mohave is not responsible for any unsuccessful submission of documents to the OpenGov Procurement website.**

Melissa Jimenez, 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. Bid 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.
- **Bid Bond/Alternative Bid Security Delivery: The bid bond/alternative bid security SHALL be sent to Mohave's office by United States Postal Service Regular 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 Tuesday, June 11, 2024, at 3:00 p.m. local Arizona time. To confirm receipt of bid bond/alternative bid security, email (author) to request confirmation.
- 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 \$300,000), 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.
- Provide workbook details and helpful reminders, e.g. searchable electronic formats, any preset formulas, electronic catalogs. Include our preference that the required IFB 24D-0611 pricing workbook be submitted with their bid in the original Excel format.
- 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 as potential bidder with OpenGov at <https://secure.procurenow.com/portal/mesc>. By clicking "Subscriber" on the Mohave's OpenGov portal, your firm, will receive all future solicitation notices issued by Mohave.
- By clicking "Following" on the solicitation's OpenGov solicitation page, your firm will receive any amendments, notices, and responses to questions that may be issued before the due date and time of the solicitation's opening.

Previously Submitted Questions and Answers:

- **Question:** All line items are missing either the wattage, CCT, or both.
- **Mohave Answer:** Market Baskets Two and Three have stated wattages. Market Basket One is a standard production troffer, which is typically 40 watt (T-12) or 32 Watt (T-8).

Questions and Answers from the pre-bid:

- **Question:** Will you accept electronic signatures?
- **Mohave Answer:** Yes, Mohave accepts electronic signatures.
- **Question:** Will selecting "no confidential/proprietary materials have been included with this bid" negate financial information being kept confidential?
- **Mohave Answer:** Responding "no confidential/proprietary materials have been included with this bid" will not negate financial information being kept confidential. Financial information after Tab 2d shall be considered confidential information.

- **Question:** Will screenshots of Arizona Registrar of Contractors license be acceptable?
- **Mohave Answer:** Yes, screenshots of Arizona Registrar of Contractors license are acceptable.
- **Question:** Does Mohave see if all surveys sent to customers have been responded to?
- **Mohave Answer:** Mohave receives notifications when surveys are submitted; however, we cannot see who your organization has reached out to and whether they have responded. If your organization would like to know if a specific entity responded, Mohave could verify if the entity responded but cannot discuss how they responded.

There were no other questions, and the meeting was concluded at 10:23 a.m.

Attachment: Attendee List

5/29/24: MJ



<u>Name & Title</u>	<u>Email</u>	<u>Company Represented</u>
Melissa Jimenez, Contract Specialist	melissa@mesc.org	Mohave Educational Services Cooperative, Inc.
Audrey Smith, Procurement Specialist	asmith@prescottvalley-az.gov	Prescott Valley Finance Department
Anthony Gleich	anthony@soweroftheseeds.com	Sower of the Seeds
Jen Cheap Overall	jco@dmscompaniesinc.com	Sower of the Seeds
Faith Roberts, President	faith@mmlighting.net	M&M Lighting