

**PRE-SOLICITATION CONFERENCE AGENDA**  
**Invitation for Bid No.: P24199**  
**BUS STOP SOLAR LIGHTS**

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I. MEETING DETAILS

**November 19, 2024 at 10:00 AM PST via Microsoft Team**  
**Meeting ID: 270 577 494 52**  
**Passcode: CGcqYb**

II. WELCOME / INTRODUCTIONS: Alexandria De Lashmutt

Alexandria De Lashmutt, Contracts Administrator II  
Nikki Diaz, Transportation Planner III  
Chad Steck, Management Analyst  
Catherine Sarcos, Business Diversity Program Analyst

Until Contract Award, all communication, written or verbal, regarding this Invitation for Bid **MUST** be addressed to Alexandria De Lashmutt. 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: Catherine Sarcos

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

IV. INVITATION FOR BID INSTRUCTIONS: Alexandria De Lashmutt

- A. Award is for a one (1) year term with VTA. Bidders must provide pricing for each bid item as shown in 'BID FORM 1-B: SCHEDULE OF PRICES AND ESTIMATED QUANTITIES' spreadsheet mentioned on pag 32 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. A complete bid package will include the following:

- SAMPLE SUBMISSION
  - Due December 17, 2024 by 4:00 PM P.T.
- BID FORM 1-A: BIDDER ACKNOWLEDGEMENT OF ADDENDA
- BID FORM 1-B: SCHEDULE OF PRICES AND ESTIMATED QUANTITIES
  - Consists of a spreadsheet & page 32 of IFB
- BIDDER'S QUESTIONNAIR: EXHIBIT O
- BID FORM 2-A
- BID FORM 2-B
- INSURANCE REQUIREMENTS

- Due before awarded contract signing.

C. Section 18. Brand Name or Equal, 19. Product Submission Instructions & Section 2.c Solar Light Sample Submission

Bidders must submit “samples” for VTA’s review and approval when bidding their solution for the bus stop solar light and square pole adapter bid items. For full requirements, please refer to the INSTRUCTIONS section 18. BRAND NAME OR EQUAL & section 19. PRODUCT SUBMISSION INSTRUCTIONS (IFB, page 7) and SCOPE OF WORK section 2. LIST OF DELIVERABLES AND SALIENT CHARACTERISTICS (IFB, page 22).

VTA will be the sole judge as to the equality and suitability of the proposed samples. Submission of “sample” product requests are **DUE TUESDAY, DECEMBER 17, 2024, BY 4:00 PM P.T.**

Bidders will be notified via an addendum if “sample” has been approved by **JANUARY 9, 2025.**

D. Bid Form 1-B Overview:

Make sure items highlighted in **orange** are filled out.

- Proposed Manufacturer Name
- Proposed Manufacturer Part #
- Unit Price

Cell labeled as “**If Applicable & Approved by VTA**” must be filled with the appropriate information of the approved samples that have been previously approved by VTA. Cells under blue cells are automatically filled.

**DO NOT** include sales tax in the Unit Price for each item as this will be auto-calculated.

**DO NOT** include the “\$” in the Unit Price. It will appear automatically when a number is inputted.

The **Total Bid Price** will automatically calculate the total bid that is submitted.

E. Due Date for submitting Bids is **2:00 PM PT on Thursday, January 23, 2025.**  
**Late bids will not be accepted.**

**\*\* We are NOT accepting physical bids. Please submit bids on VTA’s procurement website via OpenGov.\*\***

V. TECHNICAL REVIEW: Nikki Diaz/Chad Steck

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: Alexandria De Lashmutt

- A. Reminder of key IFB events:

Pre-Bid Conference	TUESDAY, NOVEMBER 19, 2024; 10:00 AM P.T.
Submit Questions	WEDNESDAY, NOVEMBER 27, 2024 by 12:00 PM P.T.
Submit Samples	TUESDAY, DECEMBER 17, 2024 by 4:00 PM P.T.
VTA Approval of Alternative Equal Samples Posted	JANUARY 9, 2025
Submit Bids:	FRIDAY, JANUARY 23, 2025 by 2:00 PM P.T.