

Pre-Bid Conference Minutes

To: Distribution of Bidders
Date: June 9, 2022 at 10:00 a.m.
From: Greta Balmeo, Procurement
Subject: IFB#GHURA-06-06-2022-AMP 4; Drainage Correction GH250 Toto Gardens

GHURA Representatives:

Greta Balmeo, Procurement
Bob Hess, A/E
Alice James, A/E
Chris Bensen, A/E

Contractors:

(see attached sign-in sheet)

Housekeeping:

- Bids must be received at the Sinajana Main Office no later than 2:00 p.m. on Tuesday, June 21, 2022. Bids received after the deadline will not be accepted.
- Contractors must allow ample time to submit bids. Parking is limited due to activities with Section 8 and the Mayor's office. COVID-19 social distancing practices are enforced. All persons entering the building must wash/sanitize and have their temperature taken.
- On the bid due date, contractors must ensure they fill out the bid submission form.
- Bid registration form is available on the website. Payment must be made by the bid due date. Payment prior to the deadline may be scheduled with Procurement or WCO.
- Procurement schedule:
 - o Bid available date: June 6, 2022
 - o Pre-Bid Conference: Thursday, June 9, 2022 10:00 a.m.
 - o Site Visit: Friday, June 10, 2022 at 9:00 a.m.
 - o Deadline for Questions/Requests: Tuesday, June 14, 2022 by 5 p.m.
 - o Bid Closing: Tuesday, June 21, 2022 at 2 p.m.
- All correspondence shall be addressed to the Acting Executive Director, Ms. Elizabeth Napoli, GHURA's Contracting Officer, and attention to Mr. Sonny Perez, A/E Manager
- Ms. Greta Balmeo is the point of contact for inquiries and requests pertaining to the procurement process.
- All technical questions must be submitted in writing and GHURA will provide a response by issuing an addendum.

Bid Requirements:

- No longer require HUD 51000 Schedule of Values with bid submissions; after bid closing, GHURA will notify the two (2) lowest bidders that they will have five (5) business days to submit HUD 51000 Schedule of Values.
- Contractors are highly encouraged to read:
 - o HUD Form 5369 (Instruction to Bidders); and
 - o HUD Form 5369-A (Representations, Certifications, and Other Statements of Bidders)
- AG Forms must be signed and notarized:
 - o AG 002 – Disclosing Ownership and Commission
 - o AG 003 – Affidavit re Non-Collusion
 - o AG 004 – Affidavit re No Gratuities or Kickbacks
 - o AG 005 – Affidavit re Ethical Standards
 - o AG 007 – Affidavit re Contingent Fees
- GHURA Form 1B (Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability); check off and signed

- GHURA Form 9 (Restriction Against Contractors Employing Sex Offenders); signed
- GHURA Form 10 (Bidder's Qualifications)
 - o Confidential and financial information may be submitted in a separate sealed envelope
 - o If proprietary data is submitted, please mark envelope "confidential"
 - o Must be signed and notarized
- HUD Form 5370 (General Conditions for Construction Contracts); contractors are highly encouraged to read.
- GHURA Form 013 (Section 3 commitment)
 - o Allow public housing residents the priority to submit applications to apply for any job openings with bidding contractors.
 - o Check off and sign
- HUD 4010 Federal Labor Standards Provisions
 - o Wage rates transcript as of June 2, 2022. Provided by GHURA's Wage Compliance Officer and must be strictly adhered to
 - o Contractors must comply with the Davis-Bacon Act
 - o Workers must be paid on a weekly basis.
 - o Project payment will be held if payroll documents are incomplete
 - o GHURA's Wage Compliance Officer may randomly visit the job site to perform labor interviews
 - o Cancelled checks are required to be submitted
 - o Excess of 40 hours in a week must be paid as overtime.
 - o Subcontractors (if any) must comply with the same labor requirements as the Prime contractor
- Bid Form
 - o Bids are due: June 21, 2022 by 2:00 p.m.
 - o Total of one (1) base bid item
 - o Project schedule
 - Base bid 1: 360 consecutive days (Toto Gardens)
 - o Liquidated damages: \$150.00 per day
 - o When calculating costs, the contractor is responsible for all labor, materials, and equipment.
 - o Be sure to acknowledge and include issued addendums; none at this time
 - o Bid form also identifies all documents required for submission; contractor's license only (clearance is no longer required)
- Bid Bond Requirement
 - o Guam Procurement Law requires fifteen (15) percent of total bid cost
 - Bid bond is required for each bid submission
 - o Acceptable forms are certified check, bank draft, U.S. Government bond, or a bid bond secured by a surety company that is acceptable to the U.S. Government and authorized to do business in the US and Guam.

REMINDER:

- All technical questions must be submitted in writing and responses will be issued as an addendum.
- Contractors submitting bids must have a Class A classification

Site Visit:

Schedule: June 10, 2022 at 9:00 a.m.

POC: Michael Racuyal **Meeting Site:** AMP 4 Property Site Office, Toto Gardens



PRE-BID CONFERENCE SIGN-IN SHEET
 GHURA-06-06-2022-AMP4 (RE-BID); Drainage Correction GH250, Toto Gardens
 June 09, 2022, Thursday, 10:00am

NAME:	ORGANIZATION:	CONTACT NUMBER:	EMAIL:
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