

MOHAVE COUNTY PROCUREMENT DEPARTMENT PRE-BID CONFERENCE AGENDA

URINALYSIS DRUG TESTING 2025-030-IFB

DATE: February 7, 2025

TIME: 10:00 AM (Local AZ Time)

1. **Greetings and Introductions:** Josh Kant-Wood, Procurement Officer Trainee
 - a. Purpose of this pre-proposal 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. Mohave County is soliciting bids from qualified firms to enter into agreements with one or more qualified providers in order to ensure sufficient coverage for performing urinalysis drug testing services on adult probationers across Mohave County on weekdays and weekends.
 - c. Overview of sections of the IFB.
3. **IFB Questions:**
 - a. All questions concerning the IFB are to be submitted in writing, preferably through email or OpenGov.
 - b. Questions are due by February 14, 2025, at 11:59 pm.
 - c. Answers will be made through a solicitation addendum and will be made public.
4. **IFB Submission:**
 - a. **Proposals are due February 27, 2025, 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 responsive and responsible bidders.
 - b. Multiple awards may be issued to provide sufficient coverage based on regions served and available hours of operation.
 - c. The recommendation for award requires approval by the Mohave County Board of Supervisors, anticipated at the March 17, 2025, Board meeting.
6. Elaboration by Mohave County representatives.
7. Questions from vendors.