



Pre-bid Conference Notes for

IFB 24G-0905 Landscaping Design, Installation, Maintenance, Irrigation, Services and Products

Thursday, August 8, 2024 at 10:00 a.m. local Arizona time

Meeting held using Teams Meeting.

Kristina Hamm, CPPB, called the meeting to order at 10:02 a.m.

Kristina Hamm, CPPB, introduced herself as the author of IFB 24G-0905 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 nine (9) interested parties; five (5) 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, August 29, 2024 is the last day for questions. Questions submitted by email should be addressed to contracts@mesc.org. Questions may also be posted through OpenGov Procurement's Question & Answer portal for 24G-0905.
- **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.**

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

- 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.
- **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 discouraged 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 September 5, 2024, at 3:00 p.m. local Arizona time. To confirm receipt of bid bond/alternative bid security, email kristy@mesc.org 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. **PRODUCT ONLY BIDS:** Bid bonds are not required for bids which are product only, no services.
- A minimum single job (set at \$200,000), 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. **PRODUCT ONLY BIDS:** Bonding capacities are not required for bids which are product only, no services.
- If your firm is providing product only or a service not requiring a license, follow the instructions for Specifications for No Bidding services or products your firm will not be offering. If a firm No Bids a specification, the firm will not be permitted to add that service or product to an awarded contract at a later date.
- A few helpful reminders when completing the electronic pricing workbook:
 - Contract pricing under this IFB shall be based upon percent of discount off manufacturer's price list or catalog, fixed price, or a combination of both with indefinite quantities. (e.g., services are fixed price and products are percent of discount off manufacturer's price list.) (See Special Terms and Conditions: 10.3 Basis for pricing.)
 - Price documents submitted shall be in an unlocked, searchable electronic format.
 - Mohave prefers the required IFB 24G-0905 pricing workbook be submitted with the bid in the original unlocked Excel format.
 - This workbook has several individual worksheets for specific products and/or services. Make sure your firm has completed all worksheets respective to your bid.
 - Summary Section Two: Mobilization charges or for the movement of equipment that will not be carried in the same vehicle as the employee to the jobsite (e.g., trailer for the riding mowers; flatbed trailer for earthmover.). These costs may be billed at a per mile rate or a flat fixed rate, and are separate from the Travel/Drive Rate charges.
 - Summary Section Three: Fees.
 - Equipment moving fees include items such as riding lawn mowers, walk-behind mowers, weed eaters, pesticides. If your firm has varying fees for equipment moving, add rows between Equipment Moving and Equipment Rental to specify the fees.
 - Equipment rental within the Fees section is the cost your firm incurs to rent additional equipment for a project. Renting equipment to members is not permitted under an awarded contract.
 - Services worksheet

- The yellow box on this worksheet provides instructions for completion. Types of services may be broken down with section headers as needed.
- Product Pricing includes Parts, Live Plants, Materials, If your firm offers more products for any of these worksheets, add rows as needed to include those items. All items added shall follow the same pricing format as the existing rows and columns.
- If your rates are the same for all regions your firm may fill out one region adding a note of "Same for All Regions" across the remaining regions; otherwise, complete the pricing for all regions your firm will provide services. A Regional map has been included in the workbook. If your firm does not provide product and/or services to a specific region state "N/A – firm does not service this region" in the pricing cells.
- If your firm is providing software for landscape design, maintenance, or irrigation, provide the pricing in the Parts Price List; include the methodology for pricing for subsequent year renewals either in the Description column or in column J. Automatic renewals are not permitted under an awarded contract.
- **MARKET BASKETS:** The pricing file includes nine (9) Market Baskets. Read the instructions on each worksheet. These market baskets DO NOT represent actual jobs or projects. The responses are used as a basis of comparing the bids received. Pricing in your firm's market basket shall match the pricing in your firm's workbook.
 - Market Basket 1 is a complete project, if your firm only offers product, state "N/A" or Not applicable in the Grand Total box.
 - Market Baskets 2-6 are for products only, to include any applicable shipping/delivery fees. These projects are broken down by Region as per the Regional Map on the last worksheet. If your firm does not service a region stated, list "N/A – firm does not service this region" in the Grand Total cell.
 - Market Baskets 7-9 are for services and software. These are also broken down by region. If your firm does not service a region stated, state "N/A – firm does not service this region" in the Grand Total cell.
- Mohave reserves the right to award partial awards based on the products and/or services bid by the firms. For example:
 - A firm may only bid on products, and their pricing is the lowest of all bids, and they have met all other requirements, Mohave reserves the right to award the firm a contract.
 - A firm may offer products and maintenance only services; however, they only offer the services to certain regions. Mohave reserves the right to award a partial if the vendors prices are the lowest and are most advantageous to the members of the regions serviced.
 - A firm may only offer the initial design, and installation services which require Arizona Registrar of Contractors Licenses. Mohave will review to determine if the pricing is the lowest and the services offered are most advantageous to the members.
- Mohave may award to multiple vendors if the awards are most advantageous to the members. This will be determined per the award criteria stated on Page 8.
- 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.
- Mohave currently has two contracts; one for supplies only and one for landscape maintenance (no design or installation). Mohave is looking to create a single contract to cover all services related to landscaping. We do reserve the right to award partial contracts if they are advantageous to our members.
- **Roll Call**

Previously Submitted Questions and Answers:

- **Question:** Can design consulting firms submit for just landscape and irrigation design services? Or is Mohave looking for all inclusive with supplies, materials, and maintenance? If we can submit just for design, confirming contractor licenses and product pricing are not applicable and will not hold weight against a submitting firm?
- **Mohave Answer:** Yes, a designer may submit for just the landscape and irrigation design services. “The designer is not required to have an ROC license; however, if the designer’s firm will be bidding jobs; pulling any permits; subcontracting; or acting as a general contractor; then a license would be required just as if the firm was doing the work themselves.” (per the Arizona Registrar of Contractors Licensing Division) Additionally, “Your firm may refer to the Arizona Revised Statute [32-101](#) Definitions to assist in determining if the services your firm provides falls under one of the Board’s regulated professions.” (per the Arizona Board of Technical Registration).
- **Question:** I was wondering if you can tell me more about the opportunity specifics or if this information will be given out during the Pre-Bid Conference?
- **Mohave Answer:** The information for IFB 24G-0905 can be found on OpenGov Procurement through the following link: <https://procurement.opengov.com/portal/mesc/projects/91612>

Questions and Answers from the pre-bid:

- **Question:** Given that this is going to run simultaneous to our existing contract? Will the existing contract just keep running separately?
- **Mohave Answer:** The answer will depend on how the responses are awarded. If the new bid covers all of the services in the firm’s current contract, Mohave may choose to cancel the existing and move forward with the 22G-0905 bid.
- **Question:** Our current contract pricing is two years old, if our firm increases pricing to match current market increases, will that be held against us?
- **Mohave Answer:** The pricing received for this bid will not be scored evaluated based on the existing contract. The only use of the prior contract will be to compare the increase to existing market changes to ensure pricing is competitive.

There were no other questions, and the meeting was concluded at 10:34 a.m.

DATE: 8/8/2024

KH

Attendee List:

Attendee	Email Address	Firm Representing
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