



### **Pre-proposal Conference Notes for**

### **24A-0215 Janitorial Supplies, Equipment, and Services – Direct Online Order**

January 24, 2024, at 10:00 a.m. local Arizona time

Meeting held using Microsoft Teams Virtual Meeting

Kristina Hamm, CPPB, called the meeting to order at 10:01 a.m.

Kristina Hamm, CPPB, introduced herself as the author of RFP 24A-0215 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 another 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 was issued on Tuesday, January 23, 2024 correcting the OpenGov Procurement link to the RFP documents. The due date for this RFP has been extended to February 27, 2024, at 3:00 p.m. (local Arizona time).**

There were **8** interested parties who called in. (See list below Microsoft Teams reservation sheet.)

#### **Reminders:**

- Mohave is requesting that all participants mute phones, while on the call.
- Any interested parties are welcome to the RFP 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.
- **February 20**, 2024 at 5:00 p.m. is the last day for questions. It is preferred that questions be submitted via OpenGov Procurement or emailed to [contracts@mesc.org](mailto:contracts@mesc.org).
- **Statements made during this pre-proposal conference are not amendments to the solicitation.**
- **Roll Call**

#### **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 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. Proposals should be complete and meet all specifications and requirements of this solicitation.

- 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 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.
- Provide workbook details and helpful reminders, e.g. searchable electronic formats, any preset formulas, electronic catalogs. Include our preference that the required RFP 24A-0215 pricing workbook be submitted with their proposal 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 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:** Can you send me the item list if there is one available?
- **Mohave Answer:** This solicitation is not for a specific item/part, it is for janitorial supplies, equipment, and services as outlined in the Scope of Work and Specifications found within the RFP.

#### **Questions and Answers from the pre-proposal:**

- **Question:** Can you explain the statement "economy of scale" as stated in the Scope of Work?
- **Mohave Answer:** Mohave requests vendors take into consideration the 480 plus member who may be purchasing off of the resulting contract(s). As such, based on the volume of purchases that may be received by your firm, Mohave expects the vendors to pass along any volume discounts which equate to an economy of scale.
- **Question:** Members have the option to buy, this is not a mandate that they have to purchase off of the contract?
- **Mohave Answer:** Correct, this is an optional contract for the members use.
- **Question:** Can vendors have a list of who has used the current contract?
- **Mohave Answer:** Yes, vendors would need to submit a *Request for Inspection of Public Records*. The document and instructions can be found on the Mohave website at the following link: <https://mesc.org/public-records/>  
Vendors must follow all instructions when submitting the request.
- **Question:** Is this a one year bid with renewals or multiple year?
- **Mohave Answer:** Contracts, in whole or in part, shall be awarded to offeror, or offerors, for an initial one (1) year term and four (4) potential one-year extensions (contract modification).
- **Question:** Do we have to have an online store?
- **Mohave Answer:** Yes, the awarded contract(s) is specifically for online purchasing of goods. Contracted vendors who offer services may provide those through in-person contacts.
- **Question:** Our firm is in Northern Arizona; can we deliver to anywhere they [the member] requests the delivery?

- **Mohave Answer:** Yes, contracted vendors may deliver products and/or services to any member within Arizona.
- **Question:** For volume discounts and rebid information, we're doing a blanket discount for all services, how do we reflect that in the pricing workbook? The workbook asks for manufacturer.
- **Mohave Answer:** Your firm's initial discounts are stated in Summary Section Five: Discount Information. If you have volume discounts above the initial discounts, that information is stated in Summary Section Six: Volume Discount Information and Rebate Information. If the discount is on all products and services, you may state "All products/services" in the Manufacturer.

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

Attachment: Attendee List

<b><u>Name &amp; Title</u></b>	<b><u>Email</u></b>	<b><u>Company Represented</u></b>
Michael Gregus, Director of National Accounts – West	<a href="mailto:mgregus@waxie.com">mgregus@waxie.com</a>	Waxie Sanitary Supply
Terry Nunn, Arizona Sales Manager	<a href="mailto:Terry.nunn@imperialdade.com">Terry.nunn@imperialdade.com</a>	ImperialDade
Derk Goltl, VP Sales Mountain (West)	<a href="mailto:Derk.Goltl@imperialdade.com">Derk.Goltl@imperialdade.com</a>	ImperialDade
Jeff Choe, Supplier Manager	<a href="mailto:Jeff.Choe@imperialdade.com">Jeff.Choe@imperialdade.com</a>	Western Paper Distributors, A Division of Imperial Dade
Jacque Johnston	<a href="mailto:jacque@sourceoners.com">jacque@sourceoners.com</a>	Source One Supply
Michael Franchi	<a href="mailto:mfranchi@hillyard.com">mfranchi@hillyard.com</a>	Hillyard, Inc.
Robert Johnson	<a href="mailto:Ri4biz@gmx.com">Ri4biz@gmx.com</a>	Practical Insights, representing Fox Distributing
Christina Romero	<a href="mailto:cromero@hillyard.com">cromero@hillyard.com</a>	Hillyard

DATE: 1/24/2024 KH

