

PRE-BID CONFERENCE AGENDA
Invitation for Bid No.: P24126
TOOL CALIBRATION SERVICES

December 2, 2025 at 10:00 AM PST via Microsoft Team

I. WELCOME / INTRODUCTIONS:

Angeline Prasad, Contracts Administrator II
William Jochum, Project Manager
Landon Melina, Program Analyst
Maria Adricula, Buyer II

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. OFFICE OF BUSINESS DIVERSITY: Landon Melina

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 for Three (3) year based and two additional one-year option term from date of award by VTA.

Bidders must provide pricing for five (5) years 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)
- BIDDER'S SIGNATURE PAGE
- BIDDER'S QUESTIONNAIRE: EXHIBIT O
- BID FORM 2-A
- BID FORM 2-B
- BID FORM 2-C
- 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, January 8, 2025
Late bids will not be accepted.

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

IV. TECHNICAL REVIEW: William Jochum

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

...INFORMATION REGARDING QUESTIONS REGARDING THIS SECTION

Place your questions in the OpenGov in the Question & Answer Tab. We will issue either an addendum with the answer to the questions or answer the questions in Question & Answer tab via OpenGov .

V. CLOSING REMARKS: Angeline Prasad

- A. Reminder of IFB events:
Questions Submission Deadline: December 9, 2025 by 5:00 PM PST
Bid Submission Deadline: January 8, 2025 by 2:00 PM PST