



BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., Friday, May 19, 2017
GHURA's Main Office
1st floor, Conference Room, Sinajana
AGENDA

I. ROLL CALL

II. APPROVAL OF PREVIOUS BOARD MINUTES – April 21, 2017

III. CORRESPONDENCE AND REPORTS

	Page(s)
1. FISCAL Financial Statements	1-4
2. Division Quarterly Reports (FY2017, 2 nd Quarter)	
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IV. OLD BUSINESS

V. NEW BUSINESS

1. CPD Programs, Competition & Selection	8-10
2. Notice of Intend of Award	11-64
IFB GHURA-COCC-017-002, Administrative Office Supplies	

VI. GENERAL DISCUSSION / ANNOUNCEMENTS

1. 2016 Audit	65-70
Management Letter dated April 19, 2017	
2. Next proposed scheduled Board meeting – June 9 th & June 23 rd	

VII. ADJOURNMENT

BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., May 19, 2017
GHURA Main Office, 1st floor conference room
Sinajana, Guam
MINUTES

After notice was duly and timely given pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regular scheduled meeting of **May 19, 2017** at 12:00 p.m. at the GHURA Sinajana Main Office, 1st Floor Conference Room was conducted.

I. ATTENDANCE, QUORUM, AND CALL TO ORDER

COMMISSIONERS PRESENT: George A. Santos, Chairman
 Thomas E. B. Borja, Vice Chairman
 Carl V. Dominguez, Member
 George F. Pereda, Member
 Joseph M. Leon Guerrero, Resident Commissioner

COMMISSIONERS ABSENT: Annabelle M. Dancel (excused)
 Eliza U. Paulino, Member (excused)

BOC LEGAL COUNSEL: Anthony Perez

MANAGEMENT & STAFF: Michael J. Duenas, Executive Director
 Pedro A. Leon Guerrero, Deputy Director
 Millie Taitano, Special Assistant
 Julie Lujan, Data Processing Manager
 Lucele Leon Guerrero, Controller
 Katherine Taitano, Chief Planner
 Albert Santos, A&E Manager
 Kimberly Bersamin, HR Administrator
 Norma San Nicolas, S8 Administrator

Meeting was called to Order at 12:00p.m. by Chairman Santos who acknowledged the presence of the above attendees. The Chairman then indicated that the minimum number of Commissioners required for a quorum was present and that the meeting could proceed.

Minute No.	Ref. No.	Approval of Previous Board Meeting	Action By:
146/17		The Chairman called for a motion to be made on the approval of the Minutes for the previous Board Meeting on April 21, 2017.	
147/17		After review and further discussion by the Board Members, a motion was made by Commissioner Dominguez and seconded by Resident Commissioner Leon Guerrero to approve the Board Minutes of April 21, 2017 as corrected.	
Minute No.	Ref. No.	Correspondence and Reports	Action By:
148/17		<p>MIS Division Quarterly Report (FY2017, 2nd quarter)</p> <p>Ms. Julie Lujan, referring to the Lottery System, reported the following:</p> <ul style="list-style-type: none"> • 6,730 lottery entries were received • 1,800 randomly selected winners were sent letters with instructions to go to GHURA's website and submit an online application • 1,280 completed the online application process • Those who didn't submit were given another opportunity to do so. Of the 520 remaining, only 100 completed the process. <p>Those who were using the system that were kicked off the system at exactly five o'clock p.m. submitted an appeal for reconsideration. One individual was caught for submitting an online application and was not the actual winner. They happened to stumble upon a letter and used that winning lottery number to apply on their behalf.</p>	Julie Lujan

Minute No.	Ref. No.	Correspondence and Reports	Action By:
148/17 (continuation)		<p>A few individuals who had submitted duplicates, the system only accepted information entered on their first attempt. Ms. Lujan stated that the Google Analytics provided information on how many people visited the website. The site remained at 100% up and running and had excellent response time with no complaints. The website allowed for recoveries. Out of 6,730, we had over 1,000 requests for assistance in recovering or resubmitting their lottery number. No requests for technical support, which indicated the site was properly functioning. Majority of the visits were from Guam. Other areas were from the Philippines, Northern Marianas, France, and the Ivory Coast. Access was mainly made from windows versus androids showing that more were using desktops versus mobile and the majority used Chrome versus Safari and Internet Explorer.</p> <p>Referring to informal hearing duties, Ms. Lujan stated she conducted six hearings. Five are under the Section 8 program of which two were terminated due to non-compliance. One Public Housing case was terminated due to criminal activity.</p>	
149/17		<p>FISCAL Financial Statements</p> <p>Ms. Lucele Leon Guerrero provided the Board with financial highlights which included statement of net position (assets and liabilities). \$15M in cash for all programs and \$23.6M in property, plant, and equipment net of depreciation. The total assets are \$45.1M. GHURA has a total of \$21.3M in operating revenue in which \$20.1M are from HUD grants, \$226,000 from other grants, and \$463,000 from other sources.</p>	<p>Lucele Leon Guerrero</p>

Minute No.	Ref. No.	Correspondence and Reports	Action By
149/17 (continuation)		GHURA collected \$37,000 in interest income and paid \$32,000 in interest expense which is the interest payment for the Guma Trankilidat loan.	
Minute No.	Ref. No.	New Business	Action By
150/17		<p>CPD Programs, Competition, & Selection</p> <p>Ms. Katherine Taitano, Chief Planner provided the Board the proposed use of funds starting October 1, 2017. Ms. Katherine Taitano stated the three main milestones are getting the notices out to the public, getting the money available to fund the projects, and getting approvals for those funds by HUD. This entire process begins as a competitive request for applications and ends in submission of the Annual Action Plan, that list the proposed projects for three grants: CDBG, HOME, and ESG. Although there is a delay in the HUD notification on the actual funding levels, Ms. Taitano stated, the CPD staffs continues to review project selections and applications. They go through many projects simultaneously to avoid any delays. Received \$3M for CDBG activities, \$230,000 for Emergency Solutions Activities, and \$750,000 for HOME, requests received totaled \$11.7M for public facilities.</p>	Katherine Taitano

Minute No.	Ref. No.	New Business	Action By
151/17		<p>Notice of Intent to Award, IFB GHURA-COCC-017-002, Administrative Office Supplies</p> <p>Director Duenas stated management is pursuing an IDIQ for Administrative Office Supplies. In FY2014 this procurement process for supplies was successful. It eliminated a significant downtime when three price quotes were needed each time a purchased must be need.</p> <p>Of the six vendors who responded, the review committee's recommendation to the Board is to award the following five vendors: Emerald Wholesale, ComPacific, JC Marketing, Guam Modern Office Supply, and National Office Supply. A complete list of items and vendors were provided to the Board.</p>	
152/17		<p>A motion was made by Commissioner Dominguez and Seconded by Resident Commissioner Leon Guerrero to approve the Notice of Intent to Award, IFB GHURA-COCC-017-002, for Administrative Office Supplies as presented .</p>	
Minute No.	Ref. No.	General Discussion / Announcements	Action By
153/17		<p>2016 Audit, Management Letter dated April 19, 2017</p> <p>Director Duenas stated, arrangements are being made with the Auditor to provide a detailed presentation to the Board in June 2017.</p>	

Minute No.	Ref. No.	General Discussion / Announcements	Action By
153/17 (continuation)		<p>The Audit is a management tool that provides management and the board a snap shot of how well GHURA is complying with the requirements of the various grants, how we are doing financially, and also identifying long term issues that GHURA should address. In the report, GHURA struggles with providing adequate documentation to demonstrate compliance with program rules and regulations.</p> <p>Deputy Director Leon Guerrero briefly discussed the various deficiencies identified within the Public Housing and the Section 8 programs. Since receiving the report, he has met with the respective housing managers.</p> <p>PSMs have agreed to conduct 100% file review to include signing each file after it has been reviewed. In addition, they will work on being consistent with their processes. To address continued compliance reviews, management will be making the necessary budget modification to re-establish the Management Analyst IV position.</p> <p>Another area of concern is the work orders which are categorized according to level of emergency and how quick they are addressed. PSMs are currently working on their response time as well as the amount of work orders being generated and that they are closed in a timely manner.</p> <p>Referring to findings in the HCV program, Deputy Director Leon Guerrero stated one was the lack of submission of business license from Landlords, which must be submitted annually. A penalty will be enforced if not submitted in a timely</p>	

Minute No.	Ref. No.	General Discussion / Announcements	Action By
153/17 (continuation)		<p>manner. Another finding is that landlord files are not properly filed or are incomplete. Staffs are working on a more efficient process to be assigned to the inspectors rather than to the Housing Specialist.</p> <p>Director Duenas added, these findings with the housing programs are a personnel issue. Management is addressing it by working with the managers to ensure corrective actions are taken. However we have to make certain that the proper staff have the skills to perform the required work. Therefore some of the positions have to be reviewed if the position description we are using for a particular task is appropriate or if we need to update it. We are also in the process of procuring technical training for Housing Specialist, Property Site Managers, and HCV Staff.</p>	
154/17		<p>Next Proposed Scheduled Meetings June 9th and 23rd</p>	

155/17

ADJOURNMENT

There being no further business before the Board, a motion was made by **Commissioner Dominguez** and Seconded by **Vice Chairman Borja**, which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at 2:20 p.m.

(seal)



MICHAEL J. DUENAS

Board Secretary/Executive Director

GHURA Financial Highlights for October 2016 - March 2017

(for the six months and 2nd quarter ended)

BOC Meeting, May 19, 2017

Highlights by Fund:

- Change in Net Position (Net income) = \$915 K
- Program/Project Funds with net cash inflow (net income) are: Supportive Housing for the Elderly (GT), Supportive Housing Program (SPC), Public and Indian Housing (AMPs or PH), Resident Opportunities and Supportive Services (ROSS), Section 8 Housing Choice Vouchers (S8 HCV), Public Housing Capital Fund (CFP), FSS Program Coordinator Grant (FSS), Economic, Social and Political Development of the Territories – Compact Impact (DOI), and Trust Funds.
- Program/Project Funds with net cash outflow (net loss) are: Multifamily Housing Services Coordinator (MFHSC), Community Development Block Grants/Special Purpose Grants/Insular Areas (CDBG), Emergency Shelter Grants (ESG), Shelter Plus Care (SPC), HOME Investment Partnerships (HOME), Continuum of Care (CoC), Neighborhood Stabilization Program (NSP ARRA), LOCAL Funds, Other Funds and Revolving Funds.
- The following are Grants, reflecting net cash inflows and outflows due to timing differences: MFHSC, CDBG, ESG, SHP, SPC, HOME, CoC, ROSS, CFP, FSS and DOI.
- GT reflects income of \$130 K. Approximately \$150 K annually for CNA Project. Continuing to be frugal with expenditures.
- AMPs or PH reflect a combined income of \$359 K. Note: Income will be reserves if not expended by fiscal year end.
- S8 HCV reflects income of \$476 K. Note: Building Rental and Office Rent to COCC not included yet. Most of the income is HAP. Continuing to be frugal with expenditures.
- NSP ARRA reflects loss of \$14 K. Reserves are available to cover expenditures.
- LOCAL Funds reflect a combined loss of \$389 K. COCC Building Rental Income from HCV and CPD not included yet. HCV Management Fees from Admin Fees Earned continues to be \$12 per unit months leased (UML). CPD Program Management Fee not included yet. Continuing to be frugal with expenditures.
- Other Funds reflect a combined loss of \$30 K. Yona Urban Renewal Fund has cash reserves from prior years to cover expenditures.
- Revolving Funds reflect a combined loss of \$47 K. Astumbo and LIHTC have reserves from prior years to cover expenditures.
- Trust Funds reflect a combined income of \$34. Note: Interest income earned and received.

GHURA Financial Highlights for October 2016 - March 2017

(for the six months and 2nd quarter ended)

BOC Meeting, May 19, 2017

Statement of Net Position (Assets):

- Cash for all programs total \$15 M
- Property, Plant & Equipment (net of depreciation) total \$23.6 M.
- Total Assets (what GHURA owns) equal \$45.1 M.

Statement of Net Position (Liabilities and Net Position):

- Payments to vendors/contractors total \$261 K.
- GT debt to USDA RD total \$1.1 M.
- Net Position (what GHURA's worth) is \$26.1 M.

Combined Statement of Revenues, Expenses, Change in Net Position:

- Operating Revenues total \$21.3 M (\$20.1 M are from HUD, \$226.9 K from other Government Grants and \$463 K from other sources).
- Expenses total \$20.4 M (\$14.5 M paid to landlords for HAP and tenants for utility reimbursements, \$2.95 M paid vendors/contractors/subrecipients and \$2.95 M are for salaries and benefits).
- Net income from operation is \$910 K.
- Non-operating income total \$5.4 K (interest income of \$37.7 K were received and \$32.3 K of interest expenses were paid for GT – RD Loan).
- Change in net position (net income) is \$915 K.
- Net position increased from \$25.2 M to \$26.1 M. (what GHURA's worth)

GHURA
Smt Net Change Summary (2)
Six Months Ended March 2017

FiscalYear 2017
Period 6
PostedEndBal (Multiple Items)

PostedEndBal Column Labels

Row Labels	14.157 Supportive Housing for the Elderly	14.191 Multifamily Housing Coordinator s	14.225 Community Development Block Grants/Special Area	14.231 Emergency Shelter Program	14.235 Supportive Hosing Program	14.238 Shelter Plus Care Program	14.239 HOME Investment Partnerships	14.267 Continuum of Care Program	14.850 Public and Indian Housing	14.870 Resident Opportunities and Supportive Services	14.871 Section 8 Housing Choice Vouchers	14.872 Public Housing Capital Fund Program	14.896 FSS Program Coordinator Grant	15.875 Economic, Social and Political Development of the Territories - Compact Impact	ARRA-CFDA 14.256 Neighborhood Stabilization	Local Funds	Other Funds	Revolving Funds	Trust Funds	Grand Total
R11A Revenue from Tenants	(49,060.00)		(10,550.00)				(14,759.01)		(225,871.32)											(300,240.33)
R11C HUD Contributions	(309,751.00)	(10,617.23)	(450,513.66)	(57,836.64)	(392,897.15)	(141,034.79)	(246,589.28)		(2,041,861.00)	(21,508.02)	(15,920,180.00)	(434,815.06)	(40,503.43)							(20,068,107.26)
R11E Other Government Contributions														(226,876.89)						(226,876.89)
R11M Investment Interest and Dividends	(237.18)		(37.11)				(31,348.41)		(5,737.09)						(0.89)	(258.81)	(54.43)	(17.61)	(33.63)	(37,725.16)
R11Z Other Operating Revenue	(1,915.47)		(2,455.00)				(24,923.66)		(5,778.63)		(59,060.00)	(200.00)				(655,820.75)				(750,153.51)
R16A Personnel Expenditures	62,287.56	12,728.97	165,017.17	12,532.72	5,534.78	8,338.16	89,018.75		1,037,415.51	19,694.54	632,007.85	56,181.85	39,816.08	5,570.75	770,019.33	120.19	40,009.62			2,956,293.83
R16C Vendor Expenditures	136,359.99	236.00	364,369.24	45,973.49	310,156.20	134,287.04	239,793.43	883.79	879,337.65	843.57	350,922.97	20,764.35		144,970.93	13,580.48	274,945.10	30,243.75	7,452.43		2,955,120.41
R16E HAP Expenditures											14,513,703.42									14,513,703.42
R16G2 Interest Expense on Long-Term Notes Payable	32,354.45																			
R16Z Other Operating Expense									3,654.00											32,354.45
R6T Operating Transfers In / Out											6,687.03									3,654.00
Grand Total	(129,961.65)	2,347.74	65,830.64	669.57	(77,206.17)	1,590.41	11,191.82	883.79	(358,840.88)	(969.91)	(475,918.73)	(358,068.86)	(687.35)	(76,335.21)	13,579.59	388,884.87	30,309.51	47,444.44	(33.63)	6,687.03
Revenue	(360,963.65)	(10,617.23)	(463,555.77)	(57,836.64)	(392,897.15)	(141,034.79)	(317,620.36)	0.00	(2,279,248.04)	(21,508.02)	(15,979,240.00)	(435,015.06)	(40,503.43)	(226,876.89)	(0.89)	(656,079.56)	(54.43)	(17.61)	(33.63)	(915,290.01)
Expenses	231,002.00	12,964.97	529,386.41	58,506.21	315,690.98	142,625.20	328,812.18	883.79	1,920,407.16	20,538.11	15,503,321.27	76,946.20	39,816.08	150,541.68	13,580.48	1,044,964.43	30,363.94	47,462.05	0.00	(21,383,103.15)
Change in Net Position	(129,961.65)	2,347.74	65,830.64	669.57	(77,206.17)	1,590.41	11,191.82	883.79	(358,840.88)	(969.91)	(475,918.73)	(358,068.86)	(687.35)	(76,335.21)	13,579.59	388,884.87	30,309.51	47,444.44	(33.63)	(915,290.01)

Date : March 2017

Statement of Net Position

ASSETS**Current Assets**

Cash	\$15,040,007.56
Accounts receivable	\$1,595,123.12
Due To / From Other Funds, net	\$0.00
Consumable Inventory	\$260,912.74
Other current assets	\$2,774,794.00

Total current assets	\$19,670,837.42
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Investments	\$1,282,994.18
Prepaid expenses	\$512,825.12

Total non-current investments	\$0.00
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Property, plant & equipment, net	\$23,611,088.06
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Total non-current assets	\$25,406,907.36
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Total assets	\$45,077,744.78
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Date : March 2017

Statement of Net Position

Liabilities and Net Position
Liabilities**Current Liabilities**

Accounts Payable	\$261,225.84
Current portion of Notes Payable	\$62,000.00
Deferred Revenue	\$5,511,080.85

Other current liabilities	\$11,446,491.36
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Total current liabilities	\$17,280,798.05
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Non-Current Accrued Liabilities	\$679,782.30
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Long-term portion of note payable	\$1,002,186.22
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Total liabilities	\$18,962,766.57
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Net Position

Net Position	\$26,114,978.21
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Total liabilities and net position	\$45,077,744.78
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Date : March 2017

Combined Statement of Revenues, Expenses, Change in Net Position

Operating Revenue and Expenditures

Operating Revenue	
HUD PHA GRANTS	\$20,068,107.26
Tenant Revenue	\$300,240.33
Other Government Grants	\$226,876.89
Other Non-Government Contributions	\$0.00
Other Operating Revenue	\$750,153.51
	<hr/>
Total Operating Revenues	\$21,345,377.99
	<hr/>
Operating Expenditures	
Personnel Expenditures	\$2,956,293.83
Vendor Expenditures	\$2,955,120.41
Housing Assistance Payments	\$14,513,703.42
Compensated Absences	\$6,687.03
Depreciation	\$0.00
	<hr/>
Total Operating Expense	\$20,435,458.69
	<hr/>
Net Profit or Loss from Operations	\$909,919.30

Date : March 2017

Combined Statement of Revenues, Expenses, Change in Net Position

Other Non-operating Revenue (Expenses)	
Interest Income	\$37,725.16
Interest Expense	(\$32,354.45)
Other, Net	\$0.00
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Total Non-operating Revenue, Net	\$5,370.71
	<hr/>
Change in Net Position	\$915,290.01
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Total Net Position - Beginning of Year	\$25,199,688.20
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Total Net Position - End of Period	\$26,114,978.21
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DIVISION: Mgmt Info System (MIS)

Project Status Report FY 2017– March

Informal Hearings	Goal – To provide accurate S8/LIPH final decisions	On-going	<p>- Tenants: S8 5 Terminations: 2</p> <p>PH 0 Terminations: 0</p> <p>- Referral for Participation in Renters 101: 3</p> <p>- Applicants S8 1 Denied 1</p>
S8 Applicant Lottery	Goal – To ensure secured lottery processing and results	Compl.	<p>Post Lottery (Results)</p> <p>Lottery Registrants: 6,730</p> <p>Initial Winning Registrant Letters Sent: 1,800</p> <p>1st Round Winten2+ On-line Applicants: 1,280 approx.</p> <p>Secondary Winning Registrant Letters Sent: 520</p> <p>2nd Round Winten2+ On-line Applicants: 100 approx.</p> <p>Interface programming developed to confirm & remove duplicates.</p> <p>Review of discrepancy applicants: 5 approx.</p>
Exchange Email Server/Software Migration	Goal – To upgrade outdated email hardware/software	In-Process	<ul style="list-style-type: none"> - Outdated hardware/server procured and tested. - Microsoft Exchange Software procured. - Code2 software procurement in-process to assist w/ migration. <p>Possible contract for assistance.</p> <ul style="list-style-type: none"> - Vendor awarded for migration services based on expertise and dollar value - Meeting held for system review and MIS preparatory requirements.
Sex Offender Validation Program	Goal – To reduce number of S.O.s in Guam PHA	In-Process	<ul style="list-style-type: none"> - Set of secured data from judiciary beginning January 2017 received. Requires format modification for compatibility purposes. - Second set of data due nlt June 2017 for final implementation from Judiciary Dept.

Lottery Registration Page:

Date Range:	1/9/2017	1/13/2017	8:00AM- 5:00PM
Total Number of Entries:	6730		
Total on-Island Entries:	5891		
Total off-Island Entries:	839		
Non-US Citizen:	1845		
US National:	64		
	Mobile:		
Mobile Vs. Desktop:	60%	Desktop: 40%	
Number of Tech Requests:	0		
Number of Lottery Number Recoveries:	1071		

Lottery S82017:

Date Range:	2/1/2017	2/15/2017	8:00AM- 5:00PM
Total Number of Entries:	1286		
Total on-Island Entries:	NA		
Total off-Island Entries:	NA		
Non-US Citizen:	NA		
US National:	NA		
	Mobile:		
Mobile Vs. Desktop:	70%	Desktop: 30%	
Number of Tech Requests:	0		
Number of Lottery Number Recoveries:	158		

Lottery S8app2017:

Date Range:	2/23/2017	2/28/2017	8:00AM- 5:00PM
Total Number of Entries:	101		
Total on-Island Entries:	NA		
Non-US Citizen:	NA		
US National:	NA		
Total off-Island Entries:	NA		
Total Number from Micronesia:	NA		
Total Number from FSM:	NA		
	Mobile:		
Mobile Vs. Desktop:	70%	Desktop: 30%	
Number of Tech Requests:	0		
Number of Lottery Number Recoveries:	41		



Users

3,225
% of Total: 100.00% (3,225)

New Users

2,296
% of Total: 100.00% (2,296)

Sessions by Keyword

Keyword	Sessions
(not set)	2,691
(not provided)	2,383
ghura	30
ghura guam	21
ghura.org	14
ghura guam staffing pattern	12
guam housing and urban renewal authority	10
www.ghura.org	9
section 8 guam	8
guam housing urban renewal authority	5

Sessions by Territory/Country

Country	Pages / Session
(not set)	5.00
United states	4.16
France	4.00
Japan	4.00
Guam	3.80
Taiwan	3.00
Northern Mariana Islands	2.64
Cote d'Ivoire	2.50
Singapore	2.33
Philippines	2.28

Sessions

5,288
% of Total: 100.00% (5,288)

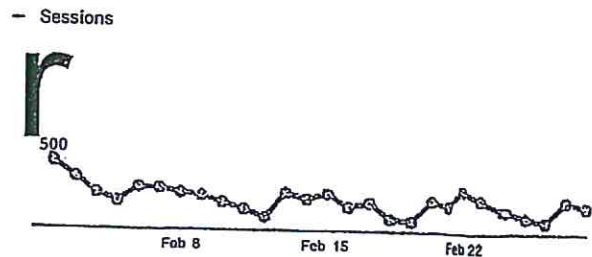
Sessions by Operating System

Operating System	Sessions
Windows	2,061
Android	1,844
iOS	1,114
Macintosh	222
linux	23
Chrome OS	17
(not set)	3
Windows Phone	3
Samsung	

Sessions by Browser

Browser	Sessions
Chrome	3,162
Safari	1,126
Internet Explorer	364
Firefox	209
Edge	117
Android Browser	108

Sessions by Timeline



**CPD Programs
HOME, CDBG, ESG***

	January		February		March		April		May		June		July	
	wk1-wk2	wk3-wk4	wk1-wk2	wk3-wk4	wk1-wk2	wk3-wk4	wk1-wk2	wk3-wk4	wk1-wk2	wk3-wk4	wk1-wk2	wk3-wk4	wk1-wk2	wk3-wk4
Competition and Selection Process														
Competition Process														
NOFA Advertising Period														
Advertising availability of funds														
Public Meeting														
<u>Selection Process</u>														
Applications Submitted														
Review for grant compliance														
Application review by staff														
Project Review Final Selection														
<u>Annual Action Plan</u>														
Grant Writing Period														
Advertising														
Public Meeting														
Director Briefing for Governor														
Submit for Governor's Signature														
Submit AAP into HUD IDIS														

	August		September		October	
	wk1-wk2	wk3-wk4	wk1-wk2	wk3-wk4	wk1-wk2	wk3-wk4
HUD Response/Approval						

* See above
HOME = HOME Investment Partnership Grant
CDBG = Community Development Block Grant
ESG = Emergency Solutions Grant

Program Year 2017 / Fiscal Year 2018

Annual Action Plan-Community Planning and Development Funds-Proposed Projects		Amount Requested	Project Description
Project Name	Applicant		
Community Development Block Grant - Public Facilities and Improvement			
1 Development of a New Detention Center	Guam Department of Corrections	\$3,000,000.00	Design and construction of a 450-bed male detention facility in Mangilao
2 Design and Construction of the Sinajana Fire Station	Guam Fire Department	\$1,300,000.00	New construction of the Sinajana Fire Station
3 Inarajan Multi-Purpose Public Facility	Mayor's Office, District of Inarajan	\$917,280.00	New construction of a multipurpose public facility for recreational activities, workshops, adult education classes, cultural events and serve as an emergency shelter during a natural disaster.
4 Talofofo Village / Talofofo Elementary School Multi-Purpose Court	Mayor's Office, District of Talofofo	\$95,000.00	Renovate the abandoned recreational facility situated on the school property, to be maintained by the Mayor's Office. Will be used to improve & expand the schools wellness program and provide an alternative outlet for other village residents to exercise and maintain their health.
5 DPR Guam Sports Complex Multipurpose Building (Restroom, Concession, Press Box and Observation Tower)	Department of Parks and Recreation	\$650,000.00	Construct a multi-purpose (press box, restroom, concession, and observation deck) to serve the existing Baseball Field complex, expand existing paved parking; and construct accessible sidewalks leading to the new structure and baseball fields from the perimeter jogging path and parking area.
6 Tai Village Off-site Infrastructure, Survey and Engineering of Seven (7) Self-Help Homes -Phase 1	Micronesia Community Development Corporation (MCDC)	\$148,932.00	Fund off-site infrastructure, survey, engineering, permitting, finance water line to the seven lots and clearing and grading of rights of way with gravel, roads, topographic survey.
7 Butler tin roof covering for the Toto Basketball Court and bathroom facilities at the Toto Pavilion	Mayor's Office, District of Mongmong-Toto-Maite	\$200,000.00	Construct butler tin roof covering for the Toto Basketball Court and bathroom facilities.
8 Manamko' Legacy Center	Government of Guam Association of Retired Persons (GGARP)	\$995,000.00	Design and construction of a center to support programs and services that target the social, morale, health, sports, recreation and special events for persons over 55 years of age.
9 Acquisition and Construction of a Central Regional "Super" WIC Clinic	Dept. of Public Health and Social Services	\$3,908,750.00	Acquire property and new construction of a centrally located WIC clinic. The facility intends to house the staff and programs provided out of the WIC offices in Tiyan and Mangilao.
10 The Guam National Tennis Center	Guam National Tennis Federation, Inc.	\$500,000.00	New construction of a self-sustaining National Tennis Center to develop and grow the sport of tennis amount our local community. Facility will provide a pathway for 300 low to moderate youth and adults per year to develop as tennis players, to increase their physical fitness, and to provide a positive social activity.
Community Development Block Grant - Public Services		\$11,714,962.00	
11 Homeless Management Information System	The Salvation Army	\$28,790.50	Funds will be used to meet the match requirement of the Continuum of Care funded HMIS program. The HMIS is a computerized data collection system that records and stores client level information inputted by programs/organizations providing services to individuals or families experiencing homelessness or are at risk of becoming homeless.
12 Lighthouse Recovery Center	The Salvation Army	\$219,569.00	Funds will be used for operations to support the operations of this transitional housing and outpatient program that serves homeless, low-and moderate-income and at-risk men seeking recovery from substance abuse.
13 Family Services Center/One Stop Homeless Assistance Center	The Salvation Army	\$30,000.00	Funds will be used for operations to support the ESG program to provide homeless prevention and rapid re-housing services to homeless and at-risk households.

Program Year 2017 / Fiscal Year 2018
Annual Action Plan-Community Planning and Development Funds-Proposed Projects

Project Name	Applicant	Amount Requested	Project Description
14 The Opportunity Initiative 2017	Big Brothers Big Sisters of Guam	\$67,555.00	Empower families to be self-sustaining through skills and knowledge obtained through evidence-based and promising programs. Target project sites: Guam Facilities Foundation (Dededo, Tamuning, Yigo); GHURA AMPS: Yona, Toto, Umatac, Agat; Dept. Youth Affairs Youth Centers: Southern Center-Haya and Central Center-Kattan; Salvation Army and Guma San Jose; JP Torres Alternative School and other low-to-moderate communities.
Total PS requested:		\$345,914.50	
Emergency Solutions Grant			
15 Family Services Center/One Stop Homeless Assistance Center	The Salvation Army	\$234,000.00	Funds will be used to provide homeless prevention and rapid re-housing services to homeless and at-risk households.
Total ESG requested:		\$234,000.00	
Home Investment Partnerships Program (HOME)			
16 2017 Building Hope, Building Homes, Building the Community Phase III	Habitat for Humanity	\$420,000.00	New construction of three single-family units for affordable homeownership.
17 Tai Village Seven (7) Mutual Self-Help Homes - Phase I	Micronesia Community Development Corporation (MCDC)	\$609,500.00	New construction of seven homes 40% to be targeted towards the very low-income and 60% to low-income families.
Total PS requested:		\$1,029,500.00	

FY2017 CPD Allocation (these figures are estimates, currently on continuing resolution)

Community Development Block Grant		\$	3,043,965.00
Administration & Planning (20% cap)	\$	608,793.00	
Public Services (11% cap)	\$	334,836.15	
Public Facilities & Improvement	\$	2,100,335.85	
Emergency Solutions Grant	\$	17,567.00	234,233.00
Administration & Planning (7.5%)	\$	215,665.00	
Homeless Prevention & Rapid Re-Housing	\$		
Home Investment Partnerships Program	\$	112,308.00	748,722.00
Administration & Planning (15% cap)	\$	636,414.00	
Homebuyer Activities	\$		
CDBG, HOME, ESG - TOTAL		\$	4,026,920.00

PY2017 Funding Requests

CDBG		\$	345,914.50
Public Services	\$	11,714,962.00	
Public Facilities and Improvements	\$		12,060,876.50
ESG	\$	234,000.00	234,000.00
Homeless Prevention/Rapid Rehousing	\$		
HOME	\$	1,028,500.00	1,028,500.00
Homebuyer Activities	\$		13,323,376.50
Total Funds Requested		\$	13,323,376.50

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMA YAN RINUEBAN SIUDAT**

MEMORANDUM:

May 15, 2017

TO: Board of Commissioners

FROM:  Michael J. Duenas, Executive Director 

SUBJECT: Notice of Intent of Award for
IFB GHURA-COCC-017-002 Administrative Office Supplies

GHURA issued an indefinite quantity bid pursuant to Section 3119(i)(2) of the 2GAR Procurement Regulations. Items on this bid are on an as needed basis. Unless otherwise specified in the IFB, all prices shall be on a firm-fixed price basis and are not subject to adjustment based on costs incurred for one (1) year. This bid shall be subject to availability of funds. For Fiscal Year 2017, the office supplies budget is not to exceed \$60,000.00 for the entire Authority.

The purpose of this bid is to establish a list of most commonly used administrative supplies and to solicit competitive bidding from various local vendors. This procurement method will eliminate the process of obtaining quotes for most commonly used administrative supplies throughout the year. For supplies not listed, divisions will need to go out for quotes. The supply list will be made available to all GHURA divisions to assist in the procurement of administrative supplies. The respective divisions will be able to identify who the vendor is, what the total cost will be, then send their request to FISCAL for fund certification.

Average time for the AMPS to process a purchase order is five (5) days, with three (3) days allotted for the vendor to provide quotes. *The establishment of an Administrative Office Supplies list will cut processing time by at least three (3) days.* This method of procurement is cost effective in terms of reducing labor cost and improving productivity.

Attached is Table 1-1 Price Analysis consists of the FY2014 Administrative Supplies list and the current Administrative Office Supplies bid submissions from six (6) prospective vendors. Current market trends show steady pricing for the past two years. One main supplier, National Office Supply, pricing has increased slightly from 2014. There is a slight in decrease in price for many items mainly from Guam Modern Office Supply which may be due to product brand and competition. As much as possible, the Buyer Supervisor II took into consideration quality versus price and had requested from vendors samples to ensure best price and value.

The bid opening for the IFB GHURA-COCC-014-002 Administrative Supplies was held on 10:00 a.m., Monday, May 1, 2017. Six (6) vendors submitted a bid. Listed below are the results of the bids submitted, which were opened and read aloud.

Table 1.2

Vendors	Awarded Bid Items
Micronesia Guam, Inc	No Award
Emerald Wholesale	68 and 69
ComPacific	3a, 5a, 13, 14, 16, 20, 24a, 54, 58, 61, 62, 64, 74 red/blu, 83 blu and 87
JC Marketing, Inc	1, 10, 27a 38, 39, 42, 43, 50, 60, 65, 67, 70, 72, 74 blk, 75, 78, 82, 83 blk/red, 92, 96 and 97
Guam Modern Office Supply	2, 2a, 3, 4, 4a, 5, 6, 6a, 7, 7a, 8, 9, 11, 12, 15, 17, 18, 19, 21, 23, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36, 40, 41, 44, 45, 46, 49, 51, 52, 53, 55, 56, 63, 66, 73, 76, 77, 79, 80, 81, 86, 88, 89, 90, 91, 93, 94, 95, 99 and 100
National Office Supply	22, 23a, 25a, 26a, 27, 34a, 35a, 37, 47, 48, 57, 59, 71, 84, 85 and 98

Based on the evaluation of all bid submissions, all bidders were deemed lowest responsible responsive for the above bid and were awarded based on conformity of bid specifications and or lowest price.

We are requesting the Board of Commissions to approve the award of Administrative Office Supplies to above vendors.

Bid evaluation and selection by:

Priscilla K. Rideb - Buyer Supervisor II

Alice James – ROSS Program Coordinator I

Jeanna Blas – AMP3 Administrative Assistant

Attachments: Bid Opening Log
Bid Abstract Evaluation
Table 1-1 Price Analysis

At the Regular Board Meeting of May 19, 2017, A motion was made by Commissioner Dominguez and seconded by Commissioner Leon Guerrero to approve the award of Administrative Office Supplies to the above vendors listed on Table 1.2. Without further discussion and objection, the motion was approved.

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3:	Vendor 4:
		MICRONESIA GUAM INC	EMERALD WHOLESALS	COM PACIFIC	JC MARKETING

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3:	Vendor 4:
1	Air Duster, compressed air duster, non-flammable, non-ozone depleting propellant, moisture, oil, and residue free when used, contains no cfc's or HCFCs, 10oz, or equal specifications (for computers, laptops, audio/video, printer, etc.)	NO BID	NO BID	NO BID	\$ 5.62 OK
2	Binders, 1/2" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: WHITE or BLACK			\$ 2.84	\$ 2.85
2a	Binders, 1/2" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: BLUE ONLY			\$ 2.88	\$ 5.75
3	Binders, 1" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: WHITE or BLACK			\$ 2.88	\$ 2.77
3a	Binders, 1" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: BLUE ONLY			\$ 2.94 OK	\$ 3.38

EVALUATED BY: PRISCILLA BROWN 5/10/17
 JEANNE BIKES 5/10/17 1
 ALICE VAPLES 5.10.17-BID ABSTRACT

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3:	Vendor 4:
4	Binders, 1 1/2" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: WHITE or BLACK			\$3.94	\$8.77
4a	Binders, 1 1/2" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: BLUE ONLY			\$3.94	\$7.70
5	Binders, 2" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: WHITE or BLACK			\$4.64	\$4.48
5a	Binders, 2" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: BLUE ONLY			\$4.84 ₀₂	\$8.63
6	Binders, 3" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: WHITE or BLACK			\$6.74	\$6.50
6a	Binders, 3" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: BLUE ONLY			\$7.44	\$11.20

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IPB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3:	Vendor 4:
7	Binders, 4" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: WHITE or BLACK,			\$14.44	\$13.42
7a	Binders, 4" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: BLUE ONLY			\$14.44	\$33.02
8	Binders clips, mini, 1/2", or equal specifications, black, 12/box			\$1.95	\$1.02
9	Binder clips, small, 3/4", or equal specifications, black, 12/box			\$1.78	\$0.45
10	Binder clips, medium, 1 1/2", or equal specifications, black, 12/box			1 1/4" \$2.44	\$0.94 <i>olp</i>
11	Binder clips, large 2", or equal specifications, black, 12/box			\$3.44	\$2.25
12	Calculator Tape 2 1/2" x 150' single ply bond, or equal specifications, 1 roll			3 PK \$4.44 (\$1.48 each)	3 PK \$4.55 (\$1.52 each)

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2: EMERALD	Vendor 3: COMPACIFIC	Vendor 4: JC
13	CD-R, 700mb/80min, or equal specifications, 100/pack			100PK \$23.84 ^{OK} +D.24 EA	100PK \$34.03
14	CD-RW, 700mb/80-minute CD Rewritable Disc, or equal specifications, 25/pack			25 PK \$19.74 ^{OK}	25PK \$28.08
15	Correction Tape, 5mmx12m, slide nip protector, or equal specifications, 1 each			NO BID	NO BID
16	DVD-R 4.7GB, or equal specifications, 100/pack			100PK \$33.84 ^{OK} \$0.34 EA	100/PK \$39.22 \$0.39 EA
17	Envelopes, Clasp, 9" x 12", heavy duty opaque, 22lb Kraft material, open end closure, or equal specifications, 100/box			NO BID	100/box \$13.87
18	Envelopes, EZ Seal, business, legal size, #10, or equal specifications, 500/box		500/box \$39.00 PER BOX	500/box \$44.34	500/box \$40.40
19	Envelopes, EZ Seal, business, window legal size, #10, or equal specifications, 500/box		500/box \$43.00 PER BOX	500/box \$48.84	\$41.92
20	Expanding Files (Alphabetical) legal size w/full flap 10"x15" 10% Post Consumer Material, or equal specifications, 1 each		NO BID	\$14.44 ^{OK}	\$27.15

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1: MGI	Vendor 2: EMEKALD	Vendor 3: COMPHIC/IC	Vendor 4: SL
21	Expanding Files (Numerical) legal size w/full flap 10"x12" 10% Post Consumer Material, or equal specifications, 1 each			\$19.84	\$27.23
22	File Jackets manila, letter size, 2", 10% Post-consumer recycled material, or equal specifications, 50/box			\$44.34	\$51.53
*23	Folders, Classification, ONE (1) divider, expands to 2", 2" capacity fasteners, on inside covers and on both sides of dividers 2/5 cut tabs, LETTER size, COLORS: Blue, Red, Orange, Green, Yellow, or equal specifications, 10/box. (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e. Dark Blue, Bright Red, Scarlet, etc.)			10/box \$58.84 (Blue, Green, Orange, Red, Yellow)	10/box \$40.37 Cobalt Blue

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: Core Pacific	Vendor 4:
23a	Folders, Classification, ONE (1) divider, expands to 2", 2" capacity fasteners, on inside covers and on both sides of dividers 2/5 cut tabs, LETTER size, COLORS: Brown/Red, or equal specifications, 10/box, (RECYCLABLE MATERIALS)			\$38.84	\$40.87
*24	Folders, Classification, TWO(2) divider, expands to 2", 2" capacity fasteners, on inside covers and on both sides of dividers 2/5 cut tabs, LETTER size, COLORS: Blue, Red, Orange, Green, Yellow, or equal specifications, 10/box, (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e. Dark Blue, Bright Red, Scarlet, etc.)			Gray, Green \$44.84	Green \$39.77

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: Competitive	Vendor 4: JC
25a	<p>Folders, Classification, ONE (1) divider, expands 2" 2" capacity fasteners on inside covers and on both sides of dividers, 2/5 cut, LEGAL size, COLORS: Brown/Red, or equal specifications 10/box. (RECYCLABLE MATERIALS)</p>			\$38.74 Pink Red	\$39.02 Pink Red
*26	<p>Folders, Classification, TWO (2) dividers, expands 2" 2" capacity fasteners on inside covers and on both sides of dividers, 2/5 cut, LEGAL size, COLORS: Blue, Red, Orange, Green, Yellow, or equal specifications, 10/Box. (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e. Dark Blue, Bright Red, Scarlet, etc.)</p>			\$57.74 Red	\$52.85 Green

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
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 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: Competitive	Vendor 4: JC
26a	Folders, Classification, TWO (2) dividers, expands 2" 2" capacity fasteners on inside covers and on both sides of dividers, 2/5 cut, LEGAL size, COLORS: Brown/Red, or equal specifications, 10/Box, (RECYCLABLE MATERIALS)			\$76.44	\$52.85
*27	Folders, File Classification, THREE (3) dividers, expands to 2", 2" capacity fasteners on inside covers and on both sides of dividers, 2/5 cut tabs, LEGAL size, COLORS: Blue, Red, Orange, Green, Yellow, or equal specifications, 10/box, (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e., Dark Blue, Bright Red, Scarlet, etc.)			\$86.44 SEE NOS	Light Green \$55.38 DID NOT MEET SPEC SEE NOS

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: Com Pacific	Vendor 4: JC
27a	Folders, File Classification, THREE (3) dividers, expands to 2", 1/2" capacity fasteners on inside covers and on both sides of dividers, 2/5 cut tabs, LEGAL size, COLORS: Brown/Red, or equal specifications, 10/box, (RECYCLABLE MATERIALS)			NO BID	\$55.38 OK
28	Folders File, LETTER size, 11pt., single ply, 1/3 tab, assorted position, 5/8" undercut for ample for file labels or hand-written titles, Manila, or equal specifications, 100/box, (RECYCLABLE MATERIALS)			\$28.44	\$9.55
29	Folders File, LETTER size, single ply, 1/3 tabs, assorted positions, COLORS: Red, Blue, Green, Yellow, Purple, Orange, and Assorted, or equal specifications, 100/box, (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e. Dark Blue, Bright Red, Scarlet, etc.)			\$24.84	\$23.57

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: Compacific	Vendor 4: JC
30	Folders File, LEGAL size, 11pt., single ply, 1/3 tab, assorted position, 5/8" undercut for ample for file labels or hand-written titles, Manila, or equal specifications, 100/box			\$ 28.84	\$ 14.25
31	Folders File, LEGAL size, single ply, 1/3 tabs, assorted positions, COLORS: Red, Blue, Green, Yellow, Purple, Orange, and Assorted, or equal specifications, 100/box, (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e. Dark Blue, Bright Red, Scarlet, etc.)			\$ 44.64	\$ 26.58
32	Folders with two fasteners, 3 tab position, LETTER size, manila, or equal specifications, 50/box			\$ 49.84	\$ 39.98
33	Folders with two fasteners, 3 tab position, LEGAL size, manila, or equal specifications, 50/box			\$ 58.74	\$ 43.10

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: Competitive	Vendor 4: JLC
*34	Folders, Pressboard, expanding to 1", 1/3 tab, assorted positions, LEGAL size, COLORS: Blue, Red, Orange, Green, & Yellow, or equal specifications, 25/box. (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e. Dark Blue, Bright Red, Scarlet, etc.			\$69.84	\$68.55
34a	Folders, Pressboard, expanding to 1", tab 1/3 assorted LEGAL size, COLORS: Light Green, or equal specifications, 25/box			\$57.84	\$68.42
*35	Folders, Pressboard, expanding to 1", 1/3 tab, assorted positions, LETTER size, COLORS: Blue, Red, Orange, Green, & Yellow, or equal specifications, 25/box. (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e. Dark Blue, Bright Red, Scarlet, etc.			\$64.44	\$42.98 Legal size only

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m, May 1, 2017

Item No	Description	Vendor 1: MGS	Vendor 2: Emerald	Vendor 3: Omnipacific	Vendor 4: JLC
35a	Folders, Pressboard, expanding to 1", 1/3 tab, assorted positions, LETTER size, COLORS: Light Green, or equal specifications 25/box, (RECYCLABLE MATERIAL)			\$44.84	\$50.30
36	Folders, Pressboard with 1/3 metal tab, expanding to 1", LEGAL size, COLORS: Light Green, or equal specifications, 25/box, (RECYCLABLE MATERIAL)			\$84.84	\$72.20
37	Folders, Pressboard with 1/3 metal tab, expanding to 1", LETTER size, COLORS: Light Green, or equal specifications, 25/box, (RECYCLABLE MATERIAL)			\$64.74	\$56.30
38	Folders, Pressboard fastener 1/3 tab, 2" expansion, LEGAL size, COLORS: Light Green, Brown/Red, or equal specifications, 25/box, (RECYCLABLE MATERIAL)			\$98.84	\$63.75 67c

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: Compacifac	Vendor 4: JL
39	Folders, Pressboard fastener, 1/3 tab, 2" expansion, LETTER size, COLORS: Light Green or Brown/Red, or equal specifications, 25/box, (RECYCLABLE MATERIAL)			\$74.64	\$54.10 DK
40	Folders, Pressboard fastener 1/3 tab, 3" expansion, LEGAL size, COLORS: Light Green, Brown/Red, or equal specifications, 25/box (RECYCLABLE MATERIAL)			\$98.44	\$70.15
41	Folders, Pressboard fastener 1/3 tab, 3" expansion, LETTER size, COLORS: Light Green, Brown/Red, or equal specifications, 25/box, (RECYCLABLE MATERIAL)			\$76.48	\$96.40

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: <i>CompuPrint</i>	Vendor 4: <i>JC</i>
42	File Pocket, Expanding 3-1/2", COLORS: Brown/Red, LETTER size, bottom and sides fully enclosed, straight cut tabs, manila interior, long lasting, resists tears/rips, or equal specifications, 25/box			NO BID	\$ 28.75 ok
43	File Pocket, Expanding 3-1/2", COLORS: Brown/Red, LEGAL size, bottom and sides fully enclosed, straight cut tabs, manila interior, long lasting, resists tears/rips, or equal specifications, 25/box			NO BID	\$ 35.82 ok
44	Expanding Wallet w/ elastic closure, 5-1/4" expansion, LEGAL size, COLORS: Brown/Red, or equal specifications, 10/box			\$ 68.34	\$ 6.40 EACH 964.00 / PK
45	Glue Stick, all-purpose, non-toxic or equal specifications, 1.30oz			Clarify if w/ <i>Clear</i> <i>Perforated</i> 12/PK \$ 12.70 <i>individual</i> \$ 1.04 EA <i>3/24/07</i>	\$ 15.94 PER DOZEN 133 Ea.

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: Comfiscific	Vendor 4: JC
46	Labels, File, print or write, 3-7/16"x9/16", 4x6 sheets, COLORS: Red, Yellow, Blue, Lt Blue, Green, Black, Tan, Purple, White or equal specifications, 252 labels/pack			\$4.28	\$3.80
47	Labels, Laser, matte white, 2x4, 10 labels or equal specifications, 250 sheets/pack			\$14.84	\$45.95
48	Labels, Laser, matte, 1x4, 20 labels or equal specifications, 100 sheets/pack			500 SHEETS/PK EXCESSIVE \$14.74 1002	\$40.23 D.B.Z.
49	Labels, Laser Address, 1-1/3" x 4", or equal specifications, 1400ct/box			\$13.74	\$40.23
50	Labels, Laser Address, 1" x 2-5/8", or equal specifications, 3000ct/box			\$13.44	\$7.48 ^{OK}
51	Legal Pad Jr., ruled, 5x8, canary, or equal specifications, 12/pack			\$12.04	\$21.45
52	Legal pad, 8-1/2 x 11, ruled, perforated, canary, or equal specifications, 12/pack			\$19.94	\$13.45

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: Competitive	Vendor 4:
53	Letter opener, lightweight, or equal specifications, 1 each			\$ 1.94	\$ 1.46
54	Markers, Hi-Lighter, Retractable, (one color per box) COLORS: Orange, Blue, Yellow, and Pink, or equal specifications, 12/box			YELLOW ONLY \$ 18.44 MET SPECS	Did Not Meet Specs \$ 5.22 Not retractable
55	Markers, Permanent, Chisel or Bullet tip, low odor, no bleed, COLORS: Black, Blue, Red, Green, or equal specifications, 1 each			ASK FOR SAMPLES \$ 2.74 (0.94)	\$ 6.00
56	Markers, White board, chisel point, COLORS: Black, Red, Blue, Green, or equal specifications			\$ 4.34 (1.09 EN)	\$ 12.90
57	Non-static Wipes (for computers, keyboards, CDs, DVDs, phones, etc), cloth, pop-up tub, ammonia-free, unscented, 5-1/2 x 70, 65sheet, or equal specifications			\$ 9.44	\$ 9.95

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: <i>comparative</i>	Vendor 4: <i>JC</i>
58	Note pads, self-stick, removable 1-1/2" x 2" COLORS: Yellow, 100 sheets/pad, 12pads/pack or equal specifications			\$2.84 ok Asst. for samples	Did not meet specs \$4.15 Did not meet specs ask for samples
59	Note Pads, self-stick, removable 3" x 3", COLORS: Yellow, 100 sheets/pad, 12pads/pack, or equal specifications			\$14.44	\$4.25 Did not meet specs ask for samples
60	Note Pads, self-stick, removable 3" x 5", COLORS: Yellow, 100 sheets/pad, 6pads/pack, or equal specifications or equal specifications			\$9.84	\$8.51 ok
61	Note Pads, self-stick, removable 4" x 4", lined, COLORS: Yellow, 90 sheets/pad, 6pads/pack, or equal specifications			\$14.94 ok	\$16.95

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1: Mer	Vendor 2: Emerald	Vendor 3: Com-Facilita	Vendor 4: JLC
62	Note Pads, self-stick, removable 4" x 6", lined, COLORS: Yellow, 90sheet/pad, 3pads/pack or equal specifications			\$18.44 \$2,49 EA	\$19.74 \$2.95 EA
63	Paper clips, vinyl coated, assorted colors, Giant/Jumbo coated, or equal specification, 200ct			\$3.44 (\$2.0175)	\$4.10 (\$2.01 EA)
64	Paper clips, vinyl coated, assorted colors, #1 coated, or equal specifications, 500ct			\$3.34	\$3.73
65	Paper, Computer, 9-1/2 x 11, Carbonless, 4 part: white/canary/pink/gold or white/canary/pink/green, 850set/box			NO BID	\$181.80 (\$0.1425)
66	Paper, Printing, Colored, 8-1/2" x 11", Multi-Purpose, COLORS: Blue, Green, Yellow, etc equal specifications, 1 ream (RECYCLABLE MATERIALS)			\$19.98	\$7.55

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1: <i>1/24</i>	Vendor 2: <i>Contract</i>	Vendor 3: <i>Com Pacific</i>	Vendor 4: <i>JL</i>
67	Paper, Printing, Colored, 8-1/2" x 14", Multi-Purpose, COLORS: Blue, Green, Yellow, etc equal specifications, 1 ream (RECYCLABLE MATERIALS)	NO BID	NO BID	\$18.98	\$10.70 <i>ok</i>
68	Paper, Printing/Copier, 8-1/2" x 11", white, or equal specifications, 10 Reams/Case, (RECYCLABLE MATERIALS)	\$35.00 PER CASE	\$33.10 PER CASE <i>ok</i>	NO BID	\$47.25
69	Paper, Printing/Copier, 8-1/2" x 14", white, or equal specifications, 10 Reams/Case, (RECYCLABLE MATERIALS)	\$44.00 PER CASE	\$41.00 PER CASE <i>ok</i>	NO BID	\$76.25
70	Pens, Paper Mate Stick ballpoint, Fine point, COLORS: Black, Blue, & Red, or equal specifications, 12/box	NO BID	NO BID	\$4.44	\$2.46 <i>ok</i>
71	Pens, Pilot Better Retractable Ballpoint, Fine point, COLORS: Black, Blue, & Red, or equal specifications, 12/box			\$24.98	\$22.05

Green Yellow/Canary Pink Ivory Gold Packets B/W

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:		Vendor 2:		Vendor 3: <i>Comptek</i>		Vendor 4: <i>JC</i>	
72	Pens, Refill for Pilot Retractable Ballpoint, Fine point, COLORS: Black, Blue, & Red, **must be compatible with item 95, or equal specification, 2/pack					\$ 3.94		\$ 1.41	
73	Pens, Pilot G2 gel ink rolling ball, retractable, Med point, COLORS: Black, Blue, Red, or equal specifications, 12/Box					\$ 23.49		\$ 19.92	
74	Pilot G2 Refill, Medium or Fine point, COLORS: Black, Blue, Red, **must be compatible with item 97, or equal specifications, 2/pack					\$ 4.98		\$ 2.65	<i>OK</i>
75	Pencils, No.2 12/box, Standard Grade or equal specifications, 1 box					\$ 3.98		\$ 1.17	<i>OK</i>
76	Prong Paper Fasteners, 2" capacity, Bases only, or equal specifications 100/box					\$ 4.98		\$ 6.24	

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: Competitive	Vendor 4: JC
77	Prong Paper Fasteners 2" capacity, Compressor only, or equal specifications, 100/box			\$ 4.98	\$ 5.64
78	Rubber bands, size 105, 5x5/8, 55 Bands/1 lb pack, or equal specifications			\$ 7.94	\$ 4.52
79	Rubber bands size 19, 3-1/2x1/16, 1240 Bands/1 lb pack, or equal specifications			\$ 8.98	\$ 5.64
80	Rubber fingers, size 1-12, 12/pack or equal specifications			\$ 13.49	\$ 2.40
81	Scissors, straight blue, 8", or equal specifications			\$ 6.94	\$ 7.59
82	Sheet protector, top loading, heavy weight, clear, 11 x 8-1/2, or equal specifications, 50/ box			\$ 9.98	\$ 6.95
83	Stamp pad ink bottle, 2oz., COLORS: Black, Red, Blue, or equal specifications, 1 bottle			\$ 7.94	\$ 3.80

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: Compacific	Vendor 4: JC
84	Stamp pad, un-inked, Felt, 4-1/4x2-3/4, or equal specifications			\$4.84	\$3.63
85	Stamp Refill, for Ideal stamps, 2oz., or equal, COLORS: Blue, Black or Red refill, or equal specifications, 1 bottle			\$7.49	NO BID
86	Staples, Universal, or equal specifications, 5000 per box, 1/box			\$3.94	\$2.00
87	Stapler, Standard Desk, 25-sheet Capacity, Durable, Ergonomic, Black, or equal specifications, 1 each			\$22.98 MET SPECS	\$13.60 DID NOT MEET SPECS
88	Stapler, Heavy-duty, 160-sheet Capacity, or equal specifications, 1 each			\$49.84	\$54.83
89	Staples, Heavy Duty, 1/2", or equal specifications, 1000/box, 1 box			\$8.94	\$5.85
90	Staple remover, steel jaws, w/ recycled plastic grip, or equal specifications, 1 each			\$2.94	\$0.63

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: <i>Carapazific</i>	Vendor 4: <i>JL</i>
91	Staple remover, stainless steel tip, slide switch, or equal specifications, 1 each			NO BID	\$1.79
92	Standard flags self-adhesive, 1 x 1 1/16", Sign Here", red, or equal specifications, 50/pack			\$17.44	\$2.05 <i>ok</i>
93	Steno notebook, 6x9, 80/ct, COLORS: Red, Blue, Black, or Green, or equal specifications, 1 each			\$7.94	\$16.15
94	Tape Dispenser for 1" core, or equal specifications, 1 each			\$5.94	\$2.04
95	Tape Dispenser for 3" core, or equal specifications, 1 each			\$29.94	provide sample \$8.34 Not packing tape
96	Tape Transparent 1" core, 3/4" x 1296", or equal specifications, 1 each			\$3.94	\$1.18 <i>ok</i>
97	Tape Transparent 3" core, 1" x 2592" or equal specifications, 1 each			\$8.94	\$7.71 <i>ok</i>

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 1:	Vendor 2:	Vendor 3: Compacific	Vendor 4: Jc
98	White board eraser with corduroy fabric, or equal specifications, 1 each			NO BID	NO BID
99	3 hole puncher heavy duty w/Padded Handle, three 9/32" holes, 24 (20lb paper)sheet capacity, all metal/steel construction w/padded handle, black, or equal specifications, 1 each			\$49.84	\$48.44
100	2 hole puncher heavy duty w/Padded Handle, two 1/4" holes, 40 (20lb paper) sheet capacity, 2 3/4" center, durable metal construction w/padded handle, black, or equal specifications, 1 each	NO BID	NO BID	\$17.94	\$31.68

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IPB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: GUAM MODERN OFFICE SUPPLY	Vendor 6: NATIONAL OFFICE SUPPLY	Vendor 7:	Vendor 8:
1	Air Duster, compressed air duster, non-flammable, non-ozone depleting propellant, moisture, oil, and residue free when used, contains no cfcs or HFCS, 10oz, or equal specifications (for computers, laptops, audio/video, printer, etc.)	\$ 5.90	\$ 8.89		
2	Binders, 1/2" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: WHITE or BLACK	\$ 1.65 OK	\$ 2.10		
2a	Binders, 1/2" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: BLUE ONLY	\$ 2.45 OK	\$ 4.89		
3	Binders, 1" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: WHITE or BLACK	\$ 1.65 OK	\$ 2.10		
3a	Binders, 1" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: BLUE ONLY	\$ 3.25	\$ 4.98		

QUALIFIED BY: PRISCILLA K. BENDER
 ALICE TAKES
 5/10/17
 5.10.17
 BID ABSTRACT

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5:	Vendor 6:	Vendor 7:	Vendor 8:
4	Binders, 1½" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: WHITE or BLACK	\$2.15 ok	\$2.98		
4a	Binders, 1½" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: BLUE ONLY	\$3.25 ok	\$5.08		
5	Binders, 2" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: WHITE or BLACK	\$2.95 ok	\$3.65		
5a	Binders, 2" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: BLUE ONLY	\$5.50	\$7.25		
6	Binders, 3" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: WHITE or BLACK	\$4.25 ok	\$5.09		
6a	Binders, 3" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: BLUE ONLY	\$6.55 ok	\$9.25		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5:	Vendor 6:	Vendor 7:	Vendor 8:
7	Binders, 4" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: WHITE or BLACK,	\$12.25 ok	\$17.69		
7a	Binders, 4" capacity, 3 ring, 11" x 8-1/2" view, or equal specifications, Colors: BLUE ONLY	\$9.25 ok	\$29.85		
8	Binders clips, mini, 1/2", or equal specifications, black, 12/box	\$0.35 ok	\$0.47		
9	Binder clips, small, 3/4", or equal specifications, black, 12/box	\$0.35 ok	\$0.45		
10	Binder clips, medium, 1 1/2", or equal specifications, black, 12/box	\$1.15	\$1.15		
11	Binder clips, large 2", or equal specifications, black, 12/box	\$2.05 ok	\$2.89		
12	Calculator Tape 2 1/4" x 150' single ply bond, or equal specifications, 1 roll	\$0.75 ok	\$0.87		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: Eivann MacParr	Vendor 6: National	Vendor 7:	Vendor 8:
13	CD-R, 700mb/80min, or equal specifications, 100/pack	100 Pk \$29.00 \$0.29 each	50 Pk \$17.40 \$0.35 each		
14	CD-RW, 700mb/80-minute CD Rewritable Disc, or equal specifications, 25/pack	25 Pk \$25.50 \$1.02 each	25 Pk \$23.89		
15	Correction Tape, 5mmx12m, slide nip protector, or equal specifications, 1 each	\$2.25 OK	\$2.05		
16	DVD-R 4.7GB, or equal specifications, 100/pack	100 Pk \$59.00 \$0.59 each	50 Pk \$23.04 \$0.46 EA		
17	Envelopes, Clasp, 9" x 12", heavy duty opaque, 22lb Kraft material, open end closure, or equal specifications, 100/box	100/box \$11.25 OK	100/box \$14.89		
18	Envelopes, EZ Seal, business, legal size, #10, or equal specifications, 500/box	500/box \$25.00 OK	500/box \$48.65		
19	Envelopes, EZ Seal, business, window legal size, #10, or equal specifications, 500/box	500/box \$32.00 OK	500/box \$49.86		
20	Expanding Files (Alphabetical) legal size w/full flap 10"x15" 10% Post Consumer Material, or equal specifications, 1 each	\$15.50	\$18.98		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
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 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: GUAM MBDCCEN	Vendor 6: NATIONAL	Vendor 7:	Vendor 8:
21	Expanding Files (Numerical) legal size w/full flap 10"x12" 10% Post Consumer Material, or equal specifications, 1 each	OK \$15.50	\$18.00		
22	File Jackets manila, letter size, 2", 10% Post-consumer recycled material, or equal specifications, 50/box	5 1/2" BX \$42.50 \$42.50	\$23.89 OK		
*23	Folders, Classification, ONE (1) divider, expands to 2", 2" capacity fasteners, on inside covers and on both sides of dividers 2/5 cut tabs, LETTER size, COLORS: Blue, Red, Orange, Green, Yellow, or equal specifications, 10/box. (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e., Dark Blue, Bright Red, Scarlet, etc.)	10" BX \$34.50 (Green, Yellow, Red) OK	10" BX \$42.69 (Brick Red)	Available Colors: Guam Modern Green, Yellow, Red Comfacite - Blue, Orange * Clarify colors w/National	

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: Guam Mndt.rr	Vendor 6: National	Vendor 7:	Vendor 8:
23a	Folders, Classification, ONE (1) divider, expands to 2", 2" capacity fasteners, on inside covers and on both sides of dividers 2/5 cut tabs, LETTER size, COLORS: Brown/Red, or equal specifications, 10/box, (RECYCLABLE MATERIALS)	\$35.00	\$22.15 OK		
*24	Folders, Classification, TWO(2) divider, expands to 2", 2" capacity fasteners, on inside covers and on both sides of dividers 2/5 cut tabs, LETTER size, COLORS: Blue, Red, Orange, Green, Yellow, or equal specifications, 10/box, (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e. Dark Blue, Bright Red, Scarlet, etc.)	\$39.00 OK	Perick Red \$39.65	* Clarify w/National (colors)	

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
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 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: Guam. Mfg. Co.	Vendor 6: National	Vendor 7:	Vendor 8:
24a	Folders, Classification, TWO (2) divider, expands to 2", 2" capacity fasteners, on inside covers and on both sides of dividers 2/5 cut tabs, LETTER size, COLORS: Brown/Red, or equal specifications, 10/box, (RECYCLABLE MATERIALS)	10/box \$38.00 Brown/Red	10/box \$37.89 Brick Red	* need to clarify price w/ vendor (ren-tracker)	
*25	Folders, Classification, ONE (1) divider, expands 2", 2" capacity fasteners on inside covers and on both sides of dividers, 2/5 cut, LEGAL size, COLORS: Blue, Red, Orange, Green, Yellow, Green, or equal specifications, 10/box (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e., Dark Blue, Bright Red, Scarlet, etc.)	\$37.50 Green OK #1	\$51.60 Blue Green Light Blue Scarlet Yellow		

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 BID ABSTRACT

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: Guam Muehlen	Vendor 6: National	Vendor 7:	Vendor 8:
25a	Folders, Classification, ONE (1) divider, expands 2", 2" capacity fasteners on inside covers and on both sides of dividers, 2/5 cut, LEGAL size, COLORS: Brown/Red, or equal specifications 10/box, (RECYCLABLE MATERIALS)	Dark Red \$ 37.00	Dark Red \$ 35.50		
*26	Folders, Classification, TWO (2) dividers, expands 2" 2" capacity fasteners on inside covers and on both sides of dividers, 2/5 cut, LEGAL size, COLORS: Blue, Red, Orange, Green, Yellow, or equal specifications, 10/Box, (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e. Dark Blue, Bright Red, Scarlet, etc.)	Green \$ 47.00	Blue Dark Blue Green Scarlet Yellow \$ 52.10		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: <i>Guam Meter</i>	Vendor 6: <i>National</i>	Vendor 7:	Vendor 8:
26a	Folders, Classification, TWO (2) dividers, expands 2" 2" capacity fasteners on inside covers and on both sides of dividers, 2/5 cut, LEGAL size, COLORS: Brown/Red, or equal specifications, 10/Box. (RECYCLABLE MATERIALS)	\$ 40.00	\$ 43.25		
#27	Folders, File Classification, THREE (3) dividers, expands to 2", 2" capacity fasteners on inside covers and on both sides of dividers, 2/5 cut tabs, LEGAL size, COLORS: Blue, Red, Orange, Green, Yellow, or equal specifications, 10/box. (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e. Dark Blue, Bright Red, Scarlet, etc.)	OK \$ 03.50 LT BLUE DARK BLUE LIGHT GRN RED YELLOW	Light Blue Green Red \$ 78.45		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: <i>Green Modern</i>	Vendor 6: <i>National</i>	Vendor 7:	Vendor 8:
27a	Folders, File Classification, THREE (3) dividers, expands to 2", 1/2" capacity fasteners on inside covers and on both sides of dividers, 2/5 cut tabs, LEGAL size, COLORS: Brown/Red, or equal specifications, 10/box, (RECYCLABLE MATERIALS)	\$01.50	\$02.85		
28	Folders File, LETTER size, 11pt., single ply, 1/3 tab, assorted position, 5/8" undercut for ample for file labels or hand-written titles, Manila, or equal specifications, 100/box, (RECYCLABLE MATERIALS)	\$9.25 OK	\$10.21		
29	Folders File, LETTER size, single ply, 1/3 tabs, assorted positions, COLORS: Red, Blue, Green, Yellow, Purple, Orange, and Assorted, or equal specifications, 100/box, (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e, Dark Blue, Bright Red, Scarlet, etc.)	\$17.25 OK	\$19.84	Verify w/Green Modern if they sell by colors only.	

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: Guam Modern	Vendor 6: National	Vendor 7:	Vendor 8:
30	Folders File, LEGAL size, 11pt., single ply, 1/3 tab, assorted position, 5/8" undercut for ample for file labels or hand-written titles, Manila, or equal specifications, 100/box	\$12.25 OK	\$13.65		
31	Folders File, LEGAL size, single ply, 1/3 tabs, assorted positions, COLORS: Red, Blue, Green, Yellow, Purple, Orange, and Assorted, or equal specifications, 100/box, (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e. Dark Blue, Bright Red, Scarlet, etc.)	\$25.50 OK	\$26.45 SEE SPEC'S	* Need to clarify colors w/ Guam Modern	
32	Folders with two fasteners, 3 tab position, LETTER size, manila, or equal specifications, 50/box	\$29.00 OK	\$29.65		
33	Folders with two fasteners, 3 tab position, LEGAL size, manila, or equal specifications, 50/box	\$33.50 OK	\$33.69		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
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 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: Guam Modern	Vendor 6: National	Vendor 7:	Vendor 8:
*34	Folders, Pressboard, expanding to 1", 1/3 tab, assorted positions, LEGAL size, COLORS: Blue, Red, Orange, Green, & Yellow, or equal specifications, 25/box, (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e. Dark Blue, Bright Red, Scarlet, etc.	CLARENCE ADD'L COLORS - Blue - BRIGHT RED - Dk Blue - GREEN 50 - yellow \$54.50 ok	Blue Bright Red Dark Blue Green Yellow \$22.25 SEE GROS		
34a	Folders, Pressboard, expanding to 1", tab 1/3 assorted LEGAL size, COLORS: Light Green, or equal specifications, 25/box	\$49.50 ok	ok \$42.25		
*35	Folders, Pressboard, expanding to 1", 1/3 tab, assorted positions, LETTER size, COLORS: Blue, Red, Orange, Green, & Yellow, or equal specifications, 25/box, (RECYCLABLE MATERIALS) (*Variations of these colors are acceptable i.e. Dark Blue, Bright Red, Scarlet, etc.	Blue BRIGHT RED DARK BLUE GREEN Yellow \$48.50 ok	ALL COLORS \$49.89		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: <i>Guam Industrial</i>	Vendor 6: <i>Natural</i>	Vendor 7:	Vendor 8:
35a	Folders, Pressboard, expanding to 1", 1/3 tab, assorted positions, LETTER size, COLORS: Light Green, or equal specifications 25/box, (RECYCLABLE MATERIAL)	\$ 39.50	\$ 35.50 <i>ok</i>		
36	Folders, Pressboard with 1/3 metal tab, expanding to 1", LEGAL size, COLORS: Light Green, or equal specifications, 25/box, (RECYCLABLE MATERIAL)	\$ 64.50 <i>ok</i>	\$ 65.50		
37	Folders, Pressboard with 1/3 metal tab, expanding to 1", LETTER size, COLORS: Light Green, or equal specifications, 25/box, (RECYCLABLE MATERIAL)	\$ 59.50	\$ 54.80 <i>ok</i>		
38	Folders, Pressboard fastener 1/3 tab, 2" expansion, LEGAL size, COLORS: Light Green, Brown/Red, or equal specifications, 25/box, (RECYCLABLE MATERIAL)	\$ 64.50	\$ 69.79		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
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 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: <i>Guam Western</i>	Vendor 6: <i>NORTHWOOD</i>	Vendor 7:	Vendor 8:
39	Folders, Pressboard fastener, 1/3 tab, 2" expansion, LETTER size, COLORS: Light Green or Brown/Red, or equal specifications, 25/box. (RECYCLABLE MATERIAL)	\$02.50	\$55.10		
40	Folders, Pressboard fastener 1/3 tab, 3" expansion, LEGAL size, COLORS: Light Green, Brown/Red, or equal specifications, 25/box (RECYCLABLE MATERIAL)	\$09.50 ok	\$76.89		
41	Folders, Pressboard fastener 1/3 tab, 3" expansion, LETTER size, COLORS: Light Green, Brown/Red, or equal specifications, 25/box. (RECYCLABLE MATERIAL)	\$09.50 ok	\$01.86		

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 BID ABSTRACT

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: <i>Estabro Madero</i>	Vendor 6: <i>Neptuna</i>	Vendor 7:	Vendor 8:
42	File Pocket, Expanding 3-1/2", COLORS: Brown/Red, LETTER size, bottom and sides fully enclosed, straight cut tabs, manila interior, long lasting, resists tears/rips, or equal specifications, 25/box	\$ 55.50	\$ 29.89		
43	File Pocket, Expanding 3-1/2", COLORS: Brown/Red, LEGAL size, bottom and sides fully enclosed, straight cut tabs, manila interior, long lasting, resists tears/rips, or equal specifications, 25/box	\$ 58.50	\$ 44.89 * No descriptive literature * * Tisqual (fict) *		
44	Expanding Wallet w/ elastic closure, 5-1/4" expansion, LEGAL size, COLORS: Brown/Red, or equal specifications, 10/box	\$ 29.50 ok	\$ 23.89		
45	Glue Stick, all-purpose, non-toxic or equal specifications, 1.30oz	✓ \$ 1.25 ok	\$ 1.89		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: Guvra Mader	Vendor 6: National	Vendor 7:	Vendor 8:
46	Labels, File, print or write, 3-7/16"x9/16", 4x6 sheets, COLORS: Red, Yellow, Blue, Lt Blue, Green, Black, Tan, Purple, White or equal specifications, 252 labels/pack	CLASSIFIED TO PREVENT ALL COLORS \$1.45 A.S. COLTIC ONLY OK	\$2.45 SEE 61105		
47	Labels, Laser, matte white, 2x4, 10 labels or equal specifications, 250 sheets/pack	\$20.50	\$11.89 OK		
48	Labels, Laser, matte, 1x4, 20 labels or equal specifications, 100 sheets/pack	\$13.50 .007	\$11.89 OK .006 -selected	Clarity w/ National exact count.	
49	Labels, Laser Address, 1-1/3" x 4", or equal specifications, 1400ct/box	\$11.50 OK 0.01	\$11.89 0.01		
50	Labels, Laser Address, 1" x 2-5/8", or equal specifications, 3000ct/box	\$15.50 0.01	\$12.25		
51	Legal Pad Jr., ruled, 5x8, canary, or equal specifications, 12/pack	\$6.90 OK	\$8.89		
52	Legal pad, 8-1/2 x 11, ruled, perforated, canary, or equal specifications, 12/pack	\$9.25 OK	\$13.20		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: Guam Modern	Vendor 6: National	Vendor 7:	Vendor 8:
53	Letter opener, lightweight, or equal specifications, 1 each	\$0.75 Did not meet Specs	\$0.89 Did not meet Specs		
54	Markers, Hi-Lighter, Retractable, (one color per box) COLORS: Orange, Blue, Yellow, and Pink, or equal specifications, 12/box	\$19.50 Not retractable	\$9.89 Not retractable		
55	Markers, Permanent, Chisel or Bullet tip, low odor, no bleed, COLORS: Black, Blue, Red, Green, or equal specifications, 1 each	\$0.65 Black Blue Red Ask for samples - OK	\$0.96 ALL COLORS		
56	Markers, White board, chisel point, COLORS: Black, Red, Blue, Green, or equal specifications	\$0.65 Black Blue Red Ask for samples	\$1.25 ALL COLORS * Alternative Available		
57	Non-static Wipes (for computers, keyboards, CDs, DVDs, phones, etc), cloth, pop-up tub, ammonia-free, unscented, 5-1/2 x 70, 65sht, or equal specifications	NO BID	\$0.25 OK		

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 BID ABSTRACT

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: Guam Mobile	Vendor 6: National	Vendor 7:	Vendor 8:
58	Note pads, self-stick, removable 1-1/2" x 2" COLORS: Yellow, 100 sheets/pad, 12pads/pack or equal specifications	\$4.25	\$0.85		
59	Note Pads, self-stick, removable 3" x 3", COLORS: Yellow, 100 sheets/pad, 12pads/pack, or equal specifications	NO \$6.90 ASK for samples	\$8.95 ASK for samples		
60	Note Pads, self-stick, removable 3" x 5", COLORS: Yellow, 100 sheets/pad, 6pads/pack, or equal specifications or equal specifications	\$13.50	\$17.85		
61	Note Pads, self-stick, removable 4" x 4", lined, COLORS: Yellow, 90 sheets/pad, 6pads/pack, or equal specifications	\$18.50	\$16.97		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: Guam Modern	Vendor 6: Nohrral	Vendor 7:	Vendor 8:
62	Note Pads, self-stick, removable 4" x 6", lined, COLORS: Yellow, 90sheet/pad, 5pads/pack or equal specifications	5 pads \$20.50	\$28.50 Verify how many pads/pack		
63	Paper clips, vinyl coated, assorted colors, Giant/Jumbo coated, or equal specification, 200ct	Need to clarify \$2.50 (to verify)	\$4.80 Guam Modern DK JC Marketing		
64	Paper clips, vinyl coated, assorted colors, #1 coated, or equal specifications, 500ct	\$5.25	\$4.80		
65	Paper, Computer, 9-1/2 x 11, Carbonless, 4 part: white/canary/pink/gold or white/canary/pink/green, 850set/box	NO BID	NO description provided \$109.95 (10.129 EA)		
66	Paper, Printing, Colored, 8-1/2" x 11", Multi-Purpose, COLORS: Blue, Green, Yellow, etc equal specifications, 1 ream (RECYCLABLE MATERIALS)	\$7.50 Blue Green Yellow OK	\$8.95		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: <i>Guam Vendor</i>	Vendor 6: <i>National</i>	Vendor 7:	Vendor 8:
67	Paper, Printing, Colored, 8-1/2" x 14", Multi-Purpose, COLORS: Blue, Green, Yellow, etc equal specifications, 1 ream (RECYCLABLE MATERIALS)	\$ 20.50	\$ 15.85		
68	Paper, Printing/Copier, 8-1/2" x 11", white, or equal specifications, 10 Reams/Case, (RECYCLABLE MATERIALS)	\$ 35.50	\$ 38.00		
69	Paper, Printing/Copier, 8-1/2" x 14", white, or equal specifications, 10 Reams/Case, (RECYCLABLE MATERIALS)	\$ 45.00	\$ 58.90		
70	Pens, Paper Mate Stick ballpoint, Fine point, COLORS: Black, Blue, & Red, or equal specifications, 12/box	\$ 2.50 ^{5/4} 3/4	\$ 2.85		
71	Pens, Pilot Better Retractable Ballpoint, Fine point, COLORS: Black, Blue, & Red, or equal specifications, 12/box	<i>NOT OK</i> \$ 9.50 <i>Does not meet specs Request for sample</i>	\$ 18.50 <i>etc</i>		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: <i>Guam Auctero</i>	Vendor 6: <i>Mehong</i>	Vendor 7:	Vendor 8:
72	Pens, Refill for Pilot Retractable Ballpoint, Fine point, COLORS: Black, Blue, & Red, **must be compatible with item 95, or equal specification, 2/pack	NO BID	NO BID		
73	Pens, Pilot G2 gel ink rolling ball, retractable, Med point, COLORS: Black, Blue, Red, or equal specifications, 12/Box	\$17.90 OK	\$19.89		
74	Pilot G2 Refill, Medium or Fine point, COLORS: Black, Blue, Red, **must be compatible with item 97, or equal specifications, 2/pack	NO BID	\$2.98		
75	Pencils, No.2 12/box, Standard Grade or equal specifications, 1 box	\$1.35	\$1.98		
76	Prong Paper Fasteners, 2" capacity, Bases only, or equal specifications 100/box	\$2.95 OK	\$3.15		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: <i>Guam Modern</i>	Vendor 6: <i>National</i>	Vendor 7:	Vendor 8:
77	Prong Paper Fasteners 2" capacity, Compressor only, or equal specifications, 100/box	\$2.75 <i>ok</i>	\$2.89		
78	Rubber bands, size 105, 5x5/8, 55 Bands/1 lb pack, or equal specifications	\$5.25	\$7.89		
79	Rubber bands size 19, 3-1/2x1/16, 1240 Bands/1 lb pack, or equal specifications	\$5.25 <i>ok</i>	\$7.89		
80	Rubber fingers, size 1-12, 12/pack or equal specifications	\$2.95 <i>ok</i>	\$8.12		
81	Scissors, straight blue, 8", or equal specifications	<i>YES</i> \$2.10 <i>ok</i> <i>ASK for sample</i>	\$2.89 <i>SEE GHOS</i>		
82	Sheet protector, top loading, heavy weight, clear, 11 x 8-1/2, or equal specifications, 50/ box	\$12.25	\$11.10		
83	Stamp pad ink bottle, 2oz., COLORS: Black, Red, Blue, or equal specifications, 1 bottle	NO BID	\$3.48		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: Guam Vendor	Vendor 6: Neimrod	Vendor 7:	Vendor 8:
84	Stamp pad, un-inked, Felt, 4-1/4x2-3/4, or equal specifications	\$ 3.25	\$ 2.03 ok		
85	Stamp Refill, for Ideal stamps, 2oz., or equal, COLORS: Blue, Black or Red refill, or equal specifications, 1 bottle	NO BID	\$ 5.21 ok		
86	Staples, Universal, or equal specifications, 5000 per box, 1/box	\$ 0.95 ok	\$ 1.15		
87	Stapler; Standard Desk, 25-sheet Capacity, Durable, Ergonomic, Black, or equal specifications, 1 each	Not a bid Duty did not meet specs \$ 5.25 Ask for sample	\$ 20.89 DIS BID PER SPECS		
88	Stapler; Heavy-duty, 160-sheet Capacity, or equal specifications, 1 each	\$ 35.50 ok	\$ 52.40		
89	Staples, Heavy Duty, 1/2", or equal specifications, 1000/box, 1 box	\$ 2.15 ok	\$ 8.95		
90	Staple remover, steel jaws, w/ recycled plastic grip, or equal specifications, 1 each	\$ 0.45 ok	\$ 0.89		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: <i>Guam Modern</i>	Vendor 6: <i>Netwood</i>	Vendor 7:	Vendor 8:
91	Staple remover, stainless steel tip, slide switch, or equal specifications, 1 each	\$1.15 <i>ok</i>	\$2.45		
92	Standard flags self-adhesive, 1 x 1 1/16", Sign Here", red, or equal specifications, 50/pack	NO BID	\$2.09		
93	Steno notebook, 6x9, 80/ct, COLORS: Red, Blue, Black, or Green, or equal specifications, 1 each	\$1.25 <i>ok</i>	\$1.58		
94	Tape Dispenser for 1" core, or equal specifications, 1 each	\$3.15 <i>ok</i>	\$4.89		
95	Tape Dispenser for 3" core, or equal specifications, 1 each	<i>Provide sample ok</i> YES \$0.25 ✓ Not packing tape	\$12.39 <i>50¢ 5,000's</i>		
96	Tape Transparent 1" core, 3/4" x 1296", or equal specifications, 1 each	\$1.35	\$3.25		
97	Tape Transparent 3" core, 1" x 2592" or equal specifications, 1 each	\$8.25	\$8.21		

Guam Housing and Urban Renewal Authority
 Bid Abstract for Administrative Office Supplies
 IFB No. GHURA-COCC-017-002
 Bid Opening: 10:00a.m., May 1, 2017

Item No	Description	Vendor 5: Guam Modern	Vendor 6: National	Vendor 7:	Vendor 8:
98	White board eraser with corduroy fabric, or equal specifications, 1 each	2 Request for sample \$1.75 Did not meet specs	\$2.55 ok		
99	3 hole puncher heavy duty w/Padded Handle, three 9/32" holes, 24 (20lb paper)sheet capacity, all metal/steel construction w/padded handle, black, or equal specifications, 1 each	\$22.00 ok	\$34.85		
100	2 hole puncher heavy duty w/Padded Handle, two 1/4" holes, 40 (20lb paper) sheet capacity, 2 3/4" center, durable metal construction w/padded handle, black, or equal specifications, 1 each	\$11.50 ok	\$18.74		

Company Name	Company Representative	Company Address and Email	Contact Number	Date & Receipt No.	Comments
MICRONESIA GUAM INC	ZALDY PEREZ	MICRONESIA GUAM INC YKHO.COM	898 7841 649 1008	4/27/17 10:16 AM	
EMERALD WHOLESAL	Ramona Calumpang	emerald-wholesale @yahoo.com	969-6202	5/1/17 9:05 AM	
COMPAPIC	MANOCHER CASSETI	SINCE COMPAPIC.COM / MCSSETI@GUM.NET	637 6677	05/01/2017 09:19 AM	
JC MARKETING INC	JIMMY HEWITSON MARLENE BELARDO	Jimmy@jcmarketing.com marlene@jcmarketing.com	633-4330	5/1/17 9:23 AM	
Guam Modern Office Supply	Richard Lugo	979 Army Dr, PMB 108 Barrigada, Gu 96813 sunterdergu@gmail.com	687-8838 637-2428	5/1/17 9:24 AM	

Bid Issue Date: April 13, 2017
 Bid Open Date: May 1, 2017

Bid No.: IFB GHURA-COCC-017-002
 For Administrative Office Supplies

Guam Housing and Urban Renewal Authority
 Bid Opening Sign-in Sheet Log

Company Name	Company Representative	Company Address and Email	Contact Number	Date & Receipt No.	Comments
NATIONAL OFFICE SUPPLIES	Ronald Hidalgo	ronhidalgo@yaho.com	646-6613 489-1547	5-1-17	
MICROELECTRONICS INC.	MS-SPW R				



BURGER · COMER · MAGLIARI
CERTIFIED PUBLIC ACCOUNTANTS

April 19, 2017

To the Board of Commissioners
Guam Housing and Urban Renewal Authority:

In planning and performing our audit of the financial statements of the Guam Housing and Urban Renewal Authority (the Authority) as of and for the year ended September 30, 2016, on which we have issued our report dated April 19, 2017, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Guam Housing and Urban Renewal Authority's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting. However, in connection with our audit, we identified, and included in the attached Appendix I, other matters as of September 30, 2016 that we wish to bring to your attention.

We have also issued a separate report to the Authority also dated April 19, 2017, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters.

This report is intended solely for the information and use of the Board of Commissioners and management of the Guam Housing and Urban Renewal Authority, the Office of Public Accountability – Guam, federal awarding agencies, pass-through entities, the cognizant audit and other federal agencies, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

We would be pleased to discuss the attached comments with you and, if desired, to assist you in implementing any of the suggestions. We wish to thank the staff and management of the Guam Housing and Urban Renewal Authority for their cooperation and assistance during the course of this engagement.

Very truly yours,

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FAX NOS. (671) 646-5045 (671) 472-2686

APPENDIX I

SECTION I – CONTROL DEFICIENCIES

We noted certain matters related to control deficiencies involving the Authority's internal control over financial reporting as of September 30, 2016 and other matters that remain uncorrected that we wish to bring to your attention as follows:

Public Housing – Tenant File Quality Control Review

Comment: During our eligibility compliance testing, we noted that the Authority does not conduct periodic quality control testing on a consistent basis to identify deficiencies and/or missing documentation for completeness. For those files reviewed, we noted that certain Property Site Managers (PSMs), particularly AMP 4, were signing off on the review and completeness of the files; however, we found numerous errors and missing and incomplete documentation that remained uncorrected. In certain instances, file documentation was prematurely shredded and could not be located. The lack of a thorough review raises doubt regarding the PSM's ability to review the Housing Specialist's work and to properly certify tenant eligibility.

Recommendation: PSMs need to exercise better care when conducting internal control reviewed and certified for completeness, the reviewer should document discrepancies and provide evidence that such discrepancies were cleared for third-party independent review and verification and such should be signed and dated by the reviewer. To enhance the Authority's quality control and internal control monitoring procedures,

We also recommend that the Authority establish and implement a file retention policy and document what tenant information should be carried over from year-to-year, what can be "dummied" and eventually discarded.

Public Housing – Oversight of Property Site Managers

Comment: GHURA has four Asset Management Projects (AMPs) managed by Property Site Managers (PSM). Oversight functions reside with GHURA's Deputy Director which has facilitates internal control monitoring; however, Administrations change periodically and therefore there is no consistent knowledgeable oversight over the Program within the Authority. We've noted that the during the course of time, each AMP as created, revised and adopted certain practices unique to each PSM's preference providing no consistency with various forms used to process and document tenant eligibility. As a result, we noted significant inconsistencies in checklist used, file maintenance, forms used, forms processed and documented. These inconsistencies have led to some confusion as to how files should be maintained and vary among each AMP.

Recommendation: We recommend that the Authority consider appointing or hiring an individual with knowledge and skill to manage and oversee all four AMPS and PSMs. This individual can maintain and update the Admission and Continued Occupancy Policies (ACOP); provide training for cross-training; conduct quality control review; development consistent policies and practices and forms to be used; monitor lease-up and occupancy and related vacancies; among other responsibilities and report to the Deputy Director. We believe this would facilitate and enhance Program integrity and the Authority's quality control and internal control monitoring procedures.

APPENDIX I

Public Housing – Work Orders

Comment: We noted work orders are not completed in a timely manner. Numerous large stacks of work orders that were not completed particularly at AMP 4. We found no evidence that these work orders were being tracked, scheduled in a timely manner, and properly identified as emergency work orders and regular routine maintenance.

Recommendation: We recommend that management review its work order policies and procedures to ensure that all emergency repairs and work orders are completed in a timely manner. Work order reports should be independently reviewed and monitored to ensure compliance with HUD regulations.

Section 8 Housing Choice Voucher – Landlords

Comment: In order to conduct business in the Territory of Guam, landlords must be properly licensed with the Guam Department of Revenue and Taxation. Based on our review of tenant and related landlord files, we noted that annual business licenses are not consistently obtained by GHURA to verify that landlords were properly licensed. The Authority only obtains business licenses from new landlords entering into HAP contracts but not on an annual basis.

Recommendation: We recommend that the Authority establish a policy and procedure to obtain landlord business licenses on an annual basis to ensure that landlords are properly licensed to conduct business in the Territory of Guam and to prevent improper payments to unlicensed landlords and to mitigate potential fraud and improper payments.

Section 8 Housing Choice Voucher - Landlord File Maintenance

Comment: During our compliance testing of the Section 8 HCV program, certain tenant landlord files selected in conjunction with our sample were found to be in total disarray. Required documentation was being inserted in the landlord files in our presence. We noted that numerous files lacked complete documentation as required (certificate of title, warranty deed, business license, direct deposit authorization forms, etc.); documents were loosely placed in files and unorganized. Staff stated insufficient time is available to properly manage the files. There is no standardized checklist used to ensure that required documentation is maintained and updated as needed.

Recommendation: The Authority should establish internal control policies and procedures over the maintenance and content to be included in landlord files. An individual should be assigned to maintain tenant files. The current landlord file checklist should be reviewed and revised to ensure that it encompasses all required documentation needed from landlords. Management should consider removing this function from the Housing Inspector or providing guidance over the maintenance of such files and monitor landlord file maintenance on a periodic basis. The updating of landlord files should be coordinated with Housing Specialist during initial and recertification of tenant eligibility to ensure that information is shared and required documentation is obtained and filed in a systematic and timely manner.

APPENDIX I

Section 8 Housing Choice Voucher – Tenant File Quality Control Review

Comment: During our eligibility compliance testing, we noted that GHURA conducts periodic quality control testing to identify deficiencies and/or missing documentation for completeness. We noted various items cited by reviewers; however, there was no evidence to indicate that the deficiencies were corrected and approved by the reviewer.

Recommendation: To enhance the Authority's quality control and internal control monitoring procedures, when Section 8 HCV files are internally reviewed and certified for completeness, the reviewer should document discrepancies and provide evidence that such discrepancies were cleared for third-party independent review and verification and such should be signed and dated by the reviewer.

Section 8 Housing Choice Voucher – Maintaining Database for Unassisted Units

Comment: Before entering into a HAP contract, a Public Housing Authority (PHA) must not execute a HAP contract until it has documented that the charged rent is reasonable. Before the PHA may approve any rent increase to the owner, the PHA must determine and document whether the proposed rent is reasonable compared to similar units in the marketplace and not higher than those paid by unassisted tenants. The key for rent reasonableness is to be able to compare the rents for proposed program units to the rents for units currently or very recently placed on the market. To include rents for units occupied for several years is likely, in most markets, to understate the rents new tenants will have to pay. On the other hand, in some communities the asking rent is frequently higher than the actual rent owners are willing to accept. In those communities, the PHA should also obtain information on the actual rents for recently rented units to determine the actual market rent for the comparable units.

Recommendation: Management should consider updating its database on more periodic basis by either conducting surveys, reviewing newspaper listings real estate companies that handle rental properties, internet listing, current landlord that have unassisted rental properties, etc. How often the data should be updated depends upon market conditions. In some communities on Guam, it may be adequate to update the information every two years. For rapidly changing markets, however, it may be appropriate to update the database quarterly.

Revolving Fund

Comment: The Authority utilizes and maintains a revolving fund as its primary fund for disbursing payments and receiving funds. We continue to note that other funds federal and non-federal programs are accounting for and maintained in the revolving fund which creates difficulty when reporting on a fund basis.

Recommendation: The revolving fund should only be used for the receipt and disbursement of funds to account for inter-fund activity to support the operations of other funds and programs. It should not be used for maintaining the general ledger accounts for specific federal and local programs and funds. We recommend that the Fiscal Division consider limiting the use of the revolving fund for such activities and purposes.

APPENDIX I

Fiscal Division – Staffing

Comment: During our audit, we noted that the Fiscal Division lacked sufficient staff to perform its various accounting functions. The Authority has eight (8) accountants, of which, two are assigned to the Research, Planning and Evaluation (RP&E) Division and yet is it still unable to maintain its books on a current basis to produce financial statements in a timely manner. Given the volume of transaction processing, account reconciliation, payroll, budgeting, internal and external HUD reporting requirements, the Fiscal Division appears to lack a mid-level manager to oversee the day-to-day functions of accounting technicians, entry level accountants and temporary staff assigned to the Division. We also noted that temporary and unqualified staff were used to retrieve and provide documentation who were unfamiliar with the requirements and information needed and therefore unable to provide such information in a timely manner.

Recommendation: Management should assess its processes to improve the efficiency and consider realigning current staff between the Fiscal Division and the RP&E. The General Accounting Supervisor (GSA) assigned to RP&E was instrumental during the audit. Management should consider rotating this staff person Fiscal Division and reassigning an Accountant III to RP&E and the GSA can oversee RP&E accounting functions and report to either the Deputy Controller or Controller.

REPEAT COMMENTS

Fiscal Division – Accounting System

Comment: The Fiscal Division continues to maintain two locations to process and account for the funds managed by the Authority. While the Fiscal Division at the Authority's main office maintains the official accounting records, a separate general ledger is maintained at the Research, Planning and Evaluation (RP&E) Division to account for the Community Development and related Federal grant programs. The accounting systems used remain separate independent systems.

Recommendation: We made recommendation in prior years on the logistical structure of the Fiscal Division and the possibility of merging the two systems. We repeat those recommendations. Subsequent to September 30, 2014, the RPE Division was relocated to the Authority's central office.

We also recommend that management consider obtaining a new accountings system that reports on a fund basis, as the current accounting software platform is specifically program driven and not necessarily for financial reporting. Consequently, numerous manual journal entries must be made each month to record accounting transactions which too is cumbersome and requires numerous month-end reconciliations.

Fiscal Division – Comingling of Funds

Comment: The accounts of GHURA are organized and operated on the basis of funds and grant programs. Fund financial statements report detailed information about the Authority. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, liabilities, net position, revenues, and expenses. We continue to note that the Fiscal Division comingle various funds due to reporting requirements to HUD's Real Estate Assessment Center (REAC) for FDS reporting purposes.

APPENDIX I

Fiscal Division – Comingling of Funds, continued

Specifically, the Capital Fund Project funds are comingled with the four Asset Management Projects of the Public Housing program along with Central Office Cost Center (COCC); the Department of Interior Grant is comingled with the Revolving Fund; and the Multifamily Housing Service Coordinator grant is comingled with Supporting Housing for the Elderly Program.

Recommendation: While we understand the need to combine certain funds for HUD periodic reporting, we recommend these funds be separately reported within the general ledger in order to produce individual trial balances and financial statements in a timely manner rather than relying on pivot tables and supplemental spreadsheets.

Monthly Accounts Payable Aging Reports

Comment: The Authority was not able to produce monthly accounts payable aging reports due to system limitations. Although the Fiscal Division tracks the Authority's accounts payable via the payables journal, Accounts Payable Aging reports can only be produced at year-end closing. Consequently, the Authority is unable to properly monitor the aging of its accounts payable and effectively manage cash flows.

Recommendation: We recommend that the Authority consult with its software vendor and obtain a software patch or modification to generate monthly accounts payable aging reports.

Asset Management Project – Property Site Manager File Review

Comment: Tenant interviews and eligibility certification should be performed by Housing Specialist and reviewed and certified by the Property Site Managers (PSM). PSMs are not properly documenting their review and certification nor are the file checklist being properly signed and dated to evidence independent review.

Recommendation: To ensure proper segregation of duties, we recommend that all PSMs review all tenant files for completeness and proper certification of program eligibility and sign and date the checklist to evidence tenant file review.

Local Funds

Comment: GHURA reports on a "fund basis" and accounts for approximately eighty-five (85) different funds, of which, twenty (20) are local funds. Many of the local funds have nominal to no activity each year.

Recommendation: We recommend that management consider reviewing the mandate of each of its local funds to determine whether those mandates have been fulfilled and whether such funds can be closed out or consolidated under one separate fund.