

## Pre-Bid Conference Minutes

**To:** Distribution of Bidders  
**Date:** October 5, 2021 at 10:00 a.m.  
**From:** Greta Balmeo, Procurement  
**Subject:** IFB#GHURA-09-28-2021-MAIN Section 8 Office Expansion in Sinajana

### GHURA Representatives:

Greta Balmeo, Procurement  
Sonny Perez, A/E  
Andrew Manglona, A/E  
Alice James, 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, October 26, 2021. 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 in place - persons entering the GHURA Main Office are required to wash their hands prior to entering and have their temperature checked.
- On the bid due date, Contractors must ensure they sign and complete the bid submission form.
- Bid registration form is available on the website and may be submitted via email or in person.
- The Bid registration fee must be paid by the bid due date. Payment prior to the deadline will be accommodated by contacting Procurement or WCO to schedule when you will be coming by the office.
- Procurement schedule:
  - o Bid available date: September 28, 2021
  - o Pre-Bid Conference: Tuesday, October 5, 2021 10:00 a.m.
  - o Site Visit: (Immediately after pre-bid conference)
  - o Deadline for Questions/Requests: Tuesday, October 19, 2021 by 5 p.m.
  - o Bid Closing: Tuesday, October 26, 2021 at 2 p.m.
- All correspondence shall be addressed to the Executive Director, Mr. Ray Topasna, GHURA's Contracting Officer, and attention to Mr. Sonny Perez, A/E Manager and Ms. Greta Balmeo, who 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.

### Required Bid Documents:

- 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)
- HUD Form 5370 (General Conditions for Construction Contracts); contractors are highly encouraged to read
- HUD 51000 Schedule of Values
- 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 008c (Section 3 preference in contracting); signed and notarized

- 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 Must be signed and notarized
- GHURA Form 012 (Section 3 commitment)
  - o Allow public housing residents the priority to submit applications to apply for any job openings with bidding contractors.
- Federal Labor Standards Requirements
  - o Wage rates transcript as of September 27, 2021. 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 Bond Requirement
  - o Fifteen (15) percent of total bid cost
  - o Bonds issued by a surety company authorized to do business in Guam and is listed in the latest U.S. Department of Treasury are acceptable; also acceptable are cashier's check, certified check, or a bank draft.
- Bid Form
  - o Bids are due: October 26, 2021 by 2:00 p.m.
  - o Total of one (1) base bid item
  - o Project schedule
    - Base bid 1: design-build for the expansion of the Section 8 division at the Sinajana Main Office
      - Design time: 60 days
      - Construction 120 days
  - o Liquidated damages: \$350.00 per day
  - o When calculating costs, the contractor is responsible for all labor, materials, and equipment.
  - o Bid form indicates required submissions (contractor's clearance from Contractor License Board); it will be amended to require only a copy of the contractor's current license.
  - o Be sure to acknowledge and include issued addenda; none at this time; however an addendum is forthcoming to:
    - Remove the contractor clearance as a required document submission – Contractors will only need to submit a copy of the current Contractor License.
    - Include additional design and scope of work for a 2<sup>nd</sup> floor workspace.p

**REMINDER:**

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

**Site Visit:**

Schedule: October 5, 2021 at immediately after pre-bid conference a.m.

POC: Andrew Manglona Meeting Site: **Sinajana Main Office**