

MOHAVE COUNTY PROCUREMENT DEPARTMENT PRE-PROPOSAL CONFERENCE AGENDA

Lift Equipment Certification and Load Testing 2026-038-IFB

DATE: MARCH 9, 2026 TIME: 11:00 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 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 seeking competitive bids from qualified vendors to provide a Vote By Mail Sorting Machine.
 - c. 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 March 16, 2026 at 4:00 pm.
 - c. Answers will be made through a solicitation addendum and will be made public.
4. **IFB Submission:**
 - a. **Bids are due March 25, 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. **Award:**
 - a. Award recommendation will be based on the lowest responsive and responsible bidder.
 - b. Recommendation for the award requires approval by the Mohave County Board of Supervisors, anticipated at the First Meeting in April 2026 Board meeting.
6. Elaboration by Mohave County representatives.
7. Questions and Answers from vendors.