


Pre-Bid Conference Minutes

To: Distribution of Bidders
Date: August 19, 2021 at 10:00 a.m.
From: Greta Balmeo, Procurement 
Subject: IFB#GHURA-021-009-PH/GT
REFRIGERATORS, ELECTRIC STOVES, WATER HEATERS, and COIN OPERATED
WASHERS AND DRYERS – IDIQ

GHURA Representatives:

Philly San Nicolas, PSM AMP 4
Greta Balmeo, Procurement

Attendance:

See attached Zoom attendance log

Housekeeping:

- Bids must be received at the Sinajana Main Office no later than 10:00 a.m. on Wednesday, September 8, 2021. Bids received after the deadline will not be accepted.
- Vendors 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 and staggered operating hours.
- On the bid due date, a sign will be posted at the front door with the Procurement number to call to submit the bid. When vendors submit their bid, they must ensure they sign the bid submission form.
- Bid registration form is available on the website and may be submitted via email or in person.
- The \$50.00 registration fee must be made by the bid due date. You may call or email Ms. Greta Balmeo to schedule an appointment for the bid registration payment at the GHURA Main Office.
- Procurement schedule:
 - Bid available date: August 10, 2021
 - Pre-Bid Conference: August 19, 2021 10:00 a.m.
 - Deadline for Questions/Requests: April 26, 2021 by 5 p.m. (Thursday)
 - GHURA's response: August 31, 2021 by 5 p.m. (Tuesday)
 - Bid Closing: September 8, 2021 at 10 a.m. (Wednesday)
- All correspondence shall be addressed to the Executive Director, Mr. Ray Topasna, GHURA's Contracting Officer, and attention to Ms. Greta Balmeo, Buyer Supervisor II.
- 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:

- Bidders must submit 1 original and 2 copies of their bids
- HUD Form 5369-C (Certifications and Representations of Offerors)
- AG Forms must be signed and notarized:
 - AG Form 002 (Affidavit Disclosing Ownership and Commissions)
 - AG Form 003 (Non-Collusion affidavit)
 - AG Form 004 (Non-Gratuity Affidavit)
 - AG Form 005 (Affidavit re Ethical Standard)
 - AG Form 007 (Affidavit re Contingent Fees)
- Current business license
- Contact for Contract Administration Form
- Brochures and Descriptive Literature,
- Any and all addendums
- Vendor Bid Form (10 Bid Items)
 - (45) - Refrigerator, Top Mount with Regular Door Handles (15 – 16 cu ft.)
 - (86) - Refrigerator, Top Mount with Regular Door Handles (17 – 18 cu ft)
 - (15)- Refrigerator, Top Mount with Regular Door Handles (19 – 21 cu ft)
 - (65) - Rear Control Electric Stove, 30 inches (non-digital model) with electric cord, 220 volt
 - (52) - Front Control Electric Stove, 30 inches (non-digital model) with electric cord, 220 volt
 - (30) - Water Heater (Low Boy) 19-20 gallons (Electric)
 - (10) - Water Heater (Low Boy) 30 gallons (Electric)
 - (40) - Water Heater (Upright) 30 gallons (Electric)
 - (2) - Electric Coin Operated Commercial Washer with Meter Case, must be ADA compliant
 - (2) - Electric Coin Operated Commercial Dryer with Meter Case, must be ADA compliant
- This is NOT an All or None bid. Vendors may bid on all items or individual items.
- This IFB may be a multiple award based on the lowest, responsive, and responsible submissions.
- Bidders are encouraged to thoroughly review the minimum specifications when preparing their bids.

REMINDER:

All technical questions must be submitted in writing and responses will be issued as an addendum.

Questions & Answers:

1. **What is the required delivery date and if the date is not met, is GHURA amenable to working on a flexible ETA delivery date?**

GHURA response: Yes, due to industry delivery delays caused by COVID-19, GHURA will extend the delivery date to 120 days After Receipt of Order (ARO).

- 2. Does GHURA check on the vendor capability on the repair/service the appliances? If so, how does GHURA guarantee that vendors have the ability to repair/service the appliances?**

GHURA response: GHURA requires a certification/warranty from bidders that the appliances are covered up to 1 year.

- 3. When was the last time the bid specifications were updated?**

GHURA response: Only the appliance sizes were recently updated after conferring with Property Site Managers.

***Vendor recommended for specifications to be updated due to existing specifications being outdated; manufacturers no longer providing appliances based on those specifications.**

Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participants
89119060250	021-009 White Goods IDIQ	8/19/2021 9:45	8/19/2021 10:26	gbalmeo@ghura.org	41	7

Name (Original Name)	User Email	Total Duration (Minutes)	Guest
Greta Balmeo	gbalmeo@ghura.org	41	No
User		39	Yes
Philly		38	Yes
paul's iPhone10		28	Yes
THE SAIRA LLC- THE PRODUCT SOLUTIONS		23	Yes