

**PRE-BID CONFERENCE AGENDA
INVITATION FOR BID NO.: P24211
COMMUNITY OUTREACH & PUBLIC ENGAGEMENT MAILER PRINTING SERVICES**

I. MEETING DETAILS:

**January 16, 2025 at 10:00 AM PT via Microsoft Team
Meeting ID: 274 669 124 400
Passcode: ab9Xc6B5**

II. WELCOME / INTRODUCTIONS: Alexandria De Lashmutt

Alexandria De Lashmutt, Contracts Administrator II
Gretchen Baisa, Community Outreach Manager
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 or submit to the Alexandria De Lashmutt before January 21, 2025, 12:00 PM PT.

III. DBE REQUIREMENTS: Catherine Sarcos

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

IV. INVITATION FOR BID INSTRUCTIONS: Alexandria De Lashmutt

- A. VTA is seeking bids from qualified firms to provide mailer and printing services on an as-needed basis. Award is for a five (5) 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 page 33 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:
 - BID FORM 1-A: BIDDER ACKNOWLEDGEMENT OF ADDENDA
 - BID FORM 1-B: SCHEDULE OF PRICES AND ESTIMATED QUANTITIES
 - Consists of a spreadsheet & page 33 of IFB
 - BIDDER'S QUESTIONNAIR: EXHIBIT O
 - Includes Other Requirements requested on page 23.
 - BID FORM 2-A
 - BID FORM 2-B
 - INSURANCE REQUIREMENTS
 - See page 27. Due before awarded contract signing.

- EXHIBIT A3: BUY AMERICA CERTIFICATION
- EXHIBIT A4: LOBBYING RESTRICTIONS CERTIFICATION

C. Contractor Minimum Requirements (Page 23)

- Capability of producing large volume printing such as a single printing request for 10,000 piece mailer with folding, tabbing, presorting, addressing, and managing multiple mailing projects within requested turnaround times.
- Five (5) years of experience performing similar types of work.
- Financial stability to purchase paper in advance as required for large-quantity printing and mailing orders.

D. Section 5. Other Requirements (Page 23)

- Subcontractor List (if applicable)
 - Use the Bidder's Questionnaire: Exhibit O #12 to list any potential subcontractors.
- References
 - Minimum of 3 references submitted.
 - Use the Bidder's Questionnaire: Exhibit O #7 & #8.

E. Bid Form 1-B Overview:

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

- Year 1 Bid Price Per Piece (P)
- Year 2 Bid Price Per Piece (P)
- Year 3 Bid Price Per Piece (P)
- Year 4 Bid Price Per Piece (P)
- Year 5 Bid Price Per Piece (P)

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.

****With the exception of sale tax, Bid Price should be inclusive of any associated fees or services required to preform the scope of work.***

Cells in **blue** are automatically filled. The **Total Bid Price** will automatically calculate the total bid that is submitted.

F. Due Date for submitting Bids is **2:00 PM PT on Thursday, February 13, 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: Gretchen Baisa

A. General Overview of Services

- VTA has in-house copy and printing center. Contract is needed to services as a back up to the in-house center.

B. Scope of Work Requirements

- Printing services include producing newsletters, flyers, notices, and other mailing materials.
- Mailing services include generating address lists, presorting, addressing, packing, and delivering the mailers to the to an official USPS post office location.
- Project Work Directive (Attachment A) Review
- California SB 1383 Requirement
- USPS commercial mailer requirements in Domestic Mailer Manual section 201 Physical Standards on USPS’s website
- Furnishing the distribution database (mailing lists)

C. Invoicing Requirements

...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:	THURSDAY, JANUARY 16, 2025; 10:00 AM P.T.
Submit Questions:	JANUARY 21, 2025 by 12:00 PM P.T.
Submit Bids:	THURSDAY, FEBUARY 13, 2025 by 2:00 PM P.T.
Contracts Administrator	Alexandria De Lashmutt Alexandria.Delashmutt@vta.org