



MOHAVE
COOPERATIVE

NOTIFICATION OF AWARD LETTER

January 15, 2020

**Sent this day via email to tim@arizonarec.com
joe@jpandsonsinc.com**

Tim Nolan, Principal
Arizona Recreation/JP & Sons Mohave IFB 190-1121 Joint Venture
P.O. Box 93398
Phoenix, AZ 85048

Congratulations, Arizona Recreation/JP & Sons Mohave IFB 190-1121 Joint Venture's response has been awarded a contract under IFB 190-1121. Attached is a copy of the Mohave signed *Bid and Acceptance Form*. Important notes and action items regarding the award are listed on the following pages. **Some action items contain important deadlines noted in bold font. Be sure to meet the requests and/or requirements on or before the deadlines noted.**

Your organization is bound by the terms of this contract; **only items specifically requested in this solicitation and awarded in your response to this solicitation will be authorized/allowed.**

Advise your Mohave customers to make purchase orders out to Arizona Recreation/JP & Sons Mohave IFB 190-1121 Joint Venture. In the event you receive a purchase order from a member that does not contain the "MESC REVIEWED" stamp, it should be faxed to (928-718-3232), or emailed (orders@mesc.org) to Mohave for review.

Do not perform any work or provide any products until you receive an "MESC Reviewed" purchase order.

We highly recommend having your staff review our vendor information pages at (<http://www.mesc.org/resources-brochures>) to learn more about working with Mohave. Especially helpful is the Vendor Handbook.

The procurement file for IFB 190-1121 shall be made available for public inspection on January 15, 2020.

Please check all the entries on the contract record attached. You may make additions or revisions to the description (40 words or less), contact persons, contact information, or other information about your contract. Email back any changes as soon as possible to mike@mesc.org.

Your contract number is 190-ARJP-0221 and will take effect on February 21, 2020.

If you have any questions regarding your new contract, please call me at (928) 718-3203. We look forward to working with you and your company in the future.

Michael Nentwig, CPPB
Contract Specialist I

NOTES ON AWARD FOR: Arizona Recreation/JP & Sons Mohave IFB 190-1121 Joint Venture

- Please remind the member of their responsibility to independently verify that quotations and purchase orders comply with the terms of the award of a contract or procurement. This responsibility is set by rule and statute, and cannot be changed by Mohave. Members can go to (service.mesc.org/PVF/plist.php) to assist in meeting this due diligence responsibility.
- Financial information included under Tab 2 of your response will be kept confidential.
- All products must be priced using contract pricing approved by Mohave.
- All quotes shall include your contract #190-ARJP-0221.
- **Promotional Pricing (temporary pricing reductions):** Your contract includes terms and conditions that allows your firm to offer temporary pricing reductions. A Promotional Pricing Offer allows you to provide products and services to members at a reduced cost for a limited time basis. Promotional pricing may increase your contract usage and exposure to members. Mohave encourages promotional pricing under the awarded contract to provide additional value to members. Promotional pricing requests are typically reviewed and approved the same day as submitted. Some reminders regarding pricing reductions:
 - Promotional Pricing may be offered at any time during a contract and shall become effective upon notice of acceptance from Mohave.
 - Promotional Pricing (e.g., quantity discounts, time sensitive offers, bundles) must apply to all Mohave orders of similar size and scope.
 - Promotional Pricing limited to a single member are not acceptable.
 - Special time-limited reductions are permissible under the following conditions: 1) reduction is available to all members equally; 2) reduction is for a specific time period, normally not less than thirty (30) days; 3) original price is not exceeded after the time-limit; and 4) Mohave has approved the new prices prior to any offer of the prices to a member.
- Maria Brissette, CPPB will be the Contract Specialist assigned to your Mohave contract. Send requests for pricing updates or contractual inquiries to Maria Brissette, CPPB – maria@mesc.org after the contract effective date of February 21, 2020. *All future pricing updates must be electronic. Updates on the original Excel workbooks are preferred. Similar formats in Word or PDF are acceptable.*
- Do not provide any goods/services until you receive a Mohave reviewed purchase order.
- Quick payment discounts must be approved by Mohave before being offered to members and must be available equally.
- Order cycle overview:
 1. Member forwards purchase orders to Mohave. Vendor is Arizona Recreation/JP & Sons Mohave IFB 190-1121 Joint Venture.
 2. Mohave reviews and emails member order with "*MESC Reviewed*" stamp, to Arizona Recreation/JP & Sons Mohave IFB 190-1121 Joint Venture.
 3. Arizona Recreation/JP & Sons Mohave IFB 190-1121 Joint Venture provides product/services.
 4. Arizona Recreation/JP & Sons Mohave IFB 190-1121 Joint Venture invoices member.
 5. Member pays Arizona Recreation/JP & Sons Mohave IFB 190-1121 Joint Venture.
 6. Arizona Recreation/JP & Sons Mohave IFB 190-1121 Joint Venture sends Usage and Reconciliation Report to Mohave.
 7. Arizona Recreation/JP & Sons Mohave IFB 190-1121 Joint Venture remits administration fee monthly, based on invoices paid.
 8. Mohave audits selected purchases.

NOTES ON AWARD FOR: Arizona Recreation/JP & Sons Mohave IFB 190-1121 Joint Venture

REQUIREMENTS/ACTION ITEMS FOR THE AWARD:

- You agreed to provide a reconciliation report detailing activity under the contract, and payment for Mohave administration fees. Your report is due on the 10th of each month. These reports will detail activity under the contract, and payment for Mohave administration fees for invoices paid in the previous month. **Mohave's Audit Specialist will contact you about two weeks prior to your first report's due date to provide you with a sample report. They will also provide information and assist you in understanding what is required when submitting your reconciliation report.**
- Items in the reconciliation report must include member names, PO numbers, invoiced amounts, administration fees, invoice numbers, and credit/return information for all invoices paid and credits issued in the prior month. **You may submit alternate reports (different format, different field names, etc. from what is contained in the sample reconciliation report provided by Mohave's Audit Specialist), as long as the required information is provided.**
- If no invoices were paid under the contract in the previous month, you must send an email to adminreport@mesc.org advising of no sales to report for the month.
- Your Procurement Specialist will be contacting you once orders have been processed under your contract. They will discuss the Open Order Report and Status Report requirements with you at that time.
- Administration fee payments should be mailed to:
Mohave Educational Services
625 E. Beale St.
Kingman, AZ 86401
- In order to assist members with new contract award notices, Mohave will be releasing your contract award information to the members prior to February 21, 2020. Information regarding your contract award will be posted to our website and will be made available in our product vendor finder. Pricing from your awarded contract will also be made available to our members. All of this information will be accessible by our members before February 21, 2020. You may provide quotes to members for this contract. However, it will be your responsibility to inform members the contract is not effective until February 21, 2020, and members should not be processing purchase orders until that date. Acting on purchase orders (delivering products or services) prior to February 21, 2020 **is a violation of the contract.** Please ensure that your staff is aware of the effective date February 21, 2020, in order to avoid contract confusion.
- A representative of Mohave will be contacting your firm to set up a time for training for new vendors. This training is called "Mohave 101" and takes approximately 90 minutes. This training can be provided in person, or teleconferenced. All staff that provides support for the Mohave contract should be included in this training.
- You will be provided access to pricing and contract documentation regarding your new contract through our website. In order to access that information, you will need to submit a user name and password that will be assigned to the contract. **Email this information to mike@mesc.org no later than February 14, 2020.**
- We will feature marketing information about your contract in the product vendor finder on our website. That information should be kept to a 150-200 word description that best describes the benefits your company can provide to our members through your Mohave contract. This description should give a brief overview for members who may be accessing information about your contract. Mohave reserves the right to edit information for content or length. **Email this information to mike@mesc.org no later than February 14, 2020.**
- Provide an electronic copy of your company logo that we will include on our website, in the product vendor finder. Mohave will insert a clickable link from your logo that will take members directly to your contract information. Vector point files are highly recommended (.ai or .eps files). However, a large hi-resolution (150-300 dpi) JPEG, TIFF, BITMAP, GIF or PNG file will suffice. Please provide any necessary agreement that may apply for our use of your logo on our website. **Email this information to mike@mesc.org no later than February 14, 2020.**
- Included in the response to Project Plan Section e. - Value Added Items, was the ability for members to finance their purchase through a partnership between Little Tikes Commercial and Marlin Capitol Solutions. Lease financing was not requested nor is allowed under an awarded contract. **Email acknowledgment that lease financing will not be allowed under your contract to mike@mesc.org no later than February 14, 2020.**