

## Pre-Bid Conference Minutes

**To:** Distribution of Bidders  
**Date:** June 28, 2021 at 10:00 a.m.  
**From:** Greta Balmeo, Procurement  
**Subject:** IFB#GHURA-COCC-021-006 Lease of All-In-One Copier/Fax/Scan/Print Machines

### GHURA Representatives:

Julieann Lujan, MIS  
Bill Eriksen, MIS  
Greta Balmeo, Procurement

### Attendance:

Pam Quinata, Xerox Corporation  
Mike Salas, Xerox Corporation  
Lisa Rios, SBS (SHARP)  
Reyva Cruz, All Star  
Joe Slomka, All Star

### Housekeeping:

- Bids must be received at the Sinajana Main Office no later than 2:00 p.m. on Wednesday, July 14, 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: June 21, 2021
  - Pre-Bid Conference: June 28, 2021 10:00 a.m.
  - Deadline for Questions/Requests: July 2, 2021 by 5 p.m. (Friday)
  - GHURA's response: July 7, 2021 by 5 p.m. (Wednesday)
  - Bid closing: July 14, 2021 at 2:00 p.m. (Wednesday)
- All correspondence shall be addressed to the Executive Director, Mr. Ray Topasna, the Contracting Officer for GHURA, 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:**

- 15 % Bid bond
- Current business license
- Affidavit of Disclosure of Conflict of Interest Information
- 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)
- Contact for Contract Administration Form
- Brochures and Descriptive Literature: *vendor must provide full detailed line items of specifications*
- Any and all addendums
- Scope of Service and Vendor Bid Form (6 Bid Items)
  - Bid Item #1: (2) Toto, (1) Yona, (1) Agat – all on 1st floor (4 total)
  - Bid Item #2 1st floor at Sinajana Main Office – Section 8 division (1 total)
  - Bid Item #3: 2nd floor at Sinajana Main Office – COCC/CPD/RP&E Divisions (1 total)
- Company References/Certifications
- Company Staff/Technicians Resumes
- This is an All or None bid. Vendors may bid on all items or individual items.

**REMINDER:**

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

**Questions & Answers:**

1. **Question: Is monthly allowance for each machine included in the IFB? (Joe Slomka – All Star Guam Copier)**

Answer: Bid Item #1 thru Bid Item #3 all include minimum monthly allowance and minimum duty cycle volume allowance and are listed in the bid specifications. These costs must be reflected in each Bid Item. There is also a request in all three Bid Items should we go over the monthly printing cost allowance per unit. This also must be reflected in each Bid item.

2. **Question: Data security is a big issues these days. Did you have any data security requirements for instance erase the data after machine is done, off the hard drive or not allowing any malware or anti-virus to enter the copier? (Joe Slomka – All Star Guam Copier)**

Answer: No.