

Pre-Bid Conference Agenda
GD 26-46 Major Bus Accident Repair - 1916
September 15, 2026 at 10:00 AM

INTRODUCTIONS

- Michelle Collier, Sr. Purchasing Agent
- Daron Brown, Chief Maintenance Officer
- Evaluation Committee Members

PROCUREMENT OVERVIEW – Michelle Collier

Request for Proposal – This procurement is a formal Request for Proposal (RFP) which means proposals will be evaluated on specific criteria by a designated Evaluation Committee. The evaluations will be based on the following criteria:

1. Approach/Methodology and Timeline

This section evaluates the description of how the vendor plans to approach the project and the process used to achieve objective goals. What quality control processes are in place and what is the feasibility of the vendor's quality control process. The contractor shall supply a production plan and a timeline to expedite the work, including threshold dates and delivery dates.

2. Qualifications and Experience

This section assesses the proposer's ability to effectively provide goods or services of similar scope and size as well as the capacity to fulfil contract requirements. This includes evaluating the resources, tools, and operational processes the organization has in place to manage and execute the scope of work. The focus is on the proposers' ability to deliver high-quality results while meeting all requirements.

3. Pricing

The pricing evaluation assesses the overall cost-effectiveness, transparency, and completeness of the Offeror's proposed pricing. Evaluators will review all submitted pricing schedules, unit rates, optional features, and any associated fees to determine whether the proposal represents the best value to RTA. Pricing will be examined for internal consistency, alignment with the technical proposal, and compliance with the requirements of the solicitation.

4. Quality of Proposal

This section assesses the clarity, completeness, and professionalism of the submitted proposal. This includes evaluating how well the proposer addresses the project requirements, outlines their approach, and presents their solution. A high-quality proposal should demonstrate a clear understanding of the project, be well-organized, and effectively communicate their ability to meet the project objectives and requirements.

Proposals are due at **11:00 AM EST, on September 29, 2026**. Evaluations will be completed by **October 16, 2026**

Questions & Communication – All contact regarding this procurement must be made through me or another member of the procurement department. If you have any questions, my direct number and e-mail are in the RFP package.

Request for Clarification – All requests for clarification to the RFP **MUST** be submitted through OpenGov no later than **September 23, 2026**. An addendum answering all questions received will be released on the OpenGov page for this RFP. If you follow the project, you will receive notification of any addenda.

Affidavits and Required Forms – Along with the bid, vendors will need to submit forms and affidavits contained in the procurement package. The forms submitted with your bid should be fully completed and executed with signature(s), date(s), and notarization if required. If you do not have every required item completed and submitted as necessary, your bid may be found non-responsive.

One of the forms, the Affirmative Action Assurance Plan, must be obtained from the City of Dayton, so please review the instructions in the procurement package for this and allow yourselves up to 10 business days to complete that requirement.

DBE Requirement – There is not a DBE requirement for this procurement so any DBE paperwork in the packet is only applicable if the primary or subcontractor is a DBE.

OVERVIEW OF THE SCOPE OF WORK – Daron Brown

QUESTION & ANSWER SESSION

BUS VIEWING