



**Pre-bid Conference Notes for  
IFB 18Q-1218 Building Signage and Outdoor Marquees**

Tuesday, November 26, 2018, 10:30 a.m. local Arizona time  
Meeting held using WebEx Telephone Conferencing

Maria Brissette called the meeting to order at 10:32 a.m.

Maria Brissette introduced herself as the author of IFB 18Q-1218 and facilitated the meeting. Michael Carter, CPPB, Mohave Contract Specialist I was in attendance. 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 email address provided on the vendor's Prospective Bidders registration. **Note: An amendment will not be issued.**

There were 7 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 Tuesday, December 18, 2018 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.
- Tuesday, December 11, 2018 at 5:00 p.m. is the deadline for questions. Written emails are preferred.
- **Statements made during this pre-bid conference are not amendments to the solicitation.**

**Maria Brissette 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**
- Maria Brissette 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: \$500,000), 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. searchable electronic formats, any preset formulas, electronic catalogs. Include our preference that the required IFB 18Q-1218 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 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.

- Mohave recommends:
  - That bidders review and confirm that their Market Basket pricing matches their submitted bid pricing.
  - Bid includes all required information.
  - Submitted electronic pricing files (CD, USB) include the required pricing and other data, and are not corrupt.
  - Compliance to terms and conditions that are set forth by statute and known accepted Best Practices.

**Previously Submitted Questions and Answers:**

- **Question:** Is the requested pricing for a single job or a variety of signs?
- **Mohave Answer:** The requested pricing is a bidders’ best response intended to provide a total solution. IFB 18Q-1218 allows for partial awards.

**Questions and Answers:**

- **Question:** The Market Basket indicates that all mobilization for projects should use Kingman, AZ as the project location. Would having an office in Kingman provide an advantage during evaluation?
- **Mohave Answer:** Mohave will re-review the Market Basket in this solicitation for further clarifications.
- **Question:** How would a partial award be broken up?
- **Mohave Answer:** A partial award would depend on how all bidders responded to the solicitation and cannot be determined in advance. During the evaluation stage of the solicitation, the evaluation committee will make a determination regarding if a partial award is advantageous to the Mohave members.
- **Question:** The IFB’s General Terms and Conditions 20.7 Prepayment, (page 57) provides information regarding prepayments. Is there a list of items that qualify for prepayment?
- **Mohave Answer:** This General Term and Condition is part of Mohave’s boilerplate language for bids. It may pertain to services such as subscriptions and does not apply to construction.
- **Question:** Are there more detailed specifications for the projects listed in the Market Basket?
- **Mohave Answer:** No. The projects listed in the Market Basket are not job specific. They intend to be simplified example projects and are not for actual projects. Please use your best judgement when providing your response.
- **Question:** Are specifications of past projects available for review?
- **Mohave Answer:** Bidders may request PO’s of past projects by submitting a Request for Inspection of Public Records. The form can be downloaded from our website, here: <http://www.mesc.org/resources-brochures>. Please be as specific as possible when requesting documents. All requests must be sent to the email address listed on the form. Note that fees may be applicable, depending on the complexity of the request, and are due prior to releasing documents.

There were no other questions and the meeting was concluded at 10:55 a.m.

## **Additional Questions and Answers:**

- **Question:** Whereas, the bid security for IFB 18Q-1218 is \$100,000 and a bonding capacity is \$500,000, what amount of payment bond is required?
- **Mohave Answer:** It is the sole responsibility of the member to determine (if any) applicable performance and payment bonding requirements are needed by their organization. IFB 18Q-1218 does not require performance nor payment bonding, only that the member must request that the contract vendor provide the performance and payment bonds that meets the requirements prior to project implementation.
- **Question:** IFB 18Q-1218 states that pricing is not confidential, is there anything else in the bid confidential?
- **Mohave Answer:** Prior to award and following the bid due date of December 18, 2018, bids shall be opened at the stated date and time. Pricing will be publicly read and recorded in the presence of witnesses, but all other information in the bids shall remain confidential until after award of contracts. Subsequent to contract award, confidential information shall adhere to General Term and Condition 7. Confidential Information.
- **Question:** Does IFB 18Q-1218 require Arizona State Rates for per diem?
- **Mohave Answer:** Section Two of the **18Q building signage and outdoor marquees WB.xlsx** workbook requests that if a bidder will be quoting these expenses under an awarded contract that the rates be provided in this section. This includes a bidder's lodging, meals and incidental expenses, mileage, mobilization, or travel/drive rates. The request is for a bidder's specific rates, ranges of rates, or an indication that your firm intends to use the current State of Arizona Travel Policy.
- **Question:** Has the bid's the market basket been re-evaluated?
- **Mohave Answer:** Yes, the market basket has been re-evaluated and Amendment #1 was issued December 11, 2018.
- **Question:** Please clarify that the market basket item designated as "Sample 1" which reads "*Installation of new outdoor LED custom sign/marquee...*" should be interpreted as the complete cost to furnish & install a new outdoor LED custom sign. Stated another way, please confirm bidders should provide the entire cost to fabricate the sign described and supply the EMCs, not just installation costs.
- **Mohave Answer:** The first line of Sample One has been revised with Amendment 1 to "Provide and install...". The request is for a bidder's best judgement to provide and install a working, outdoor, LED sign.
- **Question:** In addition, page 55 of the IFB states that bidders should comply with "Buy-American" and, to the maximum extent possible, products are to be "substantially processed in the United States." There is often a large price and quality differential between EMC products manufactured in the US, and those assembled abroad (often in China). Please clarify if American-made EMC products (Watchfire, Daktronics, Vantage and others) should price, or any random product that meets the 15mm spec?
- **Mohave Answer:** The Market Baskets do not specify American made products only. All pricing used for the Market Basket must match your firm's submitted pricing in your firm's pricing workbook as well as matching discounts your firm provides in your current pricing workbook.
- **Question:** On Sample 2, please provide an overall sign height (i.e. 14' ) and sign cabinet dimensions (i.e. 6' high x 6' wide x 2' deep) for the pylons. The term pylon generally connotes a sign that is taller than a monument sign (monument signs typically sit at grade). Dismantling large pylon signs may require the use of 2 crane trucks. Whereas, for a sign with a low and smaller cabinet, less equipment would be needed.
  - Also, please explain the difference between single and double pylons. Is this one and two pole signs? Or single and double-sided signs?
  - Would you clarify the meaning of "disposal at ground level?" Do you mean that any footings may be left in place? Will bidders be responsible for hauling away and disposing of sign components, including disposal fees?
- **Mohave Answer:** With Amendment 1, Sample Two of the Market Basket has been removed. Samples Three and Four have been renamed to Samples Two and Three. Thus, this portion of the Market Basket which you are referencing no longer applies. See the revised Building Signage and Outdoor Marquees Workbook titled: "18Q building signage and outdoor marquees WB Amendment 1.xlsx."
- **Question:** On Sample 3, should prices reflect sign panels shipped/delivered to Mohave location? Alternatively, should those prices include onsite installation costs?
- **Mohave Answer:** Sample Three of "18Q building signage and outdoor marquees WB.xlsx" requested product only. Shipping and installation was not requested.

- **Question:** Lastly, for Sample 4, please confirm that the price should include installation services for the new sign. Please specify the height of the letter set relative to grade (i.e. 2'-4' high on a monument sign or 12' high on the side of a building)? Also, please specify the installation surface – Masonry? Framed, stucco wall?
- **Mohave Answer:** Sample Four has been revised to "Sample Three" with Amendment 1. The description of this sample job has been broken out from one line item to seven (7) line items. Please keep in mind that the Market Baskets do not represent actual jobs, but are based on Building Signage and Outdoor Marquee components for the evaluation committee to compare.

Attachment: Attendee List

12/11/18: EH/MTB/MSC





**18Q-1218 Building Signage and Outdoor Marquees  
Pre-Bid Conference Attendee List  
November 27, 2018, 10:30 am**

1. Maria Brissette, Mohave Educational Services Cooperative, Inc.
2. Esther Hopkins, Mohave Educational Services Cooperative, Inc.
3. Michael Carter, Mohave Educational Services Cooperative, Inc.
4. Mark Jones, Fluoresco Services, LLC
5. Jennifer Small, Fluoresco Services, LLC
6. Jasper Hartinger, Graphic House
7. Joshua Chapple, Graphic House
8. Bryan Billeter, Mountain States Specialties, Inc.
9. Christine Martin, Smithcraft Signs
10. Dana Duncan, Summit West Signs

