

PRE-BID CONFERENCE AGENDA
Invitation for Bid No.: P25081
BUS & NON-REVENUE VEHICLE TOWING AND RECOVERY SERVICES

OCTOBER9,2025 at 10:00 AM – MS TEAMS MEETING

I. WELCOME / INTRODUCTIONS:

Swathi Perumpoyilan, Buyer II
Paul Ng, Project Manager
Landon Medina, Business Diversity

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

II. SBE REQUIREMENTS: Landon Medina

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 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 OCTOBER23, 2025

Late bids will not be accepted.

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

IV. TECHNICAL REVIEW: Paul Ng 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: **THURSDAY, OCTOBER 9,2025 10:00 AM P.T**

Questions Deadline: **OCTOBER 10,2025 by 5:00 PM P.T.**

Bid Submission Deadline: **Thursday, OCTOBER 23,2025, by 2:00 PM P.T.**