



## GUAM WATERWORKS AUTHORITY

"Better Water. Better Lives."

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### PRE-BID MEETING MINUTES

**Project:** New GWA Compliance Laboratory Building – Office Furniture  
**Subject:** Pre-Bid Meeting  
**Date/Time:** Tuesday, June 6, 2017, 10:00 a.m.  
**Location:** GPWA Procurement Conference Room, 1<sup>st</sup> Floor, GBN Public Service Building  
**Attendees:** see attached list

#### Introduction to Solicitation and Pre-Bid Meeting

- Gloria Bensen welcomed the attendees and introduced the project and funding source.
- Gloria stated that the last day to submit RFIs is Friday, June 9, 2017 and requested bidders to send RFIs in writing to [gpbensen@guamwaterworks.org](mailto:gpbensen@guamwaterworks.org) (the information was also written on the board).

#### Bid Submittal Requirements

- Gloria stated that GWA will provide responses to queries as early as possible or 2 days prior to bid opening date. However, if responses are not available 2 days prior to set bid opening date, bid opening date will be extended through addendum.
- Gloria advised the bidders not to expect her email rather, visit GWA website for notifications, response to RFIs and addendum (if any). Documents pertaining to the project will be uploaded to the website.
- Bids must be submitted at Engineering office; bid opening location is unknown at this time, however, a sign will be posted at the door on bid opening date.


#### Other Information Discussed:

- Discussions concerning sequence of GWA Laboratory construction and delivery of furniture was raised. Bidders were advised that GWA will extend the Office Furniture contract time if necessary to allow the building contractor to finish the construction.

- Furniture brand name and manufacture were raised.
- Vangie Lujan advised the bidders to submit questions in writing.

No other topics discussed. Meeting adjourned at 10:38 a.m.

Recorded by:

  
Gloria P. Bensen