



**Pre-proposal Conference Notes for
RFP 19K-0829 Irrigation and Landscaping Products**

Thursday, August 8, 2019 10:00 a.m. local Arizona time
Meeting held using WebEx Telephone Conferencing

Michael Carter, CPPB called the meeting to order at 10:02 a.m.

Michael Carter, CPPB introduced himself as the author of RFP 19K-0829 and facilitated the meeting. 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 4 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 RFP's before the due date and time of Thursday, August 29, 2019 at 3:00 p.m. local Arizona time.
- Any interested parties are welcome to the RFP's opening. The solicitation's sign-in and opening documents will be posted on our website within 24 hours of the due date.
- Thursday, August 22, 2019 is the last day for questions. Written emails are preferred.
- **Statements made during this pre-proposal 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 administer the conference and provide an overview and explanation of several points in the solicitation.
- RFP is primarily for irrigation and landscaping products only, delivered to member site or will-call at vendor locations. Other than the ancillary repair services in Specification 1.18, no contracts will be awarded for installations of any of the products requested. Additionally, no contracts will be awarded that include services for landscaping, irrigation control, or monitoring.
- Riding and towable powered equipment are not requested and shall not be allowed under an awarded contract.
- Provided workbook details and helpful reminders, e.g. searchable electronic formats, any preset formulas, electronic catalogs. Include Mohave's preference that the required RFP 19K-0829 pricing workbook be submitted with their proposal in the original Excel format.

- "Cost-plus" pricing is not acceptable. Submitted pricing in the proposal will be considered contract pricing with no additional mark-ups. Acceptable pricing can be a percentage of discount of manufacturers list or MSRP, fixed pricing (that is not higher than retail), or a combination of both.
- Be sure your submitted pricing includes a unit of measure for submitted products, e.g. per each, per hundred, per foot, per cubic yard, per ton. For soil, fill, or aggregate products that are priced per ton, include the calculation to determine the cubic yards per ton in the product description.
- Include detailed information regarding shipping, delivery services, and charges in your submitted pricing. Details would include your shipping and delivery service area, state if any shipping and delivery charges are pass-through at cost on member invoice. For dump-truck and aggregate delivery: state if delivery charges are calculated by the ton, cubic yard, and include any free delivery purchase points.
- 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. No admin fees are collected on shipping and delivery charges.

Questions and Answers:

- **Question:** Please give an overview of the pricing workbook tabs.
- **Mohave Answer:** Michael Carter provided an overview of the pricing workbook.
- **Question:** Is the Products & Services tab necessary if using a percentage off manufacturer list price?
- **Mohave Answer:** No. The Products & Services tab is not necessary provided that the Discount Summary sections are completed and the corresponding manufacturer pricing files are provided.
- **Question:** Where should economic pricing adjustments be placed in the pricing workbook?
- **Mohave Answer:** Information regarding economic pricing adjustments should be provided in Tab 3b of the solicitation response. See page 22 of the RFP.
- **Question:** Does the landscaping equipment include mowers?
- **Mohave Answer:** Stand/Walk behind mowers are permitted. Riding mowers are not permitted as these are provided under a different Mohave contract. See Specification 1.9.01 (page 10).
- **Question:** I did not receive the pricing workbook. How do I get a copy?
- **Mohave Answer:** The applicable files were sent in the solicitation notification email. If you did not receive these, please email contracts@mesc.org to request copies.
- **Question:** Are hard and electronic copies of all documents required?
- **Mohave Answer:** Per Price Workbook Instructions item 4 (page 19), paper copies of summary sections 1-6 are required and electronic copies of all pricing information, including summary sections 1-6, is required. Per Instructions to Offeror and Checklist Step TWO (page 4), "Include two (2) CD, USB, or similar electronic media device containing electronic copies of your submitted documents with each binder."
- **Question:** Can I leave blank sections that do not apply to my company?
- **Mohave Answer:** You can. However, in the specifications, acknowledging the item with an N/A or similar is useful to indicate to Mohave that you have seen the item and it does not apply rather than just missed the item. Significant non-applicable items in the General or Special Terms and Conditions can be called out by noting a deviation and explaining why the item is not applicable to your response.

There were no other questions and the meeting was concluded at 10:25 a.m.

Attachment: Attendee List

8/8/19: EH/MSC



**19K-0829 Irrigation and Landscaping Products
Pre-Bid Conference Attendee List
August 8, 2019, 10:00 am**

1. Michael Carter, Mohave Educational Services Cooperative, Inc.
2. Esther Hopkins, Mohave Educational Services Cooperative, Inc.
3. Jay Ryan, AERO Equipment Rental and Sales
4. Rachelle Posvar, Horizon Distributors Inc.
5. Tim Swietek, Global Data Specialists
6. Keith McGinty, Site One Landscape

