

Pre-Bid Conference Minutes

To: Distribution of Bidders
Date: March 31, 2021 at 10:00 a.m.
From: Greta Balmeo, Procurement
Subject: IFB#GHURA-COCC-021-004 IT Equipment

GHURA Representatives:

Julieann Lujan, MIS
Bill Eriksen, MIS
Greta Balmeo, Procurement

Attendance:

Roy Taimanglo, Data Management Resources
Robert Cruz, Sanford Technology Group
Kevin Tagey, COMPacific

Housekeeping:

- Bids must be received at the Sinajana Main Office no later than 10:00 a.m. on Wednesday, April 14, 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:
 - Bid available date: March 24, 2021
 - Pre-Bid Conference: March 31, 2021 10:00 a.m.
 - Deadline for Questions/Requests: April 2, 2021 by 5 p.m. (Friday)
 - GHURA's response: April 6, 2021 by 5 p.m. (Tuesday)
 - Bid Closing: April 14, 2021 at 10 a.m. (Wednesday)
- 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-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 007 (Affidavit re Contingent Fees)
- Current business license
- Contact for Contract Administration Form
- Brochures and Descriptive Literature, and k. Authorized Retailer/Service Certificate
- Any and all addendums
- Vendor Bid Form (6 Bid Items)
 - Bid Item #1 & 2: Desktop Computer (Qty: 25/1)
 - Bid Item #3 & 4: Laptop Computer (Qty: 1/1)
 - Bid Item #5: NAS Storage (Qty:1)
 - Bid Item #6: Uninterruptible Power Supply (Qty:20)
- This is NOT an All or None bid. Vendors may bid on all items or individual items.

REMINDER:

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

Questions & Answers:

- 1. Bid item #1. Regarding Microsoft Office. “Will electronic delivery of software be acceptable?”**
Yes. This applies to Bid items #1 thru #4.
- 2. Bid Item #1. Regarding statement “Must be Authorized reseller”. “Must they be an authorized service center?”**
Yes.
- 3. Bid Item #2. Regarding monitor sizes. “Is the minimum allowed size 32 inches?”**
Yes.
“Is anything larger acceptable?”
Yes.
“Nothing less than 32 inches?”
Correct.
- 4. Page 15, #25. Regarding Schedule of Delivery. Due to Covid and vendor delays approximate deliveries are exceeding 45 days. Average is 60 days. Some vendors are**

experiencing some equipment delays even up to 6 months. Will the 45 day delivery time be waived?

So long as there is proof of the order and possible status tracking from manufacturer and/or bidder. Reminder we are trying to procure within this Fiscal Year.

5. Bid Item #1 & #2. Regarding web camera. Is the request to have web camera built into monitor?

Yes.

6. Bid item #6. Regarding minimum 1 year warranty for laptop. Should this be 3 years?

Yes. This was a typo.

7. Bid item #5. Regarding Synology RackStation RS3617xs+ or equivalent. Is this NAS model existing (at GHURA)?

Yes.

8. Bid item #6. Regarding lay down type with outlets facing up. "Will you consider tower type UPS?"

Yes, so long as outlets face upwards.