



**PRE-BID CONFERENCE AGENDA
IFB P26030
JANITORIAL AND CLEANING SUPPLIES
MS Teams
July 1, 2026 at 10:00 a.m.**

I. WELCOME/INSTRUCTIONS

**Aaron Whelan, Contracts Administrator
Greg Beattie, 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. INVITATION FOR BIDS

- Section 1 Preliminary Information** **Page 6**
- Section 2 Instructions to Bidders** **Page 13**
***Procurement Schedule**
- Section 3 Award and Execution** **Page 24**
- Section 4 Bid Forms** **Page 28**
***Proposal Form 1A-16**
- Contract Form** **Page 88**
***Exhibits 1-17**

- III. SBE/DBE Policy** **Page 16**
Landon Medina, Office of Business Diversity Programs **Exhibit 6**

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

- V. QUESTIONS & ANSWERS**
All questions asked at the Pre-Bid 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 July 9, 2026 at Aaron.whelan@vta.org.

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



Question Submission Deadline: July 9, 2026 at 2:00 PM P.S.T.

Brand Name or Equal Submission: July 21, 2026 at 2:00 PM P.S.T

Bid Submission Deadline: September 30, 2026 at 2:00 PM P.S.T