



# GHURA

Guam Housing and Urban Renewal Authority  
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## Memorandum

June 23, 2020

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Governor of Guam

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Lt. Governor of Guam

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Executive Director

Elizabeth F. Napoli  
Deputy Director

**TO: Prospective Bidders**

**FROM: Ray S. Topasna**  
Executive Director

**SUBJECT: New Procedures for GHURA's Procurement Process**

Hafa Adai,

In response to the recent events of the novel COVID-19 virus, and in compliance with the Governor of Guam's Executive Order no. 2020-14, GHURA has adopted new procedures for the procurement process.

This is to ensure the safety and well being of clients, and GHURA's staff. The new procedures reinforce the 6 foot social distance practice as well as the limitation of large gatherings per the Executive Order 2020-14.

A copy of the new procedures is also available on the GHURA website.

Changes have been made to the following processes for contractor and vendor participation in invitation for bids and requests for proposals with GHURA:

1. Obtaining specifications for IFBs and RFPs:
  - a. Project specification copies are now available to view and download on the GHURA website. Contractors and vendors must complete and submit a bid registration form upon obtaining the bid specifications. This is to ensure that any and all information and updates will be sent to all prospective bidders.
  - b. Payments for bid packets must be made at the GHURA main office by the pre-bid conference date that is indicated in the project's procurement schedule.
2. Pre-Bid Conferences
  - a. Pre-Bid conferences will be held on Google Meet. Contractors and vendors interested in attending will need to send an email requesting for the invitation information to [gbalmeo@ghura.org](mailto:gbalmeo@ghura.org) no later than one (1) day prior to the scheduled pre-bid conference.
  - b. In-person attendance will be limited to accommodate 3 slots. Requests must be emailed no later than one



(1) day before the pre-bid conference date. Accommodations will be made on a first come first serve basis.

3. Site Visits

- a. Site visits may be scheduled upon request and by appointment. To schedule a visit, please contact Ms. Greta Balmeo via email. ([gbalmeo@ghura.org](mailto:gbalmeo@ghura.org))

4. Bid Openings

- a. Will also be held on Google Meet. The Google Meet invitation information shall be sent no later than one (1) day before the bid due date.
- b. In-person attendance for Bid Openings will also be limited to accommodate 3 slots. Please be sure to send your request no later than one (1) day before the bid due date since accommodations will be made on a first come first serve basis.

If you have any questions or need further clarification on GHURA's new procedures for the procurement process, feel free to contact Ms. Greta Balmeo by telephone, email, or by appointment that may be scheduled on the GHURA website.

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Thank you.