


Pre-Bid Conference Minutes

To: Distribution of Bidders
Date: November 4, 2021 at 10:00 a.m.
From: Greta Balmeo, Procurement 
Subject: IFB#GHURA-COCC-022-001
Ultraviolet Air Disinfection Systems

GHURA Representatives:

Greta Balmeo, Procurement
Philly San Nicolas, PSM-AMP 4
Sonny Perez, AE

Attendance:

(See attached Zoom attendance log)

Housekeeping:

- Bids must be received at the Sinajana Main Office no later than 10:00 a.m. on Tuesday, November 30, 2021.
- 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 are in place – persons entering the GHURA Main Office are required to wash their hands prior to entering and have their temperature measured.
- 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 non-refundable \$50.00 registration fee must be made by the bid due date. You may call or email Procurement to coordinate for payment at the GHURA Main Office.
- All correspondence shall be addressed to the Executive Director, Mr. Ray Topasna, GHURA's Contracting Officer, and attention to Greta Balmeo, Procurement Division.
- 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.

Administrative Requirements:

- This is an All or None bid. Bidders are required to quote on all items. GHURA maintains the right to award to the lowest, responsive, responsible, bidder(s).
- Procurement schedule:
 - o Bid available date: Thursday, October 28, 2021
 - o Pre-Bid Conference: Thursday, November 4, 2021 10:00 a.m.
 - o Deadline for Questions/Requests: Friday, November 12, 2021 by 5 p.m.
 - o GHURA's response: Wednesday, November 17, 2021 by 5 p.m.
 - o Bid Closing: Wednesday, November 24, 2021 at 10 a.m.

- The Bid advertisement, registration form, specifications, and additional bid information is available on GHURA's website.
- When submitting your bid, bidders are required to submit (1) original, (1) copy, and (1) PDF via USB which will be returned once PDF are transferred over.
- Bids will be disqualified and rejected if they are late, are non-compliant, incomplete, or ambiguous. Please ensure information is accurate and specific when submitting bids.
- Payment terms on are on a Net 30 Days basis. Once Air Disinfection Systems are installed, functioning properly, and invoices are certified, our accounting division shall process payment accordingly.

Required Bid Documents:

- Current business license
- Contact for Contract Administration Form
- GHURA Form 016, 15% Bid Bond
- Disclosure of Organizational Conflict of Interest Affidavit
- 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)
- Brochures and Descriptive Literature
- Vendor Bid Form (6 Bid Items)
 - Bid Item #1: UV Air Disinfection Systems (ceiling mount); Qty: 12
 - Bid Item #2: UV Air Disinfection Systems (wall mount); Qty: 27
 - (page 9)*correction to specification quantity. It is 27, NOT 17
- Any and all addendums

Site Visit:

Site	Location	Point of Contact	Contact no.
AMP 1	Toto Gardens	Narcissa Ada	671-475-9821
AMP 2	Yona	Gina Cura	671-475-1360
AMP 3	Agat	Patrick Bamba	671-475-1361
AMP 4 + Dededo Elderly	Toto Gardens + Dededo	Philly San Nicolas	671-475-1394
Guma Trankilidat	Tumon	Pearl Mendiola	671-646-6301
Main Office	Sinajana	Greta Balmeo	671-475-1356

Bid Items Breakdown:

Site	Bid Item 1	Bid Item 2
AMP 1	8	0
AMP 2	1	0
AMP 3	3	0
AMP 4	14	2
Guma Trankilidat	1	0
Sinajana Main Office	0	10
Total	27	12

Questions & Answers:

1. **(Q) There is no provision that requires for equipment to be Made in America.**
(R) The funds identified to purchase UV Air Disinfection Systems is CARES funds, which are administered through the U.S. Housing and Urban Development, do not require materials to be sourced in the USA.
2. **(Q) The 15% bid bond should not be applied because it is in violation of Section 1 of Executive Order of President Biden.**
(R) Contractor states an ambiguous reference as to an Executive Order which removes the requirement of bid bonds as part of the procurement process. As of January 21, 2021, President Biden's Executive Order 14001, Section 1, states the purpose of the EO, which does not indicate any restriction on procurement bid bond requirements.
3. **(Q) GHURA should not impose a delivery schedule due to lack of information from suppliers. Vendors should specify the delivery schedule.**
(R) Bidders may submit requests for extensions for GHURA's consideration within the stipulated deadline for bidder questions/requests.
4. **(Q) There is no dispute clause in the provisions of the Invitation for Bid.**
(R) Bidders may reference Guam Procurement Law 5 GCA §5427 regarding bid protests.
5. **(Q) The Invitation for Bid does not include any provision for service disabled veterans, and women-owned businesses.**
(R) Bidder(s) must submit evidence of Service-Disabled Veteran Owned Business requirements as identified in 5 GCA §5012. Bidder(s) may refer to 5 GCA §5013 and HUD-5369-C regarding representation as Women-Owned Business. Bidder(s) must submit a request to GHURA for consideration of Service-Disabled Veteran Owned Business/Women-Owned Business preference.
6. **(Q) Who will evaluate the bids? Do they have experience in engineering?**
(R) Bids will be evaluated by staff within Procurement, Public Housing, and GHURA's A/E Division. A/E staff have engineering education and experience.
7. **(Q) When the award is made, will GHURA be responsible for mounting/installing the devices themselves? Or will it be the awarded vendor's responsibility?**
(R) No. The awarded bidder is responsible for the installation of the UV Air Disinfection Systems.
8. **(Q) Section G states 1 original, 1 copy, 1 USB file, does it have to be USB or can it be placed on a disk?**
(R) PDF file may be submitted via disk media. As long as files are able to be transferred from the disk and be saved on a local computer system.

9. **(Q) Do we need to make an appointment to make a submission and pay the \$50.00 registration fee?**
(R) Appointments are encouraged, but are not required. Walk-ins are accommodated.
10. **(Q) Site visit locations were shown earlier, will the listing be provided?**
(R) Yes. Please refer to Site List Point of Contact on the previous page.
11. **(Q) One of the specifications indicates a ballast warranty of 15 years? Should this be 5 years or 15 years?**
(R) A forthcoming addendum will be issued, addressing this request for clarification of ballast warranty.
12. **(Q) The specified locations for Bid Item 1 (AMP 4, Sinajana Main Office) are they HVAC systems? How many HVAC systems are there at all the locations?**
(R) Only AMP 4 (Resident Services Center) and the Main Office have HVAC systems. AMP 4 has one unit and the Main Office has five units.
13. **(Q) For sites that have HVAC systems, will you still require 10 units as some equipment may supply the total required area for less quantity?**
(R) Yes.
14. **(Q) Regardless of in-duct systems or not, ceiling mount systems are required?**
(R) For HVAC duct systems, yes, ceiling mount systems are required.
15. **(Q) Section 9 (Bidder's Prices) of the General Terms and Conditions, is GHURA requiring a basic bid price and alternate prices?**
(R) At present, GHURA will only accept the basic bid prices. No alternates.
16. **(Q) Page 14, number 21, samples – if it not check, we do not need to provide samples?**
(R) Only check marked boxes/sections will apply to the IFB requirements.
17. **(Q) For the 45 days delivery requirement is it includes delivery and installation of equipment?**
(R) The delivery requirement includes installation of the UV air disinfection systems.
18. **(Q) Do we schedule the site visit ourselves for each site?**
(R) Yes, contractors must schedule the site visits based on the contact listing provided during the pre-bid conference.
19. **(Q) GHURA should not require a \$50.00 bid fee for the package.**
(R) GHURA does not require bidders to pay for a copy of the bid specifications. The \$50.00 fee is the bidder registration to participate in the Invitation for Bid. Copies of the bid specifications are available for free on the GHURA website.

Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participants
89395429944	Pre-Bid Conference for IFB#GHURA-COCC-022-001	11/4/2021 9:39	11/4/2021 10:45	gbalmeo@ghura.org	66	26

Name (Original Name)	User Email	Total Duration (Minutes)	Guest
Greta Balmeo	gbalmeo@ghura.org	66	No
George- JMI Edison (George)		37	Yes
reynold leung	reynleung@gmail.com	57	Yes
Philly		56	Yes
Arnel Francisco		53	Yes
Arnel Francisco	arnel.francisco@yahoo.com	17	Yes
Jerry Katsu White	rygjerry@gmail.com	49	Yes
Sedfrey M Linsangan		49	Yes
Dexter N.		48	Yes
NDC iphone		47	Yes
Joeann Pangelinan	joeann@mjmetc.com	46	Yes
Eleonor Lujan-Toves		46	Yes
J&B Modern Tech		46	Yes
AESGU		15	Yes
Gene Bangayan (iPhone)		44	Yes
Jane Grape	jeanjanegrape@gmail.com	36	Yes
Nerissa's iPhone		36	Yes
R3_Valdivia_Myrtle_Kaye		35	Yes
George- JMI Edison		22	Yes