



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., Thursday, September 13, 2018
GHURA's Main Office
1st floor, Conference Room, Sinajana
AGENDA**

I. ROLL CALL

II. APPROVAL OF PREVIOUS BOARD MINUTES – August 24, 2018

III. CORRESPONDENCE AND REPORTS

1. HUD presentation by Mr. Jesse Wu, Director Office of Public Housing

IV. OLD BUSINESS

1. Board Action Item No. 037/18
Update on the Construction of the Sinajana Central Precinct

V. NEW BUSINESS

1. Intent of Award, IFB#GHURA-6-25-2018-HOME 1 - 10
Rehabilitation for Affordable Housing of 14 units, Isla Apartment
Complex in Mangilao
2. Request for Tenant Account Receivables ----- 11 - 22
Write off through July 31, 2018

VI. GENERAL DISCUSSION / ANNOUNCEMENTS

1. Legal Matters - Conflict Counsel, Attorney Ecube
2. Next proposed scheduled Board Meeting – September 27, 2018

VII. ADJOURNMENT

**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., September 13, 2018**

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 **Thursday, September 13, 2018** 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
 Joseph M. Leon Guerrero, Resident Commissioner
 Carl V. Dominguez, Member
 George F. Pereda, Member

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

LEGAL COUNSEL: Anthony Perez

MANAGEMENT & STAFF: Michael J. Duenas, Executive Director
 Pedro A. Leon Guerrero, Deputy Director
 Melinda Taitano, Special Assistant
 Albert Santos, A&E Manager
 Lucele Leon Guerrero, Controller

Meeting was called to order at 12:00 p.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:
187/18		Chairman Santos called for a motion to be made on the approval of the Minutes for the previous Board Meeting on August 24, 2018.	
188/18		After review and further discussion by the Board Members, a motion was made by Commissioner Dominguez and seconded by Vice Chairman Borja to approve the Board Minutes of August 24, 2018 as submitted.	
Minute No.	Ref. No.	Correspondence and Reports	Action By:
189/18		<p>HUD Presentation by Mr. Jesse Wu, Director Office of Public Housing</p> <p>Chairman Santos stated that HUD officials who were scheduled to arrive the week of September 10th canceled their trip due to Typhoon Mangkhut. Mr. Jesse Wu emailed a slide presentation (distributed to all members) for the board's review and information.</p> <p>Director Duenas stated the two HUD staff members, Ms. Darlene Kaholokula and Mr. Kevin Ho have rescheduled the visit for the week of September 24, 2018. However, Mr. Jesse Wu will not be accompanying them. There is no tentative schedule to meet with the Board, but if a request is made, the Board will be notified immediately.</p> <p>Mr. Jesse Wu's presentation will be discussed in October via conference call. We will look into video-conferencing capabilities.</p> <p>Commissioner Dominguez requested if there is money within the agency to invest in telecommunication equipment.</p>	

Minute No.	Ref. No.	Correspondence and Reports	Action By:
189/18 continuation		<p>Director Duenas stated that we do, and we have items to use temporarily. However, a request was made to MIS to get cost estimates and will also request MIS to look into acquiring Web-X as mentioned by Commissioner Dominguez.</p> <p>Chairman Santos stated the Board would like to personally meet Mr. Jesse Wu.</p>	
Minute No.	Ref. No.	Action Items from Prior Meetings	Action By:
	037/18	<p>Update on the Construction for the Sinajana Central Precinct</p> <p>Mr. Albert Santos stated that initially he and Deputy Director Leon Guerrero met with the contractor. The contractor did submit their response to our letter and is requesting for major time extensions. However, after reviewing with Legal Counsel and Director Duenas, it will be rejected.</p> <p>Major progress has been made since then with new skilled workers who have been hired. If the Board would like a site tour to see the progress, one can be arranged.</p> <p>Mr. Santos also stated, he and Legal Counsel recommend to hold off on officially terminating them and to give the contractor until the end of this month to determine how well they are progressing and if they'll meet the completion date</p>	Albert Santos

Minute No.	Ref. No.	Action Items from Prior Meetings	Action By:
	037/18 continuation	<p>of December 2018. They have been submitting a two-week report illustrating what plan will be accomplished. The contractor has requested for another chance to continue with the project. He has personally got involved with the project by conducting daily routine checks on the site.</p> <p>They remain on L.D. and this will be formalized. However, with the continuing progress they are making, the completion date is still set for December.</p>	
Minute No.	Ref. No.	NEW BUSINESS	Action By:
190/18		<p>Notice of Intent to Award, IFB-GHURA-COCC-6-25-2018-HOME, Rehabilitation for Affordable Housing of 14 units, Isla Apartment Complex in Mangilao</p> <p>Mr. Albert Santos stated that this project is a HOME funded program. The bid opening was extended due to several addendum issues. 9 contractors picked up the bid packet, attended the pre-bid conference and walked the project site. The bid opening was held on September 4th with 5 contractors submitting bids. Triple Tech Inc. was the lowest bidder, submitting below the government estimate. Triple Tech, which is a woman owned business, had visited the project sites numerous times to properly review what is needed to be done. Their sister company is a vendor so they were able to get their prices lower. Mr. Santos met with them and</p>	Albert Santos

Minute No.	Ref. No.	NEW BUSINESS	Action By:
192/18		<p data-bbox="695 323 1224 426">Request for Tenant Account Receivables Write-Off through July 31, 2018</p> <p data-bbox="695 468 1224 604">Ms. Lucele Leon Guerrero provided the Board with a comparison of write-offs completed by all 4 AMPs and GT within the fiscal year.</p> <p data-bbox="695 646 1224 783">To-date, AMP4 had the largest write-off amount at \$13,129.84. AMP3 had accumulated the most at \$23,390.16 and AMP2 had the least with \$9,200.17.</p> <p data-bbox="695 825 1224 961">On the July 31st write-off, GT submitted one, due to an unpaid promissory note by the tenant who recently passed away.</p> <p data-bbox="695 1003 1224 1182">Within the 4 AMPs, the total amount of the write-offs completed this fiscal year is \$65,592.18. Ms. Leon Guerrero stated that it is getting better and hopes that it will continue in that direction.</p> <p data-bbox="695 1224 1224 1581">An analysis based on July 31st write-offs was provided which included the lowest charge of \$40.50, the highest charge at \$3,890.91, and the average charge from each AMP. Also listed was the cleaning charges within each AMP, lowest being at \$90.00 with AMP2, the highest at \$1,976.62 with AMP3, and an average of cleaning charges from each AMP.</p> <p data-bbox="695 1623 1224 1864">Ms. Leon Guerrero stated that the cleaning charges have been increasing. Normal wear and tear of items to the unit is GHURA's responsibility and damages to the items within the unit or the unit itself is the responsibility of the tenant.</p>	Lucele Leon Guerrero

Minute No.	Ref. No.	General Discussion / Announcements	Action By
194/18		<p>Legal Matters – Conflict Counsel, Attorney Ecube</p> <p>Chairman Santos stated that upon the advice of Counsel, we will address this legal matter in an executive session and because it concerns the Director and our Legal, Deputy Director Leon Guerrero will take the lead. The executive session will take place in our next Board Meeting.</p>	
195/18		<p>Update with Typhoon Mangkhut:</p> <p>Director Duenas stated that with the recent storm, our developments fared very well. Most of the damages were from uprooted trees.</p> <p>There was an issue with the air conditioning units on the roof of the main building. Temporary repairs are ongoing and we are looking at it being replaced. We have self-insurance for typhoon damage up to \$1M and will be submitting a claim to HUD for their approval for the release of funds to replace the unit. We are also identifying the cost of removing all the debris which is mostly green waste.</p> <p>Director Duenas stated that one of the reasons why we did so well was because we were focusing on preparing for the REAC inspection and acknowledged that this should be done every day so the outcome of future storms will continue to be minimal.</p>	

Minute No.	Ref. No.	General Discussion / Announcements	Action By
195/18 continuation		<p>Another issue was that one of the power transformers at our Toto development was damaged, however the repair work falls on GPA. GPA was able to bring back Toto yesterday afternoon. There is still no power at AMP3. We are looking at the possibility of installing 25K generators at all our 4 AMP offices.</p> <p>Another issue with our main office is that the generator did not kick in when the power went out. We thought there was no fuel, but after a check was conducted by our contracted vendor, it was an inoperable battery. We are looking at repairing it and a more thorough assessment will be done by the vendor on Monday. Due to the mishap of the generator, the humidity within the building increased affecting one of our storage servers upstairs, therefore some of the documents on our different drives are going through a lengthy recovering process.</p>	
196/18		Next Proposed Scheduled Meeting: Thursday, September 27 th	

197/18

ADJOURNMENT

There being no further business before the Board, a motion was made by **Commissioner Dominguez** and Seconded by **Commissioner Pereda** which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at 12:44 p.m.

(SEAL)



MICHAEL J. DUENAS

Board Secretary/Executive Director

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

MEMORANDUM:

TO: Board of Commissioners

FROM: Executive Director

SUBJECT: Intent of Award, IFB # GHURA-6-25-2018-HOME
Rehabilitation for Affordable Housing of 14 units, Isla Apartments
complex in Mangilao

Bid opening for the above subject project was held on September 4, 2018 at 2:00p.m. There were 9 contractors that purchase a set of bid specification of which 5 submitted a bid. Listed below are the results of the bids submitted, which were open and read out aloud.

Contractor	Base Bid #1
1. Yung Shin Guam Corp.	\$849,000.00
2. JJ Global Services	\$1,499,031.00
3. IAM Corporation	\$864,706.95
4. Canton Construction Corp.	\$792,219.00
5. Triple Tech Inc	\$630,000.00

Government Estimate: \$696,400.00

Of the bids received, our staff met with the lowest bidder Triple Tech Inc. to discuss their bid proposal to ensure their understanding of the scope and cost to complete the project as outline in the bid specification. Based on the meeting held with Triple Tech Inc. they stated that they spent many hours reviewing both the specification and multiple site reviews of the work required for the 14 units up-grade to ensure that their cost is reasonable for the required scope/work and assumptions as stated in the bid specification. Based on our meeting our staff has determined that Triple Tech Inc at 9% lower than the government estimate is the lowest responsive responsible bidder for Base Bid item 1 and have been cleared by Department of Labor compliance, OSHA and EPLS Debarred list (see attached verification).

Based on our staff's review and determination, we are requesting that the Board approves a contract with Triple Tech Inc. for base bid item no 1 in the amount of \$630,000.00 for the Rehabilitation for Affordable Housing of 14 units, Isla Apartments complex in Mangilao. The award of this project is contingent on our legal (appointed SAAG for GHURA) completed review of the project files and bid results in accordance with 5 GCA § 5150. HUD has released the HOME funding for this project in the amount of \$920,000.00.

Attachment: Bid Tabulation
Clearance
Gov cost estimate
Triple Tech Inc. Verification of bid

At the Regular Board Meeting of September 13, 2018, a motion was made by Commissioner Dominguez and Seconded by Resident Commissioner Leon Guerrero to approve the award of IFB#GHURA-6-25-2018-HOME, The Rehabilitation for Affordable Housing of 14 units at Isla Apartment Complex in Mangilao with Triple Tech Inc. for the amount of \$630,000.00. Without any further discussion and objection, the Motion was approved.

Michael Duenas Executive Director

Rehabilitation for Affordable Housing of 14 units, Isla Apartments complex in Mangilao

Proposal due Date: 9/4/2018

Proposal Due 2pm

[illegible]

ATTESTED BY: W. J. [Signature] Date: 2/4/18 Date: 2/4/18

W. J. [Signature] Date: 2/4/18 Date: 2/4/18

To: File
From: Architect & Engineering Manager
Subject: Rehabilitation for Affordable Housing

An Order to ensure that the contractor awarded does not have any outstanding claims against them, we requested that the listed government Agencies provide us with a current outstanding or any information which may be pertinent to the above contract. The following outlines the contractor's standings with the listed agencies.

<i>Annunabart Corp</i>	<i>Canton Construction Corp</i>	<i>Claytech, Inc</i>	<i>Genesys-Tech Inc</i>	<i>IAN Corporation</i>	<i>JJ Global Service</i>
<i>Machiro Munabart Jr.</i>	<i>Su Quan Yang</i>	<i>Min Chul Kōng</i>	<i>Young Kim</i>	<i>Jan J. Chung</i>	<i>Luis Bustamante</i>

Department of Labor:

ALPCD	Cleared 08/17/18	Cleared 08/17/18	Cleared 08/17/18	Cleared 08/17/18	Cleared 08/17/18	Cleared 08/17/18
<i>Fair Employment Practice</i>	Cleared 08/17/18	Cleared 08/17/18	Cleared 08/17/18	Cleared 08/17/18	Cleared 08/17/18	Cleared 08/17/18
<i>Wage & Hour</i>	Cleared 08/20/18	Cleared 08/20/18	Cleared 08/20/18	Cleared 08/20/18	Cleared 08/20/18	Cleared 08/20/18
<i>Workers Compensation</i>	Expires 08/21/19	Expires 06/21/19	Expires 08/26/18	Expires 06/30/19	Expires 10/31/18	Expires 03/10/19

***Guam Contractors
License Board***

Cleared 08/17/18	Cleared 08/17/18	Cleared 08/17/18	Cleared 08/17/18	Cleared 08/17/18
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Revenue & Tax
EINSSNY

1 Processed	Cleared 08/13/18	Cleared 08/13/18	4 Processed	Cleared 08/13/18
Update: 05/11/17 Closed Case				
Update: 11/13/17 w/ 2 violations				

SAF Debarred List

SAM Debarred List	Cleared 08/16/18	Cleared 08/16/18	Cleared 08/16/18	Cleared 08/16/18	Cleared 08/16/18

GUAM HOUSING AND UR RENEWAL AUTHORITY
 ATURDAT GINIMA'YAN RUYOEBAN SIUDAT GUAHAN
 Verification of Status for Contractors

Company Name	Orion Construction Corp Prudentio Miguel	Triple Tech Inc Alice Wu	Yun Siling Guam Corp. Jun Rang Wang		
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Department of Labor:
 ALPCD
 Fair Employment Practice
 Wage & Hour
 Workers Compensation

Cleared 08/17/18	Cleared 08/17/18	Cleared 08/17/18			
Cleared 08/17/18	Cleared 08/17/18	Cleared 08/17/18			
Cleared 08/20/18	Cleared 08/20/18	Cleared 08/20/18			
Expires 12/31/18	Expires 07/09/19	Expires 11/07/18			

Guam Contractors
 License Board

Contractor to obtain clearance from Guam Contractors License Board					
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U.S. Department
 of Labor

Cleared 08/17/18	Cleared 08/17/18	Cleared 08/17/18			
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Revenue & Tax
 ETN/SSN

Contractor to report to Revenue and Tax Office					
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OSHA

3 Processed Update: 08/28/17 w/ 6 violations	Cleared 08/13/18	2 Processed Update: 03/30/15 w/ 2 violations			
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SAM Debarred List

Cleared 08/16/18	Cleared 08/16/18	Cleared 08/16/18			
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Renabillitate Liheng III Apartment, Spotsa Lane, Mangilao			
SCOPE OF WORK (applicable for all 14units and 2offices)			
CIVIL WORK			REMARKS
C1	Existing Parking Curb / Island to be demolished, disposed and provide new Stormwater Detention Infiltration system. New percolation chamber (length and width to match existing parking island layout depth shall be 54in. deep). Percolation chamber shall include geotext filter cloth, 2-layers of 18inches infiltration pipes and end caps and 1-1/2in - 2" drain rock all around infiltration.	\$	12,000.00
C2	Existing Catch basin: Provide new 8in diameter PVC storm drain line (slope pipe to drain) from existing catch basin to new Stormwater Detention Infiltration system, extend pipe line 6ft. Into Stormwater Detention Infiltration system.	\$	5,000.00
C3	All debris are to be removed and disposed completely. All vegetation shrubs, and trees to be cut, up-rooted and disposed. Project turnover all grass cuttings shall be fire high.	\$	5,000.00
ARCHITECTURAL WORK			
WALLS			
A1	Interior & Exterior Painting: Existing walls and ceiling painting complete painting required. All walls and ceiling shall be scraped, pressure wash, cleaned and remove all existing paint at all areas. Existing surfaces repair concrete spalls, patch uneven surfaces and prep all surfaces for new painting application (new paint shall be semi-gloss) as per paint manufacture. note: paint finish color as per owners approval.	\$	15,000.00
A2	Existing wall ends (see attachment) provide new "Architectural Motif" as required (see attached drawings where occurs). Existing wall end shall consist of areas to receive motif shall be scraped, cleaned and remove all existing paint. plaster existing surfaces, repair concrete spalls, patch uneven surfaces and prep all surfaces for new painting application as per paint manufacture. note: paint finish color as per owners approval.	\$	5,000.00
ROOF			
A3	NEW LIQUID URETHANE RUBBER MEMBRANE WATERPROOFING (see S1). Note: Pressure wash, Clean and remove all grease, oil, dirt, and other contaminants which may affect the bond between the coating and the applied surfaces. Material type: Fluid applied urethane roof coating (35mil. thickness minimum). see attached specification. Note: ROOF SLAB (see STRUCTURAL "S1") repair all existing concrete surfaces (concrete spall surfaces, cracks, and exposed rebar's) Prior to new ELASTOMERIC URETHANE RUBBER MEMBRANE COATING.	\$	23,000.00
	FLOOR with in Units at all area	\$	5,200.00
A4	Remove existing floor Vinyl tiles and cove base to be remove completely and provide new ceramic tiles (non-slip). Scrap, grind, clean and remove all adhesive. Provide new ceramic tiles at all areas, new ceramic tiles shall consist of 1/2thick minimum mortar and 1/4" gap for grouting.	\$	43,100.00
WINDOWS			
A5	Existing all windows at all areas to be removed and disposed. Provide new windows with screen panels and Aluminum storm shutters "accordion type". New window size to suit existing wall opening. New windows shall comply with 2009 International Building Code, wind load of 175mph requirements.	\$	25,200.00
KITCHEN			

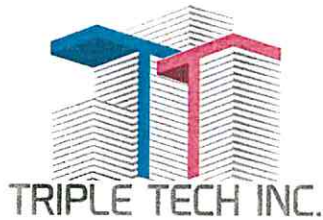
A6	Existing kitchen base counter and overhead to be completely removed, clean and built new base counter and overhead cabinets. New see FLOOR PLAN for new layout. New counter shall be 3" thick concrete with #3 rebar @ 8" O.C. each way with 4" vert. concrete support. Provide new ceramic tiles, cabinets, drawers. New kitchen counter shall consist with new ceramic tiles (24" sq with bullnose) stainless steel sink (8" deep with 2 compartments) and all plumbing fixtures (faucet lever type, supply hoses and angle valves), hinges, door handle, catches and drawer track rollers. Provide new waste line and waterline (hot and cold) connection. Contractor shall submit shop drawings for review and approval prior to start of work.	\$	70,000.00
BATHROOM			
A7	Existing ceramic tiles to be removed completely and replaced (coordinate with homeowners).	\$	28,000.00
A8	Provide new mechanical exhaust fan 20amp, 120v with duct type vent through roof. Exhaust fan model to suit existing bathroom size. Exhaust shall be duct type, vent shall be vent through roof with aluminum vent cap (stainless steel 24ga. Minimum) faster and seal (waterlight) to existing roof. Connect power source to main power panel.	\$	4,900.00
A9	Remove shower door and track in guest bathroom. Replace any damaged ceramic tile and provide shower rod.	\$	7,000.00
A10	Provide new water closet, lavatory sink, tissue holder, towel bars, shower curtain rods, medicine cabinets and soap holder for both bathrooms.	\$	15,400.00
A11	Existing exterior doors (at building Front, Rear) to be removed and replaced with new aluminum 3'-0" door and frame, provide new lever type lockset and accessories (hinges, doorstopper, threshold ... etc.)	\$	33,600.00
A12	Existing closet doors and frame at all bedrooms to be removed completely, provide new 36" swing door and frame, new doors shall be solid core doors with handles and catches, door stopper and 3-hinges minimum.	\$	7,000.00
A13	All existing interior wall partition gypsum board to be removed completely, provide metal stud (20ga.) @ 16" o.c. with top & bot. metal track runners, and 1/2" thick cement board each face fasten to metal frame, fiber mesh all joints and corners apply with joint filler, smooth finish all areas new 4" reinforced CMU wall #4 @ 16" O.C. vertical bars #3 @ 16" horizontal bars. Vertical bars epoxy anchor to existing slab and roof, horizontal bars epoxy anchor to existing wall, drill 5/8" dia. x 4" deep hole, clean holes, fill holes w/epoxy and insert bars. Horizontal bars (#3) provide 12" bends at CMU wall corners, provide 6" bends at CMU wall ends. All bar splices shall be 24" minimum. GROUT all CMU cells 2 layers vertically prior to proceeding w/ 3rd CMU layer.	\$	15,400.00
A14	1/2 Bathroom: Provide new shower stall, floor drain, hot & cold waterline, wall & floor ceramic tile finish, soap dish, 6" high conc. curb.	\$	29,400.00
OTHERS			
A15	Existing WALL PARTITIONS at all area to be removed and disposed completely. Provide new 4" metal frame stud @ 16" o.c. with top & bot. metal runners and 1/2" cement board both sides, wall joints shall be tape with fiber mesh, spackle and paint finish. Typ.	\$	12,600.00
A16	All debris and within subject property (interior & exterior of building) shall remove and dispose. New fencing on two sides with gate 15' x 6'	\$	30,000.00
A17	Corridor railing at 2nd floor to be demolished, disposed and replaced with new. New railing shall be framed with galvanized Square Tubes (ST), railing shall be 40in high, ST4x2x1/4 top and bottom rail cont., ST 4x2x1/4 vertical support @ 4ft. o.c., ST 1-1/4sq.x1/4 intermediate rails @ 4' o.c. Railing joints shall be fully welded all around, and primer and paint finish.	\$	20,000.00
A18	Existing Stair railing at all areas to be refurbished, clean, primer paint, and final paint finish.	\$	3,000.00
A19	Existing Exterior Doors to be removed and replace with new aluminum door and frame (size match existing) with SECURITY screen door. Provide new lever type lockset and accessories (hinges, doorstopper, threshold ... etc.) Lockset shall be UNIVERSAL type (1 key to open ALL DOORS). Provide Water heater room, and Storage doors). Upon unit turn over to GHURA, contractor to submit 4-sets of keys.	\$	55,000.00

Estimated cost per line item scoped

A20	Existing Clothes line post to be removed and replaced with new 3" diameter galvanized steel pipe 72 inches high, concrete foundation 16" dia. X 30 inches deep, stainless steel wire #9-gage 20Lx4 rows. Secure wires to douthline post.	4-locations	\$ 3,500.00
PLUMBING WORK			
P1	Existing water header to be removed, disposed and replaced with new. New to match existing in-kind, new work to include all necessary appurtenances.		\$ 13,600.00
P2	Contractor shall field verify all existing waterline, plumbing fixtures and hose bibs to ensure operable and working condition. All fixtures and hose bibs shall free from leaks or other defects. Provide new fixtures and hose bibs where existing fixtures and hose bibs found defective or missing. Provide new Water shut-off (ball valve) 10ft after main water meter valve with cover assembly & reinforced concrete collar.		\$ 20,000.00
P3	Provide new 2" dia. Pro down spout with stainless steel strap @ 4ft. Maximum spacing. New conc. splash conc. block at every down spout.		\$ 2,200.00
P4	Flush all existing waste lines to include washing machine drain. Scope waste lines to insure no damage exist and for cleanliness		\$ 5,500.00
FIRE ALARM WORK			
F1	Existing Fire Alarm system at building exterior corridors to be removed and replaced all with New Manual Fire Alarm Boxes and Horn Strobe Lights (exterior type) and all other necessary appurtenances. New Fire Alarm system shall comply with Uniform Fire Code and/or Guam Fire Department requirements. Contractor to verify and coordinate minimal acceptance requirements.		\$ 5,000.00
MECHANICAL WORK			
M1	Existing MECHANICAL air conditioning units, duct and diffusers to be removed, disposed and replace with new. New air conditioning units shall be 1.5 ton, 13-SEER rated, work to include new insulation ducts, supports, electrical disconnect safety switches and all other necessary appurtenances.		\$ 31,000.00
ELECTRICAL WORK			
E1	Complete up-grade of all existing electrical system. Remove and replace all existing light fixtures, switches and outlets with new. Provide new circuit breakers w/ new directory listing, all light fixtures shall be energy efficient type. Provide new smoke detectors (AC/DC type) at all bedrooms and hallway, interconnect all smoke detectors and provide dedicated circuit and panel box. Replace existing mechanical Exhaust fan at bathrooms w/ new, new exhaust size and model to match existing or greater. Note: light fixtures finish material as per Ghura's approval.	Contractor shall obtain required Master Electrician to verify work compliance, document, record and trace all circuits, raceway connection to all outlets, light	\$ 55,000.00
E2	Existing panel boxes, disconnect switch, gutter box, meter box to be refinished, coated with rust inhibitor and painted. All existing metal surfaces shall be clean and remove all grease, oil, dirt, and other contaminants which may affect the bond between the coating and the applied surfaces. Work to include existing water heater disconnect switch. Provide new circuit breakers for all units.	Provide new directory at new panel box.	\$ 25,000.00
E3	Common corridor provide new light fixtures and photo cells.		\$ 2,000.00
E4	Existing range hood exhaust hood to be removed and replaced in-kind. Concrete repair where exposed bars where duct wall penetration occurs.		\$ 25,000.00
E5	Provide new Covered Metal frame structure (stainless steel) over existing power and gutter box. Covered metal frame shall be design by to resist 175mph wind.		\$ 1,500.00
STRUCTURAL			
ROOF SLAB SPALLS & CRACK REPAIR			
1) Clean and strip all existing elastomeric roof coating from the exterior roof surfaces to bare concrete.			

Estimated cost per line item scoped

S1	<p>2) Expose all roof cracks, seal and repair roof cracks with pressure epoxy injection. Pressure Grouting of Cracks: Clean each crack of dust, dirt, loose concrete and unsound material. Insert a valve at both ends of each crack, at the junction of two cracks, and along the length of each crack at 16 to 20 inch intervals. Fill crack between valves with crack surface sealer. After crack surface sealer has hardened and cured, pump crack sealer into valve at one end of crack. For vertical surfaces start at lowest valve and work upwards. As crack sealer appears at next valve, pinch closed pumping valve and move to next valve and commence pumping. Continue procedure until other end of crack is reached. Avoid delays in pumping operation. After crack sealer has hardened and cured grind valves off flush with concrete surface. Coat areas of valves with crack surface sealer and allow hardening and curing. Cure epoxy materials in accordance with manufacturer's recommendations.</p> <p>3) Apply an elastomeric roof membrane over the entire roof. The product should be applied by a manufacture authorized contractor and have a 5 years warranty. The CONTRACTOR shall prepare the existing surfaces to be coated as specified. All surfaces shall be prepared in accordance with the manufacturer's instructions for the material to be applied.</p> <p><u>Note:</u> Prior to start of concrete spalls or crack repair Contractor to map area to receive concrete repair work.</p>	<p>Conc. Spall repair = 1-1/2" deep x 600sf, Crack repair = 1000lf,</p>	
S2	<p>Building interior termite treatment- Drill through existing slab 1/2" dia. Hole at 4'-0" O.C. each way, inject treatment and patch holes. Provide applicator certification and warranty of a 3 year minimum.</p>		\$ 5,500.00
New	<p>New laundry room from second floor to first floor</p>		\$ 35,000.00
w			\$ 696,400.00
		Total	



General Construction

118 East Lower Barrigada Street

Barrigada GU 96913

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September 6, 2018

ATTN: Albert Santos
A&E Manager
Guam Housing & Urban Renewal Authority
117 Bienvenida Ave
Sinajana, Guam 96910

Subject: GHURA-6-25-2018-HOME Estimate Verification

Dear Mr. Santos,

Thank you for your concern regarding our proposal for the renovation work in GHURA-6-25-2018. Our company has spent the weeks prior to the bid doing room-by-room assessments and material solicitations. We have thoroughly reviewed the scope of this project and have confirmed that the price specified in our bid is reasonable. Our lower price can be justified by our fine-grained takeoff methods and our sister company's extensive involvement in construction material supply. We want to assure you that Triple Tech should not have trouble performing the work in conformity to the specifications and within the allotted contract time.

Sincerely yours,

Alice Wu

President

alice@trpltech.com

+1-671-637-3798

**Authority to Use
Grant Funds**

U.S. Department of Housing
and Urban Development
Office of Community Planning
and Development

To: (name & address of Grant Recipient & name & title of Chief Executive Officer)

Edward J.B. Calvo
Governor of Guam
Office of the Governor
P. O. Box 2950
Hagatna, GU 96932

Copy To: (name & address of SubRecipient)

We received your Request for Release of Funds and Certification, form HUD-7015.15 on

August 6, 2018

Your Request was for HUD/State Identification Number

M-17-ST-66-0202

All objections, if received, have been considered. And the minimum waiting period has transpired.
You are hereby authorized to use funds provided to you under the above HUD/State Identification Number.
File this form for proper record keeping, audit, and inspection purposes.

Project: To rehabilitate a 14-unit facility to be used as affordable housing. These activities are eligible under 24 CFR 92.205(a)(1).

Address: Off Corten Torres Street on 264 Spolsa Lane, Manilao (Lot 5364-5 Barrigada); Isla Apartment Complex.

CDBG: M-17-ST-66-0202 \$ 920,000

TOTAL \$ 920,000

Typed Name of Authorizing Officer

Mark A. Chandler

Title of Authorizing Officer

Director, Office of Community Planning and Development

Signature of Authorizing Officer

X



Date (mm/dd/yyyy)

8/22/2018

Previous editions are obsolete.

form HUD-7015.16 (2/94)
ref. Handbook 6513.01

Write-Offs by AMPs - Amount to Total						Write-Offs by AMPs - % to Total							
	AMP 1	AMP 2	AMP 3	AMP 4	GT	TOTAL		AMP 1	AMP 2	AMP 3	AMP 4	GT	TOTAL
10/31/2017	4,244.39	4,346.75	5,635.54	-	-	14,226.68		29.8%	30.6%	39.6%	0.0%	0.0%	100.0%
12/31/2017	2,443.88	-	3,161.30	13,129.84	-	18,735.02		13.0%	0.0%	16.9%	70.1%	0.0%	100.0%
2/28/2018	2,512.68	1,431.72	384.69	555.31	-	4,884.40		51.4%	29.3%	7.9%	11.4%	0.0%	100.0%
7/31/2018	1,921.10	3,421.70	14,209.13	7,400.51	793.64	27,746.08		6.9%	12.3%	51.2%	26.7%	2.9%	100.0%
TOTAL	11,122.05	9,200.17	23,390.66	21,085.66	793.64	65,592.18							
Write-Offs - % to Total within AMP							Analysis of 07/31/2018 Write-Offs						
10/31/2017	38.2%	47.2%	24.1%	0.0%	0.0%			Lowest Bal	80.60	78.00	40.50	80.00	-
12/31/2017	22.0%	0.0%	13.5%	62.3%	0.0%			Highest Bal	736.50	1,180.50	3,890.91	2,778.72	793.64
2/28/2018	22.6%	15.6%	1.6%	2.6%	0.0%			Average Bal	384.22	570.28	1,184.09	925.06	793.64
7/31/2018	17.3%	37.2%	60.7%	35.1%	100.0%								
TOTAL	100.0%	100.0%	100.0%	100.0%	100.0%			Lowest CC	232.50	90.00	140.00	112.50	-
								Highest CC	637.50	638.20	1,976.62	955.35	-
								Average CC	415.00	301.78	804.44	377.12	-
Reasons for Terminations:													
	1. Non-compliance												
	2. Voluntary												
	3. Voluntary 30-days notice												
	4. Non-payment of rent/promissory note												
	5. Abandonment of unit												
	6. Utility disconnection												
	7. Grievance hearing												
	8. Criminal Activity												
	9. Non-compliance: no community service												
	10. Failure to complete annual certification												
	11. Non-payment of promissory note - Death												



GHURA

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Website: www.ghura.org



MEMORANDUM

Eddie Baza Calvo
Governor of Guam

Ray Tenorio
Lt. Governor of Guam

George A. Santos
Chairman

Thomas E. B. Borja
Vice Chairman

Carl V. Dominguez
Commissioner

George F. Pereda
Commissioner

Eliza U. Paulino
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

DATE: September 6, 2018

TO: Board of Commissioners

VIA: Pedro A. Leon Guerrero, Jr. *PLG*
Deputy Director

FROM: Lucele D. Leon Guerrero *LLG*
Controller

SUBJECT: Request for Tenant Account Receivables Write-Off through July 31, 2018

At the Regular Board Meeting of September 13, 2018, a motion was made by Vice Chairman Borja and Seconded by Commissioner Pereda to approve the Request for Tenant Account Receivables Write-Off through July 31, 2018 in the amount of \$27,746.08. Without any further discussion and objection, the Motion was approved.

The Property Site Managers provided me with memorandums recommending to write-off tenant accounts receivables totaling \$27,746.08:

Property Site	Write-Off Amount
AMP 1	\$ 1,921.10
AMP 2	3,421.70
AMP 3	14,209.13
AMP 4	7,400.51
GT	<u>793.64</u>
Total	<u>\$27,746.08</u>

The amounts represent outstanding receivable balances of former tenants. They had been informed through certified mail letters. Staff also has attempted to contact them; however, to no avail.

These balances are affecting the Authority's financial performance. Therefore, I concur with the Property Site Managers to write-off these delinquent balances. Based on the recommendations and concurrences, I am requesting your approval to write-off these balances and forward them to the Department of Revenue & Taxation for Collection.

Your favorable response to this request is greatly appreciated. Should you have any questions, please let me know.

Attachments



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EQUAL HOUSING
OPPORTUNITY

Eddie Baza Calvo
Governor of Guam

Ray Tenorio
Lt. Governor of Guam

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Vice Chairman

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Eliza U. Paulino
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Michael J. Duenas
Executive Director

ro A. Leon Guerrero, Jr.
Deputy Director

September 5, 2018

TO: Lucele Leon Guerrero, Controller *lley*
FROM: Property Site Manager, AMP 1
SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
as of July 31, 2018

I have reviewed AMP1's Tenant Account Receivables and attached the listing of accounts recommended for write-off due to no response from former residents. These accounts have been close thru July 31, 2018 totaling \$1,921.10.

These inactive account balances are affecting the Authority's financial performance therefore; I recommend that these balances be written off and forwarded to the Department of Revenue and Taxation for collection.

Please note a variance within the Aged balance report ran through July 31, 2018:

1. Former tenant 3A Eron Ln, Sinajana is showing in this aged balance report with a balance of \$60. This tenant will not be included in this write off as her move out inspection was only processed on 9/5/18 (EOP 7/18/18).

Thank you,

Narcissa P. Ada

Narcissa P. Ada
Property Site Manager, AMP 1

Attachments



GHURA

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August 13, 2018

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Governor of Guam

Ray Tenorio
Lt. Governor of Guam

George A. Santos
Chairman

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Vice Chairman

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Joseph M. Leon Guerrero
Resident Commissioner

Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

TO: Lucele Leon Guerrero, Controller *lley*
FROM: Gina M. Cura, Property Site Manager (AMP 2) *Gina*
SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: \$3,421.70

I have reviewed AMP 2's Tenant Accounts Receivables for the period through July 31, 2018. Attached is a list of accounts to be written off due to non-activity from former residents. The accounts were closed through July 31, 2018.

Please note that the 'Aged Balance Report' does not reflect the balances as indicated in TAR. Attached is a TAR Balance Report (excel sheet) and supporting documents explaining the variances as described below:

<u>Aged-Balance Report</u>	<u>Write-Off Amount</u>	<u>(Variance)</u>
\$5,320.70	\$3,421.70	\$1,899.00

The reason for the variance is due to other charges were applied to tenants after July 31, 2018.

These inactive accounts are affecting the Authority's financial performance and I am recommending that these accounts be written off and forwarded to the Department of Revenue and Taxation for collection.

Attachment



GUAM HOUSING AND URBAN RENEWAL AUTHORITY
WRITE-OFF BALANCES FOR AMP 2
CLOSED OUT AS OF JULY 31, 2018

	Unit #	Move Out Date	Reason for Termination	Last Payment Date	Closed Out Processed Date	(Utility Reimbursement)/ Rent After Move Out (a)	Cleaning Charges (b)	Security Deposit (c)	A/R Balance (Closed) as of 7/31/2018 (a+b-c)	Comments
1	116PUL, INARAJAN	1/19/2018	VOLUNTARY 30-DAYS	10/31/2017	1/31/2018	\$ 696.00	\$ 120.00	\$ (150.00)	\$ 666.00	Negative response to date
2	121PUT, INARAJAN	3/9/2018	NON-PAYMENT OF RENT & PROMISSORY NOTE	1/15/2018	3/19/2018	\$ 1,138.00	\$ 192.50	\$ (150.00)	\$ 1,180.50	Negative response to date
3	16JCC, YONA	01/16/18	ABANDONMENT OF UNIT	7/7/2016	1/31/2018	\$ (74.00)	\$ 638.20	\$ (150.00)	\$ 414.20	Negative response to date
4	23JCR, YONA	03/01/18	NON-PAYMENT OF RENT & PROMISSORY NOTE	1/29/2018	3/13/2018	\$ 987.00	\$ 90.00	\$ (150.00)	\$ 927.00	Negative response to date
5	12PD, TALOFOFO	04/09/18	NON-COMPLIANCE	3/23/2015	4/13/2018	\$ (137.00)	\$ 365.00	\$ (150.00)	\$ 78.00	Negative response to date
6	41SME, YONA	4/16/2018	VOLUNTARY 30-DAYS	3/5/2018	4/27/2018	\$ (99.00)	\$ 405.00	\$ (150.00)	\$ 156.00	Negative response to date
					TOTAL:	\$ 2,511.00	\$ 1,810.70	\$ (900.00)	\$ 3,421.70	

Handwritten signature



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August 13, 2018

Eddie Baza Calvo
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Joseph M. Leon Guerrero
Resident Commissioner

Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

TO: Lucele Leon Guerrero, Controller *fdleg*
FROM: Property Site Manager
SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: \$14,209.13

I have reviewed AMP3's Tenant Accounts Receivables for the period through July 31, 2018. Attached is a list of accounts to be written off due to non-activity from former residents.

The accounts were closed through July 31, 2018.

These inactive accounts are affecting the Authority's financial performance and I am recommending that these accounts be written off and forwarded to the Department of Revenue and Taxation for collection.

Please feel free to contact me for any questions or concerns.

Pearlylean J Mendiola

Attachment



**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
WRITE-OFF BALANCES FOR AMP 3 AS OF JULY 31, 2018
073-1 AGAT**

NO	UNIT NO	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE OUT PROCESSED	(UR) OR RENT BALANCE AFTER MOVE-OUT	CLEANING CHARGES	SECURITY DEPOSIT	A/R BAL ON ACCOUNT (AS OF 07/31/18)	COMMENTS
1	59 MAO	12/31/17	FAILED TO PAY RENT/PROM NOTE	7/3/17	3/1/18	\$ 2,064.29	\$ 1,976.62	\$ 150.00	\$ 3,890.91	NO RESPONSE
2	62 KAL	3/23/18	UTILITY DISCONNECTION	3/5/18	4/5/18	\$ (6.00)	\$ 250.00	\$ 150.00	\$ 94.00	NO RESPONSE
3	86MAO	6/25/18	UTILITY DISCONNECTION	6/25/18	7/12/18	\$ 24.00	\$ 360.00	\$ 150.00	\$ 234.00	NO RESPONSE
4	A13	6/1/18	UTILITY DISCONNECTION	3/1/18	6/26/18	\$ 65.00	\$ 1,109.33	\$ 150.00	\$ 1,024.33	NO RESPONSE
5	6MAO	6/13/18	UTILITY DISCONNECTION	6/13/18	7/12/18	\$ 133.00	\$ 664.14	\$ 150.00	\$ 647.14	NO RESPONSE
6	58KAL	4/18/18	UTILITY DISCONNECTION	2/5/18	5/31/18	\$ 388.00	\$ 1,195.54	\$ 150.00	\$ 1,433.54	NO RESPONSE
7	2MAO	4/18/18	UTILITY DISCONNECTION	4/18/18	5/1/18	\$ 94.00	\$ 1,227.93	\$ 150.00	\$ 1,171.93	NO RESPONSE
8	35 MAO	3/23/18	UTILITY DISCONNECTION	11/1/17	4/2/18	\$ 932.00	\$ 593.61	\$ 150.00	\$ 1,375.61	NO RESPONSE
9	78MAO	4/16/18	VOLUNTARY 30 DAYS NOTICE	4/13/18	5/16/18	\$ 50.50	\$ 140.00	\$ 150.00	\$ 40.50	NO RESPONSE
10	47 MAO	2/28/18	VOLUNTARY 30 DAYS NOTICE	11/13/17	4/18/18	\$ 1,969.00	\$ -	\$ 150.00	\$ 1,819.00	NO RESPONSE
TOTAL									\$ 11,730.96	

073-2 MERIZO

NO	UNIT NO	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE OUT PROCESSED	(UR) OR RENT BALANCE AFTER MOVE-OUT	CLEANING CHARGES	SECURITY DEPOSIT	A/R BAL ON ACCOUNT (AS OF 07/31/18)	COMMENTS
1	128ASD	5/16/18	GRIEVANCE HEARING - TERMINATION	4/6/18	7/5/18	\$ 75.00	\$ 1,677.44	\$ 150.00	\$ 1,602.44	NO RESPONSE
2			*****NOTHING FOLLOWS*****							
3										
4										
5										
6										
7										
TOTAL									\$ 1,602.44	

[illegible]

TOTAL	\$	875.73
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GHURA

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August 27, 2018

Eddie Baza Calvo
Governor of Guam

Ray Tenorio
Lt. Governor of Guam

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Chairman

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Vice Chairman

Annabelle M. Dancel
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Eliza U. Paulino
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

TO: Lucele Leon Guerrero, Controller *ldleg*
VIA: Pedro A. Leon Guerrero, Jr., Deputy Director *PAB*
FROM: Property Site Manager, AMP4
SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: \$7,400.51

I have reviewed AMP4's Tenant Accounts Receivables for the period through July 31, 2018. A total of \$7,400.51 is being requested to be written off from the GL books.

Attached is a list of accounts to be written off due to non-activity from former residents. Please note that these former tenants have not remit any payments due within the time periods stated in their collection letters.

Due to an oversight, at least three of the accounts were closed on August 9, 2018, which should have been closed earlier, at least two months after their move-out date.

These inactive accounts are affecting the Authority's financial performance and I am recommending that these accounts be written off and forwarded to the Department of Revenue and Taxation for collection.

Please feel free to contact me at 475-1394 for any questions or concerns.

Philomena San Nicolas

Philomena San Nicolas

Attachment

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
FY2018 WRITE-OFF BALANCES FOR AMP4
AS OF 07/31/18

	UNIT NO.	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE- OUT PROCESSED	(UR) or Rent Balance after move-out	Cleaning Charges	Security Deposit	A/R BAL ON ACCOUNT (AS OF 7/31/17)	COMMENTS
1	4BDUE	04/30/17	NON-COMPLIANCE: NO COMMUNITY SERVICE	04/01/17	10/17/17	\$ -	\$ 230.00	\$ (150.00)	\$ 80.00	NO RESPONSE; FOR WRITE-OFF
2	9RSSA	01/02/18	NON-COMPLIANCE: UTILITY DISCONNECTION	12/01/17	02/14/18	\$ (12.00)	\$ 955.35	\$ (150.00)	\$ 793.35	NO RESPONSE; FOR WRITE-OFF
3	2WSA	02/28/18	FAILURE TO COMPLETE ANNUAL CERTIFICATION	12/28/17	03/13/18	\$ 1,184.00	\$ 635.00	\$ (150.00)	\$ 1,669.00	NO RESPONSE; FOR WRITE-OFF
4	19CRDB8	02/02/18	NON-COMPLIANCE: UTILITY DISCONNECTION	02/01/18	06/01/18	\$ 133.00	\$ 324.25	\$ (150.00)	\$ 307.25	NO RESPONSE; FOR WRITE-OFF
5	24JPM	04/02/18	VOLUNTARY	02/19/18	06/01/18	\$ 810.84	\$ 112.50	\$ (150.00)	\$ 773.34	NO RESPONSE; FOR WRITE-OFF
6	7ADUE	03/22/18	CRIMINAL ACTIVITY - OTHER	02/09/18	08/09/18	\$ 482.00	\$ 320.51	\$ (150.00)	\$ 652.51	NO RESPONSE; FOR WRITE-OFF
7	15BDAM	04/04/18	NON-COMPLIANCE: UTILITY DISCONNECTION	03/16/18	08/09/18	\$ 57.00	\$ 439.34	\$ (150.00)	\$ 346.34	NO RESPONSE; FOR WRITE-OFF
8	7ADAM	05/10/18	NON-PAYMENT OF RENT	04/17/18	08/09/18	\$ 2,928.72	\$ -	\$ (150.00)	\$ 2,778.72	NO RESPONSE; FOR WRITE-OFF
					TOTAL:	\$ 5,583.56	\$ 3,016.95	\$ (1,200.00)	\$ 7,400.51	\$ 7,400.51



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Eliza U. Paulino
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Resident Commissioner

Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

August 28, 2018

TO: Lucele Leon Guerrero, Controller 
VIA: Pedro A. Leon Guerrero, Jr., Deputy Director
FROM: Property Site Manager, Guma Trankilidat
SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: \$793.64

I have reviewed Guma Trankilidat's Tenant Accounts receivables for the period through July 31, 2018. A total of \$793.64 is being requested to be written off from the GL books.

Guma Trankilidat unit E-2 resident passed away on July 25, 2018 without fulfilling his promisory note obligation of \$834.00. His security deposit of \$40.36 has been applied towards his TAR which adjusts the remaining obligation to \$793.64.

Thank you for your assistance and understanding regarding this matter.


Patrick R. Bamba

Attachment