

PRE-BID CONFERENCE AGENDA

Invitation for Bid No.: P26077

Bus Diesel Exhaust Fluid (DEF)

August 4, 2026 at 10:00 AM PST via Microsoft Team

I. WELCOME / INTRODUCTIONS:

Angeline Prasad, Contracts Administrator II
Chris Finstad, Operations Manager - Bus Maintenance
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 11 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 seven (7) years based 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, August 27, 2026
Late bids will not be accepted.

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

IV. Scope of Work REVIEW: Chris Finstad

- 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: August 11, 2026 by 5:00 PM PST
 - Bid Submission Deadline: August 27, 2026 by 2:00 PM PST