



**INVITATION FOR BID  
(IFB#GHURA-COCC-022-003 INSURANCE)**

**FY2022 INSURANCE COVERAGES FOR EXCESS  
LIABILITY, AUTOMOBILE, AND WORKERS  
COMPENSATION**

**START DATE:** January 27, 2022

**DUE DATE:** February 17, 2022

**TIME:** 2:00 PM, CHAMORRO  
STANDARD TIME

**LOCATION:** GHURA Main Office in Sinajana

**Ray S. Topasna  
Executive Director**

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## BACKGROUND

For over 50 years, the Authority has assisted thousands of low and moderate income renters and homeowners to acquire suitable housing. The Guam Housing and Urban Renewal Authority (GHURA) was established by Public Law 6-135 on December 18, 1962. In the aftermath of Typhoon Karen in November, 1962, an estimated 90% of the island's buildings were destroyed or severely damaged. GHURA is designated by the Governor of Guam to administer funds received for Guam through the U.S. Dept. of Housing and Urban Development's (HUD's) various funding programs.

Public Housing was established on Guam to provide decent, safe, and sanitary rental housing for eligible families, the elderly, and persons with disabilities. Public Housing comes in all sizes and types -from scattered single-family houses to clustered units for elderly families or persons with disabilities. The Public Housing Program is operated under an Annual Contributions Contract (ACC) with the US Housing and Urban Development (HUD), and HUD provides Operating Subsidy funding to enable our

Public Housing Authority (PHA), namely GHURA, to provide housing at a rent that is based on 30% of household income.

GHURA owns and operates 815 Public Housing units and other structures consisting of the following Asset Management Properties (AMP):

- AMP 1: Central Site Base consisting of 158 structures,
- AMP 2: Southeast Site Base consisting of 163 structures,
- AMP 3: Southwest Site Base consisting of 197 structures,
- AMP 4: Northern Site Case consisting of 235 structures,
- Guma Trankilidat consisting of 52 structures, and
- Renaissance Site consisting of 30 structures.

Each AMP has a manager directly responsible for not only the AMP's budget, but also for the daily operation of public housing residents' homes. AMP managers oversee resident services, work orders, income re-examinations, evictions, and other functions.

The intention of working under an Asset Management Project (AMP) system is to improve the short and long-term management of public housing through more accurate information and better decision making. By converting to the AMP system, we now have three main advantages to offer our clients: increased efficiency, improved accountability, and better planning for the future.

**NOTE: Maps showing the location of each AMP, the location of each site, the number of dwelling units in each, and representative photographs, can be found at:**  
[www.ghura.org/remote sites/](http://www.ghura.org/remote%20sites/)

## INSTRUCTIONS

1. Guam Housing and Urban Renewal Authority (GHURA or Insured) invites interested individuals and business entities (Bidders), licensed to transact insurance in accordance with Guam Law, to submit bids for insurance coverages effective March 1, 2022.
2. (a) The Authority will purchase Excess Liability Insurance only from insurers with a financial strength rating of at least:
  - A.M. Best rating of A (Excellent) VII  
(b) The Authority will purchase Auto Insurance, Workers Compensation Insurance only from insurers with a financial strength rating of at least:
  - A.M. Best rating of B+ (Good)
3. The bid package must include, in the following order:
  - a) Complete Bidder Questionnaire
  - b) Bid Response Form(s). This is not an "All or None" bid, Bidders may submit bids on any or all of the three classes of insurance shown in these specifications. However, within each class, Bidders must submit bids for all required coverages and
  - c) Conditions / endorsements as shown on the Bid Response Forms. Failure to do so, may result in their bids being deemed non-responsive.
  - d) Information on the claims reporting procedures to be used by each carrier.
  - e) Information regarding available deferred premium payment plans. The rate of interest or finance charges, if any, must be fully disclosed.
  - f) Complete specimen policies, including all endorsements.
  - g) Execute documents from page 15. Failure to do so, may result in their bids being deemed non-responsive.
4. All bids for required coverages shall be delivered to 117 Bien Venida Avenue, Sinajana, GHURA main office no later than 2:00 PM on Thursday, February 17, 2022.
5. The successful Bidder shall provide GHURA with written evidence of the renewal of 100% of the coverage(s) ordered no later than 4:00 PM on Monday, February 28, 2022.

If additional information is required, the Bidder should contact:

Greta Balmeo  
Guam Housing & Renewal Authority  
117 Bien Venida Avenue  
Sinajana, GU 96910-4643

Email: [gbalmeo@ghura.org](mailto:gbalmeo@ghura.org)  
Phone: 671-475-1356  
Fax: 671-300-7565

## BIDDER QUESTIONNAIRE

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Web Site: \_\_\_\_\_

Year Firm Established: \_\_\_\_\_

Principals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### *Personnel*

Administration: \_\_\_\_\_

Marketing: \_\_\_\_\_

Underwriting: \_\_\_\_\_

Total Personnel: \_\_\_\_\_

### *Annual Premium Volume*

Personal: \_\_\_\_\_

Commercial: \_\_\_\_\_

Total: \_\_\_\_\_

Largest Account: \_\_\_\_\_

### *Contacts*

Primary: \_\_\_\_\_

Email: \_\_\_\_\_

1st Alternate: \_\_\_\_\_

Email: \_\_\_\_\_

2nd Alternate: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

## BID RESPONSE FORM - EXCESS LIABILITY INSURANCE

### Required Coverages

Coverage	Limits
Excess Liability	\$5,000,000 each Occurrence \$5,000,000 General Aggregate

### Required Conditions

- 90 Days' Notice Cancellation
  - Additional Insureds & Waiver of Subrogation
  - Governing Law & Jurisdiction
  - Service of Suit Clause
  - Special Events Coverage
  - Alcoholic Beverages
  - Service of Suit
  - Waiver of Sovereign Immunity
  - Governing Law and Jurisdiction
  - Contractual Liability
- 

### Bid

List of all participating carriers and rating of A (Excellent) from A.M. Best

		Premium including all costs and fees		
CARRIER	RATING	1 YEAR	3 YEAR	5 YEAR

## BID RESPONSE FORM - AUTOMOBILE INSURANCE

### Required Coverages

Coverage	Limits
Bodily Injury / Property Damage, each person/each accident	\$2,000,000 Combined Single Limit
Medical Payments - each person	\$1,000
Comprehensive - deductible \$1,000 (specified vehicles)	ACV
Collision - deductible \$1,000 (specified vehicles)	ACV
Uninsured Motorist	Not Covered
Personal Accident	Not Covered
Loss of Use	Not Covered
Typhoon	Not Covered
Passenger Risk	Not Covered

### Required Endorsements/Conditions (see Schedules and Applications, pg. 15)

- Hired & Non-Owned Auto Liability
- Inclusion of Windstorm, Hurricane, Typhoon, Flood or Tidal Wave
- Valid Drivers' License Waiver
- Under-Age Driver Waiver
- Operator Waiver
- Racing, Pacemaking or Speed Testing Waiver
- Newly Acquired and Substitute Vehicles
- Jurisdiction - Guam
- Waiver of Sovereign Immunity
- Cancellation Clause

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### Bid

List of all participating carriers and ratings of B+ (Good) from A.M. Best

CARRIER	RATING	ANNUAL PREMIUM including all costs and fees

## BID RESPONSE FORM - WORKERS COMPENSATION INSURANCE

### Required Coverages

Coverage	Limits	Deductible
Workers' Compensation	Statutory	Guam Law
Employers Liability	\$100,000.00	Accident Disease
	\$100,000.00	Policy Limit
	\$100,000.00	Disease Each Employee

### Required Conditions (see Schedules and Applications, pg. 15)

- Executive Officers included
- Cancellation Clause

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### Bid

List of all participating carriers and ratings of B+ (Good) from A.M. Best

CARRIER	RATING	ANNUAL PREMIUM including all costs and fees



## EXCESS LIABILITY INSURANCE REQUIREMENTS

### Named Insured

Guam Housing and Urban Renewal Authority

### Effective Date

March 1, 2022 at 12:01 AM Local Standard Time

### Required Coverages

Coverage	Limits
Excess Liability	<b>\$5,000,000 each Occurrence</b> <b>\$5,000,000 General Aggregate</b>

### Required Conditions

#### Policy Form

Comprehensive General Liability Coverage Form

#### Territory

It is agreed that the following Territorial Limits are applicable: Worldwide in respect of Products.

Employees, Officials and Directors of GHURA are covered while conducting business for the Authority Worldwide subject to the policy terms, conditions and limitations.

#### Cancellation Clause

If insurers desire to cancel this policy, other than for non-payment of premium which shall be ten (10) days, they shall give ninety (90) days prior written notice by email and Certified Mail to:

Ray S. Topasna, Executive Director, [rstopasna@ghura.org](mailto:rstopasna@ghura.org) and  
Lucele Leon Guerrero, Controller, [lucelle@ghura.org](mailto:lucelle@ghura.org)  
Guam Housing & Urban Renewal Authority  
117 Bien Venida Avenue  
Sinajana, GU 96910-4643

#### Additional Insureds. Waivers of Subrogation

Additional Insureds, Waivers of Subrogation, Indemnities and Contractual Agreements, Hold Harmless Agreements and Cross Liability Clauses shall be "held covered" subject to notification to the Insurers as soon as possible.

#### Governing Law and Jurisdiction

This insurance shall be governed by and construed in accordance with the laws of Guam and the exclusive jurisdiction of the USA including Guam courts. The seat of arbitration shall be Guam.

**Service of Suit Clause**

The name of the firm will be advised once the bid selection process is complete.

**Special Events**

Coverage includes the Insured's liability arising out of any events held throughout the year on the Insured's premises.

**Alcoholic Beverages**

Coverage under Premises Liability is extended to include the liability of the Insured for Bodily Injury and/or Property Damage caused by an occurrence arising out the giving or serving of alcoholic beverages by the Insured at functions incidental to the Insured's business, subject to a policy limit of \$1,000,000 anyone occurrence. Such limit is included within and not in addition to the Limit of Liability shown in the policy.

**Waiver of Sovereign Immunity**

In the event of a claim under this Policy, Insurers waive the right to invoke the legal defense of Sovereign Immunity.

**Special Note**

All contractors providing services to GHURA are required to maintain at least \$1,000,000 general liability coverage that name GHURA as an Additional Insured party.

## **AUTOMOBILE INSURANCE REQUIREMENTS**

### **Named Insured**

Guam Housing & Urban Renewal Authority

### **Term**

March 1, 2022 at 12:00 AM to February 28, 2023 at 11:59 PM, Local Standard Time

### **Required Coverages**

<b>Coverage</b>	<b>Limits</b>
Bodily Injury / Property Damage, each person/each accident	\$2,000,000 Combined Single Limit
Medical Payments - each person	\$1,000
Comprehensive - deductible \$1,000 (specified vehicles)	ACV
Collision - deductible \$1,000 (specified vehicles)	ACV
Uninsured Motorist	Not Covered
Personal Accident	Not Covered
Loss of Use	Not Covered
Typhoon	Not Covered
Passenger Risk	Not Covered

### **Required Endorsements / Conditions**

#### **Hired & Non-Owned Auto Liability**

The insurance applies to bodily injury or property damage arising out of the maintenance or use of a hired auto by the insured or its employees in the course of business. This insurance also applies to bodily injury or property damage arising out of the use of any non-owned auto used by the insured or its employees in the course of business.

#### **Inclusion of Windstorm. Hurricane. Typhoon. Flood or Tidal Wave**

Material damage includes damages from Windstorm, Typhoon, Flood & Tidal Wave.

#### **Valid Drivers' License Waiver**

Any requirement that drivers possess a valid driver's license is waived as respects the Authority.

#### **Under-Age Driver Waiver**

Any exclusion of Material Damage coverage should the vehicle be operated by a driver under the age of 25 is waived as respects the Authority.

#### **Operator Waiver**

Any exclusion of coverage should the vehicle be operated by a person while committing a felony or who is under the influence of intoxicating liquor or controlled drugs or substances is waived as respects the Authority.

**Racing. Pacemaking or Speed Testing Waiver**

Any exclusion of coverage should the vehicle be used for commercial traveling, racing, pacemaking or speed testing is waived as respects the Authority.

**Newly Acquired and Substitute Vehicles**

Newly acquired or substitute vehicles shall be automatically covered from the date of acquisition until the expiration of the policy. The additional premium for all such vehicles, and the return premium for vehicles deleted from the schedule, will be determined by final audit adjustment following expiration of the policy.

**Jurisdiction**

This insurance shall be governed by and construed in accordance with the laws of Guam and the exclusive jurisdiction of the USA including Guam courts. The seat of arbitration shall be Guam.

**Waiver of Sovereign Immunity**

In the event of a claim, Insurers agree to waive any defense of Sovereign Immunity.

**Cancellation Clause**

If Insurers desire to cancel this policy, other than for non-payment of premium which shall be ten (10) days, they shall give sixty (60) days prior written notice by email and Certified Mail to:

Ray S. Topasna, Executive Director, [rstopasna@ghura.org](mailto:rstopasna@ghura.org) and  
Lucele Leon Guerrero, Controller, [lucelle@ghura.org](mailto:lucelle@ghura.org)  
Guam Housing & Urban Renewal Authority  
117 Bien Venida Avenue  
Sinajana, GU 96910-4643

## WORKERS COMPENSATION INSURANCE

### Named Insured

Guam Housing and Urban Renewal Authority

### Term

March 1, 2022 at 12:00 AM to February 28, 2023 at 11:59 PM, Local Standard Time

### Required Coverages

Coverage	Limits	Deductible
Workers' Compensation	Statutory	Guam Law
Employers Liability	\$100,000.00	Each Accident
	\$100,000.00	Disease-policy limit
	\$100,000.00	Disease-each employee

### Required Conditions

#### Executive Officers

Coverage is extended to apply in respect of Executive Officers of the Authority.

#### Cancellation Clause

If Insurers desire to cancel this policy, other than for non-payment of premium which shall be ten (10)

days, they shall give thirty (30) days prior written notice by email and Certified Mail to:

Ray S. Topasna, Executive Director, [rstopasna@ghura.org](mailto:rstopasna@ghura.org) and  
Lucele Leon Guerrero, Controller, [lucelle@ghura.org](mailto:lucelle@ghura.org)  
Guam Housing & Urban Renewal Authority  
117 Bien Venida Avenue  
Sinajana, GU 96910-4643

## **SCHEDULES & DATA**

- Agency Fleet Listing
- Worker's Compensation History

Guam Housing and Renewal Authority  
Agency Vehicle Listing  
As of January 27, 2022

No.	License No.:	Description:	Make:	Model:	Cylinder:	Vin No.:	Aquired Date	Cost	INS	Color:	Location
1	66	2012 Dodge, Ram Quad	Dodge	Ram P/U	6	1C6RD6FK9CS265331	6/6/2012	\$ 27,947.00	Full	White	A1
2	70	2012 Dodge, Ram Quad	Dodge	Ram P/U	6	1C6RD6FK0CS265332	6/6/2012	\$ 27,947.00	Full	White	A2
3	71	2012 Dodge, Ram Quad	Dodge	Ram P/U	6	1C6RD6FK2CS265333	6/6/2012	\$ 27,947.00	Full	White	A2
4	72	2012 Dodge, Ram Quad	Dodge	Ram P/U	6	1C6RD6FK4CS265334	6/6/2012	\$ 27,947.00	Full	White	A3
5	73	2012 Dodge, Ram Quad	Dodge	Ram P/U	6	1C6RD6FK6CS265335	6/6/2012	\$ 27,947.00	Full	White	A3
6	74	2012 Dodge, Ram Quad	Dodge	Ram P/U	6	1C6RD6FK8CS265336	6/6/2012	\$ 27,947.00	Full	White	A4
7	75	2012 Dodge, Ram Quad	Dodge	Ram P/U	6	1C6RD6FKXCS265337	6/6/2012	\$ 27,947.00	Full	White	A4
8	76	2012 Dodge, Ram Quad	Dodge	Ram P/U	6	1C6RD6FK1CS265338	6/6/2012	\$ 27,947.00	Full	White	A4
9	77	2012 Dodge, Ram Quad	Dodge	Ram P/U	6	1C6RD6FK3CS265339	6/6/2012	\$ 27,947.00	Full	White	A4
10	6149	2012 Nissan, Frontier Crew Cab	Nissan	Frontier/PU	4	1N6AD0ER7CC438479	6/6/2012	\$ 23,923.00	Full	Drk Gray	A4 -24HR
11	6082	2012 Nissan, Frontier King Cab	Nissan	Frontier/PU	4	1B6BD0CT8CC400889	4/12/2012	\$ 21,564.00	Full	Silver	S8
12	6083	2012 Nissan, Frontier King Cab	Nissan	Frontier/PU	4	1NSBD0CT6CC400633	4/12/2012	\$ 21,564.00	Full	Silver	S8
13	6084	2012 Nissan, Frontier Crew Cab	Nissan	Frontier/PU	6	1N6AD0ER2CC429804	4/12/2012	\$ 23,923.00	Full	White	A1
14	6081	2012 Nissan, Frontier Crew Cab	Nissan	Frontier/PU	6	1N6AD0ER8CC425742	4/12/2012	\$ 23,923.00	Full	Gray	A2-24HR
15	6085	2012 Nissan, Frontier Crew cab	Nissan	Frontier/PU	6	1N6AD0ER8CC430634	4/12/2012	\$ 23,923.00	Full	Silver	A4
16	5272	2011 Truck, Nissan Frontier	Nissan	Frontier	6	IN6ADOCUXBC437915	7/11/2011	\$ 21,973.00	Liability	White	A1
17	180	2010 Truck, Nissan Frontier	Nissan	Frontier	4	IN6BDOCT9AC425524	6/10/2010	\$ 19,432.00	Liability	Silver	A1
18	182	2010 Truck, Nissan Frontier	Nissan	Frontier	4	IN6BDOCT2AC421461	6/10/2010	\$ 19,432.00	Liability	Silver	A2-24HR
19	183	2010 Truck, Nissan Frontier	Nissan	Frontier	4	IN6BDOCT5AC425293	6/10/2010	\$ 19,432.00	Liability	White	A3-24HR

Guam Housing and Renewal Authority  
Agency Vehicle Listing  
As of January 27, 2022

20	184	2010 Truck, Nissan Frontier	Nissan	Frontier	4	IN6BDOCT5AC412852	6/10/2010	\$ 19,432.00	Liability	Silver	Admin
21	3550	2002 Truck, Toyota Tacoma	Toyota	Tacoma	4	5TENL42NX2Z081878	5/1/2002	\$ 14,269.00	Liability	Silver	GT
22	4211	2004 Truck, Nissan Frontier	Nissan	Frontier	4	1N6DD26T14C481896	2/1/2005	\$ 15,438.00	Liability	Silver	A1
23	4634	2007 Truck, Ford Ranger	Ford	Ranger	6	1FTYR44U47PA13011	1/7/2007	\$ 18,989.00	Liability	Black	A1
24	4635	2007 Truck, Ford Ranger	Ford	Ranger	6	1FTYR44U67PA13009	1/7/2007	\$ 18,989.00	Liability	Drk Gray	A1-24HR
25	5241	2009 Truck, Ford Ranger	Ford	Ranger	6	1FTYR44E19PA16086	4/9/2009	\$ 18,800.00	Liability	White	A1
26	5240	2009 Truck, Ford Ranger	Ford	Ranger	4	1FTYR44E39PA16087	4/9/2009	\$ 18,800.00	Liability	White	A3
27	5234	2008 Truck, Ford Ranger	Ford	Ranger	4	1FTYR44U98PA83055	4/9/2009	\$ 18,800.00	Liability	Silver	A&E/MOD
28	179	2010 Sedan, Kia Forte	KIA	Forte	4	KNAFU4A25A5187089	6/10/2010	\$ 15,680.00	Liability	White	S8
29	6352	2015 Sedan, Hyundai Elantra	Hyundai	Elantra	4	KMHDH4AE9FU9935	6/1/2015	\$ 15,995.00	Full	White	A3 24 HR
30	5817	2017 Sedan, Mazda Mazda 3	Mazda	Mazda 3	4	JM1BN1U77H1144612	7/17/2017	\$ 17,693.00	Full	White	A2 24 HR
31	5818	2017 Sedan, Mazda Mazda 3	Mazda	Mazda 3	4	JM1BN1U71H1137042	7/17/2017	\$ 17,693.00	Full	Silver	S8
32	5819	2017 Sedan, Mazda Mazda 3	Mazda	Mazda 3	4	JM1BN1U73H1136698	7/17/2017	\$ 17,693.00	Full	Gray	S8
33	5820	2017 Sedan, Mazda Mazda 3	Mazda	Mazda 3	4	JM1BN1U75H1137111	7/17/2017	\$ 17,693.00	Full	Silver	S8
34	5821	2017 Sedan, Mazda Mazda 3	Mazda	Mazda 3	4	JM1BN1U7XH1137024	7/17/2017	\$ 17,693.00	Full	Gray	S8
35	5236	2008 Van, Ford E250	Ford	E250	8	1FTNE24W08DB40846	4/9/2008	\$ 25,900.00	Liability	White	A1
36	6964	2020 Truck, GMC Canyon	GMC	Canyon	4	1GTH5BEA6L1116447	10/31/2019	\$ 25,465.00	Full	Silver	AE 24 HR
37	7026	2020 Truck, GMC Canyon	GMC	Canyon	4	1GTH5BEA0L1153185	1/6/2020	\$ 25,465.00	Full	Silver	A3 24 HR
38	5243	2009 Van, Ford E150	Ford	E150	8	1FTNE14W49DA45640	4/9/2009	\$ 25,900.00	Liability	White	A3 24 HR
39	7027	2020 Truck, GMC Canyon	GMC	Canyon	4	1GTH5BEA6L1153658	1/6/2020	\$ 25,465.00	Full	Silver	A3



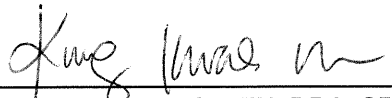
Guam Housing and Renewal Authority  
Agency Vehicle Listing  
As of January 27, 2022

40	5235	2008 Van, Ford E250	Ford	E250	8	1FTNE24W88DB49035	4/9/2008	\$ 25,900.00	Liability	White	A4 24 HR
41	6919	2019 SUV, Mazda CX-5	Mazda	CX-5	4	JM3KFABN5K0648618	10/2/2019	\$ 19,950.00	Full	Silver	CPD 24 HR
42	7294	2021 Truck, Toyota Tacoma Prerunne	Toyota	Tacoma	4	3TYRX5GN9MT033510	11/23/2021	\$ 29,200.00	Full	White	S8
43	7318	2021 Truck, Toyota Tacoma Prerunne	Toyota	Tacoma	4	3TYRX5GN1MT030214	10/20/2021	\$ 29,200.00	Full	Silver	S8
44	7319	2021 Truck, Toyota Tacoma Prerunne	Toyota	Tacoma	4	3TYRX5GN0MT026686	10/20/2021	\$ 29,200.00	Full	Silver	S8
45	7320	2021 Truck, Toyota Tacoma Prerunne	Toyota	Tacoma	4	3TYRX5GN7MT029598	10/20/2021	\$ 29,200.00	Full	Silver	S8
46	7321	2021 Truck, Toyota Tacoma Prerunne	Toyota	Tacoma	4	3TYRX5GN1MT029614	10/20/2021	\$ 29,200.00	Full	White	COCC (ROSS) 24 HR
Total No. of Vehicles:											46

**WORKERS COMPENSATION LOSS**  
**FY2021**

WCC Files #	Date of Injury	Position	Division	Type of Injury / Cause	Treating Facility/Physician
005-21	09/27/2021	Maintenance Worker	PH-AMP2	Slipped and fell on stairs. Claims there was oil.	AMC

**"Verified to be true and correct."**

  
\_\_\_\_\_  
**KIMBERLY K. BERSAMIN, DBA, SPHR, SHRM-SCP**  
Personnel Services Administrator

DATE: 1/25/22

**WORKERS COMPENSATION LOSS**  
**FY2020**

WCC Files #	Date of Injury	Position	Division	Type of Injury / Cause	Treating Facility/Physician
001-20	11/20/2019	Building Inspector	Section 8	Right Knee (swelling and stiffness)	AMC
002-20	01/13/2020	Controller	Fiscal	Left wrist pain	AMC
004-20	02/28/2020	Maintenance Worker	PH-AMP3	Left Hand cut while removing trash	AMC
005-20	06/17/20* only reported 7/29/20	Interviewer Clerk	PH-AMP1	Right thumb pain	AMC

**"Verified to be true and correct."**



**KIMBERLY K. BERSAMIN, DBA, SPHR, SHRM-SCP**  
 Personnel Services Administrator

DATE: 1/25/22

**WORKERS COMPENSATION LOSS**  
**FY2019**

WCC Files #	Date of Injury	Position	Division	Type of Injury / Cause	Treating Facility/Physician

NO INJURIES or CLAIMS REPORTED for FY2019

"Verified to be true and correct."



**KIMBERLY K. BERSAMIN, DBA, SPHR, SHRM-SCP**  
Personnel Services Administrator

DATE: 12/2/2020

**WORKERS COMPENSATION LOSS**  
**FY2018**

WCC Files #	Date of Injury	Position	Division	Type of Injury / Cause	Treating Facility/Physician
001-18	12/14/2017	Section 8 Administrator	Section 8	Slipped in kitchen - Sore right knee.	Declined Treatment
002-18	11/27/2017	Building Maintenance Leader	PH-AMP1	Pain to back - lifting tailgate, installing hollow doors, lifting lawn mower	American Medical Center
003-18	02/15/2018	Building Inspector	Section 8	Dog bite (punctured skin)	Declined Treatment
004-18	03/08/2018	Deputy Director	Admin/Exec	Fell off a chair that broke. Pain to buttocks	Declined Treatment
005-18	03/13/2018	Controller	Fiscal	Tripped over a floor fan. Cuts and abrasions to left leg.	American Medical Center
006-18	05/30/2018	Maintenance Worker	PH-AMP4	Installing shower head - left hand accidentally hit by a drill bit.	Guam Medical Regional-ER

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**WORKERS COMPENSATION LOSS**  
**FY2017**

WCC Files #	Date of Injury	Position	Division	Type of Injury / Cause	Treating Facility/Physician
001-17	11/25/2016	Program Coordinator III	Section 8	Pain on left shoulder, lower left back and shooting down left leg. (Front left driver-side tire dislodged, while operating government vehicle.)	American Medical Center
002-17	03/14/2017	Maintenance Worker	Guma Trankilidat	Pain on buttocks, back, shoulder, arm, palm and wrist. (Slip-fall from ladder, while trimming tree branches.)	American Medical Center
003-17	08/17/2017	Buyer Supervisor II	Procurement	Pain on left wrist. (Attempted several times to engage keylock, while securing gate outside Executive Office.)	Declined Treatment

**WORKERS COMPENSATION LOSS**  
**FY2016**

WCC Files #	Date of Injury	Position	Division	Type of Injury / Cause	Treating Facility/Physician
001-16	11/12/2015	Housing Specialist	PH-AMP4	Worked late - darkening parking lot. Fell on hand/knees	American Medical Center
002-16	12/07/2015	Administrative Assistant	PH-AMP1	Pain to right thumb/wrist	American Medical Center
003-16	12/17/2015	Housing Specialist	PH-AMP4	Nose/throat irritation. Entered a home with poor housekeeping and stench	Declined Treatment
004-16	02/10/2016	Laborer	PH-AMP4	Bee sting to face/right arms/right knee. Difficulty breathing	Guam Memorial Hospital-ER
005-16	04/07/2016	Chief Planner	RPE	Pain to left wrist/forearm from keyboard and writing	American Medical Center
006-16	04/22/2016	Laborer	PH-AMP4	Insect bites to left calf	American Medical Center
007-16	07/26/2016	Maintenance Worker	PH-AMP4	Unloading debris and slipped. Pain to back, left elbow	American Medical Center
008-16	09/08/2016	Laborer	PH-AMP4	Fall - injury to left foot and ankle	American Medical Center

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## **Required Documents**

*Instructions to Offerors*

*Certification and Representation of Offerors*

*General Conditions*

*Affidavit Disclosing Ownership and Commissions*

*Affidavit re Non-Collusion*

*Affidavit re No Gratuities or Kickbacks*

*Affidavit re Ethical Standards*

*Affidavit re Contingent Fees*

*Disclosure of Confidential or Proprietary Information Affidavit*

*Disclosure of Organizational Conflict of Interest Affidavit*

*Restriction Against Employing Convicted Sex Offenders*

*Section 3 Certifications and Compliance Agreement*

*General Terms and Conditions*



# Instructions to Offerors Non-Construction

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing



- 03291 -

## 1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

## 2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

## 3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

## 4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

## 5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

## 6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date and the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

## **7. Contract Award**

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

## **8. Service of Protest**

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

## **9. Offer Submission**

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

# Certifications and Representations of Offerors

## Non-Construction Contract

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

### 1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

(1) ☐ has, ☐ has not employed or retained any person or company to solicit or obtain this contract; and

(2) ☐ has, ☐ has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

### 2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

(a) ☐ is, ☐ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) ☐ is, ☐ is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) ☐ is, ☐ is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- |   |   |
|---|---|
| <input type="checkbox"/> Black Americans    | <input type="checkbox"/> Asian Pacific Americans  |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans   |
| <input type="checkbox"/> Native Americans   | <input type="checkbox"/> Hasidic Jewish Americans |

### 3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

(1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

#### **4. Organizational Conflicts of Interest Certification**

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

- (i) Award of the contract may result in an unfair competitive advantage;
- (ii) The Contractor's objectivity in performing the contract work may be impaired; or
- (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

#### **5. Authorized Negotiators (RFPs only)**

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

#### **6. Conflict of Interest**

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

#### **7. Offeror's Signature**

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

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Signature & Date:

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Typed or Printed Name:

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Title:

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# General Conditions for Non-Construction Contracts

## Section I – (With or without Maintenance Work)

### U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 1/01/2014)

Public Reporting Burden for this collection of information is estimated to average 0.08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

**Applicability. This form HUD-5370-C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:**

- 1) **Non-construction contracts** (*without* maintenance) **greater than \$100,000 - use Section I;**
- 2) **Maintenance contracts** (including nonroutine maintenance as defined at 24 CFR 968.105) **greater than \$2,000 but not more than \$100,000 - use Section II; and**
- 3) **Maintenance contracts** (including nonroutine maintenance), **greater than \$100,000 – use Sections I and II.**

### Section I - Clauses for All Non-Construction Contracts greater than \$100,000

#### 1. Definitions

The following definitions are applicable to this contract:

- (a) "Authority or Housing Authority (HA)" means the Housing Authority.
- (b) "Contract" means the contract entered into between the Authority and the Contractor. It includes the contract form, the Certifications and Representations, these contract clauses, and the scope of work. It includes all formal changes to any of those documents by addendum, Change Order, or other modification.
- (c) "Contractor" means the person or other entity entering into the contract with the Authority to perform all of the work required under the contract.
- (d) "Day" means calendar days, unless otherwise stated.
- (e) "HUD" means the Secretary of Housing and Urban development, his delegates, successors, and assigns, and the officers and employees of the United States Department of Housing and Urban Development acting for and on behalf of the Secretary.

#### 2. Changes

- (a) The HA may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in the services to be performed or supplies to be delivered.
- (b) If any such change causes an increase or decrease in the hourly rate, the not-to-exceed amount of the contract, or the time required for performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects the conditions of this contract, the HA shall make an equitable adjustment in the not-to-exceed amount, the hourly rate, the delivery schedule, or other affected terms, and shall modify the contract accordingly.
- (c) The Contractor must assert its right to an equitable adjustment under this clause within 30 days from the date of receipt of the written order. However, if the HA decides that the facts justify it, the HA may receive and act upon a

proposal submitted before final payment of the contract.

- (d) Failure to agree to any adjustment shall be a dispute under clause Disputes, herein. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.
- (e) No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written consent of the HA.

#### 3. Termination for Convenience and Default

- (a) The HA may terminate this contract in whole, or from time to time in part, for the HA's convenience or the failure of the Contractor to fulfill the contract obligations (default). The HA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (i) immediately discontinue all services affected (unless the notice directs otherwise); and (ii) deliver to the HA all information, reports, papers, and other materials accumulated or generated in performing this contract, whether completed or in process.
- (b) If the termination is for the convenience of the HA, the HA shall be liable only for payment for services rendered before the effective date of the termination.
- (c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (default), the HA may (i) require the Contractor to deliver to it, in the manner and to the extent directed by the HA, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with the Changes clause, paragraph 2, above; (ii) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the HA; (iii) withhold any payments to the Contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to the HA by the Contractor.
- (d) If, after termination for failure to fulfill contract obligations (default), it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of the HA, and the Contractor shall be entitled to payment as described in paragraph (b) above.
- (e) Any disputes with regard to this clause are expressly made subject to the terms of clause titled Disputes herein.

#### 4. Examination and Retention of Contractor's Records

- (a) The HA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

- (b) The Contractor agrees to include in first-tier subcontracts under this contract a clause substantially the same as paragraph (a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding \$10,000.
- (c) The periods of access and examination in paragraphs (a) and (b) above for records relating to:
  - (i) appeals under the clause titled Disputes;
  - (ii) litigation or settlement of claims arising from the performance of this contract; or,
  - (iii) costs and expenses of this contract to which the HA, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

## 5. Rights in Data (Ownership and Proprietary Interest)

The HA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials and documents discovered or produced by Contractor pursuant to the terms of this Contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of this Contract.

## 6. Energy Efficiency

The contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

## 7. Disputes

- (a) All disputes arising under or relating to this contract, except for disputes arising under clauses contained in Section III, Labor Standards Provisions, including any claims for damages for the alleged breach thereof which are not disposed of by agreement, shall be resolved under this clause.
- (b) All claims by the Contractor shall be made in writing and submitted to the HA. A claim by the HA against the Contractor shall be subject to a written decision by the HA.
- (c) The HA shall, with reasonable promptness, but in no event in no more than 60 days, render a decision concerning any claim hereunder. Unless the Contractor, within 30 days after receipt of the HA's decision, shall notify the HA in writing that it takes exception to such decision, the decision shall be final and conclusive.
- (d) Provided the Contractor has (i) given the notice within the time stated in paragraph (c) above, and (ii) excepted its claim relating to such decision from the final release, and (iii) brought suit against the HA not later than one year after receipt of final payment, or if final payment has not been made, not later than one year after the Contractor has had a reasonable time to respond to a written request by the HA that it submit a final voucher and release, whichever is earlier, then the HA's decision shall not be final or conclusive, but the dispute shall be determined on the merits by a court of competent jurisdiction.
- (e) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the HA.

## 8. Contract Termination; Debarment

A breach of these Contract clauses may be grounds for termination of the Contract and for debarment or denial of participation in HUD programs as a Contractor and a subcontractor as provided in 24 CFR Part 24.

## 9. Assignment of Contract

The Contractor shall not assign or transfer any interest in this contract; except that claims for monies due or to become due from the HA under the contract may be assigned to a bank, trust company, or other financial institution. If the Contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining member(s) of such partnership approved by the HA.

## 10. Certificate and Release

Prior to final payment under this contract, or prior to settlement upon termination of this contract, and as a condition precedent thereto, the Contractor shall execute and deliver to the HA a certificate and release, in a form acceptable to the HA, of all claims against the HA by the Contractor under and by virtue of this contract, other than such claims, if any, as may be specifically excepted by the Contractor in stated amounts set forth therein.

## 11. Organizational Conflicts of Interest

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under this contract and a contractor's organizational, financial, contractual or other interests are such that:
  - (i) Award of the contract may result in an unfair competitive advantage; or
  - (ii) The Contractor's objectivity in performing the contract work may be impaired.
- (b) The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this contract or any task/delivery order under the contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The HA may, however, terminate the contract or task/delivery order for the convenience of the HA if it would be in the best interest of the HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Contracting Officer, the HA may terminate the contract for default.
- (d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

## 12. Inspection and Acceptance

- (a) The HA has the right to review, require correction, if necessary, and accept the work products produced by the Contractor. Such review(s) shall be carried out within 30 days so as to not impede the work of the Contractor. Any

product of work shall be deemed accepted as submitted if the HA does not issue written comments and/or required corrections within 30 days from the date of receipt of such product from the Contractor.

- (b) The Contractor shall make any required corrections promptly at no additional charge and return a revised copy of the product to the HA within 7 days of notification or a later date if extended by the HA.
- (c) Failure by the Contractor to proceed with reasonable promptness to make necessary corrections shall be a default. If the Contractor's submission of corrected work remains unacceptable, the HA may terminate this contract (or the task order involved) or reduce the contract price or cost to reflect the reduced value of services received.

### 13. Interest of Members of Congress

No member of or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise there from, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

### 14. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees

No member, officer, or employee of the HA, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the HA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

### 15. Limitation on Payments to Influence Certain Federal Transactions

- (a) Definitions. As used in this clause:

"Agency", as defined in 5 U.S.C. 552(f), includes Federal executive departments and agencies as well as independent regulatory commissions and Government corporations, as defined in 31 U.S.C. 9101(1).

"Covered Federal Action" means any of the following Federal actions:

- (i) The awarding of any Federal contract;
- (ii) The making of any Federal grant;
- (iii) The making of any Federal loan;
- (iv) The entering into of any cooperative agreement; and,
- (v) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Covered Federal action does not include receiving from an agency a commitment providing for the United States to insure or guarantee a loan.

"Indian tribe" and "tribal organization" have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B). Alaskan Natives are included under the definitions of Indian tribes in that Act.

"Influencing or attempting to influence" means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

"Local government" means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government.

"Officer or employee of an agency" includes the following individuals who are employed by an agency:

- (i) An individual who is appointed to a position in the Government under title 5, U.S.C., including a position under a temporary appointment;
- (ii) A member of the uniformed services as defined in section 202, title 18, U.S.C.;
- (iii) A special Government employee as defined in section 202, title 18, U.S.C.; and,
- (iv) An individual who is a member of a Federal advisory committee, as defined by the Federal Advisory Committee Act, title 5, appendix 2.

"Person" means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Recipient" includes all contractors, subcontractors at any tier, and subgrantees at any tier of the recipient of funds received in connection with a Federal contract, grant, loan, or cooperative agreement. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed means, with respect to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, an officer or employee who is employed by such person for at least 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract, grant, loan, or cooperative agreement. An officer or employee who is employed by such person for less than 130 working days within one year immediately preceding the date of submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State" means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and a multi-State, regional, or interstate entity having governmental duties and powers.

- (b) Prohibition.

- (i) Section 1352 of title 31, U.S.C. provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (ii) The prohibition does not apply as follows:

(1) Agency and legislative liaison by Own Employees.

(a) The prohibition on the use of appropriated funds, in paragraph (i) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, if the payment is for agency and legislative activities not directly related to a covered Federal action.

(b) For purposes of paragraph (b)(i)(1)(a) of this clause, providing any information specifically requested by an agency or Congress is permitted at any time.

(c) The following agency and legislative liaison activities are permitted at any time only where they are not related to a specific solicitation for any covered Federal action:

(1) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and,

(2) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action:

(1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;

(2) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and

(3) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Public Law 95-507 and other subsequent amendments.

(e) Only those activities expressly authorized by subdivision (b)(ii)(1)(a) of this clause are permitted under this clause.

(2) Professional and technical services.

(a) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply in the case of-

(i) A payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action, if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action.

(ii) Any reasonable payment to a person, other than an officer or employee of a

person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.

(b) For purposes of subdivision (b)(ii)(2)(a) of clause, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline.

(c) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.

(d) Only those services expressly authorized by subdivisions (b)(ii)(2)(a)(i) and (ii) of this section are permitted under this clause.

(iii) Selling activities by independent sales representatives.

(c) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply to the following selling activities before an agency by independent sales representatives, provided such activities are prior to formal solicitation by an agency and are specifically limited to the merits of the matter:

(i) Discussing with an agency (including individual demonstration) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and

(ii) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) Agreement. In accepting any contract, grant, cooperative agreement, or loan resulting from this solicitation, the person submitting the offer agrees not to make any payment prohibited by this clause.

(e) Penalties. Any person who makes an expenditure prohibited under paragraph (b) of this clause shall be subject to civil penalties as provided for by 31 U.S.C. 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.

(f) Cost Allowability. Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation (FAR), or OMB Circulars dealing with cost allowability for recipients of assistance agreements. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provisions of FAR Part 31 or the relevant OMB Circulars.



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## 16. Equal Employment Opportunity

During the performance of this contract, the Contractor agrees as follows:

- (a) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- (b) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to (1) employment; (2) upgrading; (3) demotion; (4) transfer; (5) recruitment or recruitment advertising; (6) layoff or termination; (7) rates of pay or other forms of compensation; and (8) selection for training, including apprenticeship.
- (c) The Contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.
- (d) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (e) The Contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.
- (f) The Contractor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.
- (g) The Contractor shall furnish all information and reports required by Executive Order 11246, as amended and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto. The Contractor shall permit access to its books, records, and accounts by the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (h) In the event of a determination that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts, or federally assisted construction contracts under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Contractor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.
- (i) The Contractor shall include the terms and conditions of this clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended, so that these terms and conditions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the Secretary of Housing and Urban Development or the Secretary of Labor may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided that if the

Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

## 17. Dissemination or Disclosure of Information

No information or material shall be disseminated or disclosed to the general public, the news media, or any person or organization without prior express written approval by the HA.

## 18. Contractor's Status

It is understood that the Contractor is an independent contractor and is not to be considered an employee of the HA, or assume any right, privilege or duties of an employee, and shall save harmless the HA and its employees from claims suits, actions and costs of every description resulting from the Contractor's activities on behalf of the HA in connection with this Agreement.

## 19. Other Contractors

HA may undertake or award other contracts for additional work at or near the site(s) of the work under this contract. The contractor shall fully cooperate with the other contractors and with HA and HUD employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or HA employee.

## 20. Liens

The Contractor is prohibited from placing a lien on HA's property. This prohibition shall apply to all subcontractors.

## 21. Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- (c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of

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apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- (d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- (e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- (f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

## **22. Procurement of Recovered Materials**

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.
- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

# **AFFIDAVIT DISCLOSING OWNERSHIP AND COMMISSIONS**

CITY OF \_\_\_\_\_ )  
 ) ss.  
ISLAND OF GUAM )

A. I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the offeror and that *[please check only one]*:

[ ] The offeror is an individual or sole proprietor and owns the entire (100%) interest in the offering business.

[ ] The offeror is a corporation, partnership, joint venture, or association known as \_\_\_\_\_ *[please state name of offeror company]*, and the persons, companies, partners, or joint venturers who have held more than 10% of the shares or interest in the offering business during the 365 days immediately preceding the submission date of the proposal are as follows *[if none, please so state]*:

<u>Name</u>	<u>Address</u>	<u>% of Interest</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Further, I say that the persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or proposal for which this affidavit is submitted are as follows *[if none, please so state]*:

<u>Name</u>	<u>Address</u>	<u>Compensation</u>
_____	_____	_____

C. If the ownership of the offering business should change between the time this affidavit is made and the time an award is made or a contract is entered into, then I promise personally to update the disclosure required by 5 GCA §5233 by delivering another affidavit to the government.

\_\_\_\_\_  
Signature of one of the following:

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My commission expires: \_\_\_\_\_

**CITY OF \_\_\_\_\_ )**  
**ISLAND OF GUAM ) ss.**

1. The name of the offering company or individual is [*state name of company*]

3. I make this statement on behalf of myself as a representative of the offeror, and on behalf of the offeror's officers, representatives, agents, subcontractors, and employees.

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

**AFFIDAVIT re NO GRATUITIES or KICKBACKS**

CITY OF \_\_\_\_\_ )  
 ) ss.  
ISLAND OF GUAM )

\_\_\_\_\_[*state name of affiant signing below*], being  
first duly sworn, deposes and says that:

1. The name of the offering firm or individual is [*state name of offeror company*]  
\_\_\_\_\_. Affiant is \_\_\_\_\_ [*state one  
of the following: the offeror, a partner of the offeror, an officer of the offeror*] making the foregoing  
identified bid or proposal.

2. To the best of affiant's knowledge, neither affiant, nor any of the offeror's officers,  
representatives, agents, subcontractors, or employees have violated, are violating the prohibition against  
gratuities and kickbacks set forth in 2 GAR Division 4 § 11107(e). Further, affiant promises, on behalf  
of offeror, not to violate the prohibition against gratuities and kickbacks as set forth in 2 GAR Division 4  
§ 11107(e).

3. To the best of affiant's knowledge, neither affiant, nor any of the offeror's officers,  
representatives, agents, subcontractors, or employees have offered, given or agreed to give, any  
government of Guam employee or former government employee, any payment, gift, kickback, gratuity or  
offer of employment in connection with the offeror's proposal.

4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of  
the offeror's officers, representatives, agents, subcontractors, and employees.

\_\_\_\_\_  
Signature of one of the following:

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me

this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_, \_\_\_\_\_.

**AFFIDAVIT RE ETHICAL STANDARDS**

CITY OF \_\_\_\_\_ )  
 ) ss.  
ISLAND OF GUAM )

\_\_\_\_\_ [state name of affiant signing below], being first  
duly sworn, deposes and says that:

The affiant is \_\_\_\_\_ [state one of the following: *the offeror, a partner of the offeror, an officer of the offeror*] making the foregoing identified bid or proposal. To the best of affiant's knowledge, neither affiant nor any officers, representatives, agents, subcontractors or employees of offeror have knowingly influenced any government of Guam employee to breach any of the ethical standards set forth in 5 GCA Chapter 5, Article 11. Further, affiant promises that neither he or she, nor any officer, representative, agent, subcontractor, or employee of offeror will knowingly influence any government of Guam employee to breach any ethical standards set forth in 5 GCA Chapter 5, Article 11. These statements are made pursuant to 2 GAR Division 4 § 11103(b).

\_\_\_\_\_  
Signature of one of the following:

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_, \_\_\_\_\_.

**AFFIDAVIT re CONTINGENT FEES**

**CITY OF \_\_\_\_\_ )**  
**ISLAND OF GUAM ) ss.**

\_\_\_\_\_ [state name of affiant signing below], being first duly sworn, deposes and says that:

1. The name of the offering company or individual is *[state name of company]*

2. As a part of the offering company's bid or proposal, to the best of my knowledge, the offering company has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. This statement is made pursuant to 2 GAR Division 4 11108(f).

3. As a part of the offering company's bid or proposal, to the best of my knowledge, the offering company has not retained a person to solicit or secure a contract with the government of Guam upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. This statement is made pursuant to 2 GAR Division 4 11108(h).

4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of the offeror's officers, representatives, agents, subcontractors, and employees.

Signature of one of the following:

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

NOTARY PUBLIC

My commission expires \_\_\_\_\_, \_\_\_\_\_.

DISCLOSURE OF CONFIDENTIAL OR PROPRIETARY INFORMATION AFFIDAVIT

Type of Service Being Offered:

Name of Offeror Firm or Individual:

TERRITORY OF GUAM )

)

SS.

ILIGA TNA GUAM )

\_\_\_\_\_ being first duly sworn, deposes and  
says:

That he is \_\_\_\_\_ ( the respondent, a partner of the respondent, an officer of the respondent) making the foregoing identified bid or proposal; that such bid or proposal is genuine, and understands after award, each bid received becomes a part of the public record of procurement. If a respondent is submitting trade secrets or proprietary information, which it wishes to keep confidential, then a written request for no-disclosure must be included with the bid and those portions in the bid which are proprietary must be clearly marked or designated. GHURA will examine the request and determine its validity. If GHURA does not grant the request, then the GHURA must inform the respondent in writing which portion will be disclosed and why. The respondent may then withdraw the bid or submit a request according to law. If the bid is not withdrawn and no protest is received, then GHURA may disclose those portions of the bid for which non-disclosure request was not granted.

\_\_\_\_\_  
Signature of Individual If proposer is a sole Proprietorship; Partner, If  
the proposer is a Partnership; Owner, If the proposer is a Corporation.

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
In and for the Territory of Guam  
My Commission Expires: \_\_\_\_\_

THIS AFFIDAVIT MUST BE COMPLETED AND RETURNED IN THE ENVELOPE  
CONTAINING THE PROPOSAL.



## DISCLOSURE OF ORGANIZATIONAL CONFLICT OF INTEREST AFFIDAVIT

Type of Service Being Offered: \_\_\_\_\_  
Name of Offeror Firm or Individual: \_\_\_\_\_

TERRITORY OF GUAM )  
 ) SS.  
HAGATNA GUAM )

\_\_\_\_\_ being first duly sworn, deposes and says:

- (a) That the Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and prospective contractor's organizational, financial, contractual or other interest are such that:
- (i) Award of the contract may result in an unfair competition advantage
  - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
  - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of the HA if it would be in the best interest of the HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the HA, the HA will terminate the Contract for default and Contractor must pay the HA all expenses paid out by the HA to the Contractor.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.
- (e) Are any of the Contractor's immediate family member (Parents, Sisters, Sister-in-laws, Brothers, Brothers-in-Laws, Parents-in-Law, residing or is/are landlord in the Housing Authority's Housing Choice Program (S8) or residing in the HA's Public Housing. ( ) Yes ( ) No. If your answer is Yes, please indicate the type of Program and name of the immediate family member \_\_\_\_\_.
- (f) Offeror's Signature

The Offeror hereby certifies that the information contained in this certification and representation is accurate, complete and current.

**Signature of individual if proposer is a sole Proprietorship; Partner, if the proposer is a Partnership; Officer, if the proposer is a Corporation.**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Notary Public**  
**In and for the Territory of Guam**  
**My Commission Expires:\_\_\_\_\_**

**THIS AFFIDAVIT MUST BE COMPLETED AND RETURNED IN THE ENVELOPE CONTAINING THE RFO/BID/PROPOSAL.**

## Law to be Observed

1. The Proposer is to be familiar with federal and local laws, codes, ordinances, and regulations which, in any manner, affect those engaged or employed in the work or the material or equipment used in or upon the site, or in any way affect the conduct of the work. No place of misunderstanding or ignorance on the part of the Arbitrator will in any way serve to modify the provision of the contract.

2. Restriction Against Contractors Employing Convicted Sex Offenders from Working at Government of Guam Venues. (§5253 of Title 5 Guam Code Annotated).

(a) No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 Guam Code Annotated, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum all of the elements of said offenses, or who is listed on the Sex Offender Registry, and who is employed by a business contracted to perform services for an agency or instrumentality of the Government of Guam other than a public highway;

By submission of this bid or offer, each Vendor and each person signing on behalf of any Vendor certifies, and in the case of a joint bids or offers each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief will be in compliance:

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Signature:

Title: \_\_\_\_\_  
Bidder/offeror, if the Bidder/offeror is an Individual  
Partner, if the Bidder/offeror is a Partnership  
Officer, if the Bidder/offeror is a Corporation

Title: \_\_\_\_\_  
Bidder/offeror, if the Bidder/offeror is an Individual  
Partner, if the Bidder/offeror is a Partnership  
Officer, if the Bidder/offeror is a Corporation

Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Requirements for Compliance with Requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) Part 135 - Economic Opportunities for Low- and Very Low-Income Persons.**

**Purpose:** The purpose of Section 3 of the Housing and Urban Development of 1968 (12 U.S.C. 1701u) (Section 3) is to ensure that employment and other economic and business opportunities generated by HUD Financial Assistance shall be directed to Housing Authority Residents and other low- and very low-income persons, particularly those who are recipients of government housing assistance and to business concerns which provide economic opportunities to Guam Housing and Urban Renewal Authority (GHURA) Residents and other low- and very low-income persons.

**General Policy Statement:** It is the declared policy of GHURA that Equal Employment Opportunities shall be provided for every employee and applicant for employment regardless of race, color, religion, sex, national origin, handicap, or economic status; and, that through the award of contracts to contractors, vendors, and suppliers, that employment and business opportunities be created for residents of GHURA properties and other qualified low- and very low-income persons residing on the island of Guam. This policy does not end with the mere prohibition of discriminatory practices by programs receiving HUD financial assistance or contractors, subcontractors, and vendors contracting with GHURA. GHURA recognizes its obligation as well as the obligation of potential contractors, subcontractors, and vendors, to develop practical steps to achieve the goal of providing meaningful, full-time permanent employment opportunities, as well as business opportunities to GHURA Residents and other Section 3 eligible persons.

Such obligation shall be demonstrated not merely through inclusion of positive or “best effort” steps, but shall result in a reasonable level of success in the recruitment, employment, and utilization of GHURA Residents and other Section 3 eligible persons and businesses in the workforce and subcontracting of work resulting out of the expenditure of HUD funding. GHURA’s Board of Commission, through official resolution, shall examine and consider a contractor/vendor’s success in providing employment and business opportunities to Authority Residents prior to acting on any proposed contract award.

**Numerical Goals for Section 3 Compliance:** Consistent with 24 CFR 85.36 (c)(2), Section 3 is a federal statute that expressly encourages, to the maximum extent feasible, a geographic preference in the evaluation of bids or proposals. To that end, GHURA has adopted the following numerical goals for meeting the greatest extent feasible requirement to provide economic opportunities to Section 3 Residents and Section 3 Business Concerns in the procurement and awarding of modernization-funded construction and professional service contracts:

**Numerical Goals for Section 3 Compliance**

Areas of Focus (Applies to all contracts)	Numerical Goal
Contractor and Sub-contractor Hiring (full-time, part-time, temporary, seasonal) applies to construction and professional service contracts.	30%
Contract Awards (applies to construction contracts.	30%
ALL Other Contract Awards (i.e., services, supplies, professional services)	30%

Recipients and Contractors may demonstrate compliance with the “greatest extent feasible” requirement of Section 3 by meeting the numerical goals set forth in this Section 3 Program for providing training, employment, and contracting opportunities to Section 3 Residents and Section Business Concerns. Efforts to employ Section 3 Residents to the greatest extent feasible should be made at all job levels.

GHURA, in its own operations, shall endeavor to achieve the goals of Section 3 and shall provide equal responsibility to its contractors, vendors, and suppliers to implement progressive efforts to also attain compliance. In doing so, GHURA shall evaluate contractors' compliance towards achieving the goals of Section 3 and ensure a system of leveling sanctions against contractor, vendor, or supplier for non-compliance and endeavor to take appropriate steps to ensure any such concern is not permitted to participate in future GHURA procurement activities.

The numerical goals established above represent minimum numerical targets and all prospective contractors shall be advised and encouraged to seek Section 3 participation to the greatest extent feasible. Any contractor that meets the minimum numerical goals set forth above will be considered to have complied with the Section 3 requirements. Any contractor that does not meet the numerical goals set forth above has the burden of demonstrating why it was not feasible to meet the numerical goals. In the event no competing contractors were successful in meeting the minimum goals set forth above, GHURA shall consider documentation provided by the contractor evidencing impediments encountered despite actions taken to comply with the Section 3 Requirements. Such evidence shall be subject to the satisfaction of GHURA. Any contractor found to be in non-compliance with Section 3 shall be considered ineligible for award.

All contractors submitting bids/proposals to the GHURA shall be required to complete certifications, as appropriate, as acknowledgment of the Section 3 contracting and employment provisions as required by this section. Such certifications shall be supported with adequate evidence to support representations made. The certifications required to be submitted with the bid/proposal consist of the following:

- Certification for business concerns seeking Section 3 preference.
- Contractor certification of efforts to fully comply with employment and training provisions of Section 3.

Prior to the award of any contract the contractor shall enter into negotiations with GHURA for the purpose of incorporating into the contract a provision for a specific number of Public Housing residents or other Section 3 residents to be trained or employed on the contract. Such resulting provision shall obligate the contractor toward achieving not less than the numerical goals listed above and shall be based on a detailed workforce analysis to be compiled by the contractor and submitted to GHURA prior to award of contract.

#### **Definitions:**

**Applicant** means any entity which makes an application for section 3 covered assistance, and includes, but is not limited to, any, unit of local government, public housing agency, Indian GHURA, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization (CHDO), resident management corporation, resident council, or cooperative association.

**Contractor** means any entity which contracts to perform work generated by the expenditure of section 3 covered assistance, or for work in connection with a section 3 covered project.

**Department or HUD** means the Department of Housing and Urban Development, including its Field Offices to which authority has been delegated to perform functions under this part.

**Employment opportunities** generated by section 3 covered assistance means all employment opportunities generated by the expenditure of section 3 covered public and Indian housing assistance (i.e., operating assistance, development assistance and modernization assistance, as described in § 135.3(a)(1)).

**Housing development** means low-income housing owned, developed, or operated by public housing agencies or Indian housing authorities in accordance with HUD's public and Indian housing program regulations codified in 24 CFR Chapter IX.

**HUD Youth build** programs means programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12699), and provide disadvantaged youth with opportunities of employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low- and very low-income families.

**JTPA** means the Job Training Partnership Act (29 U.S.C. 1579(a)).

**Metropolitan area** means a metropolitan statistical area (MSA), as established by the Office of Management and Budget.

**New hires** means full-time employees for permanent, temporary or seasonal employment opportunities.

**Other HUD programs** means HUD programs, other than HUD public and Indian housing programs, that provide housing and community development assistance for "section 3 covered projects," as defined in this section.

**Public housing resident** has the meaning given this term in 24 CFR part 963.

**Recipient** means any entity which receives section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State, unit of local government, PHA, IHA, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association.

**Section 3** means section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

**Section 3 business concern** means a business concern, as defined in this section:

- (1) That is 51 percent or more owned by section 3 residents; or
- (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents; or
- (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of "section 3 business concern."

**Section 3 covered activity** means any activity which is funded by section 3 covered assistance and Indian housing assistance.

**Section 3 covered assistance** means:

- (1) Public and Indian housing development assistance provided pursuant to section 5 of the 1937 Act;
- (2) Public and Indian housing operating assistance provided pursuant to section 9 of the 1937 Act;
- (3) Public and Indian housing modernization assistance provided pursuant to section 14 of the 1937 Act.

**Section 3 covered contract** means a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of section 3 covered assistance, or for work arising in connection with a section 3 covered project.

**Section 3 covered project** means the construction, reconstruction, conversion, rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

**Section 3 resident** means:

- (1) A public housing resident; or
- (2) An individual who resides in the metropolitan area or non-metropolitan county in which the section 3 covered assistance is expended, and who is:
  - (i) A low-income person, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families; or
  - (ii) A very low-income person, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)) defines this term to mean families (including single persons) whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments made for smaller or larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.
- (3) A person seeking the training and employment preference provided by section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference.

**Service area** means the geographical area in which the persons benefitting from the section 3 covered project reside.

**Subcontractor** means any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of section covered assistance, or arising in connection with a section 3 covered project.

**Section 3 joint venture** means an association of business concerns, one of which qualifies as a section 3 business concern, formed by written joint venture agreement to engage in and carry out a specific business venture for which purpose the business concerns combine their efforts, resources, and skills for joint profit, but not necessarily on a continuing or permanent basis for conducting business generally, and for which the section 3 business concern:

- (1) Is responsible for a clearly defined portion of the work to be performed and holds management responsibilities in the joint venture; and
- (2) Performs at least 25% of the work and is contractually entitled to compensation proportionate to its work.

**Preference for Section 3 Business Concerns (Contracting).** GHURA in accordance with Section 3 of the Housing and Urban Development Act of 1968, requires contractors and sub-contractors (including professional service contracts) to direct their efforts towards awarding contracts to Section 3 business concerns in the following order of priority and expend greatest extent feasible efforts to achieve, at minimum, the numerical goals established in this section:

- **1st Priority - Category 1 Section 3 Businesses**  
Business concerns that are 51% or more owned by residents of the housing development(s) for which work is performed, or whose full-time, permanent workforce includes 30% of these persons as employees.
- **2nd Priority - Category 2 Section 3 Businesses**  
Business concerns that are 51% or more owned by residents of outside development. GHURA Public Housing developments other than the development(s) where the work is performed or whose full-time permanent workforce includes 30% of these persons's employees.
- **3rd Priority - Category 3 Section 3 Businesses**  
Business concerns that are designated HUD Youth build programs.
- **4th Priority - Category 4 Section 3 Businesses**  
Business concerns that are 51% or more owned by a Section 3 resident(s), or whose permanent, full-time workforce includes no less than 30% Section 3 residents (category 4 businesses), or that subcontract in excess of 25% of the total amount of sub-contracts to Section 3 business concerns. *Under this category, the bidder must submit clear document and certifications for the qualification claimed.*

**Preference for Section 3 Residents (Employment & Training)** GHURA, in accordance with Section 3 of the Housing and Urban Development Act of 1968, requires contractors and sub-contractors (including professional service contracts) to direct their efforts toward providing training and employment opportunities to Section 3 residents in the following order of priority and expend greatest extent feasible efforts to achieve at minimum, the numerical goals established in this section:

- **1st Priority - Category 1 Section 3 Residents**  
Residents of the development for which work is performed.
- **2nd Priority - Category 2 Section 3 Residents**  
Residents of other Public Housing developments outside of the development(s) where the work is performed.
- **3rd Priority - Category 3 Section 3 Residents**  
Residents of Guam who are participants in HUD Youthbuild programs.
- **4th Priority - Category 4 Section 3 Residents**  
Other Section 3 Residents.

**Certification Procedure.** GHURA has its own program of self-certification for individuals and business concerns seeking recognition as a Section 3 resident or Section 3 business concern as defined in this Section 3 Program. GHURA's Resident & Community Services department is charged with administering GHURA's Section 3 certification program. Any individual or business concern seeking Section 3 preferences in the awarding of contracts or purchase agreements shall complete appropriate certification forms and provide adequate documentation as evidence of eligibility for preference under the Section 3 program. An individual or business concern may apply for certification as a Section 3 resident or Section 3 business concern either prior to bidding for Authority work or during the actual bidding process. Any business concern that submits certification for preference after receipt of bid will not be considered eligible for Section 3 preference in the evaluation of that specific bid award. Certifications for Section 3 preference for business concerns must be received by GHURA prior to the submission of bids or along with the bid. Certifications for eligibility as a Section 3 resident may be made at any time. Individuals or business concerns seeking to file for Section 3 preference shall contact:

- A resident seeking preference in training and employment shall certify that he/she is a Section 3 resident by completing the appropriate certification form and attaching adequate proof of Section 3 eligibility.
- A business concern seeking preference in the awarding of a contract or purchase shall certify that the business concern is a Section 3 business by completing the appropriate certification form and attaching adequate proof of Section 3 eligibility as required.

**Protest Procedure.** GHURA desires to offer to concerned parties a procedure whereby complaints alleging non-compliance with the Section 3 Statute can receive prompt and equitable hearing and resolution. Protests surrounding GHURA's Section 3 program may be submitted in writing to the following person hereby designated as the Section 3 Coordinator:

All complaints of non-compliance with the Section 3 Statute shall conform with the following requirements:

- Complaints shall be filed in writing and shall contain the name, address, and phone number of the person filing the complaint, and a brief description of the alleged violation of the regulations.
- Complaints shall be filed within thirty (30) calendar days after the complainant becomes aware of the alleged violation.
- An investigation as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by GHURA's Section 3 Coordinator. These rules contemplate informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit testimony and/or evidence as may be available and relevant to the complaint.
- Written documentation as to the validity of the complaint and a description of the findings or resolution, if any, will be issued by the Section 3 Coordinator no later than thirty (30) days after the filing of a complaint.

In cases where concerned parties wish to have its complaint considered outside of GHURA, a complaint may be filed



with the Assistant Secretary for Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Washington, D.C., 20410. A complaint must be received not later than 180 days from the date of the action or omission upon which the complaints based, unless the time for filing is extended by the Assistant Secretary for good cause shown.

### **Contractor Certification of Efforts to Fully Comply with Employment and Training Provisions of Section 3**

**The bidder represents and certifies as part of its bid/offer the following:**

- ☐ Is a Section 3 Business concern and has submitted the required certification with the bid. A Section 3 Business concern means a business concern:
  - 1. That is 51% or more owned by Section 3 Resident(s); or
  - 2. Whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 residents, or within the last three years of the date of first employment with the business concern were Section 3 residents; or
  - 3. That provides evidence of a commitment to subcontract in excess of 25% of the dollar value of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs 1 or 2 herein.
- ☐ Is Not a Section 3 Business concern but who has and will continue to seek compliance with Section 3 by certifying to the following efforts to be undertaken.

#### **Efforts to award subcontractor to Section 3 concerns (check all that apply.)**

- ☐ By contacting business assistance agencies, minority contractor's associations and community organizations to inform them of the contracting opportunities and requesting their assistance in identifying Section 3 businesses which may solicit bids for a portion of the work.
- ☐ By advertising contracting opportunities by posting notices, which provide general information about the work to be contracted and where to obtain additional information, in the common areas of the applicable development(s) owned and managed by the Housing Authority.
- ☐ By providing written notice to all known Section 3 business concerns of contracting opportunities. This notice should be in sufficient time to allow the Section 3 business concerns to respond to bid invitations
- ☐ By following up with Section 3 business concerns that have expressed interest in the contracting opportunities
- ☐ By coordinating meetings at which Section 3 business concerns could be informed of specific elements of the work for which subcontract bids are being sought
- ☐ By conducting workshops on contracting procedures and specific contracting opportunities in a timely manner so that Section 3 business concerns can take advantage of contracting opportunities
- ☐ By advising Section 3 business concerns as to where they may seek assistance to overcome barriers such as inability to obtain bonding, lines of credit, financing, or insurance, and aiding Section 3 businesses in qualifying for such bonding, financing, insurance, etc.
- ☐ Where appropriate, by breaking out contract work into economically feasible units to facilitate participation by Section 3 businesses
- ☐ By developing and utilizing a list of eligible Section 3 business concerns
- ☐ By actively supporting and undertaking joint ventures with Section 3 businesses

#### **Efforts to provide training and employment to section 3 residents**



- ☐ By entering into a “first source” hiring agreements with organizations representing Section 3 residents
- ☐ By establishing training programs, which are consistent with the requirements of the Department of Labor, specifically for Section 3 residents in the building trades
- ☐ By advertising employment and training positions to dwelling units occupied by Category 1 and 2 residents
- ☐ By contacting resident councils and other resident organizations in the affected housing development to request assistance in notifying residents of the training and employment positions to be filled
- ☐ By arranging interviews and conducting interviews on the job site
- ☐ By undertaking such continued job training efforts as may be necessary to ensure the continued employment of Section 3 residents previously hired for employment opportunities.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_  
 Bidder/offeror, if the Bidder/offeror is an  
 Individual Partner, if the Bidder/offeror is a  
 Partnership Officer, if the Bidder/offeror is a  
 Corporation

Title: \_\_\_\_\_  
 Bidder/offeror, if the Bidder/offeror is an  
 Individual Partner, if th e Bidder/offeror is a  
 Partnership Officer, if the Bidder/offeror is a  
 Corporation

Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to before me \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

My Commission expires \_\_\_\_\_, 20 \_\_\_\_

## **General Terms and Conditions**

### **Request for Proposal/Sealed Bid Solicitation and Award**

**Only those Boxes checked below are applicable to this bid.**

- ☒ 1. **AUTHORITY:** This solicitation is issued subject to all the provisions of the 24 CFR 85.36, HUD Procurement Standards, Guam Procurement Act (P. L. 16-124), the Guam Procurement Regulations and Public Laws 26-111 and PL 28-98 (copies are available at the Office of the Compiler of Laws, Department of Law. Copies are available for inspection at the Guam Housing and Urban Renewal Authority (GHURA). It requires all parties involved in the preparation, negotiation, performance or administration of contracts to act in good faith.
- ☒ 2. **GENERAL INTENTION:** Unless otherwise specified it is the declared and acknowledged intention and meaning of these General Terms and Conditions for the bidder to provide the Guam Housing and Urban Renewal Authority with specified services or with materials, supplies or equipment completely assembled and ready for use. This solicitation is also subject to federal law and regulations in regards to public housing authorities pursuant to 58 G.C. A.
- ☒ 3. **TAXES:** Bidders are cautioned that they are subject to Guam Income Tax as well as all other taxes on Guam transactions. Specified information on taxes may be obtained from the Director of Revenue and Taxation.
- ☒ 4. **LICENSING:** Bidders are cautioned, that the Guam Housing and Urban Renewal Authority will not consider for award any offer submitted by a bidder who has not complied with the Guam Licensing Law. Specific information on licenses may be obtained from the Director of Taxation. Vendors are required to submit current business license with their bid.
- ☒ 5. **LOCAL PROCUREMENT PREFERENCE:** All procurement of supplies and services where possible, will be made from among businesses licensed to do business on Guam in accordance with Section 6950.7 of the Guam Procurement Act (P. L. 16-124) and Section 1-104 of the Guam Procurement Regulations.
- ☒ 6. **COMPLIANCE WITH SPECIFICATIONS AND OTHER SOLICITATION REQUIREMENTS:** Bidder shall comply with all specifications and other requirements of the Solicitation.
- ☒ 7. **"ALL OR NONE" BIDS:** By checking this item, the Guam Housing and Urban Renewal Authority is requesting all of the bid items to be bidden or none at all. The Guam Housing and Urban Renewal Authority will not award on an itemized basis. Reference: Section 3-301.06 of the Guam Procurement Regulations.
- ☐ 7a. If the Guam Housing and Urban Renewal Authority does not require All or None Bids (Section 7 is not checked off), but the Bidder indicates on the Bid that it is an All or None Bid, then the Guam Housing and Urban Renewal Authority will deem the Bid submitted to be non-responsive.

- ☒ 8. **INDEPENDENT PRICE DETERMINATION:** The Bidder upon signing the invitation to Bid/proposal certifies that the prices in his or her Bid were derived at without collusion and acknowledge that collusion and anti-competitive practices are prohibited by law. Violation will be subject to the provision of Section 6981 of the Guam Procurement Act. Other existing civil criminal or administrative remedies are not impaired and may be in addition to the remedies in Section 6981 of the Government of Code.
- ☒ 9. **BIDDER'S PRICES:** The Guam Housing and Urban Renewal Authority will consider not more than one (1) basic item price and the Bidder shall explain fully each price if supplies, materials, equipment and/or specified services offered comply with specifications and the product's origin. Where basic or alternate Bids meet the minimum required specification, cost and other factors will be considered. Failure to meet this requirement will result in rejection of the Bid.
- ☒ 10. **BID ENVELOPE:** Envelope shall be sealed and marked with the Bidder's name, bid number, and bidder's address. Bidder shall provide envelope #2 for bidder's service fees and expenses.
- ☒ 11. **BID BOND REQUIREMENTS:** Bidder is required to submit a Bid Guarantee Bond or standby Irrevocable Letter of Credit or Certified Check or Cashier's Check in the same bid envelope to be held by GHURA pending award. The Bid Guarantee Bond, Letter of Credit, Certified Check or Cashier's Check must be issued by any local surety or banking institution; licensed to do business on Guam; and made payable to the Guam Housing and Urban Renewal Authority in the amount of five percent (5%) of his or her highest total bid offer. Bid Guarantee will be a Bid Bond on Government Standard form BB-1. Personal Checks will not be accepted as Bid Guarantee. If a successful Bidder (contractor) withdraws from the Bid or fails to enter into contract within a prescribed time, such Bond will be forfeited to the Guam Housing and Urban Renewal Authority. Bids will be disqualified if not accompanied with a Bid Bond, Letter of Credit, Certified Check, or Cashier's Check. Bidder must include in his or her bid valid copies of a Power Authority from the Surety and a Certificate of Authority from the Government of Guam to show proof that the surety company named on the bond instrument is authorized by the Government of Guam and qualified to do business on Guam. For detailed information on bonding matters contact the Department of Revenue and Taxation. Failure to submit a valid Power Authority and Certificate of Authority on the surety is cause for rejection of Bid (GPR Section 3-202.03.3).
- ☐ 12. **PERFORMANCE BOND REQUIREMENT:** The Bidder may be required to furnish a Performance Bond on Government Standard Form BB-1 or standby Irrevocable Letter of Credit or Certified Check or Cashier's Check payable to the Guam Housing and Urban Renewal Authority issued by any of the local Banks or Bonding Institution in the amount equal to One hundred percent (100%) of the contract prices as security for the faithful performance and proper fulfillment of the contract. In the event that any of the provisions of this contract are violated by the contractor, the Executive Director of GHURA or the Chief Procurement Officer of GHURA shall serve written notice upon both the contractor and the Surety of its intention to terminate the contract. Unless satisfactory arrangement or correction is made within ten (10) days of such notice the contract shall cease and terminate upon the expiration of the ten (10) days. In event of any such termination, the Executive Director of GHURA or the Chief Procurement Officer of GHURA shall immediately serve notice thereof upon the Surety. The Surety shall have the right to take over and perform the contract provided. However, should the Surety do not commence performance thereof within ten (10) days from the date of the mailing of Notice of Termination, the Guam Housing and Urban Renewal Authority may take over and prosecute the same to complete the contract or re-contract the project with all incurred expenses for the account of the contractor. The contractor and his or

her Surety shall be liable to Guam Housing and Urban Renewal Authority for any excess cost incurred the Guam Housing and Urban Renewal Authority (GPR Section 3.202.03.4).

- ☒ **13. PERFORMANCE GUARANTEE:** Bidders, who are awarded a contract under this Solicitation, guarantee that goods will be delivered or required services performed within the time specified. Failure to perform the contract in a satisfactory manner may be cause for suspension or debarment from doing business with the Guam Housing and Urban Renewal Authority and to enforce Section 12 of these General Terms and Conditions. In addition, the Guam Housing and Urban Renewal Authority will hold the vendor liable and will enforce the requirements as set forth in Section 41 of these General Terms and Conditions.
- ☒ **14. SURETY BONDS:** Bid and Performance Bonds coverage must be signed or countersigned in Guam by a foreign or alien Surety's resident general agent. The surety must be an insurance company, authorized by the Government of Guam and qualified to do business in Guam. Bids will be disqualified if the Surety Company does not have a valid Certificate of Authority from the Government of Guam to conduct business in Guam. For Federal funded procurement projects, all surety companies that are licensed to do business in Guam may be required to be listed with the U. S. Treasury Department of the United States of America.
- ☒ **15. COMPETENCY OF BIDDERS:** Bids will be considered only from such bidders who, in the opinion of the Guam Housing and Urban Renewal Authority can show evidence of their competency, financial ability, experience, equipment and facilities to render satisfactory service.
- ☒ **16. DETERMINATION OF RESPONSIBILITY OF BIDDERS:** The Executive Director of GHURA or Chief Procurement Officer of GHURA reserves the right for securing from the bidders information to determine whether or not they are responsible and to inspect plant site, place of business; and supplies and services as necessary to determine their responsibility in accordance with Section 15 of these General Terms and Conditions (GPR Section 3401).
- ☒ **17. STANDARD FOR DETERMINATION OF LOWEST RESPONSIBLE BIDDER:** In determining the lowest responsible and responsive bidder, the Executive Director of GHURA or Chief Procurement Officer of GHURA shall be guided by the following:
  - a) Price of Items offered.
  - b) The ability, capacity and skill of Bidder to perform.
  - c) Whether the Bidder can perform promptly or within a specified date.
  - d) The quality of performance of the Bidder with regards to awards previously made to him or her.
  - e) The previous and existing compliance by the Bidder with laws and regulations relative to procurement.
  - f) The sufficiency of the financial resources and ability of the Bidder to perform.
  - g) The ability of the Bidder to provide future maintenance and services for the subject of the award.
  - h) The compliance (responsiveness) with all of the conditions to the Solicitation.
- ☒ **18. THE BIDS/PROPOSALS:** If the bids or proposals are for the same unit price or total amount in the whole or part, the Executive Director of GHURA or Procurement Officer of GHURA has the authority to award the bid to any one of the bidders by drawing lots in public, or to reject all such bids (GPR Section 3-202.15.2)
- ☐ **19. BRAND NAMES:** Any reference in the Solicitation to manufacturer's Brand Names and number is due to lack of a satisfactory specification of commodity description. Such reference is intended to be descriptive, but not restrictive and for the sole purpose of indicating to

prospective bidders a description of the article or services that will be satisfactory. Bids on comparable or equal items will be considered provided the bidder clearly states in his or her bid the exact articles he or she is offering and how it differs from the original specification.

- ☐ **20. DESCRIPTIVE LITERATURE:** Descriptive literature(s) as specified in this Solicitation must be furnished as a part of the bid and must be received at the date and time set for opening Bids. The literature furnished must clearly identify the item(s) in the Bid. The descriptive literature is required to establish, for the purpose of evaluation and award, details of the product(s) the bidder proposes to furnish including design, materials, components, performance characteristics, methods of manufacture, construction, assembly or other characteristics which are considered appropriate. Rejection of the Bid will be required if the descriptive literature(s) do not show that the product(s) offered conform(s) to the specifications and other requirements of this Solicitation. Failure to furnish the descriptive literature(s) by the time specified in the Solicitation will require rejection of the Bid.
- ☐ **21. SAMPLES.** Sample(s) of item(s) as specified in this solicitation must be furnished as a part of the bid and must be received at the date and time set for opening Bids. The sample(s) should represent exactly what the Bidder proposes to furnish and will be used to determine if the item(s) offered complies with the specifications. Rejection of the Bid will be required if the sample(s) does not show that the product(s) offered conform(s) to the specifications and other requirements of this Solicitation. Failure to furnish the sample(s) by the time specified in the Solicitation will require rejection of the Bid.
- ☐ **22. LABORATORY TEST:** Successful bidder is required to accompany delivery of his or her goods with a Laboratory Test Report, indicating that the product he or she is furnishing the Guam Housing and Urban Renewal Authority meets with the specification. This report is on the bidder's account and must be from a certified Testing Association.
- ☒ **23. AWARD, CANCELLATION & REJECTION:** Award shall be made to the lowest responsible and responsive bidder, whose bid is determined to be the most advantageous to the Guam Housing and Urban Renewal Authority, taking into consideration the evaluation set forth in this Solicitation. No other factors or criteria shall be used in the evaluation process. The right is reserved as the interest of the Guam Housing and Urban Renewal Authority may require to waive any minor irregularity in bids received. The Executive Director of GHURA or the Procurement Officer of GHURA shall have the authority to award, cancel or reject bids in whole or in part for any one or more items if he or she determines it is in the public interest. Award issued to the lowest responsible and responsive bidder within the specified time for acceptance as indicated in the Solicitation, results in a binding contract without further action by either party. In case of an error in the extension of prices, unit price will govern. It is the policy of the Guam Housing and Urban Renewal Authority to award contracts to local bidders that qualify under this solicitation. The Guam Housing and Urban Renewal Authority reserves the right to increase or decrease the quantity of the items for award and make additional awards for the same type items and the vendor agrees to such modifications and additional awards based on the bid prices for a period of thirty (30) days after original award. No award shall be made under this solicitation which requires advance payment or irrevocable Letter of Credit from the Guam Housing and Urban Renewal Authority.
- ☐ **24. MARKING:** Each outside container shall be marked with the Purchase Order number, item number, brief item description and quantity. Letter marking shall not be less than 1/4 inches in height.
- ☐ **25. SCHEDULE FOR DELIVERY:** Successful vendor (s) shall have the appliances on island and ready to deliver no later than SIXTY (60) days after receipt of order. Successful bidder



shall notify the Guam Housing and Urban Renewal Authority Procurement Officer, telephone no. 475-1356 at least twenty-four (24) hours before delivery of any item under this Solicitation.

- ☐ 26. **BILL OF SALE:** Successful supplier shall render Bills of Sale for each item delivered under this contract. Failure to comply with this requirement will result in rejection of delivery. The Bill of Sale must accompany the items delivered but will not be considered as an invoice for payment. Supplier shall bill the Guam Housing and Urban Renewal Authority in accordance with billing instructions as indicated on the Purchase Order.
- ☐ 27. **MANUFACTURER'S CERTIFICATE:** Successful bidder is required, upon delivery of any item under this contract to furnish a certificate from the manufacturer indicating that the goods meet the specifications. Failure to comply with this request will result in rejection of delivery.
- ☐ 28. **INSPECTION:** All supplies, materials, equipment or services delivered under this contract shall be subject to the inspection and/or test conducted by the Guam Housing and Urban Renewal Authority at destination. If in any case the supplies, materials, equipment or services are found to be defective in material, workmanship, performance or otherwise do not conform with the specification, the Guam Housing and Urban Renewal Authority shall have the right to reject the items or require that they be corrected. The number of days required for corrections will be determined by GHURA.
- ☐ 29. **MOTOR VEHICLE SAFETY REQUIREMENTS:** The Guam Housing and Urban Renewal Authority will only consider Bids on motor vehicles which comply with requirements of the National Traffic and Motor Vehicle Safety Act of 1966 (P. L. 89-563) and Clean Air Act as amended (P. L. 88-206) that are applicable to Guam. Bidder shall state if the equipment offered comply with these aforementioned Federal laws.
- ☐ 30. **SAFETY INSPECTION:** All motor vehicles delivered under this contract must pass the Government of Guam Vehicle Inspection before delivery at destination.
- ☐ 31. **GUARANTEE:**

**a) Guarantee of Vehicle Type of Equipment:**

The successful bidder shall guarantee vehicular type of equipment offered against defective parts, workmanship, and performance, for a period of not less than one (1) year after date of receipt of equipment. Bidder shall also provide service to the equipment for at least one (1) year. Service to be provided shall include, but will not be limited to tune-ups (change of spark plugs, contact points and condensers) and lubrication (change in engine and transmission oil). All parts and labor shall be at the expense of the Bidder. All parts found defective and not caused by misuse, negligence or accident within the guarantee period shall be repaired, replaced or adjusted within six (6) working days after notice from the Guam Housing and Urban Renewal Authority and without cost to GHURA. Vehicular type of equipment as used in this context shall include equipment used for transportation as differentiated from tractors, backhoes, etc.

**b) Guarantee of Other Type of Equipment:**

The successful Bidder shall guarantee all other types of equipment offered, except those mentioned in 31a, above, against defective parts, workmanship and performance for a period of not less than Three (3) years after date of receipt of equipment. Bidder shall also provide service to the equipment for at least three (3) years. All parts found defective within that period shall be repaired or replaced by the Contractor without cost to the Guam Housing and Urban Renewal Authority. Repairs, adjustments or replacements of defective parts shall be completed by the vendor within six (6) working days after notice from GHURA. Compliance with this Section is a condition of this bid.

- ☒ **45. CONFIDENTIAL DATA:** The Procurement Officer shall examine the bids to determine the validity of any request for nondisclosure of trade secrets and other proprietary data in writing. If the parties do not agree as to the disclosure of data, the Procurement Officer shall inform the bidders in writing what portions of the bid will be disclosed and that, unless the bidders protest under Chapter 9 of the Guam Procurement Act (P. L. 16-124), the bids will be so disclosed. The bids shall be opened to public inspection subject to any continuing prohibition on the disclosure of confidential data (Guam Procurement Regulation Section 3-202.12.3)
- ☒ **46. TYPE OF CONTRACT:** GHURA shall use Firm Fixed Price Contract for this solicitation.
- ☒ **47. PUBLIC LAW - 28-98 - Restriction Against Contractors Employing Convicted Sex Offenders from Working at Government of Guam Venues.**
- ☒ **48. BID CANCELLATION:** The Executive Director of the Guam Housing and Urban Renewal Authority has the authority to cancel the bid at anytime if he or she feels that it is in the best interest of the Authority or public interest.
- ☒ **49. HOLD HARMLESS:** The successful bidder (s) agrees to indemnify, defend, and hold harmless the Guam Housing and Urban Renewal Authority, its governing body, officers, employees, and insurance carriers, individually and collectively, from all losses, claims, suits, demands, expenses, subrogation, attorneys' fees, or actions of any kind in nature resulting from personal injury to any person (including bodily injury and death), or damage to any property, arising or alleged to have arisen out of Bidder's negligent acts, errors, omissions, for provision of the products specified under the contract.