



PRE-PROPOSAL CONFERENCE AGENDA
RFP P25248
SMART PORTABLE TOILET RENTALS AND SERVICE
MS Teams Meeting
May 7, 2026 at 10:00 AM P.S.T

I. WELCOME/INTRODUCTIONS

Aaron Whelan, Contracts Administrator
Greg Beattie, Project Manager
Landon Medina, Business Diversity

Until Contract Award, all communication, written or verbal, regarding this Request for Proposal MUST be address to Aaron Whelan

II. REQUEST FOR PROPOSALS

- **Preliminary Information** **Page 1**
- **Instructions to Proposers** **Page 7**
 - *Procurement Schedule
- **Award and Execution** **Page 18**
 - *Evaluation Criteria
- **Proposal Submittals and Forms** **Page 27**
 - *Submittals and qualifications
 - *Proposal Form 1-18
- **Contract Form** **Page 86**
 - *Exhibit 1-18
- **Exceptions to the Agreement**
 - **Only those exceptions submitted as part of the Proposal shall be considered during negotiations.**
- **Oral interviews TBD (Estimated June 22, 2026 – June 26, 2026)**

III. SBE/DBE Policy **Exhibit 6**
Landon Medina, Office of Business Diversity Programs **Page 172**

IV. PROJECT OVERVIEW/SCOPE OF WORK **Exhibit 11**
Project Manager: Greg Beattie **Page 195**

V. QUESTIONS & ANSWERS



All questions asked at the Pre-Proposal Conference are informal. Please put any questions you feel are important in writing and submit to the Questions and Answers on the VTA solicitation site or email or them to Aaron Whelan by 2:00 P.M on May 12, 2026 at Aaron.whelan@vta.org.

V. CLOSING REMARKS: Aaron Whelan

A. Reminder about channel of communication

B. Reminder about Due Dates:

Question Submission Deadline: May 12, 2026 at 2:00 PM P.S.T.

Proposal Submission Deadline: June 3, 2026 at 2:00 PM P.S.T

Interviews: TBD (June 22, 2026 – June 26, 2026)