

**MOHAVE COUNTY PROCUREMENT DEPARTMENT
PRE-PROPOSAL WEB CONFERENCE AGENDA**

JANITORIAL SERVICES FOR COUNTY FACILITIES IN LAKE HAVASU CITY

RFP NO.: 24P03

DATE: July 26, 2023

TIME: 10:00 AM (Local AZ Time)

[Click here to join the meeting](#)

Meeting ID: 228 411 327 305 - Passcode: ZcN4Fw

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 623-473-7231,,548782791#](#)

Phone Conference ID: 548 782 791#

This pre-proposal conference, 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: Please email confirmation of attendance to: MichaM@mohave.gov.

Introductions: Morgan Michaels, Procurement

1. This Pre-Proposal Conference is **non-mandatory**.
2. It is the intent of this Request for Proposals (RFP) to contract for janitorial services for Mohave County's facilities in Lake Havasu City, on behalf of the Mohave County Public Works – Facilities Division, on behalf of the Mohave County Department of Public Health.
3. Complete bid documents consist of the 30-page RFP Number 24P03 and any solicitation amendments which may be issued.
 - a. Proposal submission must include, at minimum, the following items signed and completed as necessary: FORM 1 – TITLE PAGE, FORM 2 - PRICE PAGE, FORM 3 – QUESTIONNAIRE, FORM 4 – REFERENCES, OFFER FORM, and signed solicitation amendments, if any. Offerors may check the County's website to ensure they have complete documents before submitting a bid at <https://procurementbids.mohave.gov>
4. All questions concerning the Project, whether generated by the offeror during the Formal Pre-Proposal 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 August 3, 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.

5. **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.
6. Proposal Due Date is **August 15, 2023 at 2:00 PM, Local AZ Time**

All proposals 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 proposals shall be rejected and returned to the bidder regardless of reason for being late.

7. The proposal opening will take place on **August 15, 2023 at 2:00 PM, Local AZ Time** at the Ocotillo Conference Room next to the Procurement Office, 700 W Beale St. in Kingman. The County anticipates bid award in **October of 2023**.
8. Comments by Mohave County employees.
9. Questions and responses.