

## Pre-Bid Conference Minutes

**To:** Distribution of Bidders  
**Date:** June 2, 2022 at 10:00 a.m.  
**From:** Greta Balmeo, Procurement  
**Subject:** IFB#GHURA-05-26-2022-AMPs 2, 3 & 4; Renovation of 13 Public Housing Units

### GHURA Representatives:

Greta Balmeo, Procurement  
Bob Hess, A/E  
Alice James, A/E  
Chris Bensen, A/E

### Contractors:

(see attached sign-in sheet)

### Housekeeping:

- Bids must be received at the Sinajana Main Office no later than 2:00 p.m. on Friday, June 24, 2022. Bids received after the deadline will not be accepted.
- Contractors must allow ample time to submit bids. Parking is limited due to activities with Section 8 and the Mayor's office. COVID-19 social distancing practices are enforced. All persons entering the building must wash/sanitize and have their temperature taken.
- On the bid due date, contractors must ensure they fill out the bid submission form.
- Bid registration form is available on the website. Payment must be made by the bid due date. Payment prior to the deadline will be accommodated by contacting Procurement or WCO to schedule when you will be coming by the office.
- Procurement schedule:
  - o Bid available date: May 26, 2022
  - o Pre-Bid Conference: Thursday, June 2, 2022 10:00 a.m.
  - o Site Visit: Friday, June 3, 2022 at 9:00 a.m.
  - o Deadline for Questions/Requests: Friday, June 17, 2022 by 5 p.m.
  - o Bid Closing: Friday, June 24, 2022 at 2 p.m.
- All correspondence shall be addressed to the Acting Executive Director, Ms. Elizabeth Napoli, GHURA's Contracting Officer, and attention to Mr. Sonny Perez, A/E Manager
- Ms. Greta Balmeo is the point of contact for inquiries and requests pertaining to the procurement process.
- All technical questions must be submitted in writing and GHURA will provide a response by issuing an addendum.

### Bid Requirements:

- No longer require HUD 51000 Schedule of Values with bid submissions; after bid closing, GHURA will notify the two (2) lowest bidders that they will have five (5) business days to submit HUD 51000 Schedule of Values.
- Contractors are highly encouraged to read:
  - o HUD Form 5369 (Instruction to Bidders); and
  - o HUD Form 5369-A (Representations, Certifications, and Other Statements of Bidders)
- AG Forms must be signed and notarized:
  - o AG 002 – Disclosing Ownership and Commission
  - o AG 003 – Affidavit re Non-Collusion
  - o AG 004 – Affidavit re No Gratuities or Kickbacks
  - o AG 005 – Affidavit re Ethical Standards
  - o AG 007 – Affidavit re Contingent Fees

- GHURA Form 1B (Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability); check off and signed
- GHURA Form 9 (Restriction Against Contractors Employing Sex Offenders); signed
- GHURA Form 10 (Bidder's Qualifications)
  - o Confidential and financial information may be submitted in a separate sealed envelope
  - o If proprietary data is submitted, please mark envelope "confidential"
  - o Must be signed and notarized
- HUD Form 5370 (General Conditions for Construction Contracts); contractors are highly encouraged to read.
- GHURA Form 013 (Section 3 commitment)
  - o Allow public housing residents the priority to submit applications to apply for any job openings with bidding contractors.
  - o Check off and sign
- HUD 4010 Federal Labor Standards Provisions
  - o Wage rates transcript as of May 25, 2022. Provided by GHURA's Wage Compliance Officer and must be strictly adhered to
  - o Contractors must comply with the Davis-Bacon Act
  - o Workers must be paid on a weekly basis.
  - o Project payment will be held if payroll documents are incomplete
  - o GHURA's Wage Compliance Officer may randomly visit the job site to perform labor interviews
  - o Cancelled checks are required to be submitted
  - o Excess of 40 hours in a week must be paid as overtime.
  - o Subcontractors (if any) must comply with the same labor requirements as the Prime contractor
- Bid Form
  - o Bids are due: June 24, 2022 by 2:00 p.m.
  - o Total of three (3) base bid item(s)
  - o Project schedule
    - Base bid 1: 90 consecutive days (4 units under AMP 4 – 1 in Dededo, 3 in Toto)
    - Base bid 2: 30 consecutive days (2 units under AMP 2 – 2 in Yona)
    - Base bid 3: 120 consecutive days (7 units under AMP 3 – 4 in Agat, 3 in Umatac)
  - o Liquidated damages: \$150.00 per day
  - o When calculating costs, the contractor is responsible for all labor, materials, and equipment.
  - o Be sure to acknowledge and include issued addendums; none at this time
  - o Bid form also identifies all documents required for submission; contractor's license only (clearance is no longer required)
- Bid Bond Requirement
  - o Guam Procurement Law requires fifteen (15) percent of total bid cost
    - Bid bond is required for each bid submission
  - o Cashier's checks are acceptable

**REMINDER:**

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

**Site Visit:**

Schedule: June 3, 2022 at 9:00 a.m.

POC: Bob Hess Meeting Site: **236A JQ Quidachay, GHURA 83, Umatac**



PRE-BID CONFERENCE SIGN-IN SHEET  
GHURA-05-26-2022-AMPs 2, 3 & 4; Renovation of Thirteen (13) Public Housing Units  
June 02, 2022, Thursday, 10:00am

NAME:	ORGANIZATION:	CONTACT NUMBER:	EMAIL:
JOEM RAMBILLA	JRJ CONSTRUCTION INC.	(671) 689-0091	joemrambilla@gmail.com
Michael & Lee	D.H CONSTRUCTION	777-0105	michaelleejam@gmail.com
Chris Bensen	GHURA	475-1424	cpbensen@ghura.org
ALICE JAMES	GHURA	671-475-1403	alicej@ghura.org
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Greta Balmeo	GHURA	671-475-1356	gbalmeo@ghura.org