



**Pre-proposal Conference Notes for
RFP 25A-0225 Vehicle and Equipment Tires, and Services**

Tuesday, February 4, 2025, 11:00 a.m. local Arizona time
Meeting held using Teams Meeting.

Michael S. Carter, CPPB, NIGP-CPP, called the meeting to order at 11:04 a.m.

Michael S. Carter, CPPB, NIGP-CPP, introduced himself as the author of RFP 25A-0225 and facilitated the meeting and, 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 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 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.
- Tuesday, February 18, 2025, is the last day for questions. Written emails are preferred.
- **Statements made during this pre-proposal 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, 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 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 25A-0225 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 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.
- Under an awarded contract, the awarded vendor shall be the Primary Contractor and will be required to invoice member directly for products and services, and submit monthly reconciliation reports for activity and payment of administration fees. Mohave shall not go into contract with any subcontractor.

Previously Submitted Questions and Answers:

- **(1/23/25) Question:** Does this RFP also cover vehicle maintenance equipment such as Mobile Column Lifts and Wheel Service products (e.g. Tire Changer), or is this only for new tires and services?
- **(1/23/25) Mohave Answer:** This only for Tires and the related services. Tire installation equipment and lift equipment are not requested.

Questions and Answers from the pre-proposal:

- **Question:** Question
- **Mohave Answer:** Answer
- **Question:** Can you explain how the administration fee.
- **Mohave Answer:** Mohave receives 1% on all goods and services which include vendor profit. Mandatory fees, shipping costs, and sales taxes are not subject to administration fees. There may be more and are outlined in the RFP.
- **Question:** Can you explain if GSA can use the contract.
- **Mohave Answer:** Federal government agencies who are members may use an awarded contract.
- **Question:** How often do we remit the admin fee.
- **Mohave Answer:** Administration fees are reported and submitted monthly.

- **Question:** Can you explain the reach of the cooperative contract.
- **Mohave Answer:** Awarded Mohave contracts are only available for members within Arizona.
- **Question:** What if a customer is not a member. How can they sign up?
- **Mohave Answer:** Mohave has a Member Sign-up on our website at www.mesc.org, under "Sign-up."
- **Question:** Are there any previously awarded vendors?
- **Mohave Answer:** Mohave's original tire contact expired with no replacement. Mohave does not know if any vendors previously awarded will respond.
- **Question:** Can we use our New Mexico store for Arizona members?
- **Mohave Answer:** Yes, as long as services and products will be provided at member's site in Arizona.
- **Question:** What if a school bus has a tire emergency outside of Arizona?
- **Mohave Answer:** Should you have a servicing location that can provide services to the member, you may provide emergency services to the member. This is only allowed for an emergency service to an Arizona member. Pricing must match your approved contract pricing and invoiced from your firm.
- **Question:** Is there a central contact for admin fees?
- **Mohave Answer:** This information would be provided if awarded a contract.
- **Question:** How do we submit a pricing file and our offered for this proposal? The workbook only has a blank worksheet with no tire sizes.
- **Mohave Answer:** You can submit all products and services within the pricing workbook or submit separate manufacturer price lists. Based on the number of different tires available and changes to product specifications, we did not provide a comprehensive list of all known tires. You may add new pricing worksheets within this workbook for individual manufacturers.
- **Question:** Is there a particular brand you are looking for?
- **Mohave Answer:** You may offer as many brands as you like. There is no specific single brand requested in the RFP.
- **Question:** We also offer retreading services. Can we include pricing for this?
- **Mohave Answer:** Yes, you may offer retreading services and tires.
- **Question:** What is the term of the contract?
- **Mohave Answer:** any awarded contract has the potential to run for five years. Initial term will be for one year with up to four renewals.
- **Question:** Is there any preference to Minority?
- **Mohave Answer:** Minority status is not part of our evaluation. We as Minority Status as informational for our members.
- **Question:** In the event there is a long-term unforeseen event like COVID, are there any contingencies for unforeseen pricing adjustments?
- **Mohave Answer:** Our RFP pages 37-39 outline pricing and include contingency language for any unforeseen events.

There were no other questions, and the meeting was concluded at 11:40 a.m.

Attachment: Attendee List
2/4/25: MC

RFP 23K_1128 Pre-proposal Attendee List

1. Michael S. Carter, Co-conference Administrator and Solicitation Author, Mohave
2. Richard Conwill, Southern Tire Mart
3. Emerald Charlton, Southern Tire Mart
4. Lynn Haden, Southern Tire Mart