



**Pre-bid Conference Notes for
IFB 18P-0130 for Electrical Services**

Thursday, December 20, 2018, 2:00 p.m. local Arizona time
Meeting held using WebEx Telephone Conferencing

Michael Carter, CPPB called the meeting to order at 2:03 p.m.

Michael Carter, CPPB introduced himself as the author of IFB 18P-0130 and facilitated the meeting. Esther Hopkins, from Mohave, took the meeting notes. Maria Brissette, from Mohave, was also listening on the call. 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 email address provided on the vendor's Prospective Bidders registration. **Note: An amendment will not be issued.**

There were 6 interested parties who called in. (See attached WebEx reservation sheet.)

Reminders:

- FedEx, UPS and USPS will not guarantee overnight delivery to Kingman, as Kingman is a rural area. Be sure to mail, or deliver, the IFB's before the due date and time of January 30, 2019 at 3:00 p.m. local Arizona time.
- Any interested parties are welcome to the IFB's opening. The solicitation's sign-in and opening documents will be posted on our website within 24 hours of the due date.
- January 23, 2019 is the last day for questions. Written emails are preferred.
- **Statements made during this pre-bid conference are not amendments to the solicitation.**

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

- Mohave is requesting that all participants mute phones, while on the call.
- **Roll Call**
- Michael Carter, CPPB will provide an overview and explanation of several points in the solicitation and discuss previously submitted questions and answers.
- 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: \$250,000), 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.
- Provide workbook details and helpful reminders, e.g. A UPB is required pricing, searchable electronic formats, any preset formulas. Include our preference that the required IFB 18P-0130 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.
- **Special Term and Condition 10.17 Unit price book:** The successful contract vendor shall be responsible for providing UPB pricing for Mohave's use. Mohave may require multiple copies of the UPB. Mohave will attempt to spread the costs for the UPB pricing between all contract vendors awarded a contract by purchasing the required pricing and invoicing the vendor, based on the modules used by each vendor.

There were no previously submitted questions.

Questions and Answers:

- **Question:** Should the original bid bond be placed in the binder marked original and a copy on the binder marked copy?
- **Mohave Answer:** Yes. The original bid bond should be placed in Tab 1f in the binder marked original and a copy should be placed in the same tab in the binder marked copy.

There were no other questions and the meeting was concluded at 2:15 p.m.

Attachment: Attendee List

12/20/18: EH/ MSC



**18P-0130 Electrical Services
Pre-Bid Conference Attendee List
December 20, 2018, 2:00 pm**

1. Michael Carter, Mohave Educational Services Cooperative, Inc.
2. Maria Brissette, Mohave Educational Services Cooperative, Inc.
3. Esther Hopkins, Mohave Educational Services Cooperative, Inc.
4. Leonard Pasqualone, LLR Electric.
5. Randy Carlson, LLR Electric
6. Jen Meacham, Jenco Inc.
7. Kyle Olsen, Commonwealth Electric Company
8. Alan Zombolas, Spectra Electrical Services, Inc.
9. Jaymeson Wilcock, Pointe Companies, Inc.