

PRE-BID CONFERENCE AGENDA
Invitation for Bid No. : P24245
Bus Coach Tires-Lease & Service Agreement

April 8, 2025 at 10:00 AM PST via Microsoft Team

I. WELCOME / INTRODUCTIONS: Angeline Prasad

Angeline Prasad, Contracts Administrator II
Jay Patty, Project Manager
Landon Melina, Program Analyst

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

II. SBE REQUIREMENTS: Landon Medina

A. There is no goal established for this Contract.

III. INVITATION FOR BID INSTRUCTIONS: Angeline Prasad

A. Award is based on a firm fixed price Five (5) year term + two (2) additional one (1) year options from date of award by VTA. Bidders must provide pricing for Five (5) years + two (2) additional one (1) year options as shown in 'Bid Form 1-B: SCHEDULE OF PRICES AND ESTIMATED QUANTITIES' (Attached) in ProcureNow . **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 ADDEND
- BID FORM 1-B: SCHEDULE OF PRICES AND ESTIMATED QUANTITIES (Attached)
- BID FORM 1-C: TIRE INFORMATION SHEET (Attached)
- BIDDER'S SIGNATURE PAGE
- BIDDER'S QUESTIONNAIRE: EXHIBIT O
- BID FORM 2-A
- BID FORM 2-B
- QUALITY ASSURANCE AND WARRANTY PROGRAM SUBMITTALS
 - Due no later than Notice to Proceed plus 15 working days.
- INSURANCE AND INDEMNITY REQUIREMENTS
 - Due before awarded contract signing.

C. Bid Form Overview:

Make sure all items under "Bidder's Bid Price" are filled out.
Do not include sales tax in the unit price.

D. Due Date is 2:00 PM PT on Thursday, April 24, 2025

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Late bids will not be accepted.

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

IV. TECHNICAL REVIEW: Jay Patty

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

...TIME FOR QUESTIONS REGARDING THIS SECTION

Place your questions in the comments section and we will address to answer these questions once the pre-bid conference is over via OpenGov in the Question & Answer tab. We will issue an addendum with the answer to the questions.

V. CLOSING REMARKS: Angeline Prasad

- A. Reminder of IFB events:
 - Questions Submission Deadline: April 14, 2025 by 5:00 PM PST
 - Bid Submission Deadline: April 24, 2025 by 2:00 PM PST