

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

FAIRGROUNDS RODEO ARENA NAMING SPONSORSHIP

RFP NO.: 23P03

DATE: December 7, 2022

TIME: 1:00 PM (Local AZ Time)

Microsoft Teams

[Click here to join the meeting](#)

Meeting ID: 295 089 480 584

Passcode: sG38gg

Or call in (audio only) +1 623-473-7231

Phone Conference ID: 175 718 692#

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

Introductions: Morgan Michaels, Procurement
 Kristin Zimmerman, Parks
 Ryan Fruhwirth, Parks

1. This Pre-Proposal Conference is **non-mandatory**.
2. It is the intent of this Request for Proposals (RFP) to enter into an agreement with a sponsor to pay for naming rights of the Rodeo Arena at the Mohave County Fairgrounds, on behalf of the Mohave County Public Works – Parks Division.
3. Complete bid documents consist of the 25-page RFP Number 23P03 and any solicitation amendments which may be issued.
 - 3.1. Proposal submission must include, at minimum, the following items signed and completed as necessary: Offer Page, Form 1 – Title Page, Form 2 – Sponsorship Proposal, Form 3 - Questionnaire, and signed amendments. Offerors may check the County’s website to ensure they have complete documents before submitting a bid at 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 December 12, 2022.

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 **December 20, 2022 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 bids shall be rejected and returned to the bidder regardless of reason for being late.
7. 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.
8. The proposal opening will take place on **December 20, 2022 at 2 p.m.** local Arizona time at the Ocotillo Conference Room next to the Procurement Office, 700 W Beale St. in Kingman. The County anticipates bid award in **January of 2022.**
9. Comments by Mohave County employees.
10. Questions and responses.