



JON J. P. FERNANDEZ
Superintendent of Education

DEPARTMENT OF EDUCATION
OFFICE OF SUPPLY MANAGEMENT

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



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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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>
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>
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