



**Pre-proposal Conference Notes for
RFP 23G-1005 Facility Furnishings**

September 13, 2023, 10:00 a.m. local Arizona time
Meeting held using Microsoft Teams

Michael R. Nentwig, CPPB called the meeting to order at 10:01 a.m.

Michael R. Nentwig, CPPB, introduced himself as the author of RFP 23G-1005 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 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 25 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 RFP'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.
- September 28, 2023 is the last day for questions. Written emails are preferred.
- **Statements made during this pre-proposal conference are not amendments to the solicitation.**

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

- **Roll Call**
- **Tab 1a Confidential or Proprietary Information** – Pricing shall not be considered as confidential information. Financial information after Tab 2d shall be considered as confidential information. Your entire offer and any publicly known or available information shall not be considered as confidential/proprietary information.
- 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 proposal from consideration for award. Mohave shall be the sole judge on the acceptance of exceptions/deviations and Mohave's decision shall be final.*

Mohave may allow revisions to proposals through best and final offers, as authorized in Arizona procurement rules and code. Issuance of a request for best and final offer is not guaranteed.

- To be considered, proposals shall be electronically submitted via OpenGov Procurement prior to the specified due date and time as stated on Page 1 of the RFP. 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/RFP'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. ***Mohave is not responsible for any***
- Important: Pricing Workbook – Summary Section Five: Discount Information –
 - **Discount off MSRP:** Manufacturers that use a discount range (i.e., 0 % - 60%) **shall not be allowed.** Show manufacturer discount for specific furniture group, manufacturer line , (e.g., Casegoods - 45%, Seating - 55%) or purchase level required (e.g., \$0 -\$5000 - 45%, \$5001 - \$10000 - 55%).
 - **Fixed Pricing:** If pricing is not a discount off of MSRP, indicate "Fixed" pricing to replace "Discount".
- Ensure that Primary Vendor Information – Qualifications and Experience: Questions 8a, 8b, and 8c are completed.
- Ensure that Primary Vendor Information – Qualifications and Experience: Question 9 is completed, and all manufacturer's Authorization/Dealer Letters are included in your response after Tab 5c.
- 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 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.
- **Manufacturer Dealer Restrictions:**

If a contract vendor loses authorization to supply a manufacturer's product line during the course of the awarded contract, Mohave may allow the transfer of the product line to another awarded, manufacturer-authorized contract vendor. ***All manufacturer product line transfer requests shall be at Mohave's sole discretion and will be subject to review and approval by Mohave.***

Restriction of Services/Products:

- **Bleachers of any type that are mounted or portable used indoor or outdoor are not allowed in this solicitation. Telescopic Bleacher Seating, Telescopic Platform Seating, Fixed Spectator Seating System are currently being provided by contracts awarded under IFB 19I-0709 and shall not be offered under RFP 23G-1005. Portable bleachers are currently being provided by contracts awarded under IFB 19O-1121 and shall not be offered under RFP 23G-1005.**
- **Lease or rental of furniture for facilities is not allowed.**
- **Sales of used or reconditioned furniture for facilities is not allowed.**
- **Installation of water, gas services or electrical wiring is not allowed.**
- **Installation of electrical wiring and cabling or low voltage wiring is not allowed.**
- **Interactive Displays/Whiteboards are not allowed.**

Previously Submitted Questions and Answers:

- **Question:** We had a question regarding the 23G Facility Furnishings WB in excel. Tab 3 of the workbook shows a Product and Services price list. Do we need to fill out this tab with each manufacturer and specific product that we would like to offer? We have over 40 manufacturers with tens of thousands of products that we offer included in their current price list.
- **Mohave Answer:** The Product and Services tab can be used to show product pricing and discount, but according to the direction for Tab 3, pages 35 thru 37 of the solicitation. Manufacturer price schedules, catalogs and pricelists can be submitted as your pricing, this tab does not need to be used. Ensure all manufacturer pricing conforms the requirements of the *Electronic Pricing Formats* and are uploaded to OpenGov Procurement when your response is submitted.

Questions and Answers from the pre-proposal: No Questions Asked.

There were no other questions, and the meeting was concluded at 10:20 a.m.

Attachment: Attendee List

9/13/23: MN

Attendee List:

Michael Nentwig, MESC

Esther Hopkins, MESC
Jessica Armijo, Alumni Furniture
Claudia Spillman, AZ Furnishings
Melissa Williams, AZ Furnishings
Jill Gallatin, AZ Furnishings
John Pojunos, AZ Furnishings
Danielle Tinsley, AZ Furnishings
Tim Chinn, AZ Furnishings
Josh Jaeckels, Meteor Education
Lanie Hart, Meteor Education
Kim Doles, Meteor Education
Lora Harvey, Norcon Industries
Luke Creamer, Lakeshore Learning
Michele Sordahl, SBI
Kelly Ellis, SBI
Linda Baar, SBI
Adam Price, SBI
Andrew Woodcock, SBI
Samir Habash, SBI
Ray Near, SBI
Allan Curthoys, Elontec
Rob Salazar, Elontec
Ginger Clayton, Elontec
Queenie Takougang, School Outfitters
Doug Steiner, School Source
Kayla Smith, School Specialty
Brandy Wing, Norcon
Shanna Liles, Dave Bang Associates

