

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

COMMERCIAL KITCHEN UPGRADE FOR AGRICULTURAL EXTENSION

IFB NO.: 23B25

DATE: June 6, 2023

TIME: 10:00 AM (Local AZ Time)

This pre-bid conference and site walk, including discussions, questions and responses and this agenda do not change, modify or supplement any of the terms or conditions of the original bid documents. Any and all changes, modifications or supplements are effective only through a formal amendment to the bid documents during the bidding period.

Sign in Sheet: Please sign in and leave a business card with your contact information

Introductions: Morgan Michaels, Procurement
Butch Finkbeiner, Public Works

1. This Pre-Bid Conference and Site Walk is **non-mandatory**.
2. It is the intent of this Invitation for Bids (IFB) to complete the remodel and upgrade the kitchen at the University of Arizona Agricultural Extension Building, on behalf of the Mohave County Public Works Department.
3. Bidders shall be responsible to have and maintain in current status all Federal, State, and Local licenses and permits required for the operation of all types of business conducted by the Bidder.
4. Complete bid documents consist of the 71-page IFB Number 23B25, Exhibit 1 – Plan Set, and any solicitation amendments which may be issued.
 - 3.1. Bid submission must include, at minimum, the following items signed and completed as necessary: Bid Bond, Offer Page, Bid Schedule, Contractor's Qualifications Statement, Tax Information, Certification, List of Subcontractors, and signed amendments. Bidders may check the County's website to ensure they have complete documents before submitting a bid at <http://procurementbids.mohave.gov>
5. All questions concerning the Project, whether generated by the bidder during the Formal Pre-Bid Conference Presentation or while in preparation of their bid, are to be submitted IN WRITING. Oral discussion presented at the pre-bid conference will not bind the County. Questions may be submitted via e-mail, FAX or letter.

All questions must be directed to:

MOHAVE COUNTY PROCUREMENT DEPARTMENT
ATTENTION: MORGAN MICHAELS
700 WEST BEALE ST., 1st FLOOR EAST
KINGMAN, ARIZONA 86401-5711
FAX: (928) 753-0787
E-MAIL: MichaM@mohave.gov

Written questions must be received by June 8, 2023.

Individual responses to questions will not be given. A written response to each submitted question will be furnished to each Plan Holder of Record in the form of a formal amendment to the Bid Documents.

6. **MOHAVE COUNTY SEAL USE:** Pursuant to A.R.S. §11-251.17 a firm or individual is **NOT** permitted to use, display or otherwise employ a copy or other resemblance of the Mohave County seal without obtaining approval from Mohave County Board of Supervisors.
7. Bid Deadline is **June 21, 2023 at 2:00 PM, AZ time**

All bids must be sealed and time stamped prior to this deadline at the Procurement Office located at 700 West Beale Street, 1st Floor, Kingman, AZ 86401. Kingman is considered a “rural” area by many express delivery carriers and thus, they do not guarantee priority delivery (next day). Offerors are encouraged to keep this in mind when arranging delivery of their bids and are advised herein that late bids shall be rejected and returned to the bidder regardless of reason for being late.
8. An insurance certificate must be provided, reviewed and approved by Mohave County Risk Management Department from the awarded bidder prior to any work performed or deliveries being made.
9. The bid opening will take place on **June 21, 2023 at 2:00 PM** AZ time at the Ocotillo Conference Room next to the Procurement Office, 700 W Beale St. in Kingman. The County anticipates bid award in **July of 2023**.
10. Comments by Mohave County employees.
11. Questions and responses.
12. Site Walk will immediately follow the Pre-Bid Conference at the Site of Work.