

**PRE-BID CONFERENCE AGENDA**  
**Invitation for Bid No.: P26013**  
**Overhead Pantograph Parts**

**May 20, 2026 at 10:00 AM PST via Microsoft Team**

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I. WELCOME / INTRODUCTIONS:

Angeline Prasad, Contracts Administrator II  
Rodante Sagisi, Project Manager  
Bethany Cramer, Management Analyst  
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 12 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 five (5) year based and two additional one-year option term from date of award by VTA.

Bidders must provide pricing for seven (7) 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)
- BID FORM 3: DESIGNATION OF SUBCONTRACTORS
- BID FORM 4: DESIGNATION OF SBE FIRMS (CONTRACTOR AND/OR SUBCONTRACTORS)
- BID FORM 5-12, EXCLUDING BID FORM 8 & 9.
- 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, June 18, 2026  
Late bids will not be accepted.

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

IV. Scope of Work REVIEW: Rodante Sagisi

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

**...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 & Alternative Equal Deadline: May 27, 2026 by 2:00 PM PST  
Bid Submission Deadline: June 18, 2026 by 2:00 PM PST