

MOHAVE COUNTY PROCUREMENT DEPARTMENT PRE-BID CONFERENCE AND SITE WALK AGENDA

Legal Services Center Construction
2025-016-IFB

DATE: October 3, 2024 TIME: 10:00 AM (Local AZ Time)

Meeting Location: 325 Pine St. Kingman (meet in front of the Victim Witness building)

1. **Greetings and Introductions:** Morgan Michaels, Procurement Supervisor
 - a. Purpose of this conference – to answer questions openly and provide clarification on the IFB.
 - b. No verbal statements made shall change the solicitation.
 - c. Note that this pre-bid conference is not mandatory for bidding.
2. **IFB Overview:**
 - a. Solicitation documents are available at: <https://procurement.opengov.com/portal/mohavecounty>
 - b. Overview of sections of the IFB.
3. **IFB Questions:**
 - a. All questions concerning the IFB are to be submitted in writing, preferably by email or OpenGov.
 - b. Questions are due by 5PM on October 17, 2024.
 - c. Answers will be made through a solicitation addendum and will be made public.
4. **IFB Submission:**
 - a. **Proposals are due October 31, 2024 at 2:00 p.m. Local AZ Time.**
 - b. Late proposals will not be considered for any reason.
 - c. Options for submission:
 - i. Submit electronically through the County's online bidding system at: <https://procurement.opengov.com/portal/mohavecounty>, or;
 - ii. Submit physically on paper through mail, delivery service, or in-person.
 - d. Kingman is considered rural by delivery carriers - express and next day not guaranteed.
 - e. Check the County's procurement portal before submitting a proposal, include any addenda that have been issued.
 - f. Do not use the Mohave County Seal in your proposal – use of the Seal is restricted.
5. **Award:**
 - a. Award will be made to the lowest-cost bid from a responsive and responsible bidder.
 - b. The recommendation for award requires approval by the Mohave County Board of Supervisors, anticipated at a Board meeting in November of 2024.
6. Elaboration by Mohave County representatives.
7. Questions and Answers from vendors.
8. Continue to site walk