

## Pre-Bid Conference Minutes

**To:** Distribution of Bidders  
**Date:** July 22, 2021 at 10:00 a.m.  
**From:** Greta Balmeo, Procurement  
**Subject:** IFB#GHURA-7-15-2021 Renovation of 9 Units at AMPs 1 & 4

### GHURA Representatives:

Greta Balmeo, Procurement (475-1356; gbalmeo@ghura.org)  
Alice James, A/E  
Camarin Cabral, A/E  
Bob Hess, 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 Thursday, August 12, 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 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 contractors submit their bid, they must ensure they sign 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 will be accommodated by contacting Procurement or WCO to schedule when you will be coming by the office.
- Procurement schedule:
  - o Bid available date: July 15, 2021
  - o Pre-Bid Conference: Thursday, July 22, 2021 10:00 a.m.
  - o Site Visit: Friday, July 23, 2021 at 9:00 a.m.
  - o Deadline for Questions/Requests: Thursday, August 5, 2021 by 5 p.m.
  - o GHURA's response: Monday, August 9, 2021 by 5 p.m.
  - o Bid Closing: Thursday August 12, 2021 at 2 p.m.
- All correspondence shall be addressed to the Executive Director, Mr. Ray Topasna, the Contracting Officer for GHURA, 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:

- 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

- AG 005 – Affidavit re Ethical Standards
- AG 007 – Affidavit re Contingent Fees
- GHURA Form 008 (Section 3 preference in contracting); signed and notarized
- GHURA Form 9 (Restriction Against Contractors Employing Sex Offenders); signed
- GHURA Form 10 (Bidder’s Qualifications)
  - Confidential and financial information may be submitted in a separate sealed envelope
  - Must be signed and notarized
- HUD Form 5370 (General Conditions for Construction Contracts); contractors are highly encouraged to read.
- GHURA Form 012 (Section 3 commitment)
  - Allow public housing residents the priority to submit applications to apply for any job openings with bidding contractors.
- Federal Labor Standards Requirements
  - Wage rates transcript as of July 14, 2021. Provided by GHURA’s Wage Compliance Officer and must be strictly adhered to
  - Contractors must comply with the Davis-Bacon Act
  - Workers must be paid on a weekly basis.
  - Project payment will be held if payroll documents are incomplete
  - GHURA’s Wage Compliance Officer may randomly visit the job site to perform labor interviews
  - Cancelled checks are required to be submitted
  - Excess of 40 hours in a week must be paid as overtime.
  - Subcontractors (if any) must comply with the same labor requirements as the Prime contractor
- Bid Form
  - Bids are due: August 12, 2021 by 2:00 p.m.
  - Total of two (2) base bid item(s)
  - Project schedule
    - Base bid 1: 120 days
    - Base bid 2: 120 days
  - Liquidated damages: \$150.00 per day
  - When calculating costs, the contractor is responsible for all labor, materials, and equipment.
  - Be sure to acknowledge and include issued addendums; none at this time
  - Bid form also identifies all documents required for submission; to include: contractor’s clearance and license
- Bid Bond Requirement
  - Now follows local procurement law
  - Fifteen (15) percent of total bid cost
  - Cashier’s checks are acceptable

**REMINDER:**

- All technical questions must be submitted in writing and responses will be issued as an addendum.
- Trash, materials, and jobsite must be maintained and secured daily (example: trash must be placed in garbage bins, etc.)

**Site Visit:**

Schedule: July 23, 2021 at 8:30 a.m.

POC: Bob Hess

**Meeting Site: 29 JP Mali, Dededo**



PRE-BID CONFERENCE SIGN-IN SHEET  
 GHURA-07-15-2021; Renovation of (09) Nine Public Housing Units at AMPs 1 & 4  
 July 22, 2021, Thursday, 10:00am

NAME:	ORGANIZATION:	CONTACT NUMBER:	EMAIL:
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