

## Pre-Bid Conference Minutes

**To:** Distribution of Bidders  
**Date:** June 23, 2022 at 10:00 a.m.  
**From:** Greta Balmeo, Procurement  
**Subject:** IFB#GHURA-06-16-2022-CDBG; Construction of MTM Community Recreational Facility

### GHURA Representatives:

Greta Balmeo, Procurement  
Mike Racuyal, A/E  
Andrew Manglona, 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 Thursday, July 7, 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 16, 2022
  - o Pre-Bid Conference: Thursday, June 23, 2022 10:00 a.m.
  - o Site Visit: Friday, June 24, 2022 at 9:00 a.m.
  - o Deadline for Questions/Requests: Thursday, June 30, 2022 by 5 p.m.
  - o Bid Closing: Thursday, July 7, 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 16, 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: July 7, 2022 by 2:00 p.m.
  - o Total of one (1) base bid item
  - o Project schedule
    - Base bid 1: 360 consecutive days (Aragon Street, MTM)
  - o Liquidated damages: \$350.00 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 and/or B classification

**Site Visit:**

Schedule: June 24, 2022 at 9:00 a.m.

POC: Michael Racuyal Meeting Site: **Aragon Street, MTM**



PRE-BID CONFERENCE ATTENDANCE SIGN-IN SHEET  
 IFB#GHURA-06-16-2022-CDBG; Construction of MTM Community Recreational Facility  
 DATE: June 23, 2022, Thursday, 10:00 AM

NAME:	ORGANIZATION:	CONTACT NUMBER:	EMAIL:
EMER OCAPIRO	SURFACE SOLUTIONS	483-5808	engineers.surface solutions@gmail.com
EONIN DELAYO	SURFACE SOLUTIONS	483-9222	
GARIB GARCIA	MEGA UNIDAD CON.	686-8208	garib.garcia08@gmail.com
Edward K. Choi	O.H. CONCT.	488-3692	michaelchangul@gmail.com
Joseph Arriola	LIANG CORPORATION	671-487-2337	jbarrot07@gmail.com
A. MANICOMIA	GHURA	671-475-1315	
M. Lavyn	GHURA	671-475-1318	mstravyn@ghura.org
Greta Balmeo	GHURA	671-475-1356	gbalmeo@ghura.org
Chris Bensan	GHURA	671-380-8424	cphensan@ghura.org
ALICE JAMES	GHURA	671-475-1403	alicej@ghura.org