



JON J. P. FERNANDEZ  
Superintendent of Education

DEPARTMENT OF EDUCATION  
OFFICE OF SUPPLY MANAGEMENT

[www.gdoe.net](http://www.gdoe.net)  
501 Mariner Avenue  
B-Building, Suite 116  
Barrigada, Guam 96913  
Telephone: (671) 475-0438/Fax: (671) 472-5001  
Email: [procurement@gdoe.net](mailto:procurement@gdoe.net)



CARMEN T. CHARFAUROS  
Supply Management Administrator

**AMENDMENT ACKNOWLEDGEMENT FORM**

IFB 001-2021  
Food Service Management (Multi-Step)  
AMENDMENT 2

December 9, 2020

Please review the attached document (All Notice/Amendments can be reviewed on our website). Please sign **this acknowledgement page and only return this page**, attention to **KATHRINA O. BAYSON** via email to [kobayson@gdoe.net](mailto:kobayson@gdoe.net).

I, \_\_\_\_\_, an authorized representative of the company named below, acknowledge receipt of **AMENDMENT 2**, for **IFB 001-2021 Food Service Management (Multi-Step)**. Number of pages: **5** (including this coversheet).

\_\_\_\_\_  
Company Name (Print)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Time and Date



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Supply Management Administrator

December 9, 2020

**AMENDMENT 2**

**Prospective Bidders:**

Please refer to our **Invitation for Bid No. 001-2020 Food Service Management (Multi-Step)**, a copy of which was obtained by your company for consideration.

Please see attached **Summary of Pre-Bid Conference** conducted on December 1, 2020.

Please see below questions submitted by Prospective Bidder(s).

**GFS Group**

1. In relation to the subject IFB, please clarify if Guam Receipts Tax (GRT) is applicable to the contract.  
***GDOE Response: Yes. This should be incorporated within the bid price.***
2. We are interested in doing a site tour at your centralized kitchens that support the GDOE student meals (IFB 001-2021 Food Service Management). Can you please let me know if and when that could be available to us?  
***GDOE Response: Please refer to Amendment 1 of the IFB for site visit instructions.***

**Sodexo**

1. Reference: Bid Form – Meal Counts. Inquiry: Please provide the methodology for determining the number of meal counts provided on the Bid Form.  
***GDOE Response: This is based on Exhibit A of the IFB, which includes the average daily participation (ADP).***
2. Reference: Bid Form – Meal Counts. Inquiry: Will GDOE guarantee payment for these meals or a minimum number of feeding days or is this solely at the risk of the contractor?  
***GDOE Response: Please refer to page 11 of the IFB, Section 2.3.1.10 – BILLING, INVOICING, FINANCIAL AND PAYMENT TERMS and Exhibit A of the IFB.***
3. Reference: Emergencies and Pandemics. Inquiry: Will GDOE provide reimbursement for disposable containers provided during emergencies and pandemics?  
***GDOE Response: No. This should be incorporated as a part of the meal price.***
4. Reference: Emergencies and Pandemics. Inquiry: Will GDOE allow equitable pricing adjustments for meal prices during emergency feeding operations?  
***GDOE Response: No. Meal price should remain the same. Please refer to answer to question 3 above.***
5. Reference: Financial Stability. Inquiry: How will GDOE evaluate the offeror's ability to provide the required \$3M in cash flow for a successful start-up (initial food inventory and supplies/assets such as vans, smallwares, etc.) and monthly operations?  
***GDOE Response: Please refer to page 19 of the IFB, Section 3.1.3.1.2 – EVALUATION OF UNPRICED TECHNICAL OFFERS and page 23 of the IFB, Section 3.2.2 – DETERMINATION OF RESPONSIBILITY.***

6. Reference: Wage Determination. Inquiry: Please confirm the Federal Minimum Wage of \$10.95, which goes into effect January 2021, takes precedence over the Wage Determination labor rates, as this has a significant impact on labor costs.  
**GDOE Response: At this time, the Wage Determination attached to the IFB is the most recent Wage Determination issued by the U.S. Department of Labor. Should the Wage Determination change upon award, winning contractor must follow the Wage Determination most recently issued by the U.S. Department of Labor. Please refer to 5 GCA Section 5801.**
7. Reference: Wage Determination. Inquiry: Please confirm that all supervisory employees must be paid 10% over employees they supervise according to the wage determination, as this has a significant impact on labor costs.  
**GDOE Response: Please note that this is not a requirement under the Wage Determination issued by the U.S. Department of Labor. Kindly provide additional reference to this requirement so that GDOE can further review its validity.**
8. Reference: IFB, paragraph 4.11. Wage and Benefit Determination states, "Bidders must pay employees ... in accordance with the Wage Determination for Guam and the Northern Mariana Islands issued and promulgated by U.S. Department of Labor." Inquiry: Are all bidders required to account for WD wage increases in their Price offer? If not, are contractors permitted to request equitable pricing adjustments for WD changes during the contract term?  
**GDOE Response: The contract resulting from this IFB is a Firm Fixed Price Contract. Contractor must submit a written request to GDOE, justifying in detail any cost adjustments necessary. Approval of such request shall be at the sole discretion of GDOE.**
9. Reference: IFB paragraph 3.1.3.1.1./subparagraph "k". Inquiry: Item "k" of the list of Unpriced Technical Offer Submittals requires contractors to provide a sample financial pro forma for GDOE. Please confirm that this data should be provided within the Unpriced Technical Offer.  
**GDOE Response: Yes. However, sample will only be considered a sample by the evaluation committee.**
10. Reference: IFB, paragraph 4.2. LIST OF FORMS REQUIRED FOR ALL SOLICITATIONS requirement, stating "Bidders must complete and submit originals of the forms..." Inquiry: Are e-signatures acceptable on the completed Procurement Forms to accommodate limitations related to COVID-19 remote work arrangements and document shipping lead times?  
**GDOE Response: E-Signatures are not permitted for Affidavits that require notary. Original signatures are required.**
11. Reference: Pre-bid Conference Attendees. Inquiry: Please provide a list of pre-bid conference attendees.  
**GDOE Response: The following Prospective Bidders attended the Pre-Bid Conference: Sodexo, SH Enterprise, and Sunleader Guam.**
12. Reference: Local Procurement Preference Application. Inquiry: Please confirm exceptions will be granted for supplies and services that are not available in sufficient quantity or do not meet minimum safety standards required by IFB, paragraph 2.3.1.12 REGULATORY REQUIREMENTS.  
**GDOE Response: Regulatory requirements cannot be waived.**
13. Reference: IFB, paragraph 2.3.1.2. Inquiry: Please provide an annual estimate on the amount of equipment maintenance and repair needed for the 38 schools?  
**GDOE Response: This varies per school. Please refer to page 5, Section 2.3.1.2 (B) for further guidance.**
14. Reference: IFB, paragraph 2.3.1.7.A.5. Summer Food Service Program. Inquiry: How many schools are expected to be open for limited feeding during the summer months?  
**GDOE Response: An estimate of 10 satellites are expected to be open. This is dependent on the condition of the pandemic.**

15. Reference: IFB, paragraph 2.3.1.10 Billing, Invoicing, Financial and Payment Terms. Inquiry: Is the contractor responsible for paying GRT- Guam revenue tax?

***GDOE Response: Yes. This should be incorporated within the bid price.***

16. Reference: Catering and A la Caret. Inquiry: What is the current annual revenue for catering and a la carte sales?

***GDOE Response: There was no SY 2019-2020 annual revenue for catering and a la carte sales for schools within this contract.***

All else remains the same.

Sincerely,

  
CARMEN T. CHARFAUROS  
Supply Management Administrator



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CARMEN T. CHARFAUROS  
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**IFB 001-2021 Food Service Management (Multi-Step)**  
**Pre-Bid Conference**  
*Tuesday, December 1, 2020, 1:00 PM CHST*

**SUMMARY**

**I. Sign-In and Introduction**

**II. House Rules**

- A. Pre-Bid Conference will be recorded and included in the Procurement File.
- B. Bidders must sign in on the zoom chat with the following information: Company Name, Individual's Name, email address (please send to Procurement directly).
- C. Please keep yourself on mute during the meeting unless you would like to ask a question.

**III. Reminders**

**A. Questions During Pre-Bid Conference**

1. GDOE may provide verbal answers to verbal question from potential bidders during the pre-bid conference, however, **verbal answers will not be considered as an official GDOE response.**
2. All questions must be submitted in writing in accordance to Amendment 1 of the IFB, Section 3.1.15 – PRE-BID WRITTEN QUESTIONS no later than **Friday, December 4, 2020 at 3:00 PM.**
3. All written questions must be directed to **Kathrina Bayson via email at [kobayson@gdoe.net](mailto:kobayson@gdoe.net)**, in accordance to page 18 of the IFB, Section 3.1.1 – COMMUNICATION REGARDING THE IFB.
4. GDOE will respond to questions no later than **Wednesday, December 9, 2020 at 5:00 PM.** Response to written questions will be provided via Amendment to all Prospective Bidders.

**B. Bid Requirements**

1. **Multi-Step IFB** (please refer to page 18 to 20 of the IFB, Section 3.1.3 and Section 3.1.4 for additional details)
  - Phase I – Evaluation of Unpriced Technical Offer
  - Phase II – Evaluation of Priced Bid
2. **Required Forms**
  - Bidders must submit with their Unpriced Technical Offer (Phase I), the forms listed on page 29 of the IFB, Section 5 – FORMS REQUIRED IN RESPONSE TO IFB, with the exception of the Bid Bond Form (GDOE Procurement Form 001).
  - Bidders must submit with their Sealed Priced Bid (Phase II), the Bid Bond requirement (GDOE Procurement Form 001) as detailed on page 23 of the IFB, Section 3.1.17. and the Bid Form included with the IFB as detailed on page 21, Section 3.1.7 – BID SUBMISSION FORM.

**C. Deadline for Submission and Bid Opening**

1. **Deadline for Submission** will be on **Tuesday, December 22, 2020 at 2:00 PM.** Bids must be submitted before the deadline at the GDOE Supply Management Office (Refer to Page 6, Section 3.1.5 – TIME AND DATE FOR RECEIPT OF BIDS and Amendment No. 1 for additional guidelines).
2. **Bid Opening** will not be held until after the completion of the evaluation of the unpriced technical offers as specified on page 21 of the IFB, Section 3.1.6 – RECEIPT AND OPENING OF BIDS.

**IV. Project Description / Scope of Work**

- A. **Contractor's Requirements** (Section 2.3.1)
- B. **District's Requirements** (Section 2.3.2)

**V. Conclusion**