



JON J. P. FERNANDEZ
Superintendent of Education

**DEPARTMENT OF EDUCATION
OFFICE OF SUPPLY MANAGEMENT**

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CARMEN T. CHARFAUROS
Supply Management Administrator

AMENDMENT ACKNOWLEDGEMENT FORM

IFB 006-2021

**Bell and Intercom Installation for Finegayan Elementary School and Upi Elementary School
AMENDMENT 2**

December 18, 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.

I, _____, an authorized representative of the company named below, acknowledge receipt of **AMENDMENT 2**, for **IFB 006-2021 Bell and Intercom Installation for Finegayan Elementary School and Upi Elementary School**. Number of pages: 4 (including this coversheet).

Company Name (Print)

Print Name

Signature

Time and Date



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Supply Management Administrator

December 18, 2020

AMENDMENT 2

Prospective Bidders:

Please refer to our **Invitation for Bid No. 006-2020 Bell and Intercom Installation for Finegayan Elementary School and Upi Elementary School**, a copy of which was obtained by your company for consideration.

Please see attached **Summary of Pre-Bid Conference and Site Visit** conducted on Monday, December 14, 2020. Note that deadlines have changed from what was discussed during the Pre-Bid Conference and Site Visit as specified below.

Please see **additional** contact information to schedule site visits for each school, as needed:

<i>School</i>	<i>Point of Contact</i>	<i>Phone Number</i>	<i>Email Address</i>
Finegayan Elementary	Erwin Aguon	300-1110 / 687-7813	ejcaguon@gdoe.net
Upi Elementary	Kristi O'Brien	633-1382	kmo'brien@gdoe.net

GDOE is hereby making the following changes to the IFB:

Page 3, Section 1.1 – INVITATION FOR BID (IFB) TIMELINE

From:

<u>DATE</u>	<u>ACTIVITY</u>	<u>TIME</u>
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Monday, December 21, 2020	Deadline for GDOE Response to Written Questions	5:00 p.m. Chamorro Standard Time (ChST)
Wednesday, December 30, 2020	Deadline for Submission	2:00 p.m. Chamorro Standard Time (ChST)
Wednesday, December 30, 2020	Public Bid Opening (via video conference)	2:30 p.m. Chamorro Standard Time (ChST)

To:

<u>DATE</u>	<u>ACTIVITY</u>	<u>TIME</u>
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Tuesday, December 29, 2020	Deadline for GDOE Response to Written Questions	5:00 p.m. Chamorro Standard Time (ChST)
Friday, January 15, 2021	Deadline for Submission	2:00 p.m. Chamorro Standard Time (ChST)
Friday, January 15, 2021	Public Bid Opening (via video conference)	2:30 p.m. Chamorro Standard Time (ChST)

Page 7, Section 3.1.4 – TIME AND DATE FOR RECEIPT OF BIDS

From: TIME: 2:00 p.m. Chamorro Standard Time (ChST)
DATE: Wednesday, December 30, 2020

To: TIME: 2:00 p.m. Chamorro Standard Time (ChST)
DATE: Friday, January 15, 2021

Page 7, Section 3.1.4 – TIME AND DATE FOR RECEIPT OF BIDS

Curb-side Drop Off Schedule

From: Due to the current COVID-19 pandemic, proper safety protocols must be adhered to. If the bid submission will be hand-delivered, delivery will be conducted via CURB-SIDE DROP OFF from Monday, December 21, 2020 through Thursday, December 24, 2020 11:00 a.m. to 3:00 p.m., Monday, December 28, 2020 through Tuesday, December 29, 2020, 11:00 a.m. to 3:00 p.m., and Wednesday, December 30, 2020, 11:00 a.m. to 1:45 p.m. (15 minute intervals).

To: Due to the current COVID-19 pandemic, proper safety protocols must be adhered to. If the bid submission will be hand-delivered, delivery will be conducted via CURB-SIDE DROP OFF from Monday, January 11, 2021 through Thursday, January 14, 2021, 11:00 a.m. to 3:00 p.m. and Friday, January 15, 2021, 11:00 a.m. to 1:45 p.m. (15 minute intervals)

Page 8, Section 3.1.5 – RECEIPT AND OPENING OF BIDS

From: TIME: 2:30 p.m. Chamorro Standard Time (ChST)
DATE: Wednesday, December 30, 2020

To: TIME: 2:30 p.m. Chamorro Standard Time (ChST)
DATE: Friday, January 15, 2021

All else remains the same.

Sincerely,


CARMEN T. CHARFAUROS
Supply Management Administrator



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Pre-Bid Conference and Site Visit
SUMMARY

NOTE THAT DEADLINES HAVE CHANGED AS SPECIFIED IN AMENDMENT NO. 2 OF THIS IFB.

Bid Project Number: **GDOE IFB 006-2021**

Project Name: **Bell and Intercom Installation for Finegayan Elementary School and Upi Elementary School**

Meeting Location: **Finegayan Elementary School, Main Office** (Upi Elementary School Site visit will be conducted immediately after)

Meeting Date and Time: **Monday, December 14, 2020 at 11:30 AM**

I. Sign-In and Introduction

II. House Rules

- A. Pre-Bid Conference and Site Visit will be recorded and included in the Procurement File.
- B. Bidders must sign in on the GDOE Procurement Sign-In Sheet and school's visitors sign in sheet in the main office for each school.
- C. Masks must be worn at all times during the Pre-Bid Conference and Site Visit.
- D. Please ensure at least six (6) feet distance from the person next to you.

III. Reminders

A. Questions During Pre-Bid Conference and Site Visit

1. GDOE may provide verbal answers to verbal question from potential bidders during the pre-bid conference and site visits, however, **verbal answers will not be considered as an official GDOE response.**
2. All questions must be submitted in writing in accordance to page 9 of the IFB, Section 3.1.14 – PRE-BID WRITTEN QUESTIONS no later than **Thursday, December 17, 2020 at 4:00 PM.**
3. All written questions must be directed to **Kathrina Bayson** via email at kobayson@gdoe.net, in accordance to page 7 of the IFB, Section 3.1.1 – COMMUNICATION REGARDING THE IFB.
4. GDOE will respond to questions no later than **Monday, December 21, 2020 at 5:00 PM.** Response to written questions will be provided via Amendment to all Prospective Bidders.

B. Deadline for Submission and Bid Opening

1. **Deadline for Submission** will be on **Wednesday, December 30, 2020 at 2:00 PM.** Bids must be submitted before the deadline at the GDOE Supply Management Office. Curb-side drop off of bid submission must be scheduled (Refer to Page 7, Section 3.1.4 – TIME AND DATE FOR RECEIPT OF BIDS for additional guidelines).
2. **Bid Opening** will be held on the same day, **Wednesday, December 30, 2020 at 2:30 PM** via Video Conference as specified on page 8 of the iFB, Section 3.1.5 – RECEIPT AND OPENING OF BIDS.

C. Required Forms

1. Bidders must submit with their bid, the forms listed on page 22 of the IFB, Section 6 – FORMS REQUIRED IN RESPONSE TO IFB.
2. Bid submittals must also include Bid Form included with the IFB as specified on page 8, Section 3.1.6 – BID SUBMISSION FORM.

IV. Project Description / Scope of Work

A. Design Drawings and Specification Sheet

1. Available via download link only at: <https://bit.ly/IFB-006-2021-Exhibits> (refer to page 4 of the IFB, Section 2.2).

B. Project Description Summary

C. Project Signage

V. Site Visit

A. Finegayan Elementary School

B. Upi Elementary School (meet up at Upi Elementary School, Main Office)

VI. Conclusion