

Pre-Bid Conference Minutes

To: Distribution of Bidders

Date: January 13, 2021 at 10:00 a.m.

From: Greta Balmeo, Procurement

Subject: **IFB#GHURA-COCC-021-003 Metrolan – Connectivity/Internet/Telecom Bundled Services**

GHURA Representatives:

Julie Lujan, MIS
Joyce Aguon, MIS
Bill Eriksen, MIS
Greta Balmeo, Procurement

Attendance:

Eleanor Lujan-Toves, Docomo
Brianna Taijeron, Docomo
Marcel Buensuceso, Docomo
Sean Ly, Docomo
Judy Rosario, GTA
Russel Wilson, GTA
Franklin Artero, PDS
John Day, PDS
Jonathan Cheng, IT&E
Janet Aguon, IT&E
Julian Coopernurse, IT&E

Housekeeping:

- Bids must be received at the Sinajana Main Office no later than 2:00 p.m. on Friday, January 29, 2021. Bids received after the deadline will not be accepted.
- Contractors must allow ample time to submit bids. Parking is limited due to activities with Section 8 and the Mayor's office. COVID-19 social distancing practices and staggered operating hours.
- On the bid due date, a sign will be posted at the front door with Procurement number to call to submit bid. When contractors submit their bid, they must ensure they sign the bid submission form.
- Bid registration form must be completed and submitted in person or by email.
- The \$50.00 registration fee must be made by the bid due date. You may call or email Ms. Greta Balmeo to schedule an appointment for payment at the GHURA Main Office.

- Procurement schedule:
 - Bid available date: January 5, 2020
 - Pre-Bid Conference: January 13, 2020 10:00 a.m.
 - Site Visit: *Upon request*
 - Deadline for Questions/Requests: January 22, 2021 by 5 p.m. (Friday)
 - GHURA's response: January 27, 2021 by 5 p.m. (Wednesday)
 - Bid Closing: January 29, 2021 at 2 p.m. (Friday)
- All correspondence shall be addressed to the Executive Director, Mr. Ray Topasna, the Contracting Officer for GHURA, and attention to Ms. Greta Balmeo, Buyer Supervisor II
- Ms. Greta Balmeo is the point of contact for inquiries and requests pertaining to the procurement process
- All technical questions must be submitted in writing and GHURA will provide a response by issuing an addendum.

Bid Requirements:

- HUD Form 5369-B (Instruction to Offerors Non-Construction)
- AG Forms must be signed and notarized:
 - AG 002 – Disclosing Ownership and Commission
 - AG 003 – Affidavit re Non-Collusion
 - AG 004 – Affidavit re No Gratuities or Kickbacks
 - AG 005 – Affidavit re Ethical Standards
 - AG 006 – Declaration Re Compliance with U.S. DOL Wage Determination
 - AG 007 – Affidavit re Contingent Fees
- Bid Form
 - 3 Bid Items
 - Metrolan connectivity (industry Standard)
 - Internet Services
 - Voice Service
- Bid Bond Requirement
 - Fifteen (15) percent of total bid cost
 - Cashier's checks are acceptable
- This is an ALL or NONE bid. IFB award will go to the lowest, responsive, responsible bidder.

REMINDER:

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

Questions & Responses:

1. How will vendor drop IFB bid packet?

Due to COVID-19 and staggered operations/shifts all due dates are listed in the IFB package. On the bid due date, a sign will be posted at the front entrance with instructions for vendors to contact Procurement directly to submit their bid. Procurement staff will meet the vendor at the front entrance to accept the bid submission.

2. How will the vendor pay for bid packet?

Vendor may call or email in advance to schedule for bid packet payment of \$50.00. GHURA Procurement/staff will meet vendor outside GHURA's front entrance. Vendors must complete the bid registration form.

3. a. Regarding IFB General Terms and Conditions, 1. AUTHORITY. It lists HUD Procurement Standards and Guam Procurement Act. If there is any conflict between the two, which one would apply?

Rule of thumb would be to abide by the more restrictive of the two standards. In instances where local/state law conflicts with federal regulation, federal regulation supersedes local/state law.

b. Is GHURA using federal or local funds?

GHURA is 100% federally funded through the U.S. Department of Housing and Urban Development (HUD).

4. IFB Bid regarding monthly recurring costs. Certain services, taxes, fees, surcharges are part of the bid package pricing. Should these be included in the monthly and/or non-recurring costs of BID ITEMS 1 – 3?

All applicable costs, services, taxes, surcharges, etc. should be included in the bid, whether non-recurring or monthly. No additional line-item cost will be added for such fees.

5. a. Regarding Bid Item 3 Voice Services, B. Sinajana Main Office. Are all sites 5 lines?

Only Sinajana Main Office requires 5 lines with 8 hours available in the event(s) of site power outage(s).

b. Voice services are required for 8 hours if there is a power outage?

Yes.

6. Who is current vendor?

Pacific Data Systems

7. Regarding General Terms and Conditions, Item 9. Bidder's Prices.

IFB#GHURA—COCC-021-003 is an ALL or NONE bid. General Terms and Conditions, Item 9 will be labelled as UNMARKED. No alternate pricing will be accepted.

8. Regarding General Terms and Conditions, Item 25. SCHEDULE FOR DELIVERY.

Successful vendor(s) shall be operational and ready to deliver no later than thirty (30) days after receipt of order. Is the 30 days from receipt of order?

Yes.

9. Is wireless or underground services allowed?

Yes. Cloud-based is not allowed.

10. a. Regarding Static IP's - How many are required for IFB Bid Packet?

A total of 15 static/public IPs are required – 3 at GHURA Sinajana Office. Two per remote sites (6 remote sites).

b. Will an additional cost line item be added to enter IP costs?

No additional line-item cost will be added for such fees. These fees shall be entered in the monthly costs line item of the bid as applicable.

11. Regarding landlines. Will wireless or copper be acceptable?

Wireless is acceptable if powered up to the 8 hours due to a power outage. All sites must have this provision if a wireless solution is offered.

12. Regarding wireless solutions. If wireless is not acceptable via the cloud, then is point-to-point solution (not multipoint) acceptable?

Yes.

13. Requesting a site visit by vendor.

Vendors may request a site visit. Procurement staff to establish a schedule with vendors, MIS and Site Office Staff. Vendors will be notified of date and time.