

PRE-SOLICITATION CONFERENCE AGENDA
Invitation for Bid No.: P24091
BUS FILTERS (OR EQUALS)

I. MEETING DETAILS

August 15, 2024 at 10:00 AM PST via Microsoft Team
Meeting ID: 214 597 006 577
Passcode: 92WYM6

II. WELCOME / INTRODUCTIONS: Hailing Li

Hailing Li, Buyer II
Keisha Carnahan, Procurement Manager
William Jochum, Assistant Mechanical Engineer
Anne Baltao, Business Diversity Program Management Analyst

Until Contract Award, all communication, written or verbal, regarding this Invitation for Bid **MUST** be addressed to Hailing Li. Contact information is page 4 of IFB.

If attendees have any questions during this meeting please submit them via the Teams Chat.

III. SBE REQUIREMENTS: Anne Baltao

- A. There is no goal established for this Contract.
- B. Review of Small Business Enterprise Policy & Requirements for IFB

IV. INVITATION FOR BID INSTRUCTIONS: Hailing Li

- A. Award is for a five (5) year term with VTA. Bidders must provide pricing for bid item as shown in 'BID FORM 1-B: SCHEDULE OF PRICES AND ESTIMATED QUANTITIES' spreadsheet mentioned on pag 40 of IFB. **ALL costs of any nature whatsoever that are part of this bid must be included on these pages to be considered part of the bid. Any deviation or exception may render the bid non-responsive.**
- B. PRICE INCREASE: Following the first twelve (12) months of the term, and following each twelve (12) month period thereafter (each an "Adjustment Date"), VTA will consider a price increase of this Contract commencing on the applicable Adjustment Date, if requested in writing by the successful Contractor at least thirty (30) days, but no sooner than sixty (60) days, prior to the beginning of each such twelve (12) month period. There shall be no adjustment during the first twelve (12) months of the Contract. In addition, VTA may adjust pricing by any change in the Producer's Price Index (PPI) Industry Data as set forth below starting on any Adjustment Date by providing written notice thereof to Contractor.

The maximum percentage that the price will be adjusted (either upward or downward) shall be the percentage change in the PPI Industry Data for Motor Vehicle Parts (not seasonally adjusted) with series number WPU1412, published by the United States Department of Labor, Bureau of Labor Statistics, or if such Index is no longer in use, then such

replacement that is most comparable to the Index, as may be designated by the Bureau of Labor Statistics, or as agreed by the parties, during the twelve (12) month period ending on the date such index is published which is immediately prior to the Adjustment Date. For all BUS FILTERS (OR EQUALS) listed in this Invitation for Bid and resulting Contract including all Amendments issued thereto, a price change (either upward or downward) will be established by VTA as provided in this paragraph no more frequently than every twelve (12) months following the first twelve months of the Contract. Tracking of this PPI is available through the United States Department of Labor, Bureau of Labor Statistics, which as of publication of this IFB is available at: <https://beta.bls.gov/dataViewer/view/timeseries/WPU1412>.

The adjustment will be calculated by the following formula:

Latest Published Preliminary Index Number on the date prior to the Adjustment Date /
Index Number of the month which is twelve (12) months prior to the aforementioned Latest
Published Preliminary Index Number.

Contractor will be permitted to reduce their pricing any time during the Contract term.

VTA will notify all interested parties of effected price adjustments by way of a Contract Amendment.

- C. **CONTRACT TYPE:** VTA anticipates the award of a requirements contract as a result of this IFB.

This is an exclusive contract. Except as the Contract otherwise provides, VTA will order from the Contractor all the goods or services specified in the Scope of Work and/or Schedule of Prices and Estimated Quantities that are required to be purchased by VTA. The quantities of the various unit price items or services specified in the Scope of Work and/or Schedule of Prices and Estimated Quantities are the estimated total quantities of such items or services required by VTA. The estimate is not a representation to the Contractor that the estimated quantities will be required or ordered, or that conditions affecting requirements will be stable or normal. The estimates are not in any way guaranteed and will not form any basis for any claims or damages including, but not limited to, lost profits should the estimates change in any way.

The Contractor must furnish to VTA all goods or services specified herein and called for by purchase orders issued in accordance with the Contract.

VTA may issue purchase orders requiring delivery to multiple destinations or performance at multiple locations. If VTA urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this Contract, and if the Contractor will not accept an order providing for the accelerated delivery, VTA may acquire the urgently required goods or services from another source, which will not constitute a breach of this Contract.

Any purchase order issued during the effective period of this Contract but not completed within that period must be completed by the Contractor within the time specified in the order. This Contract will govern the Contractor's and VTA's rights and obligations with respect to that order to the same extent as if the order were completed during the Contract's effective period.

D. A complete bid package will include the following:

- BID FORM 1-A: BIDDER ACKNOWLEDGEMENT OF ADDENDA
- BID FORM 1-B: SCHEDULE OF PRICES AND ESTIMATED QUANTITIES
 - Consists of a spreadsheet & page 40 of IFB
- BIDDER'S QUESTIONNAIR: EXHIBIT O
- BID FORM 2-A
- BID FORM 2-B
- INSURANCE REQUIREMENTS
 - Due before awarded contract signing.

E. Brand Name or Equal Requests

Bidders can submit "equals" for VTA's review and approval if they have an alternative solution for the original bid item. For full requirements, please refer to the INSTRUCTIONS section 18. BRAND NAME OR EQUAL (IFB, page 8) and SCOPE OF WORK section 3. LIST OF DELIVERABLES AND SALIENT CHARACTERISTICS (IFB, page 25).

VTA will be the sole judge as to the equality and suitability of the proposed alternatives or equals. Submission of "equal" product requests are **DUE THURSDAY, AUGUST 22, 2024, BY 5:00 PM P.T.**

Bidders will be notified via an addendum if an "equal" has been approved before the IFB closing date.

F. Bid Form 1-B Overview:

Bidders to fill out the following fields:

- Alternative PN (If VTA approved & applicable.)
- Alternative Description (If VTA approved & applicable.)
- Bidder's Unit Price for All 5 Years
- Bidder's Core Charge for All 5 Years (If Applicable)

Cells mentioned above are labelled "**If VTA Applicable & Approved**" and must be filled with the appropriate information of the alternatives/equals that have been previously approved by VTA. These cells are okay to leave blank if bidding on the original items on the bid form.

DO NOT include sales tax in the unit price for each item.

The **Estimated Total 5 Years** will automatically calculate the total bid that is submitted.

G. Due Date for submitting Bids is **2:00 PM PT on Thursday, September 26, 2024.**
Late bids will not be accepted.

**** We are NOT accepting physical bids. Please submit bids on VTA's procurement website****

V. TECHNICAL REVIEW: William Jochum

- A. General Overview of Requirements
- B. Scope of Work
- C. Invoicing

...TIME FOR QUESTIONS REGARDING THIS SECTION

We ask that all questions during this meeting be submitted via the Teams Chat.

VI. CLOSING REMARKS: Hailing Li

A. Reminder of key IFB events:

Submit Questions	TUESDAY, AUGUST 20, 2024, by 5:00 PM P.T.
Submit Request for Equals	THURSDAY, AUGUST 22, 2024 by 5:00 PM P.T.
Submit Bids:	THURSDAY, SEPTEMBER 26, 2024 by 2:00 PM P.T.