



Pre-bid Conference Notes for

IFB 18R-0124 Roof and Roofing Systems – Installation, Products, and Services

December 20, 2018 at 10:00 a.m. local Arizona time

Meeting held using WebEx Telephone Conferencing

Michael Carter, CPPB called the meeting to order at time a.m.

Michael Carter, CPPB introduced himself as the author of IFB 18R-0124 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 5 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 24, 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 17, 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 provided an overview and explanation of several points in the solicitation (see below) and discuss any 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: \$1,000,000), and aggregate bonding capacity (set at \$2,000,000) is required. Proof of your firm's single and current aggregate bonding capacity must be provided that meets the requirements in the bid.
- Bid must include an aggregate amount of no not less than \$5m for liability coverage (see Special Term and Condition 6.3, page 73).
- Provide workbook details and helpful reminders, e.g. searchable electronic formats, any preset formulas, electronic catalogs. Include our preference that the required IFB 18R-0124 pricing workbook be submitted with their bid/proposal in the original Excel format.

- The pricing to be provided in the worksheets titled, *Installed Roofing Products* and *Additional Installed Products* is for installed products or services that is inclusive of labor and materials to install or perform the service.
 - *If your pricing is a Fixed Price, include the Net amount in then Mohave Price column.*
 - *If you would like to offer a discount off your regular bid price or List Price, include your price in the List Price column, and corresponding discount in the % Discount column. The Mohave price will automatically be calculated.*
- The electronic workbook includes sections that correspond with the Specifications in the bid. The worksheet is titled, *Installed Roofing Products*. It is important not to alter or change this worksheet's Requirement Section descriptions. You may include any revisions, or additions to the Requirement Section in the worksheet titled, *Additional Installed Products*.
- 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.

There were no previously submitted questions.

Questions and Answers:

- **Question:** Many government entities do not allow staff to write reference letters. Is it still a requirement to have these letters from Mohave members?
- **Mohave Answer:** Mohave is aware of this trend and has modified the references requirement into the form of a survey. A link to a survey using SurveyMonkey can be found on page 59 of the IFB. A minimum of 3 responses are still required, so it is recommended that bidders send the link to more than three contacts to ensure that the minimum response requirement is met.

There were no other questions and the meeting was concluded at 10:15 a.m.

Attachment: Attendee List

12/20/18: EH/MSC



**18R-0124 Roof and Roofing Systems – Installation, Products, and Services
Pre-Bid Conference Attendee List
December 20, 2018, 10:00 am**

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. Chad Anderson, CentiMark
5. Scott West, CentiMark
6. Jessica Rudd, Jim Brown & Sons Roofing Co. Inc.
7. Alice Hunt, Progressive Roofing
8. Jim Canty, Madyson Construction