

Pre-Bid Conference Minutes

To: Distribution of Bidders
Date: February 16, 2022 at 10:00 a.m.
From: Greta Balmeo, Procurement
Subject: IFB#GHURA-02-09-2022-AMP4; Drainage Correction GH250 Toto Gardens

GHURA Representatives:

Greta Balmeo, Procurement
Alice James, A/E
Michael Racuyal, A/E
Philly San Nicolas, CFP

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, March 10, 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 will be accommodated by contacting Procurement or WCO to schedule when you will be coming by the office.
- Procurement schedule:
 - o Bid available date: February 09, 2022
 - o Pre-Bid Conference: Wednesday, February 16, 2022 10:00 a.m.
 - o Site Visit: Thursday, February 17, 2022 at 9:00 a.m.
 - o Deadline for Questions/Requests: Thursday, March 03, 2022 by 5 p.m.
 - o Bid Closing: Thursday, March 10, 2022 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
- 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
 - o AG 005 – Affidavit re Ethical Standards
 - o AG 007 – Affidavit re Contingent Fees

- GHURA Form 03 (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
- 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.
- Federal Labor Standards Requirements
 - o Wage rates transcript as of February 4, 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: March 10, 2022 by 2:00 p.m.
 - o Total of one (1) base bid item(s)
 - o Project schedule
 - Base bid 1: 360 consecutive days (Toto Gardens)
 - o Liquidated damages: \$150.00 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 Now follows local procurement law
 - o Fifteen (15) percent of total bid cost
 - o Cashier's checks are acceptable

REMINDER:

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

Site Visit:

Schedule: February 17, 2022 at 9:00 a.m.

POC: Michael Racuyal **Meeting Site: AMP 4 Property Site Office, Toto Gardens**

