

PRE-BID CONFERENCE AGENDA  
**Invitation for Bid No.: P24296**  
**ADHESIVES, LUBRICANTS, AND SEALANTS (OR EQUAL)**

**March 20 2025 at 9:00 AM – MS TEAMS MEETING**

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I. WELCOME / INTRODUCTIONS:

Swathi Perumpoyilan, Buyer II  
William Jochum, Project Manager  
Nassif Basma, Business Diversity

Until Contract Award, all communication, written or verbal, regarding this Invitation for Bid MUST be addressed to Swathi Perumpoyilan

II. SBE REQUIREMENTS: Nassif Basma

A. There is no goal established for this Contract.

III. INVITATION FOR BID INSTRUCTIONS: Swathi Perumpoyilan

A. Award is based on a firm fixed price five (5) year term from date of award by VTA with 2 (1) year options. Bidders must provide pricing for five (5) years and options as shown in 'Attachment 1: Bid Sheet 1-B'. **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:

Bidders' Signature Page  
Bid Form 1-A, Addendum Acknowledgement Form  
Bid Sheet 1-B- Bid Form (Attachment 1)  
Bid Form 2-A, Listing of SBE Contractor or Subcontractors  
Bid Form 2-B, SBE Supplemental Contractor and Subcontractor Information  
Insurance and Indemnity Requirements  
Bidder's Questionnaire

C. Bid Form Overview:

Make sure all items are filled out

D. Due Date is 2:00 PM PT on May 8, 2025

**Late bids will not be accepted.**

\*\* We are not accepting physical bid. Please submit it via OpenGov.

IV. TECHNICAL REVIEW: William Jochum and Swathi Perumpoyilan

- A. General Overview of the requirement
- B. Scope of Work
- C. Invoicing

**...TIME FOR QUESTIONS REGARDING THIS SECTION**

V. CLOSING REMARKS: Swathi Perumpoyilan

- A. Reminder about channel of communication
- B. Reminder about Due Dates:

Prebid Conference: MARCH 20,2025 beginning at 09:00 AM PT  
Questions and Brand Name and Alternative Equal Submission Deadline:  
APRIL 10 by 5:00 PM PT  
Bid Submission Deadline: MAY 8, 2025, by 2:00 PM PT