

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

MOHAVE PATHWAY LANDSCAPE SERVICES 2025-034-IFB

DATE: March 18, 2025 TIME: 10:00 AM (Local AZ Time)

LOCATION: 4005 North Irving Street, Kingman, AZ (corner of Gordon Dr & N Irving St)

1. **Greetings and Introductions:** Shelli Whaley, Procurement Officer
 - 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 an agreement for landscape services at Mohave Pathway in Kingman, AZ.
 - 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 March 25, 2025 at 5:00 pm.
 - c. Answers will be made through a solicitation addendum and will be made public.
4. **IFB Submission:**
 - a. **Proposals are due April 2, 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 a responsive and responsible bidder.
 - b. The recommendation for award requires approval by the Mohave County Board of Supervisors, anticipated at the April 21, 2025 Board meeting.
6. Elaboration by Mohave County representatives.
7. Questions from vendors.
8. Continue to site walk.