


Pre-Bid Conference Minutes via Zoom Meeting

To: Distribution of Bidders
Date: Thursday, July 29, 2021 at 10:00 a.m.
From: Greta Balmeo, Procurement 
Subject: IFB#GHURA-COCC-021-008 Trash and Cardboard Collection Services

GHURA Representatives:

Greta Balmeo, Procurement
Francesca Gatuz, ROSS
Maria Mendiola, AMP 2

Attendance:

(see attached sign-in sheet)

Housekeeping:

- Bids must be received at the Sinajana Main Office no later than 2:00 PM on Wednesday, August 18, 2021. Bids received after the deadline will not be accepted.
- Vendors 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 the Procurement number to call to submit the bid. When vendors submit their bid, they must ensure they sign the bid submission form.
- Bid registration form is available on the website and may be submitted via email or in person.
- 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 the bid registration payment at the GHURA Main Office.
- Procurement schedule:
 - o Bid available date: Friday, July 22, 2021
 - o Pre-Bid Conference: Thursday, July 29, 2021 10:00 a.m.
 - o Site Visit: Upon request
 - o Deadline for Questions/Requests: Friday, August 6, 2021 at 5 PM
 - o GHURA's response: Friday, August 13, 2021 at 5PM
 - o Bid Closing: Wednesday, August 18, 2021 at 2:00 PM
- All correspondence shall be addressed to the Executive Director, Mr. Ray Topasna, GHURA's Contracting Officer, 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:

- Current business license
- 15% bid bond, GHURA Form 016
- HUD Form 5369-C (Certifications and Representations of Offerors)
- AG Forms must be signed and notarized:
 - AG Form 002 (Affidavit Disclosing Ownership and Commissions)
 - AG Form 003 (Non-Collusion affidavit)
 - AG Form 004 (Non-Gratuity Affidavit)
 - AG Form 005 (Affidavit re Ethical Standard)
 - AG Form 006 (Declaration Re Compliance with U.S. DOL Wage Determination)
 - AG Form 007 (Affidavit re Contingent Fees)
- Disclosure of Organizational Conflict of Interest Affidavit
- Contact for Contract Administration Form
- Brochures and Descriptive literature
- Any and all addendums
- Vendor Bid Form (2 Bid Items)
 - Bid item #1: 13 3CY Trash containers; 13 bins for 16 pick-ups.
 - Bid item #2: 4 3CY Cardboard containers

Method of Award to the lowest, responsible, responsive bidder.

REMINDER:

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

Questions/Clarifications

1. BSII mentioned that Bid item #1 is (13) 3CY bins but it should be (16) 3CY bins.
Response: There are (13) 3CY bins for a total of 16 pick-ups – Guma Trankilidat's (3) bins will have a frequency of 2 pick-ups per week; all other sites will have a frequency of (1) per week. When bidders prepare their costs, it shall be based on the frequency of pick-ups.
2. Can descriptive literature and brochures be explained? What exactly is required?
Response: Bidders shall provide descriptions/brochures of the materials used to provide services as well as the schedule of pick-up.
3. The one-time registration fee can be paid at the GHURA Main Office?
Response: Yes, payment can be made at the Main Office in Sinajana. Bidders may contact me via telephone or by email to notify when they may be stopping by to pay the registration fee. Procurement is available to receive payment from 10 AM – 5 PM.

**See next page for point of contacts for site visits, as needed.

Site visit Point of Contact

Site	Point of Contact	Contact #
AMP 1	Narcissa Ada	671-475-9821
AMP 2	Gina Cura	671-475-1360
AMP 3	Patrick Bamba	671-475-1361
AMP 4	Philly San Nicolas	671-475-1394
Guma Trankilidat	Pearl Mendiola	671-646-6301
Sinajana Main Office	Greta Balmeo	671-475-1356

Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participants
82533364530	Pre-Bid Conference IFB#GHURA-COCC-021-008	7/29/2021 9:53	7/29/2021 10:16	gbalmeo@ghura.org	23	6

Name (Original Name)	User Email	Total Duration (Minutes)	Guest	Recording Consent
Greta Balmeo	gbalmeo@ghura.org	23	No	Y
bjcruz		22	Yes	Y
francesca		21	Yes	Y
Aimee-Lagu Sanitation		19	Yes	Y
masood namazi		14	Yes	Y