

MOHAVE COUNTY PROCUREMENT DEPARTMENT PRE-PROPOSAL CONFERENCE AGENDA

Lift Equipment Certification and Load Testing 2026-027-RFP

DATE: MARCH 9, 2026 TIME: 9:00 AM (Local AZ Time)

1. **Greetings and Introductions:** Barbara Spoonhour, Procurement Officer
 - a. Purpose of this conference – to answer questions openly and provide clarification on the RFP.
 - b. No verbal statements made shall change the solicitation.
 - c. Note that this pre-proposal conference is not mandatory for bidding.
2. **RFP Overview:**
 - a. Solicitation documents are available at : <https://procurement.opengov.com/portal/mohavecounty>
 - b. Mohave County is seeking competitive proposals from qualified and experienced firms to establish annual Contracts for Lift Equipment Certification and Load Testing services.
 - c. Overview of sections of the RFP.
3. **RFP Questions:**
 - a. All questions concerning the RFP are to be submitted in writing, preferably by email or OpenGov.
 - b. Questions are due by March 17, 2026 at 5:00 pm.
 - c. Answers will be made through a solicitation addendum and will be made public.
4. **RFP Submission:**
 - a. **Proposals are due March 23, 2026 at 2:00 p.m. Local AZ Time.**
 - b. Late proposals will not be considered for any reason.
 - c. Submit electronically through the County's online bidding system at: <https://procurement.opengov.com/portal/mohavecounty>
 - d. Check the County's procurement portal before submitting a proposal, include any addenda that have been issued.
 - e. Do not use the Mohave County Seal in your proposal – use of the Seal is restricted.
5. **Evaluation and Award:**
 - a. Evaluation will be made by a committee that will rank the proposals according to the Evaluation of Proposals section of the RFP, based on the information in your proposals.
 - b. Based on the interviews, County may negotiate with the top-ranked offeror. If negotiations fail with the top-ranked offeror, County may move on to the next.
 - c. The Evaluation Committee's recommendation for award requires approval by the Mohave County Board of Supervisors, anticipated at a Board meeting in May 2026.
6. Elaboration by Mohave County representatives.
7. Questions and Answers from vendors.