



JUDITH T. WON PAT, Ed. D  
Acting Superintendent of Education

DEPARTMENT OF EDUCATION  
OFFICE OF SUPPLY MANAGEMENT

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CARMEN T. CHARFAUROS  
Supply Management Administrator

**AMENDMENT ACKNOWLEDGEMENT FORM**

**IFB 009-2023**

**Air Conditioner (A/C) Units Outright Purchase, Install and Preventive Maintenance  
AMENDMENT 4**

May 10, 2023

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 **ANTHONY E. QUINATA** via fax (671) 472-5001 or via email to [aequinata@gdoe.net](mailto:aequinata@gdoe.net).

I, \_\_\_\_\_ an authorized representative of the company named below, acknowledge receipt of **AMENDMENT 4**, for **IFB 009-2023 Air Conditioner (A/C) Units Outright Purchase, Install, and Preventive Maintenance**. Number of pages: **12** (including this cover sheet).

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

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

\_\_\_\_\_  
Signature

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



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May 10, 2023

**AMENDMENT 4**

**Prospective Bidder(s):**

Kindly refer to our **Invitation for Bid 009-2023, Air Conditioner (A/C) Units Outright Purchase, Install, and Preventive Maintenance**, a copy of which was obtained by your company for consideration.

Please see written questions submitted by Protective Bidder, which was not added to the previous Amendment with GDOE response below:

Please see the extension to the Deadline for Submission on attachment A.

Please see the changes to the Scope of Work on **Section 2.4A. CLEAR COATING** on Attachment B, To.

**RCE Air Conditioning Services**

1) for all the regions AC quantity, are we going with the low or high amount of units?  
Yes, please provide prices for the lower amount.

2) for all the regions 5Ton and higher, are they package ac units like stated on bid or are they ducted splits?  
**GDOE Response:** They will be a combination of package and ducted.

3) Just to clarify, American made is NOT required and as long as seer is within specifications?  
**GDOE Response:** The Buy American Act or Executive Order 14005 "ensuring the Future in Made in All of America by All of America's Workers" does not apply to the GDOE or the ARP-OA SEA Funds.

4) for any power sources(disconnects) and ac ducts that are in unsatisfactory conditions, will there be an additional cost not covered on this bid?  
**GDOE Response:** Yes, these costs will be in addition to the price quoted.

5) Can we bid for all regions individually (4 different packets)?  
**GDOE Response:** Yes, that is the intent of the bid. A company may bid on one or all of the four regiona.

6) Can we bid all for all regions (1 packet)?  
**GDOE Response:** No, this is not an "all or none bid". Due to the large quantity of AC units required by GDOE and the current supply chain backlog, it is hoped that multiple awards are made. However, this is all subject to the Procurement Regulations which prescribes how awards are made.

7) are unit tie downs requiring stainless steel or galvanized?  
**GDOE Response:** All tie downs shall be stainless steel.

8) per bid, it states that we must install 25% of DOE's priority upon award of contract. Does this apply to all 4 regions or is it 25% per (1) region?  
**GDOE Response:** Yes. The goal is to achieve at least 25% installation in each region.

9) as a registered vendor with DOE, are there any requirements for our joint venture partnership?

**GDOE Response:** As long as the Bidder is a responsible business or person who has the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance. It is the sole responsibility of the Awardee to handle any and all issues with the contract. The Department is not responsible for the activities of your subcontractor.

10) are there any requirement to coat condenser coils on mini splits or package units?

**GDOE Response:** Yes, Please refer to the amendment that will be issued by the Procurement office.

11) to what extent are we assisting with packaging of units after removal which are still usable?(2.6)

**GDOE Response:** The contractor shall properly takedown all usable units and tag both inside and outside units with identical number (so they stay remain as a pair).

12) Contractors are encouraged to register with the GPA Energy Rebate Program and have their air conditioning units comply with the GPA's Energy Rebate requirements. How does this apply and who will it apply to?

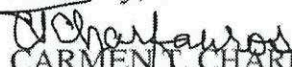
**GDOE Response:** This is not a mandatory requirement. If rebates apply they shall be applied to GDOE GPA account.

13) Contractor must apply a clear, non-conductive, and UV protective aerosol spray on the entire unit for all the existing air conditioning units which will treat and protect air conditioning boards, electrical connections and coils due to shortages from lizards, insects, and environmental factors. It is up to the discretion of the Contractor to spray the non-conductive, and UV protective aerosol spray on the new units installed. Just to clarify this statement as it seems the other way around but all the coatings are for the new installed units?

**GDOE Response:** An amendment addressing clear coating for new units installed will be issued by Procurement Office

All else remains the same.

Sincerely,

  
CARMEN Y. CHARFAUROS  
Supply Management Administrator



**GDOE**

**IFB 009-2023**

**Air Conditioner (A/C) Units  
Outright Purchase, Install,  
and Preventive Maintenance**

**Attachment A**

## **From:**

### **Section 1 - INVITATION FOR BID (IFB) TIMELINE**

#### **1.1. INVITATION FOR BID (IFB) TIMELINE**

<b><u>DATE</u></b>	<b><u>ACTIVITY</u></b>	<b><u>TIME</u></b>
Wednesday, April 12, 2023	IFB Issuance	8:00 a.m Chamorro Standard Time (CHST)
Tuesday, April 18, 2023	Deadline for Request to Hold Pre-Bid Conference	3:00 p.m. Chamorro Standard Time (CHST)
Tuesday, April 25, 2023	Deadline for Submission of Written Questions	3:00 p.m. Chamorro Standard Time (CHST)
Friday, May 05, 2023	Deadline for GDOE Response to Written Questions	5:00 p.m. Chamorro Standard Time (CHST)
Friday, May 12, 2023	Deadline for Submission	3:00 p.m. Chamorro Standard Time (CHST)

Invitation for Bid (IFB) packages may be obtained at the GDOE's Office of Supply Management in Barrigada, Guam between 8:00 a.m. and 5:00 p.m. from Monday through Friday, excluding holidays. The IFB may also be downloaded at the GDOE's website at [www.gdoe.net/District/Department/12-Office-of-Supply-Management](http://www.gdoe.net/District/Department/12-Office-of-Supply-Management). Deadline for submission of all bids is 3:00 p.m. Chamorro Standard Time (CHST), Friday, May 12, 2023. A non-refundable fee of \$10.00 (cash only) is required upon hard copy pick-up.

**To:**

**Section 1 - INVITATION FOR BID (IFB) TIMELINE**

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Friday, May 05, 2023	Deadline for GDOE Response to Written Questions	5:00 p.m. Chamorro Standard Time (CHST)
Friday, May 19, 2023	Deadline for Submission	3:00 p.m. Chamorro Standard Time (CHST)

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**GDOE**

**IFB 009-2023**

**Air Conditioner (A/C) Units  
Outright Purchase, Install,  
and Preventive Maintenance**

**Attachment B**

**From**



## Section 2 - PROJECT DESCRIPTION

### 2.1. PROJECT TITLE

GDOE IFB 009-2023

#### AIR CONDITIONER (A/C) UNITS OUTRIGHT PURCHASE, INSTALL, AND PREVENTIVE MAINTENANCE

### 2.2. PURPOSE

The Guam Department of Education (GDOE) is seeking to purchase Air Conditioner Units (Various Capacities) to include removal and disposal of existing units, refrigerant recovery from units being removed, and installation of new replacement units for all GDOE public schools listed on **ATTACHMENT I** of this IFB. In addition, GDOE is seeking the replacement and disposal of electrical conduits, junction boxes, step up/step down transformers, disconnect boxes and condensate tubing/piping on an as-needed basis.

The Contractor shall provide all necessary labor, material, transportation, supervision, equipment, field investigation, and other incidental work required for the services stated herein. Other incidental work required, includes any and all items and considerations necessary to ensure services are completed appropriately.

### 2.3. PUBLIC LAW 28-184

Title 17 Guam Code Annotated (GCA) Section 7115

Bidders shall comply with 17 GCA § 7115 that states:

Any air conditioning system purchased and used by the Guam Public School System Shall:

- a. Meet the comfort and air quality standards set forth for Heating, Ventilation, and Air Conditioning (HVAC) equipment provided in Chapter 5 of the Federal GSA's Facilities Standards for Public Building Service (Revised November 2000 or later – PBSP100);
- b. Have repair and replacement parts readily available within five (5) days, Saturdays, Sundays, and Government of Guam holidays excepted; and
- c. Be the subject of a warranty and maintenance agreement that guarantees the systems working life for not less than five (5) years.

### 2.4. PROJECT DESCRIPTION

#### GENERAL REQUIREMENTS

GDOE is seeking the outright purchase of A/C Units to replace a minimum of 2,665 A/C Units and a maximum of 3,056 A/C Units throughout all school districts as indicated in **ATTACHMENT II** with split unit sizes of no more than 60K BTU and central unit sizes of no more than 50 Tons.

Contractor must maintain a complete and detailed record of Old Units Replaced and New Unit Installed. The Contractor shall complete the AC Unit Installation Acknowledgement Form, **Attachment VII**, and submit to GDOE Property Office and Facilities and Maintenance Office within two (2) working days after completion of installation.

Contractor must maintain a record of all new installations. The record must include date installed, school, room, unit size, service/warranty expiration date, and any other pertinent information as may be deemed necessary by GDOE. Included in the records, shall be a signed installation report for each unit indicating, at final installation, the unit's performance such as the coolant amount and electrical power performance values. Within a business day, the Contractor must provide to GDOE any requests for maintained records by them.

Contractor must provide a detailed list of key personnel including qualifications, training, AC Certifications, and EPA certifications for field personnel.

Contractor must ensure tools, equipment, debris, and other miscellaneous items are removed from the work site on a daily basis.

Contractor must maintain a clean, safe, presentable working environment at all times, taking extra precautionary measures while school is in session to ensure the safety and well-being of GDOE students, faculty, staff, and the general public on-premises.

Contractors are encouraged to register with the GPA Energy Rebate Program and have their air conditioning units comply with the GPA's Energy Rebate requirements.

**NOTE:** Contractor must provide an offer for ALL schools within each Region. For example, if Contractor chooses to provide an offer on Lagu Schools, the offer must be for ALL schools in the Lagu Region. If a Contractor decides not to offer on a Region of



schools, Contractor must submit a "NO BID". Offers for select schools within a Region will not be considered/entertained. The Contractor is fully responsible for satisfactory completion of all its subcontracted work.

## **2.5. PREVENTIVE MAINTENANCE**

Five (5) year preventative maintenance of all air conditioning units installed and, in the Region awarded, inclusive of consumables, parts and labor, and hazardous waste removal and disposal.

Includes but is not limited to:

- Cleaning of units every six (6) months
- Filter inspection and replacement
- Refrigerant inspection and charge as needed
- Ductwork inspection and repair
- Coil and condenser inspection, cleaning, and repair
- Wiring and electrical component inspection
- Condenser/ compressor inspection
- A/C fin inspection and repair
- A/C evaporator coil fins inspection and repair
- Condensate Pipe inspection, cleaning, and repair

Contractor must complete a comprehensive visual, environmental, and electronic inspection of AC units and pertinent materials/equipment to ensure that the components are performing to manufacture defined technical and environmental specifications. This service includes repairs, all shipping, parts, labor, and travel expenses.

A report of findings is to be provided to GDOE Facilities and Maintenance Office which includes two (2) preventative maintenance visits each year for all A/Cs in the Region Awarded. There will be ten (10) preventive maintenance visits for each unit installed by the Contractor throughout the length of the contract. Preventive Maintenance visits shall be conducted every six (6) months for new units installed by the Contractor for the length of the contract. The Contractor shall complete an A/C Maintenance Checklist **Attachment III** and **Attachment IV** and submit to GDOE Facilities and Maintenance Office for every unit preventive maintenance is performed on.

Contractor must apply a clear, non-conductive, and UV protective aerosol spray on the entire unit for all the existing air conditioning units which will treat and protect air conditioning boards, electrical connections and coils due to shortages from lizards, insects, and environmental factors. It is up to the discretion of the Contractor to spray the non-conductive, and UV protective aerosol spray on the new units installed.

Failure to complete the agreed upon terms of the Preventive Maintenance Schedule, to include replacement of consumables and labor will result in the vendor reimbursing GDOE for any incomplete work and/or for the remaining time of the contract period.

## **2.6. EQUIPMENT REMOVAL & REPLACEMENT REQUIREMENTS**

Removal and replacement must be all inclusive to include but not limited to:

- A. Assist with packaging of units which are still usable
- B. Complete removal of old air condition units, disposal shall be at an approved recycling center
- C. Basic installation of new air conditioning units, ensuring units are affixed correctly to appropriate structural members
- D. All units must have stainless steel typhoon tiedown strap and turnbuckle
- E. All dissimilar metals must have a rubber barrier
- F. Capturing/recycling old unit refrigerant per pertinent codes and regulations
- G. Piping kit, basic and extended
- H. Mounting brackets with anti-vibration rubber mounts
- I. Mounting hardware
- J. Concrete backer boards
- K. Concrete pads
- L. Condensing unit tie downs
- M. Electrical conduits, disconnect boxes and junction boxes
- N. Voltage monitor device
- O. Disconnect switch
- P. Complete sealing of all penetrating locations
- Q. Condensate tubing/pipes, ensuring condensate is routed to the appropriate drain site with pipes/tubes at the correct slope. P-traps per plumbing codes and regulations. Testing of condensate flow is part of the complete installation.

**GDOE**

**IFB 009-2023**

**Air Conditioner (A/C) Units  
Outright Purchase, Install,  
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**Attachment B  
To**



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- c. Be the subject of a warranty and maintenance agreement that guarantees the systems working life for not less than five (5) years.

### 2.4. PROJECT DESCRIPTION

#### GENERAL REQUIREMENTS

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Contractor must provide a detailed list of key personnel including qualifications, training, AC Certifications, and EPA certifications for field personnel.

Contractor must ensure tools, equipment, debris, and other miscellaneous items are removed from the work site on a daily basis.

Contractor must maintain a clean, safe, presentable working environment at all times, taking extra precautionary measures while school is in session to ensure the safety and well-being of GDOE students, faculty, staff, and the general public on-premises.

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**NOTE:** Contractor must provide an offer for ALL schools within each Region. For example, if Contractor chooses to provide an offer on Lagu Schools, the offer must be for ALL schools in the Lagu Region. If a Contractor decides not to offer on a Region of



schools, Contractor must submit a "NO BID". Offers for select schools within a Region will not be considered/entertained. The Contractor is fully responsible for satisfactory completion of all its subcontracted work.

#### **2.4. A. CLEAR COATING**

Contractor shall apply a **clear, non-conductive, aerosol spray protective coating** for all new air conditioning units which will treat and protect air conditioning boards, electrical connections and an **anti corrosion coating** on condenser coil fins. The only exception will be if the unit comes factory coated, a second application of coating will not be needed. However, a manufacturer literature must be presented indicating the unit comes factory coated. Any parts listed above that are not manufacturer coated shall be coated by the contractor.

#### **2.5. PREVENTIVE MAINTENANCE**

Five (5) year preventative maintenance of all air conditioning units installed and, in the Region awarded, inclusive of consumables, parts and labor, and hazardous waste removal and disposal.

Includes but is not limited to:

- Cleaning of units every six (6) months
- Filter inspection and replacement
- Refrigerant inspection and charge as needed
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Contractor must complete a comprehensive visual, environmental, and electronic inspection of AC units and pertinent materials/equipment to ensure that the components are performing to manufacture defined technical and environmental specifications. This service includes repairs, all shipping, parts, labor, and travel expenses.

A report of findings is to be provided to GDOE Facilities and Maintenance Office which includes two (2) preventative maintenance visits each year for all A/Cs in the Region Awarded. There will be ten (10) preventive maintenance visits for each unit installed by the Contractor throughout the length of the contract. Preventive Maintenance visits shall be conducted every six (6) months for new units installed by the Contractor for the length of the contract. The Contractor shall complete an A/C Maintenance Checklist **Attachment III** and **Attachment IV** and submit to GDOE Facilities and Maintenance Office for every unit preventive maintenance is performed on.

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Failure to complete the agreed upon terms of the Preventive Maintenance Schedule, to include replacement of consumables and labor will result in the vendor reimbursing GDOE for any incomplete work and/or for the remaining time of the contract period.

#### **2.6. EQUIPMENT REMOVAL & REPLACEMENT REQUIREMENTS**

Removal and replacement must be all inclusive to include but not limited to:

- A. Assist with packaging of units which are still usable
- B. Complete removal of old air condition units, disposal shall be at an approved recycling center
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- D. All units must have stainless steel typhoon tiedown strap and turnbuckle
- E. All dissimilar metals must have a rubber barrier
- F. Capturing/recycling old unit refrigerant per pertinent codes and regulations
- G. Piping kit, basic and extended
- H. Mounting brackets with anti-vibration rubber mounts
- I. Mounting hardware
- J. Concrete backer boards
- K. Concrete pads