

PRE-BID CONFERENCE AGENDA
Invitation for Bid No.: P25275
MOW Ballast Regulator Replacement

December 17, 2025 at 10:00 AM PST

Santa Clara Valley Transportation Authority
MS Teams

I. WELCOME / INTRODUCTIONS: Aaron Whelan

Aaron Whelan, Contracts Administrator
Mel Gonzales, Project Manager
Landon Medina, Business Diversity

Until Contract Award, all communication, written or verbal, regarding this Invitation for Bid **MUST** be addressed to Aaron Whelan

II. SBE REQUIREMENTS: Landon Medina

A. There is no goal established for this Contract.

III. INVITATION FOR BID INSTRUCTIONS: Aaron Whelan

A. Award is based on a firm fixed price five (5) year term from date of award by VTA. Bidders must provide pricing for five (5) years 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
Bid Form 2-A, Listing of SBE Contractor or Subcontractors
Bid Form 2-B, SBE Supplemental Contractor and Subcontractor Information
Bid Form 2-C Bidders list
Insurance and Indemnity Requirements
Quality Assurance and Warranty Program Submittals
Bidder's Questionnaire

C. Bid Form Overview:

Make sure all items are filled out

D. Due Date is 2:00 PM PT on January 15, 2026

Late bids will not be accepted.

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

IV. TECHNICAL REVIEW: Mel Gonzales

A. General Overview of the requirement

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- B. Scope of Work
- C. Invoicing

...TIME FOR QUESTIONS REGARDING THIS SECTION

- V. CLOSING REMARKS: Aaron Whelan
 - A. Reminder about channel of communication
 - B. Reminder about Due Dates:

Questions Submission Deadline: December 22, 2025 by 5:00 PM PST
Bid Submission Deadline: January 15, 2026 by 2:00 PM PST