

PRE-BID CONFERENCE AGENDA
Invitation for Bid No. P18275
Janitorial and Cleaning Supplies

March 6, 2019 at 10:00 AM PST in Room A108

Address:
3331 North First Street, Bldg A
San Jose, California 95134
Building A

Audio Conference
(888) 624-7438 – US Toll Free
(847) 619-6827 – US Toll
Participant Passcode: 7877 821#

I. WELCOME / INTRODUCTIONS:

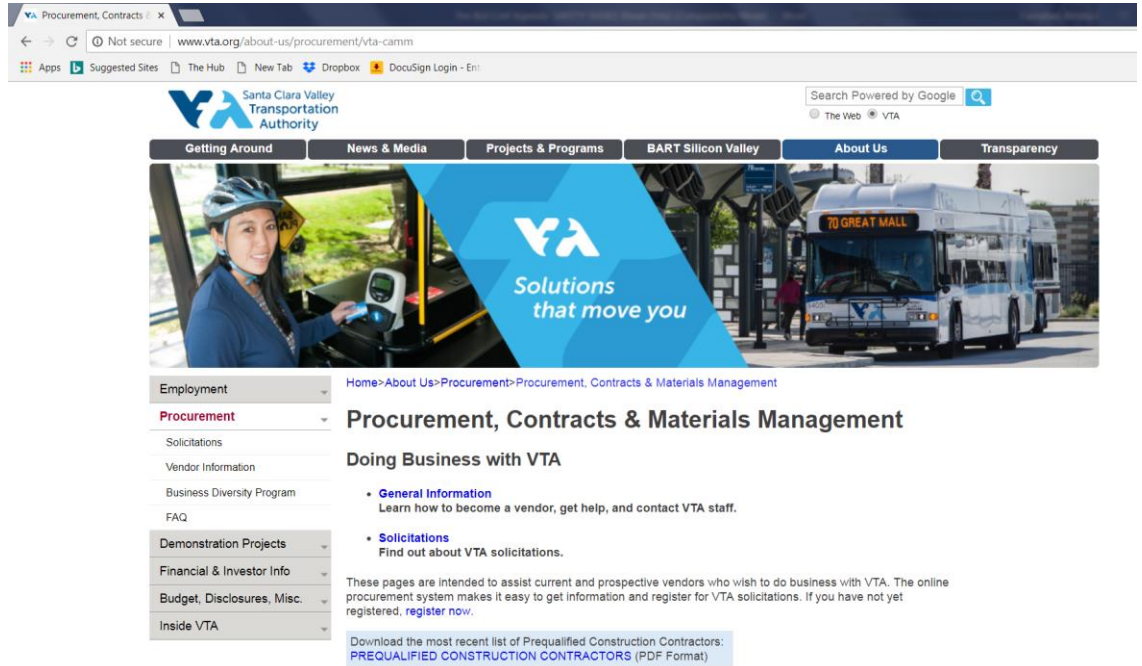
Norman David, Buyer II
Keisha Carnahan, Senior Contracts Administrator
Greg Beattie, Project Manager
Julia Macek, Senior Management Analyst
Olga Medina, Management Analyst, Office of Diversity and Inclusion
Liz Brazil, Manager, Office of Diversity and Inclusion

Until Contract Award, all communication, written or verbal, regarding this Invitation for Bid MUST be addressed to Norman David

II. OFFICE OF DIVERSITY AND INCLUSION OVERVIEW: Olga Medina/Liz Brazil

III. INVITATION FOR BID INSTRUCTIONS:

A. Bidders must register to the VTA web site. There are two steps to the vendor registration process. The first step is to register as a new vendor to VTA. To do this go to VTA's Procurement website. Go to www.VTA.org (click on About Us, then click Doing Business With VTA, and then click on Register Now), see below:



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Once the vendor is registered as a vendor at VTA. The vendors will automatically be notified of any new solicitation that is within the category of business they are interested in providing to VTA.

The second step in the process is for the vendors to go to the actual solicitation that they are interested in and register/download the solicitation documents. Once they do this step they will be automatically registered as a Plan Holder to the solicitation, see below:

The screenshot shows a web page for the procurement of Janitorial and Cleaning Supplies (P18275). The page includes a navigation menu on the left with categories like Employment, Procurement, and Demonstration Projects. The main content area displays the solicitation title, administrator (Norman David), and key dates: Publish Date/Time (2/27/19), Conference Date/Time (3/6/19 10:00 AM), and Due Date/Time (3/27/19 2:00 PM). A detailed comment section explains the pre-bid conference details, including the location at Santa Clara Valley Transportation Authority, 3331 North First Street, Building A, San Jose, California 95134-1906. The conference is scheduled for March 6, 2019, at 10:00 AM PST. Attendance is encouraged, and vendors are required to register as teleconference attendees no later than 2:00 PM PST on Tuesday, March 5, 2019. Sealed bids are due no later than 2:00 p.m. PST on Wednesday, March 27, 2019, at the Purchasing Office at 3331 North First Street, Building A, San Jose, California 95134-1906. An email address, norman.david@vta.org, is provided for contact. At the bottom, there is a table of attachments with columns for File Name, Date/Time, and Download links.

File Name	Date/Time	Download
IFB P18275 - Janitorial Supplies.pdf	2/27/19 1:08 PM	Download
Attachment A - Bid Form 1-B P18275.xlsx	2/27/19 1:28 PM	Download

This is a very important step as all vendors that have downloaded the solicitation are automatically registered as Plan Holders to the solicitation. Once the vendors are registered as a Plan Holder to the solicitation, they will automatically be notified of any changes to the solicitation documents that are posted on the procurement site (Addenda, Questions and Answers, Revised Bid Sheets, etc.).

Sealed bids are due no later than 2:00 p.m. Wednesday, March 27, 2019 at the Purchasing Office at 3331 North First Street Building A, San Jose, California 95134-1906. Vendors can register for and download the bid documents: IFB P18275 – Janitorial and Cleaning Supplies

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B. Award is based on a firm fixed price five (5) year term from date of award by VTA, as outlined on page four in the Term of Contract section. Bidders must provide pricing for all five (5) years as shown in Attachment A titled "Bid Form 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.**

C. A complete bid package will include the following:

Bidders' Signature Page
Bid Form 1-A, Addendum Acknowledgement Form
Attachment A - Bid Form 1-B: Schedule of Prices and Estimated Quantities
Bid Form 2-A, Listing of SBE Contractor or Subcontractors
Bid Form 2-B, SBE Supplemental Contractor and Subcontractor Information
Bidder's Questionnaire

D. Due Date is 2:00 PM PST on Wednesday, March 27, 2019
Late bids will not be accepted.

Deliver SEALED BID to the address below, attention to: "**Norman David, IFB No. P18275**"

Santa Clara Valley Transportation Authority
Procurement, Contracts, and Materials Management
3331 North First Street, Building A
Attention: Norman David, IFB No. P18275
San Jose, CA 95134

IV. TECHNICAL REVIEW:

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

...TIME FOR QUESTIONS REGARDING THIS SECTION

V. CLOSING REMARKS: Norman David

- A. Reminder about channel of communication
- B. Reminder about Due Dates:

Questions Submission Deadline: March 20, 2019 by 5:00 PM PST
Bid Submission Deadline: March 27, 2019 by 2:00 PM PST