



Pre-bid Conference Notes for

IFB 25B-0522 Landscaping Services, Installations, Maintenance, and Irrigation

Wednesday, April 30, 2025, a.m. local Arizona time

Meeting held using Teams Meeting.

Michael S. Carter, CPPB, NIGP-CPP / Amanda Prestine called the meeting to order at 10:03 a.m.

Michael S. Carter, CPPB, NIGP-CPP / Amanda Prestine introduced themselves as the author of IFB 25B-0522 and facilitated the meeting. Esther Hopkins, from Mohave, took the meeting notes. 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 rests 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 was 1 interested party 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, May 15, 2025, 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.**

Michael S. Carter, CPPB, NIGP-CPP / Amanda Prestine 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 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 DUE DATE 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 \$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.
- Workbook details and helpful reminders, e.g. searchable electronic formats, any preset formulas, electronic catalogs were provided. Provide the required IFB 25B-05222 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/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 as potential bidder with OpenGov at <https://procurement.opengov.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.
- Discuss the options for providing a regional response. It is not required to provide services statewide.
- **Arizona Registrar of Contractors License clarification:**
 - Specification 1.1.02 requires an awarded vendor to have and maintain a current Arizona Registrar of Contractors license in order to utilize subcontractors with a similar license. Bidders shall provide evidence that they have a current A, A-4, A-5, B-1, B-2, KB-1, KB-2, CR-2, CR-9, CR-11, CR-21, and/or CR-69 license(s) as applicable to the services provided, or are in the process of being awarded a license by the Arizona Registrar of Contractors.
 - Specification 1.1.03 requires bidders that are in the process of applying for a contractor's license, shall provide in Tab 2b a copy of the Arizona Registrar of Contractors application receipt with pending number included. An awarded contract will be contingent on successful award of an identified Arizona Registrar of Contractors License.

- Per Specification 1.1.04, bidders shall provide documentation from Arizona Registrar of Contractors that the license provided, including those listed in Specification 1.1.02, allows either self-performing and/or subcontracting outside of the license's classification and scope of work.
- **Products only are not requested. Contract awards shall not be made to product only bids.**
- This solicitation introduces additional scope of work and services not included in the contract awarded under RFP 22P-0125. Any contracts awarded through this solicitation will run concurrently with the current contracts awarded under RFP 22P-0125. The contracts awarded under RFP 22P-0125 have a final expiration date of May 15, 2028, and will not be rebid.
- If your firm is offering design services, an AZBTR Landscape Architect registration is required for self-performing Landscaping Design services held by your firm or employee(s) performing service. Any subcontracted design services must be performed by a vendor that holds an AZBTR Landscape Architect registration.
- Review Tab 2b regarding additional required licensing for pest management and herbicidal usage. See IFB page #32.

Previously Submitted Questions and Answers:

- **None received.**

Questions and Answers from the pre-bid:

- **Question:** Do you have other construction contracts?
- **Mohave Answer:** We have a Job Order Contracting contracts that were effective September 2024 for general construction. Other contracts are specialty with some construction related to the scope of work.

There were no other questions, and the meeting was concluded at 10:21 a.m.

Attachment: Attendee List

4/23/25: MC/MP

meetingAttendanceList (1)

Full Name	User Action	Timestamp
Mandy Prestine	Joined	4/30/25, 9:51:40 AM
Christina Ulman	Joined	4/30/25, 9:51:40 AM
Michael Carter	Joined	4/30/25, 9:51:40 AM
Rey Galindo (Unverified)	Joined	4/30/25, 10:02:59 AM