



**PORT OF GUAM**  
 ATURIDAT / PUETTON GUAHAN  
**Jose D. Leon Guerrero Commercial Port**  
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Lourdes A. Leon Guerrero  
 Governor of Guam  
 Joshua F. Tenorio  
 Lieutenant Governor

**Accountability \* Impartiality \* Competence \* Openness \* Value**

**INVITATION FOR BID No.: IFB/PAG-011-24**

**DESCRIPTION:  
 FLEET FUEL TRACKING SERVICES**

**SPECIAL REMINDER TO PROSPECTIVE BIDDERS**

Bidders are reminded to read the Sealed Bid Solicitation and Instructions, and General Terms and Conditions attached to the IFB to ascertain that all of the following requirements checked below are submitted in the bid envelope. One (1) original, one (1) copy, and one (1) CD or USB containing electronic file copy (in PDF format) of the complete bid proposal shall be enclosed in a sealed package or envelope at the date and time for bid opening.

- [X] **BID GUARANTEE (15% of Bid Amount) may be in the form of;  
 Reference #11 on the General Terms and Conditions**
  - a. Cashier's Check or Certified Check
  - b. Letter of Credit
  - c. Surety Bond – Valid only if accompanied by:
    - 1. Current Certificate of Authority issued by the Insurance Commissioner;
    - 2. Power of Attorney issued by the Surety to the Resident General Agent;
    - 3. Power of Attorney issued by two (2) major officers of the Surety to whoever is signing on their behalf.
- [X] **BROCHURES/DESCRIPTIVE LITERATURE;**
- [X] **AFFIDAVIT DISCLOSING OWNERSHIP and COMMISSION**
  - a. Date of signature of the person authorized to sign the bid and the notary date must be the same.
- [X] **OTHER REQUIREMENTS:**  
Non-Collusion Affidavit, D.O.L. Wage Determination Affidavit, Restriction against Sexual Offenders Affidavit, No Kickbacks or Gratuities Affidavit and Ethical Standards Affidavit, and Affidavit re Contingent Fee; and Current Business License at the time of the award.

**THIS REMINDER MUST BE SIGNED AND RETURNED IN THE BID ENVELOPE TOGETHER WITH THE BID. FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS MAY BE CAUSE FOR DISQUALIFICATION AND REJECTION OF THE BID.**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2024, I, \_\_\_\_\_, an authorized representative of \_\_\_\_\_ acknowledge receipt of this special reminder to prospective bidders with the above-referenced IFB.

\_\_\_\_\_  
 Bidder Representative's Signature

**Invitation for Bid: IFB/PAG-011-24**

**FLEET FUEL TRACKING SERVICES**

**ACKNOWLEDGEMENT RECEIPT FORM**

Please be advised that to be considered a prospective bidder you must fill out this Acknowledgement receipt form. Please submit by fax to (671) 472-1439 or email pagprocurement@portofguam.com.

**THE ACKNOWLEDGEMENT RECEIPT FORM MUST BE SUBMITTED NO LATER THAN THREE (3) DAYS AFTER RECEIPT OF THE IFB PACKAGE.**

---

NAME \_\_\_\_\_

DATE \_\_\_\_\_

TIME \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

CONTACT PERSON (POC) \_\_\_\_\_

TITLE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

COMPANY/FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**NOTE:** IFB recommends that prospective bidders register current contact information with IFB to ensure they receive any notices regarding any changes or updates to the IFB. The procuring agency and IFB will not be liable for failure to provide notice to any party who did not register current contact information.

**ALL QUESTIONS AND CONCERNS** in regards to this bid must be addressed to the Port Authority of Guam's General Manager: Rory J. Respicio [rirespicio@portofguam.com](mailto:rirespicio@portofguam.com), Attention: Mark A. Cabrera [macabrera@portofguam.com](mailto:macabrera@portofguam.com), and Denise Calvo [dicalvo@portofguam.com](mailto:dicalvo@portofguam.com) no later than **Tuesday, June 11, 2024, AT 3:00 P.M.**

No Entitlement to Preparation Costs – the bidder expressly waives any right it may have against the government for any expenses incurred in connection with the preparation of its bid.

**INVITATION FOR BID**



**RORY J. RESPICIO**  
General Manager

**ISSUING OFFICE:**  
PORT AUTHORITY OF GUAM  
Government of Guam  
1026 Cabras Highway, Ste. 201,  
Piti, Guam 96915

**DATE ISSUED:** June 5, 2024

**INVITATION FOR BID No.:** IFB/PAG-011-24

**BID FOR:** **FLEET FUEL TRACKING SERVICES**

**SPECIFICATIONS:** SEE ATTACHED

**DESTINATION:** PORT AUTHORITY OF GUAM

**REQUIRED DELIVERY DATE:** 60 Days Upon Receipt of Purchase Order. Delivery schedule time and quantity will be coordinated between the successful bidder and the requesting department on an as-needed basis. For a period of Five (5) years on an as needed basis and upon the availability of funds.

**INSTRUCTION TO BIDDERS:**

INDICATE WHETHER:  INDIVIDUAL  PARTNERSHIP  CORPORATION

INCORPORATED IN: \_\_\_\_\_

**THIS BID SHALL BE SUBMITTED** in duplicate with one (1) electronic copy and sealed to the issuing office above before or until **Wednesday, June 19, 2024, at 10:00 a.m., Chamorro Standard Time (Guam Time)** and shall be publicly opened. Any Bid submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions, and Sealed Bid Solicitation for details.

The undersigned offers and agrees to furnish within the time specified, the articles and services at the price stated opposite the respective items listed on the schedule provided unless otherwise specified by the bidder. In consideration of the expense of the Government in the opening, tabulating, and evaluating this and other bids, and other considerations, the undersigned agrees that this bid remains firm and irrevocable within **90** calendar days from the date of opening to supply any or all the items which prices are quoted.

**NAME AND ADDRESS OF BIDDER:**

**SIGNATURE AND TITLE OF PERSON  
AUTHORIZED TO SIGN THIS BID:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**AWARD: CONTRACT NO.:** \_\_\_\_\_ **AMOUNT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ITEM NO(S). AWARDED:** \_\_\_\_\_

**NAME AND ADDRESS OF CONTRACTOR:**

**CONTRACTING OFFICER:**

\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE AND TITLE OF PERSON  
AUTHORIZED TO SIGN THIS CONTRACT:**

**RORY J. RESPICIO**  
General Manager

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## **SPECIAL PROVISIONS**

### **CONTRACT PERIOD:**

THE TERM OF THIS CONTRACT IS FOR A PERIOD OF FIVE (5) YEARS AND DEPENDING ON THE PAG AVAILABILITY OF FUNDS.

### **ADDITIONAL REQUIREMENT:**

IN THE EVENT THAT OTHER AGENCIES WITHIN THE GOVERNMENT OF GUAM, HAVING THE SAME REQUIREMENTS, UPON NOTIFICATIONS AND ACCEPTANCE OF THE ADDITIONAL REQUIREMENTS, THE EFFECTIVE PRICE OF SAID BID, SHALL BE USED AS A CONFIRM PRICE. THIS ADDITIONAL REQUIREMENT SHALL NOT EXCEED THE TERM OF THIS BID.

**AFFIDAVIT DISCLOSING OWNERSHIP, INFLUENCE, COMMISSIONS  
AND CONFLICTS OF INTEREST**

(Required by 5 GCA § 5233 as amended by P.L. 36-13 (4/9/2021))

CITY OF \_\_\_\_\_ )

) ss.

ISLAND OF GUAM )

Preface. As a condition of submitting a Bid/Offer/Proposal or responding to any method of source selection under Guam's Procurement Law for the purpose of entering into a contract with the government of Guam, this Affidavit requires all Bidders/Offerors/Prospective Contractors to make disclosures of ownership, influence, commissions, gratuities, kickbacks, and conflicts of interest occurring during the 365 calendar days preceding the publication of this solicitation and until award of a contract. This includes the duty to disclose any changes to the facts disclosed herein throughout the solicitation process; and if the entity submitting this Affidavit is awarded a contract, the duty to disclose any changes to the facts disclosed herein continues throughout the life of the contract, including any extensions or renewals.

A. I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the Bidder/Offeror/Prospective Contractor and that (please check and fill out all that apply):

The Bidder/Offeror/Prospective Contractor is an individual with a business license, and all decisions are by, and all profit is for, that same individual, with principal place of business street address being:

\_\_\_\_\_

The Bidder/Offeror/Prospective Contractor is a business or artificial person (as defined in 1 GCA § 715 or 5 GCA §§ 5030(n) or 5233(b)), and is a sole proprietorship owned entirely (100%) by \_\_\_\_\_, with principal place of business street address being:

\_\_\_\_\_

The Bidder/Offeror/Prospective Contractor is a business or artificial person (as defined in 1 GCA § 715 or 5 GCA §§ 5030(n) or 5233(b)), and is owned by the following multiple individuals. Note: owners of more than 10% are statutorily required to be listed below, but other owners of smaller percentage are encouraged to be listed as well.

Name of Owner	Principal Place of Business Street Address	% of Interest
---------------	--------------------------------------------	---------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

One or more of the more-than-10% owners listed above is a business or artificial person. Any more-than-25% owners of such a business or artificial person are listed below per 5 GCA § 5233. Note: any less-than-25% owners of such a business or artificial person is encouraged to also be listed below.

**Name of >10% Owner Business or Artificial Person:**

\_\_\_\_\_

Names of owners of the >10% Owner Business or Artificial Person ("Second Tier Owner")	Owner's Principal Place of Business Street Address	% of Interest

**Name of other >10% Owner Business or Artificial Person:**

\_\_\_\_\_

Names of owners of the >10% Owner Business or Artificial Person ("Second Tier Owner")	Owner's Principal Place of Business Street Address	% of Interest

B. If any Second Tier Owner identified above is an artificial person, the natural or artificial owners of such Second Tier Owner who have held more than 49% of the shares or interest in the Bidder/Offeror/Prospective Contractor (Third Tier Owners) are as follows (if none, please so state):

Second Tier Owner Name \_\_\_\_\_

Name of Third Tier Own	Principal Place of Business Street Address	% of Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. If the name of no natural person has been identified as an owner, or a Second or Third Tier Owner of the Bidder/Offeror/Prospective Contractor, please identify the name, position, address, and contact information of the natural person having the authority and responsibility for the Bid/Offer/Proposal/Prospective Contract, and the name of any natural person who has the authority and power to remove and replace the designated responsible person:

Name of Natural Person	Position	Street Address of Principal Place of Business	Phone Number, Email Address, and other Contact Information

D. Further, I say that the persons who have received or are entitled to receive a commission, gratuity, contingent fee or other compensation to solicit, secure, or assist in obtaining business related to the Bid/Offer/Proposal/Prospective Contract for which this Affidavit is submitted are as follows (if none, please so state):

Name	Principal Place of Business Street Address	Amount of Compensation
_____	_____	_____
_____	_____	_____

E. Further, I say that the persons who have directly or indirectly participated in this solicitation and who are also employees of the government of Guam or the government of the United States, if federal funds are to be used in the payment of the contract related to the Bid/Offer/Proposal/Prospective Contract for which this Affidavit is submitted, are as follows (if none, please so state):

Name	Principal Place of Business Street Address
_____	_____
_____	_____

F. Regardless of any ownership interest, the following individuals have the power to control the performance of the contract or to control the Bidder/Offeror/Prospective Contractor, directly or indirectly:

**Name**

**Principal Place of Business Street Address**

\_\_\_\_\_  
\_\_\_\_\_

- G. Until award of the contract, and throughout the term of any contract awarded to the Bidder/Offeror/Prospective Contractor represented herein, I agree to promptly make any disclosures not made previously and update changes in ownership, identities of owners and other required information, interests, compensation or conflicts of the persons required to be disclosed. I understand that failure to comply with this requirement shall constitute a material breach of contract.
- H. I hereby declare under penalty of perjury under the laws of Guam that the foregoing is true and correct.

Executed on: \_\_\_\_\_  
(DATE)

\_\_\_\_\_  
Signature of one of the following:  
Bidder/Offeror/Prospective Contractor, if a licensed individual  
Owner of sole proprietorship Bidder/Offeror/Prospective Contractor  
Partner, if the Bidder/Offeror/Prospective Contractor is a partnership  
Officer, if the Bidder/Offeror/Prospective Contractor is a corporation

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Notary Public**

**My commission expires:** \_\_\_\_\_

**AFFIDAVIT re NON-COLLUSION**

CITY OF \_\_\_\_\_ )  
 ) ss.  
ISLAND OF GUAM )

\_\_\_\_\_ [state name of affiant signing below], being first duly sworn,  
deposes and says that:

1. The name of the offering company or individual is [state name of company]  
\_\_\_\_\_.

2. The proposal for the solicitation identified above is genuine and not collusive or a sham. The offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any other offeror or person, to put in a sham proposal or to refrain from making an offer. The offeror has not in any manner, directly or indirectly, sought by an agreement or collusion, or communication or conference, with any person to fix the proposal price of offeror or of any other offeror, or to fix any overhead, profit or cost element of said proposal price, or of that of any other offeror, or to secure any advantage against the government of Guam or any other offeror, or to secure any advantage against the government of Guam or any person interested in the proposed contract. All statements in this affidavit and in the proposal are true to the best of the knowledge of the undersigned. This statement is made pursuant to 2 GAR Division 4 § 3126(b).

3. I make this statement on behalf of myself as a representative of the offeror, and on behalf of the offeror's officers, representatives, agents, subcontractors, and employees.

\_\_\_\_\_  
Signature of one of the following:  
Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My commission expires \_\_\_\_\_, \_\_\_\_\_.





**AFFIDAVIT RE ETHICAL STANDARDS**

CITY OF \_\_\_\_\_ )  
 ) ss.  
ISLAND OF GUAM )

\_\_\_\_\_ [state name of affiant signing below], being first duly sworn,  
deposes and says that:

The affiant is \_\_\_\_\_ [state one of the following: the offeror, a partner  
of the offeror, an officer of the offeror] making the foregoing identified bid or proposal. To the best of affiant's  
knowledge, neither affiant nor any officers, representatives, agents, subcontractors or employees of offeror have  
knowingly influenced any government of Guam employee to breach any of the ethical standards set forth in 5  
GCA Chapter 5, Article 11. Further, affiant promises that neither he or she, nor any officer, representative, agent,  
subcontractor, or employee of offeror will knowingly influence any government of Guam employee to breach any  
ethical standards set forth in 5 GCA Chapter 5, Article 11. These statements are made pursuant to 2 GAR Division  
4 § 11103(b).

\_\_\_\_\_  
Signature of one of the following:  
Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My commission expires \_\_\_\_\_, 20\_\_\_\_.

**DECLARATION RE COMPLIANCE WITH U.S. D.O.L. WAGE DETERMINATION**

**Procurement No: IFB-PAG-011-24  
FLEET FUEL TRACKING SERVICES**

Name of Offeror Company: \_\_\_\_\_ hereby certifies under penalty of perjury:

- (1) That I am \_\_\_\_\_ (the offeror, a partner of the offeror, an officer of the offeror) making the bid or proposal in the foregoing identified \_\_\_\_\_ procurement;
- (2) That I have read and understand the provisions of 5 GCA § 5801 and § 5802 which read:

**§ 5801. Wage Determination Established.**

In such cases where the government of Guam enters into contractual arrangements with a sole proprietorship, a partnership or a corporation ("contractor") for the provision of a service to the government of Guam, and in such cases where the contractor employs a person(s) whose purpose, in whole or in part, is the direct delivery of service contracted by the government of Guam, then the contractor shall pay such employee(s) in accordance with the Wage Determination for Guam and the Northern Mariana Islands issued and promulgated by the U.S. Department of Labor for such labor as is employed in the direct delivery of contract deliverables to the government of Guam.

The Wage Determination most recently issued by the U.S. Department of Labor at the time a contract is awarded to a contractor by the government of Guam shall be used to determine wages, which shall be paid to employees pursuant to this Article. Should any contract contain a renewal clause, then at the time of renewal adjustments, there shall be made stipulations contained in that contract for applying the Wage Determination, as required by this Article, so that the Wage Determination promulgated by the U.S. Department of Labor on a date most recent to the renewal date shall apply.

**§ 5802. Benefits.**

In addition to the Wage Determination detailed in this Article, any contract to which this Article applies shall also contain provisions mandating health and similar benefits for employees covered by this Article, such benefits having a minimum value as detailed in the Wage Determination issued and promulgated by the U.S. Department of Labor, and shall contain provisions guaranteeing a minimum of ten (10) paid holidays per annum per employee.

- (3) That the offeror is in full compliance with 5 GCA § 5801 and § 5802, as may be applicable to the procurement referenced herein;
- (4) That I have attached the most recent wage determination applicable to Guam issued by the U.S. Department of Labor. [INSTRUCTIONS – Please attach!]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

"REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR THE SERVICE CONTRACT ACT| EMPLOYMENT STANDARDS ADMINISTRATION By direction of the Secretary of Labor | WAGE AND HOUR DIVISION | WASHINGTON D.C. 20210 | Wage Determination No.: 2015-5693 Daniel W. Simms Division of | Revision No.: 20 Director Wage Determinations| Date of Last Revision: 12/26/2023

Note: Contracts subject to the Service Contract Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026.

If the contract is entered into on or [Executive Order 14026 generally applies to | after January 30, 2022, or the [the contract. |contract is renewed or extended (e.g., |The contractor must pay all covered workers | an option is exercised) on or after | at least \$17.20 per hour (or the applicable | |January 30, 2022: |wage rate listed on this wage determination, | if it is higher) for all hours spent | performing on the contract in 2024.

The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the Executive Orders is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

States: Guam, Northern Marianas, Wake Island Area: Guam Statewide Northern Marianas Statewide Wake Island Statewide

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE – TITLE	FOOTNOTE	RATE	OCCUPATION CODE – TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations			09110 - Furniture Repairer, Minor		16.32***
01011 - Accounting Clerk I		14.27***	09130 - Upholsterer		18.75
01012 - Accounting Clerk II		16.02***	11000 - General Services And Support Occupations		
01013 - Accounting Clerk III		17.93	11030 - Cleaner, Vehicles		9.69***
01020 - Administrative Assistant		21.43	11060 - Elevator Operator		9.69***
01035 - Court Reporter		17.40	11090 - Gardener		14.28***
01041 - Customer Service Representative I		12.75***	11122 - Housekeeping Aide		10.13***
01042 - Customer Service Representative II		14.23***	11150 - Janitor		10.13***
01043 - Customer Service Representative III		15.62***	11210 - Laborer, Grounds Maintenance		10.79***
01051 - Data Entry Operator I		12.16***	11240 - Maid or Houseman		9.67***
01052 - Data Entry Operator II		13.27***	11260 - Pruner		9.66***
01060 - Dispatcher, Motor Vehicle		17.39	11270 - Tractor Operator		13.07***
01070 - Document Preparation Clerk		13.85***	11330 - Trail Maintenance Worker		10.79***
01090 - Duplicating Machine Operator		13.85***	11360 - Window Cleaner		11.32***
01111 - General Clerk I		11.33***	12000 - Health Occupations		
01112 - General Clerk II		12.36***	12010 - Ambulance Driver		18.96
01113 - General Clerk III		13.88***	12011 - Breath Alcohol Technician		18.96
01120 - Housing Referral Assistant		19.39	12012 - Certified Occupational Therapist Assistant		26.02
01141 - Messenger Courier		11.37***	12015 - Certified Physical Therapist Assistant		26.02
01191 - Order Clerk I		12.57***	12020 - Dental Assistant		18.79
01192 - Order Clerk II		13.71***	12025 - Dental Hygienist		39.73
01261 - Personnel Assistant (Employment) I		15.95***	12030 - EKG Technician		28.73
01262 - Personnel Assistant (Employment) II		17.85	12035 - Electroneurodiagnostic Technologist		28.73
01263 - Personnel Assistant (Employment) III		19.89	12040 - Emergency Medical Technician		18.96
01270 - Production Control Clerk		22.97	12071 - Licensed Practical Nurse I		16.95***
01290 - Rental Clerk		11.10***	12072 - Licensed Practical Nurse II		18.96
01300 - Scheduler, Maintenance		15.55***	12073 - Licensed Practical Nurse III		21.14
01311 - Secretary I		15.55***	12100 - Medical Assistant		13.42***
01312 - Secretary II		17.40	12130 - Medical Laboratory Technician		18.82
01313 - Secretary III		19.39	12160 - Medical Record Clerk		14.97***
01320 - Service Order Dispatcher		15.40***	12190 - Medical Record Technician		17.77
01410 - Supply Technician		21.43	12195 - Medical Transcriptionist		16.95***
01420 - Survey Worker		16.96***	12210 - Nuclear Medicine Technologist		41.68
01460 - Switchboard Operator/Receptionist		10.78***	12221 - Nursing Assistant I		12.43***
01531 - Travel Clerk I		13.01***	12222 - Nursing Assistant II		13.97***
01532 - Travel Clerk II		14.12***	12223 - Nursing Assistant III		15.24***
01533 - Travel Clerk III		15.09***	12224 - Nursing Assistant IV		17.12***
01611 - Word Processor I		14.53***	12235 - Optical Dispenser		18.96
01612 - Word Processor II		16.31***	12236 - Optical Technician		16.95***
01613 - Word Processor III		18.26	12250 - Pharmacy Technician		15.49***
05000 - Automotive Service Occupations			12280 - Phlebotomist		16.95***
05005 - Automobile Body Repairer, Fiberglass		17.20	12305 - Radiologic Technologist		28.73
05010 - Automotive Electrician		16.16***	12311 - Registered Nurse I		23.50
05040 - Automotive Glass Installer		15.11***	12312 - Registered Nurse II		28.73
05070 - Automotive Worker		15.11***	12313 - Registered Nurse II, Specialist		28.73
05110 - Mobile Equipment Servicer		12.96***	12314 - Registered Nurse III		34.76
05130 - Motor Equipment Metal Mechanic		17.20	12315 - Registered Nurse III, Anesthetist		34.76
05160 - Motor Equipment Metal Worker		15.11***	12316 - Registered Nurse IV		41.68
05190 - Motor Vehicle Mechanic		17.20	12317 - Scheduler (Drug and Alcohol Testing)		23.50
05220 - Motor Vehicle Mechanic Helper		11.87***	12320 - Substance Abuse Treatment Counselor		23.50
05250 - Motor Vehicle Upholstery Worker		14.06***	13000 - Information And Arts Occupations		
05280 - Motor Vehicle Wrecker		15.11***	13011 - Exhibits Specialist I		21.42
05310 - Painter, Automotive		16.16***	13012 - Exhibits Specialist II		26.53
05340 - Radiator Repair Specialist		15.11***	13013 - Exhibits Specialist III		32.45
05370 - Tire Repairer		12.67***	13041 - Illustrator I		21.42
05400 - Transmission Repair Specialist		17.20	13042 - Illustrator II		26.53
07000 - Food Preparation And Service Occupations			13043 - Illustrator III		32.45
07010 - Baker		11.10***	13047 - Librarian		29.38
07041 - Cook I		14.44***	13050 - Library Aide/Clerk		17.05***
07042 - Cook II		16.84***	13054 - Library Information Technology Systems Administrator		26.53
07070 - Dishwasher		9.69***	13058 - Library Technician		18.11
07130 - Food Service Worker		10.11***	13061 - Media Specialist I		19.15
07210 - Meat Cutter		13.34***	13062 - Media Specialist II		21.42
07260 - Waiter/Waitress		9.73***	13063 - Media Specialist III		23.87
09000 - Furniture Maintenance And Repair Occupations			13071 - Photographer I		19.15
09010 - Electrostatic Spray Painter		18.75	13072 - Photographer II		21.42
09040 - Furniture Handler		11.37***	13073 - Photographer III		26.53
09080 - Furniture Refinisher		18.75	13074 - Photographer IV		32.45
09090 - Furniture Refinisher Helper		13.77***			

OCCUPATION CODE – TITLE	FOOTNOTE	RATE	OCCUPATION CODE – TITLE	FOOTNOTE	RATE
13075 - Photographer V		39.27	23311 - Fuel Distribution System Mechanic		20.72
13090 - Technical Order Library Clerk		21.42	23312 - Fuel Distribution System Operator		15.61***
13110 - Video Teleconference Technician		19.15	23370 - General Maintenance Worker		13.24***
14000 - Information Technology Occupations			23380 - Ground Support Equipment Mechanic		23.84
14041 - Computer Operator I		15.71***	23381 - Ground Support Equipment Servicer		19.47
14042 - Computer Operator II		17.22	23382 - Ground Support Equipment Worker		21.03
14043 - Computer Operator III		19.19	23391 - Gunsmith I		15.61***
14044 - Computer Operator IV		21.33	23392 - Gunsmith II		18.20
14045 - Computer Operator V		23.62	23393 - Gunsmith III		20.72
14071 - Computer Programmer I	(see 1)	15.73***	23410 - Heating, Ventilation And Air-Conditioning Mechanic		19.27
14072 - Computer Programmer II	(see 1)	19.50	23411 - Heating, Ventilation And Air Conditioning Mechanic (Research Facility)		20.50
14073 - Computer Programmer III	(see 1)	23.84	23430 - Heavy Equipment Mechanic		19.50
14074 - Computer Programmer IV	(see 1)		23440 - Heavy Equipment Operator		18.10
14101 - Computer Systems Analyst I	(see 1)	24.23	23460 - Instrument Mechanic		20.72
14102 - Computer Systems Analyst II	(see 1)		23465 - Laboratory/Shelter Mechanic		19.46
14103 - Computer Systems Analyst III	(see 1)		23470 - Laborer		12.57***
14150 - Peripheral Equipment Operator		15.71***	23510 - Locksmith		19.46
14160 - Personal Computer Support Technician		21.33	23530 - Machinery Maintenance Mechanic		23.13
14170 - System Support Specialist		21.24	23550 - Machinist, Maintenance		20.72
15000 - Instructional Occupations			23580 - Maintenance Trades Helper		11.77***
15010 - Aircrew Training Devices Instructor (Non-Rated)	24.23		23591 - Metrology Technician I		20.72
15020 - Aircrew Training Devices Instructor (Rated)	29.32		23592 - Metrology Technician II		22.03
15030 - Air Crew Training Devices Instructor (Pilot)	34.91		23593 - Metrology Technician III		23.33
15050 - Computer Based Training Specialist / Instructor	24.23		23640 - Millwright		20.72
15060 - Educational Technologist	29.40		23710 - Office Appliance Repairer		19.46
15070 - Flight Instructor (Pilot)	34.91		23760 - Painter, Maintenance		17.04***
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	34.91		23790 - Pipefitter, Maintenance		19.96
15086 - Maintenance Test Pilot, Rotary Wing	34.91		23810 - Plumber, Maintenance		18.75
15088 - Non-Maintenance Test/Co-Pilot	34.91		23820 - Pneudraulic Systems Mechanic		20.72
15090 - Technical Instructor	17.67		23850 - Rigger		20.72
15095 - Technical Instructor/Course Developer	23.78		23870 - Scale Mechanic		18.20
15110 - Test Proctor	15.70***		23890 - Sheet-Metal Worker, Maintenance		19.55
15120 - Tutor	15.70***		23910 - Small Engine Mechanic		18.20
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations			23931 - Telecommunications Mechanic I		19.96
16010 - Assembler	10.83***		23932 - Telecommunications Mechanic II		21.24
16030 - Counter Attendant	10.83***		23950 - Telephone Lineman		20.62
16040 - Dry Cleaner	12.36***		23960 - Welder, Combination, Maintenance		19.96
16070 - Finisher, Flatwork, Machine	10.83***		23965 - Well Driller		21.13
16090 - Presser, Hand	10.83***		23970 - Woodcraft Worker		20.71
16110 - Presser, Machine, Drycleaning	10.83***		23980 - Woodworker		15.61***
16130 - Presser, Machine, Shirts	10.83***		24000 - Personal Needs Occupations		
16160 - Presser, Machine, Wearing Apparel, Laundry	10.83***		24550 - Case Manager		15.01***
16190 - Sewing Machine Operator	12.88***		24570 - Child Care Attendant		10.09***
16220 - Tailor	13.40***		24580 - Child Care Center Clerk		13.25***
16250 - Washer, Machine	11.34***		24610 - Chore Aide		14.06***
19000 - Machine Tool Operation And Repair Occupations			24620 - Family Readiness And Support Services Coordinator		15.01***
19010 - Machine-Tool Operator (Tool Room)	19.46		24630 - Homemaker		16.12***
19040 - Tool And Die Maker	24.46		25000 - Plant And System Operations Occupations		
21000 - Materials Handling And Packing Occupations			25010 - Boiler Tender		22.79
21020 - Forklift Operator	15.36***		25040 - Sewage Plant Operator		22.89
21030 - Material Coordinator	22.97		25070 - Stationary Engineer		22.79
21040 - Material Expediter	22.97		25190 - Ventilation Equipment Tender		15.72***
21050 - Material Handling Laborer	12.57***		25210 - Water Treatment Plant Operator		22.89
21071 - Order Filler	10.62***		27000 - Protective Service Occupations		
21080 - Production Line Worker (Food Processing)	15.36***		27004 - Alarm Monitor		10.90***
21110 - Shipping Packer	17.12***		27007 - Baggage Inspector		9.63***
21130 - Shipping/Receiving Clerk	17.12***		27008 - Corrections Officer		14.59***
21140 - Store Worker I	15.83***		27010 - Court Security Officer		14.59***
21150 - Stock Clerk	22.26		27030 - Detection Dog Handler		10.90***
21210 - Tools And Parts Attendant	15.36***		27040 - Detention Officer		14.59***
21410 - Warehouse Specialist	15.36***		27070 - Firefighter		14.59***
15080 - Graphic Artist	20.47		27101 - Guard I		9.63***
23000 - Mechanics And Maintenance And Repair Occupations			27102 - Guard II		10.90***
23010 - Aerospace Structural Welder	25.04		27131 - Police Officer I		14.59***
23019 - Aircraft Logs and Records Technician	19.47		27132 - Police Officer II		16.21***
23021 - Aircraft Mechanic I	23.84		28000 - Recreation Occupations		
23022 - Aircraft Mechanic II	25.04		28041 - Carnival Equipment Operator		13.24***
23023 - Aircraft Mechanic III	26.30		28042 - Carnival Equipment Repairer		14.46***
23040 - Aircraft Mechanic Helper	16.58***		28043 - Carnival Worker		9.78***
23050 - Aircraft, Painter	22.39		28210 - Gate Attendant/Gate Tender		13.18***
23060 - Aircraft Servicer	19.47		28310 - Lifeguard		11.01***
23070 - Aircraft Survival Flight Equipment Technician	22.39		28350 - Park Attendant (Aide)		14.74***
23080 - Aircraft Worker	21.03		28510 - Recreation Aide/Health Facility Attendant		11.84***
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	21.03		28515 - Recreation Specialist		18.26
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	23.84		28630 - Sports Official		11.74***
23110 - Appliance Mechanic	19.46		28690 - Swimming Pool Operator		17.71
23120 - Bicycle Repairer	15.61***		29000 - Stevedoring/Longshoremen Occupational Services		
23125 - Cable Splicer	22.47		29010 - Blocker And Bracer		26.02
23130 - Carpenter, Maintenance	17.58		29020 - Hatch Tender		26.02
23140 - Carpet Layer	18.20		29030 - Line Handler		26.02
23160 - Electrician, Maintenance	19.37		29041 - Stevedore I		24.21
23181 - Electronics Technician Maintenance I	18.20		29042 - Stevedore II		27.82
23182 - Electronics Technician Maintenance II	19.46		30000 - Technical Occupations		
23183 - Electronics Technician Maintenance III	20.72		30010 - Air Traffic Control Specialist, Center (HFO) (see 2)		43.06
23260 - Fabric Worker	16.94***		30011 - Air Traffic Control Specialist, Station (HFO) (see 2)		29.69
23290 - Fire Alarm System Mechanic	16.77***		30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)		32.70
23310 - Fire Extinguisher Repairer	15.51***				

OCCUPATION CODE – TITLE	FOOTNOTE	RATE	OCCUPATION CODE – TITLE	FOOTNOTE	RATE
30021 - Archeological Technician I		18.17	31000 - Transportation/Mobile Equipment Operation Occupations		
30022 - Archeological Technician II		20.33	31010 - Airplane Pilot		33.11
30023 - Archeological Technician III		25.19	31020 - Bus Aide		8.97***
30030 - Cartographic Technician		25.19	31030 - Bus Driver		11.73***
30040 - Civil Engineering Technician		25.19	31043 - Driver Courier		10.26***
30051 - Cryogenic Technician I		27.89	31260 - Parking and Lot Attendant		9.91***
30052 - Cryogenic Technician II		30.80	31290 - Shuttle Bus Driver		11.65***
30061 - Drafter/CAD Operator I		18.17	31310 - Taxi Driver		11.41***
30062 - Drafter/CAD Operator II		20.33	31361 - Truckdriver, Light		11.21***
30063 - Drafter/CAD Operator III		22.66	31362 - Truckdriver, Medium		12.16***
30064 - Drafter/CAD Operator IV		27.89	31363 - Truckdriver, Heavy		16.11***
30081 - Engineering Technician I		16.19***	31364 - Truckdriver, Tractor-Trailer		16.11***
30082 - Engineering Technician II		18.17	99000 - Miscellaneous Occupations		
30083 - Engineering Technician III		20.33	99020 - Cabin Safety Specialist		16.14***
30084 - Engineering Technician IV		25.19	99030 - Cashier		10.01***
30085 - Engineering Technician V		30.80	99050 - Desk Clerk		9.71***
30086 - Engineering Technician VI		37.27	99095 - Embalmer		27.37
30090 - Environmental Technician		25.19	99130 - Flight Follower		27.37
30095 - Evidence Control Specialist		25.19	99251 - Laboratory Animal Caretaker I		24.31
30210 - Laboratory Technician		22.66	99252 - Laboratory Animal Caretaker II		26.56
30221 - Latent Fingerprint Technician I		27.89	99260 - Marketing Analyst		21.54
30222 - Latent Fingerprint Technician II		30.80	99310 - Mortician		27.37
30240 - Mathematical Technician		25.19	99410 - Pest Controller		16.07***
30361 - Paralegal/Legal Assistant I		19.54	99510 - Photofinishing Worker		14.38***
30362 - Paralegal/Legal Assistant II		24.21	99710 - Recycling Laborer		17.32
30363 - Paralegal/Legal Assistant III		29.61	99711 - Recycling Specialist		23.38
30364 - Paralegal/Legal Assistant IV		35.83	99730 - Refuse Collector		16.40***
30375 - Petroleum Supply Specialist		30.80	99810 - Sales Clerk		10.63***
30390 - Photo-Optics Technician		24.92	99820 - School Crossing Guard		17.96
30395 - Radiation Control Technician		30.80	99830 - Survey Party Chief		23.99
30461 - Technical Writer I		25.19	99831 - Surveying Aide		13.65***
30462 - Technical Writer II		30.80	99832 - Surveying Technician		17.73
30463 - Technical Writer III		37.27	99840 - Vending Machine Attendant		24.31
30491 - Unexploded Ordnance (UXO) Technician I		27.37	99841 - Vending Machine Repairer		30.96
30492 - Unexploded Ordnance (UXO) Technician II		33.11	99842 - Vending Machine Repairer Helper		24.31
30493 - Unexploded Ordnance (UXO) Technician III		39.69			
30494 - Unexploded (UXO) Safety Escort		27.37			
30495 - Unexploded (UXO) Sweep Personnel		27.37			
30501 - Weather Forecaster I		27.89			
30502 - Weather Forecaster II		33.93			
30620 - Weather Observer, Combined Upper Air Or Surface Programs		22.66			
30621 - Weather Observer, Senior	(see 2)	25.19			

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$17.20 per hour). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 are not currently being enforced as to contracts or contract-like instruments entered into with the federal government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands. The minimum wage requirements of Executive Order 14026 also are not currently being enforced as to any contract or subcontract to which the states of Texas, Louisiana, or Mississippi, including their agencies, are a party.

**ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:**

HEALTH & WELFARE: \$4.98 per hour, up to 40 hours per week, or \$199.20 per week or \$863.20 per month

HEALTH & WELFARE EO 13706: \$4.57 per hour, up to 40 hours per week, or \$182.80 per week, or \$792.13 per month\*

\*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 4 weeks after 3 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

**THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:**

1) COMPUTER EMPLOYEES: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least \$27.63 per hour (or at least \$684 per week if paid on a salary or fee basis) likely qualify as exempt computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional

under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

2) **AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**\*\* HAZARDOUS PAY DIFFERENTIAL \*\***

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, drying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (Either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance: The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (In the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\***

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**\*\* REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) \*\***

Conformance Process: The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be confirmed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal Grade Equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."

**AFFIDAVIT re CONTINGENT FEES**

CITY OF \_\_\_\_\_ )  
 ) ss.  
 ISLAND OF GUAM )

\_\_\_\_\_ [state name of affiant signing below], being first sworn, deposes and says that:

1. The name of the offering company or individual is [state name of company]  
 \_\_\_\_\_
  
2. As a part of the offering company's bid or proposal, to the best of my knowledge, the offering company has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. This statement is made pursuant to 2 GAR Division 4 § 11108(f).
  
3. As a part of the offering company's bid or proposal, to the best of my knowledge, the offering company has not retained a person to solicit or secure a contract with the government of Guam upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. This statement is made pursuant to 2 GAR Division 4 § 11108(f).
  
4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of the offeror's officers, representatives, agents, subcontractors, and employees.

\_\_\_\_\_  
 Signature of one of the following:  
 Offeror, if the offeror is an individual;  
 Partner, if the offeror is a partnership;  
 Officer, if the offeror is a corporation.

Subscribed and sworn to before me  
 this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC  
 My commission expires \_\_\_\_\_



**SPECIAL PROVISIONS**

**RESTRICTION AGAINST SEX OFFENDERS EMPLOYED BY SERVICE PROVIDERS TO GOVERNMENT OF GUAM FROM WORKING ON GOVERNMENT PROPERTY.**

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If a contract for services is awarded to the bidder or offeror, then the service provider must warranty that no person in its employment who has been convicted of a sex offense under the provisions of chapter 25 of Title 9 of Guam code Annotated or of an offense defined in Article 2 of chapter 28 of Title 9 of the Guam Code annotated, or who has been convicted in any other jurisdiction of an offense with the same elements as heretofore defined, or who is listed on the Sex Offender Registry, shall provide services on behalf of the service provider while on government of Guam property, with the exception of public highways. If any employee of a service provider is providing services on government property and is convicted subsequent to an award of a contract, then the service provider warrants that it will notify the Government of the conviction within twenty-four (24) hours of the conviction, and will immediately remove such convicted person from providing services on government property. If the service provider is found to be in violation of any of the provisions of this paragraph, then the government will give notice to the service provider to take corrective action. The service provider shall take corrective action within twenty-four (24) hours of notice from the Government, and the service provider shall notify the Government when action has been taken. If the service providers fail to take corrective steps within twenty-four (24) hours of notice from the Government, then the Government in its sole discretion may suspend temporarily and contract for services until corrective action has been taken.

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Signature of Bidder  
Proposer, if an individual;  
Partner, if a partnership;  
Officer, if a corporation.

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Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Notary Public

THE PORT AUTHORITY OF GUAM  
GOVERNMENT OF GUAM  
1026 Cabras Highway, Suite 201  
Piti, Guam 96915

**BID BOND NO.** \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS that \_\_\_\_\_, as Principal hereinafter called the "Principal", and (Bonding Company), \_\_\_\_\_

A duly admitted insurer under the laws of the Territory of Guam, as Surety, hereinafter called the Surety are

Held firmly bound unto the Territory of Guam for the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_),

for Payment of which sum will and truly to be made, the said Principal and the said Surety bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for (identify project by number and brief description)

**INVITATION FOR BID No.: IFB/PAG-011-24 FLEET FUEL TRACKING SERVICES**

NOW, THEREFORE, if the Territory of Guam shall accept the bid of the Principal and the Principal shall enter into a Contract with the Territory of Guam in accordance with the terms of such bid, and give such bond or bonds as may be specified in bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Territory of Guam the difference not to exceed the penalty hereof between the amounts specified in said bid and such larger amount for which the Territory of Guam may in good faith contract with another party to perform work covered by said bid or an appropriate liquidated amount as specified in the Invitation for Bids then this obligation shall be null and void, otherwise to remain full force and effect.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
(PRINCIPAL) (SEAL)

\_\_\_\_\_  
(WITNESS)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(MAJOR OFFICER OF SURETY)

\_\_\_\_\_  
(MAJOR OFFICER OF SURETY)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(RESIDENT GENERAL AGENT)

## **INSTRUCTION TO PROVIDERS**

### **NOTICE TO ALL INSURANCE AND BONDING INSTITUTIONS:**

The Bond requires the signatures of the Vendor, two (2) major Officers of the Surety and Resident General Agent, if the Surety is a foreign or alien surety.

When the form is submitted to THE PORT AUTHORITY OF GUAM, it should be accompanied with copies of the following:

1. Current Certificate of Authority to do business on Guam issued by the Department of Revenue and Taxation.
2. Power of Attorney issued by the Surety to the Resident General Agent.
3. Power of Attorney issued by two (2) major officers of the Surety to whoever is signing on their behalf.

**BONDS, SUBMITTED AS BID GUARANTEE, WITHOUT SIGNATURES AND SUPPORTING DOCUMENTS ARE INVALID AND BIDS WILL BE REJECTED.**

**GOVERNMENT OF GUAM**

**GENERAL TERMS AND CONDITIONS**  
**SEALED BID SOLICITATION AND AWARD**

Only those Boxes checked below are applicable to this bid.

- 1. **AUTHORITY:** This solicitation is issued subject to all the provision of the Guam Procurement Act (5GCA, Chapter 5) and the Guam Procurement Regulations (copies of both are available at the Office of the Complier of laws, Department of Law, copies available for inspection at THE PORT AUTHORITY OF GUAM). It requires all parties involved in the Preparation, negotiation, performance, or administration of contracts to act in good faith.
- 2. **GENERAL INTENTION:** Unless otherwise specified, it is the declared and acknowledged intention and meaning of these General Terms and conditions for the bidder to provide the Government of Guam (Government) with specified services or with materials, supplies or equipment completely assembled and ready for use.
- 3. **TAXES:** Bidders are cautioned that they are subject to Guam Income Taxes as well as all other taxes on Guam Transactions. Specific information on taxes may be obtained from the Director of Revenue and Taxation.  
**WITHHOLDING ASSESSMENT FEE:** All procurements of professional services are subject to a withholding assessment fee for non-resident persons or companies without a valid Guam Business License, which is equal to four percent (4%) of the total dollar value of any contract awarded for all government of Guam contracts for any professional services provided by a non-resident person or company residing outside of Guam, as a cost of doing business with the government of Guam, in accordance with 11 GCA § 71114 (P.L. 33-166).
- 4. **LICENSING:** Bidders are cautioned that the Government will not consider for award any offer submitted by a bidder who has not complied with the Guam Licensing Law. Specific information on licenses may be obtained from the Director of Revenue and Taxation.
- 5. **LOCAL PROCUREMENT POLICY:** This procurement will be conducted in accordance with all applicable requirements of 5 GCA § 5008(e).
- 6. **U.S. GOVERNMENT POLICY:** This procurement will be conducted in accordance with all applicable requirements of 5 GCA § 5122.
- 7. **COMPLIANCE WITH SPECIFICATIONS AND OTHER SOLICITATION REQUIREMENTS:** Bidders shall comply with all specifications and other requirements of the Solicitation.
- 8. **"ALL OR NONE" BIDS:** NOTE: By checking this item, the Government is requesting all of the bid items to be bid or none at all. **THE GOVERNMENT WILL NOT AWARD ON AN ITEMIZED BASIS.**
- 9. **MULTIPLE AWARDS:** Multiple awards shall be issued for this IFB on the basis of the lowest responsive and responsible bidder per line item. Any such awards shall be limited to the least number of suppliers necessary to meet the valid requirements of using agencies. (3) Contract and Solicitation Provisions. All eligible users of the contract shall be named in the solicitation, and it shall be mandatory that the actual requirements of such users that can be met under the contract be obtained in accordance with the contract, provided, that: (A) the territory shall reserve the right to take bids separately if a particular quantity requirement arises which exceeds its normal requirement or an amount specified in the contract; (B) the territory shall reserve the right to take bids separately if the Chief Procurement Officer, the Director of Public Works, or the head of a Purchasing Agency approves a finding that the supply or service available under the contract will not meet a nonrecurring special need of the territory; and (C) the contract shall allow the territory to procure supplies produced, or services performed, incidental to the territory's own programs as may be available when such supplies or services satisfy the need. No alternate bids will be accepted.
- 10. **INDEPENDENT PRICE DETERMINATION:** The bidder, upon signing the Invitation for Bid, certifies that the prices in his bid were derived at without collusion, and acknowledge that collusion and anti-competitive practices are prohibited by law. Violations will be subject to the provision of Section 5651 of that of the Guam Procurement Act. Other existing civil, criminal or administrative remedies are not impaired and may be in addition to the remedies in Section 5651 of the Government code.
- 11. **BIDDER'S PRICE:** The Government will consider not more than two (2) (Basic and Alternate) item prices and the bidder shall explain fully each price if supplies, materials, equipment, and/or specified services offered comply with specifications and the products origin. Where basic or alternate bid meets the minimum required specification, cost and other factors will be considered. Failure to explain this requirement will result in rejection of the bid.
- 12. **BID ENVELOPE:** Envelope shall be sealed and marked with the bidder's name, Bid number, time, date and place of Bid Opening.
- 13. **BID GUARANTEE REQUIREMENT:** Bidder is required to submit a Bid Guarantee Bond or standby irrevocable Letter of Credit or Certified Check or Cashier's Check in the same bid envelope to be held by the Government pending award. The Bid Guarantee Bond, Letter of Credit, Certified Check or Cashier's Check must be issued by any local surety or banking institution licensed to do business on Guam and made payable to the Treasure of Guam in the

amount of fifteen percent (15%) of his highest total bid offer. The Bid Bond must be submitted on Government Standard Form BB-1 (copy enclosed). Personal Checks will not be accepted as Bid Guarantee. If a successful Bidder (contractor) withdraws from the bid or fails to enter into contract within the prescribed time, such Bid guarantee will be forfeited to the Government of Guam. Bids will be disqualified if not accompanied by Bid Bond, Letter of Credit, Certified Check or Cashier's check. Bidder must include in his/her bid, valid copies of a Power of Attorney from the Surety and a Certificate of Authority from the Government of Guam to show proof that the surety company named on the bond instrument is authorized by the Government of Guam and qualified to do business on Guam. For detailed information on bonding matters, contact the Department of Revenue and Taxation. Failure to submit a valid Power of Attorney and Certificate of Authority on the surety is cause for rejection of bid. Pursuant to 5 GCA § 5212, all competitive sealed bidding for the procurement of supplies or services exceeding \$25,000.00 a 15% Bid Security of the total bid price must accompany the bid package. The bid bond, Letter of Credit, Certified Check or Cashier's Check will serve as Bid Security for this procurement.

- [X] 14. **PERFORMANCE GUARANTEE:** Bidders who are awarded a contract under this solicitation, guarantee that goods will be delivered or required services performed within the time specified. Failure to perform the contract in a satisfactory manner may be cause for suspension or debarment from doing business with the Government of Guam. In addition, the Government will hold the Vendor liable and will enforce the requirements as set forth in Section 40 of these General Terms and Conditions.
- [X] 15. **SURETY BONDS:** Bid and Bid Bonds coverage must be signed or countersigned in Guam by a foreign or alien surety's resident general agent. The surety must be an Insurance Company, authorized by the government of Guam and qualified to do business in Guam. Bids will be disqualified if the Surety Company does not have a valid Certificate of Authority from the Government of Guam to conduct business in Guam.
- [X] 16. **COMPETENCY OF BIDDERS:** Bids will be considered only from such bidders who, in the opinion of the Government, can show evidence of their ability, experience, equipment, and facilities to render satisfactory service.
- [X] 17. **DETERMINATION OF RESPONSIBILITY OF BIDDERS:** The GENERAL MANAGER reserves the right for securing from bidder's information to determine whether or not they are responsible and to inspect plant site, place of business; and supplies and services as necessary to determine their responsibility in accordance with Section 15 of these General Terms and Conditions. (2 GAR, Div. 4 § 3116)
- [X] 18. **STANDARD FOR DETERMINATION OF LOWEST RESPONSIBLE BIDDER:**  
In determining the lowest responsible offer, the GENERAL MANAGER shall be guided by the following:
- a) Price of items offered.
  - b) The ability, capacity, and skill of the Bidder to perform.
  - c) Whether the Bidder can perform promptly or within the specified time.
  - d) The quality of performance of the Bidder with regards to awards previously made to him.
  - e) The previous and existing compliance by the Bidder with laws and regulations relative to procurement.
  - f) The sufficiency of the financial resources and ability of the Bidder to perform.
  - g) The ability of the bidder to provide future maintenance and services for the subject of the award.
  - h) The compliance with all of the conditions to the Solicitation.
- [X] 19. **TIE BIDS:** If the bids are for the same unit price or total amount in the whole or in part, the GENERAL MANAGER will determine award based on 2 GAR, Div. 4, § 3109(o) (2) or to reject all such bids.
- [ ] 20. **BRAND NAMES:** Any reference in the Solicitation to manufacturer's Brand Names and number is due to lack of a satisfactory specification of commodity description. Such preference is intended to be descriptive, but not restrictive and for the sole purpose of indicating prospective bidders a description of the article or services that will be satisfactory. Bids on comparable items will be considered provided the bidder clearly states in his bid the exact articles he is offering and how it differs from the original specification.
- [X] 21. **DESCRIPTIVE LITERATURE:** Descriptive literature(s) as specified in this solicitation must be furnished as a part of the bid and must be received at the date and time set for opening Bids. The literature furnished must clearly identify the item(s) in the Bid. The descriptive literature is required to establish, for the purpose of evaluation and award, details of the product(s) the bidder proposes to furnish including design, materials, components, performance characteristics, methods of manufacture, construction, assembly or other characteristics which are considered appropriate. Rejection of the Bid will be required if the descriptive literature(s) do not show that the product(s) offered conform(s) to the specifications and other requirements of this solicitation. Failure to furnish the descriptive literature(s) by the time specified in the Solicitation will require rejection of the bid.
- [ ] 22. **SAMPLES:** Sample(s) of item(s) as specified in this solicitation must be furnished as a part of the bid and must be received at the date and time set for opening Bids. The sample(s) should represent exactly what the bidder proposes to furnish and will be used to determine if the item(s) offered complies with the specifications. Rejection of the Bid will be required if the sample(s) do not show that the product(s) offered conform(s) to the specifications and other requirements of this solicitation. Failure to furnish the sample(s) by the time specified in the Solicitation will require rejection of the Bid.
- [ ] 23. **LABORATORY TEST:** Successful bidder is required to accompany delivery of his goods with a Laboratory Test Report indicating that the product he is furnishing the Government meets with the specifications. This report is on the bidder's account and must be from a certified Testing Association.

- [X] 24. **AWARD, CANCELLATION, & REJECTION:** Award shall be made to the lowest responsible and responsive bidder, whose bid is determined to be the most advantageous to the Government, taking into consideration the evaluation factors set forth in this solicitation. No other factors or criteria shall be used in the evaluation. The right is reserved as the interest of the Government may require to waive any minor irregularity in bid received. The GENERAL MANAGER shall have the authority to award, cancel, or reject bids, in whole or in part for any one or more items if he determines it is in the public interest. Award issued to the lowest responsible bidder within the specified time for acceptance as indicated in the solicitation, results in a bidding contract without further action by either party. In case of an error in the extension of prices, unit price will govern. It is the policy of the Government to award contracts to qualified local bidders. The Government reserves the right to increase or decrease the quantity of the items for award and make additional awards for the same type items and the vendor agrees to such modifications and additional awards based on the bid prices for a period of thirty (30) days after original award. No award shall be made under this solicitation which shall require advance payment or irrevocable letter of credit from the government (2 GAR, Div.4 §1103).
- [ ] 25. **MARKING:** Each outside container shall be marked with the Purchase Order number, item number, brief item description and quantity. Letter marking shall not be less than 3/4" in height.
- [X] 26. **SCHEDULE FOR DELIVERY:** Successful bidder shall notify the PORT AUTHORITY OF GUAM, Telephone Nos. 475-1707 or 475-1713, at least twenty-four (24) hours before delivery of any item under this solicitation.
- [ ] 27. **BILL OF SALE:** Successful supplier shall render Bills of Sale for each item delivered under this contract. Failure to comply with this requirement will result in rejection of delivery. The Bill of Sale must accompany the items delivered but will not be considered as an invoice for payment. Supplier shall bill the Government in accordance with billing instructions as indicated on the Purchase Order.
- [ ] 28. **MANUFACTURER'S CERTIFICATE:** Successful bidder is required, upon delivery of any item under this contract, to furnish a certificate from the manufacturer indicating that the goods meet the specifications. Failure to comply with this request will result in rejection of delivery payment. Supplier shall bill the Government in accordance with billing instructions as indicated on the Purchase Order.
- [X] 29. **INSPECTION:** All supplies, materials, equipment, or services delivered under this contract shall be subject to the inspection and/or test conducted by the Government at destination. If in any case the supplies, materials, equipment, or services are found to be defective in material, workmanship, performance, or otherwise do not conform with the specifications, the Government shall have the right to reject the items or require that they be corrected. The number of days required for correction will be determined by the Government.
- [ ] 30. **MOTOR VEHICLE SAFETY REQUIREMENTS:** The Government will only consider Bids on motor vehicles which comply with the requirements of the National Traffic and Motor Vehicle Safety Act of 1966 (Public Law 89-563) and Clean Air Act as amended (Public Law 88-206), that are applicable to Guam. Bidders shall state if the equipment offered comply with these aforementioned Federal Laws.
- [ ] 31. **SAFETY INSPECTION:** All motor vehicles delivered under this contract must pass the Government of Guam Vehicle Inspection before delivery at destination.
- [X] 32. **GUARANTEE:**
- a) Guarantee of Vehicle Type of Equipment:**  
The successful bidder shall guarantee vehicular type of equipment offered against defective parts, workmanship, and performance, for a period of not less than one (1) year after date of receipt of equipment. Bidder shall also provide service to the equipment for at least one (1) year. Service to be provided shall include, but will not be limited to tune ups (change of spark plugs, contact points and condensers) and lubrication (change of engine and transmission oil). All parts and labor shall be at the expense of the bidder. All parts found defective and not caused by misuse, negligence or accident within the guarantee period shall be repaired, replaced, or adjusted within six (6) working days after notice from the Government and without cost to the Government. Vehicular type of equipment as used in this context shall include equipment used for transportation as differentiated from tractors, backhoes, etc.
- b) Guarantee of Other Type of Equipment:**  
The successful bidder shall guarantee all other types of equipment offered, except those mentioned in 30a, above, against defective parts, workmanship, and performance for a period of not less than three (3) months after date of receipt of equipment. Bidder shall also provide service to the equipment for at least three (3) months. All parts found defective within that period shall be repaired or replaced by the Contractor without cost to the Government. Repairs, adjustments or replacements of defective parts shall be completed by the contractor within six (6) working days after notice from the Government.
- (c) Compliance with this Section is a condition of this Bid.**
- [X] 33. **REPRESENTATION REGARDING ETHICS IN PUBLIC PROCUREMENT:** The bidder or contractor represents that it has not knowingly influenced and promises that it will not knowingly influence a Government employee to breach any of the ethical standards and represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities and kickbacks set forth on Chapter 11 (Ethics in Public Contracting) of the Guam Procurement Act and in Chapter 11 of the Guam Procurement Regulations.

- [X] 34. **REPRESENTATION REGARDING CONTINGENT FEES:** The contractor represents that it has not retained a person to solicit or secure a Government contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business (GPR Section 11-207).
- [X] 35. **EQUAL EMPLOYMENT OPPORTUNITY:** Contractors shall not discriminate against any employee or applicant of employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that employees are treated equally during employment without regards to their race, color, religion, sex, or national origin.
- [X] 36. **COMPLIANCE WITH LAWS:** Bidders awarded a contract under this Solicitation shall comply with the applicable standard, provisions, and stipulations of all pertinent Federal and/or local laws, rules, and regulations relative to the performance of this contract and the furnishing of goods.
- [X] 37. **CHANGE ORDER:** Any order issued relative to awards made under this solicitation will be subject to and in accordance with the provisions of Section 6-101-03.1 of the Guam Procurement Regulations.
- [X] 38. **STOP WORK ORDER:** Any stop work order issued relative to awards made under this solicitation will be subject to and in accordance with the provisions of Section 6-101-04.1 of the Guam Procurement Regulations.
- [X] 39. **CANCELLATION OF INVITATION FOR BIDS OR REQUEST FOR PROPOSALS:** Any Invitation for Bid may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interests of the Territory in accordance with regulations promulgated by the Policy Office. The reasons therefor shall be made part of the contract file.
- [X] 40. **TIME FOR COMPLETION:** It is hereby understood and mutually agreed by and between the contractor and the Government that the time for delivery to final destination or the timely performance of certain services is an essential condition of this contract. If the contractor refuses or fails to perform any of the provisions of this contract within the time specified in the Purchase Order (from the date Purchase Order is acknowledged by vendor), then the contractor is in default. Defaults will be treated subject to and in accordance with the provisions of 2 GAR, Div. 4 § 6101(8)
- [X] 41. **JUSTIFICATION OF DELAY:** Bidders who are awarded contracts under this Solicitation, guarantee that the goods will be delivered to their destination or required services rendered within the time specified. If the bidder is not able to meet the specified delivery date, he is required to notify the GENERAL MANAGER of such delay. Notification shall be in writing and shall be received by the GENERAL MANAGER at least twenty-four (24) hours before the specified delivery date. Notification of delay shall include an explanation of the causes and reasons for the delay including statement(s) from supplier or shipping company causing the delay. The Government reserves the right to reject delay justification if, in the opinion of the GENERAL MANAGER, such justification is not adequate.
- [X] 42. **SERVICE-DISABLED VETERAN OWNED BUSINESS PREFERENCE:** Bidding is subject to the policy in favor of Service-Disabled Veteran Owned Business as defined in 5 GCA sections 5011 and 5012.
- [X] 43. **LIQUIDATED DAMAGES:** When the contractor is given notice of delay or nonperformance as specified in Paragraph 1 (Default) of the Termination for Default Clause of this contract and fails to cure in the time specified, the contractor shall be liable for damages for delay in the amount of one-fourth of one percent (1%) of outstanding order per calendar day from date set for cure until either the territory reasonable obtains similar supplies or services if the contractor is terminated for default, or until the contractor provides the supplies or services if the contractor is not terminated for default. To the extent that the contractor's delay or nonperformance is excused under Paragraph 40 (Excuse for Nonperformance or Delayed Performance) of the Termination for Default Clause of this contract, liquidated damages shall not be due the territory. The contractor remains liable for damages caused other than by delay. 2 GAR, Div. 4 §6101(d).
- [X] 44. **PHYSICAL LIABILITY:** If it becomes necessary for the Vendor, either as principal, agent or employee, to enter upon the premises or property of the Government of Guam in order to construct, erect, inspect, make delivery or remove property hereunder, the Vendor hereby covenants and agrees to take, use, provide and make all proper, necessary and sufficient precautions, safeguards and protections against the occurrence of any accidents, injuries or damages to any person or property during the progress of the work herein covered, and to be responsible for, and to indemnify and save harmless the Government of Guam from the payment of all sums of money by reason of all or any such accidents, injuries or damages that may occur upon or about such work, and fines, penalties and loss incurred for or by reasons of the violations of any territorial ordinance, regulations, or the laws of Guam or the United States, while the work is in progress. Contractor will carry insurance to indemnify the Government of Guam against any claim for loss, damage or injury to property or persons arising out of the performance of the Contractor or his employees and agents of the services covered by the contract and the use, misuse or failure of any equipment used by the contractor or his employees or agents, and shall provide certificates of such insurance to the Government of Guam when required.
- [X] 45. **INSURANCE COVERAGE REQUIRED:** The amount of insurance required shall be determined by the Port's General Manager depending upon the type of activity conducted, or to be conducted by the owners or operators of vehicles entering the Port's facilities other service providers accessing on foot.

- A. Commercial General Liability including Broad Form Property Damage and Contractual Liability \$1,000,000.00 combined single limit of liability
- B. Worker's Compensation – Statutory
- C. Automobile Liability - \$1,000,000.00 combined single limit of liability

**Insurance Company:** The insurance coverage(s) must be issued by those insurance companies who are licensed to do business on Guam, as determined by the Insurance Commissioner of the Department of Revenue and Taxation.

**Additional Insurance Provision:** All Commercial insurance policies possessed by owners or operators of vehicles entering or using the Port's facilities and/or grounds must name the Port as an additional insured in their policies and specify that the Port shall be given at least thirty (30 days' prior written notice of any cancellation, material change or reduction in coverage.

**Proof of Insurance:** An Insurance Certificate must be issued listing all the vehicles, equipment, trucks covered under the insurance policy and filed with the Port Police Division. The insurance should include;

Name of the Insured (The Port must be shown as an Additional Insured on all Commercial insurance policies):

Policy Number

- Effective Date of Policy
- Limits of Insurance
- Description of Coverage Provided; and
- Name of Issuing Company

A certified copy of the Insurance Certificate must be carried in each vehicle, equipment and/or truck entering the Port facilities. This proof of insurance must be provided to the Port Police Division on an annual basis at least ten (10) days before the insurance policy expires.

**Notice of Loss:** In the event a Port tenant or user is involved in an accident within the Port's facilities or while on Routes 11A or 11B (Cabras Highway) and results in bodily injury or property damage, the Port Police Division must be immediately notified.

**Workers' Compensation:** All business entities entering or using the Port's facilities must also possess Workers' Compensation Insurance coverage as prescribed by Guam laws and copies of such Certificate of Insurance are to be filed with the Port Police Division. Each certification shall specify that the Port shall be given at least thirty (30) days prior written notice of any cancellation, material change or reduction in coverage.

**Interchange Agreement:** In lieu of fulfilling the maximum insurance requirements listed herein, the Port user must provide to the Port a current Interchange Agreement. The primary company must have fulfilled the maximum insurance requirements listed above. The Interchange Agreement must specifically state and name the Port user as additional insured and the duration of coverage. The Port must be notified thirty (30) days prior written notice of any cancellation, materials change or reduction in coverage.

[X] 46. **CONTRACT CANCELLATION:** Any contract awarded under this IFB is subject to the availability of certified funds. The Procurement Officer will notify the Contractor on a timely basis whether the funds are, or are not, available for the continuation of the contract for each succeeding fiscal period. In the event that funds are not available for any succeeding fiscal period, the contract shall be cancelled; however, this does not affect either Party's right to terminate under the termination clauses of the contract. If cancelled, contractor will be reimbursed unamortized reasonably incurred non-recurring costs.

[X] 47. **CONTACT FOR CONTRACT ADMINISTRATION:** If your firm receives a contract as a result of this Solicitation, please designate a person whom we may contact for prompt administration.

[X]48. **WOMEN-OWNED BUSINESS PREFERENCE:** Bidding is subject to the policy in favor of Women-Owned Businesses pursuant to "The Support for Women-Owned Business Act" enacted by Public Law No. 36-26 and codified in 5 GCA section 5013.

[X] 49. **GOVERNING LAW, JURISDICTION, AND VENUE CLAUSE:** Except to the extent United States federal law is applicable, the validity of the contract and of any of its terms or provisions, as well as the rights and duties of the parties to this Agreement, shall be governed by the laws of Guam. Bidder expressly recognizes that the Government Claims Act (Title 5 of the Guam Code Annotated, Chapter 6) applies with respect only to claims of money owed by or to the Bidder/Contractor against the Government, if the claim arises out of or in connection with the contract. Bidder also expressly recognizes that all other claims by the Bidder/Contractor against the Government are subject to the Guam Procurement Law (Title 5 of the Guam Code Annotated, Chapter 5).

Bidder/Contractor hereby expressly consents to the jurisdiction and venue of Guam with respect to any protest or dispute resolution, and the forum of the courts of Guam with respect to any and all claims which may arise by reason of the contract, except as otherwise may be provided by Guam Procurement Law. By submitting a bid, Bidder/Contractor waives any and all rights it may otherwise have to contest the same or to proceed with any claims arising by reason of this IFB or any awarded contract in a different jurisdiction, forum, or venue.

[X] 50. **EXTENSION AND RENEWALS CLAUSE:** Extension or Renewal Terms. At the sole option of the Port Authority of Guam, and upon satisfactory performance by the Bidder/Contractor, the awarded contract may be extended or renewed



for any number of time period(s) determined to be in the best interests of the government of Guam, as specified in this solicitation, for the purposes of continuity of services. Any Renewal Term shall not be subject to negotiation, but shall be a renewal of the entire contract on the exact same time frame, terms, conditions, and pricing as in effect under the Initial Term of the awarded contract. Any Extension shall not be subject to negotiation, but shall be an extension of the contract on the same terms, conditions, and pricing in effect under the awarded contract, for a new time frame, as specified in the solicitation. All Extension or Renewal Terms are subject to the availability of additional funds. Unless cancelled for lack of funds, terminated, renewed, or extended prior to expiration, the contract shall expire at the end of the stated Initial term or at the end of any subsequent Extension or Renewal Term exercised by the PAG.

[X] 51. **GUAM DEBARMENT:**

Bidder/Contractor warrants that it will comply with the provisions of 5 GCA Chapter 5 Articles 9 and 11, subject to debarment or suspension, and that it will not employ any subcontractors who have been federally debarred or debarred by the government of Guam.

[X] 52. **TERMINATION:**

A. Termination for Default, Nonperformance or Delay, Damages for Delay, Time Extensions.

1. **Default.** If Contractor refuses or fails to perform any of the provisions of the contract awarded under this solicitation with such diligence as will ensure its completion within the time specified, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of these terms, PAG may notify Contractor in writing of the delay or non-performance and if not cured in ten days or any longer time specified in writing by PAG, PAG may terminate Contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part PAG may procure similar supplies or services in a manner and upon terms deemed appropriate by the PAG. Contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

2. **Contractor's Duties.** Notwithstanding termination of the contract and subject to any directions from the PAG, Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Contractor in which the PAG and the government of Guam has an interest.

3. **Compensation.** Payment for completed supplies delivered and accepted by PAG shall be at the contract price. Payment for the protection and preservation of property shall be in an amount agreed upon by Contractor and the PAG; if the parties fail to agree, the PAG shall set an amount subject to Contractor's rights under Article 9 (Legal and Contractual Remedies) of the Guam Procurement Regulations. PAG may withhold from amounts due Contractor such sums as the PAG deems to be necessary to protect the PAG against loss because of outstanding liens or claims of former lien holders and to reimburse the PAG for the excess costs incurred in procuring similar goods and services.

4. **Excuse for Nonperformance or Delayed Performance.** Except with respect to defaults of subcontractors, Contractor shall not be in default by reason of any failure in performance of the contract in accordance with its terms (including any failure by Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the PAG within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the government of Guam and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Contractor to meet the contract requirements. Upon request of Contractor, the PAG shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, Contractor's progress and performance would have met the terms of the Agreement, the delivery schedule shall be revised accordingly, subject to the rights of the government of Guam under the clause entitled (in fixed-price contracts, "Termination" for Convenience in cost-reimbursement contracts) "Termination". (As used in this Paragraph of this clause the term "subcontractor" means subcontractor at any tier.)

5. **Erroneous Termination for Default.** If, after notice of termination of Contractor's right to proceed under the provisions of this clause, it is determined for any reason that Contractor was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Paragraph (4) (Excuse for Nonperformance or Delayed Performance) of this clause, the rights and obligations of the parties shall, be the same as if the notice of termination had been issued pursuant to the clause providing for termination for convenience.

6. **Additional Rights and Remedies.** The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this solicitation or awarded contract.

B. Termination for Convenience

1. PAG may, when the interest of PAG so require, terminate any awarded contract in whole or in part, for the convenience of PAG or the government of Guam. PAG shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective.

2. Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work.

**C. Compensation.**

1. Contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data to the extent required by 2 GAR, Div. 4, § 3118 (Cost or Pricing Data) of the Guam Procurement Regulations bearing on such claim. If Contractor fails to file a termination claim within one year from the effective date of termination, the PAG may pay Contractor, if at all, an amount set in accordance with Subparagraph (c) of this Paragraph.

2. The PAG and Contractor may agree to a settlement provided the Contractor has filed a termination claim supported by cost or pricing data to the extent required by 2 GAR, Div. 4, § 3118 (Cost or Pricing Data) of the Guam Procurement Regulations and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the PAG, and the contract price of the work not terminated.

3. Absent complete agreement under Subparagraph (2) of this Paragraph, the PAG shall pay Contractor the following amounts, provided payments agreed to under Subparagraph (b) shall not duplicate payments under this Subparagraph:

(i) contract prices for services accepted under the Agreement;

(ii) costs incurred in preparing to perform and performing the terminated portion of the work plus a fair and reasonable profit on such portion of the work (such profit shall not include anticipatory profit or consequential damages) that shall be no less than the fees due for the portion of the term calculated up-through the date of termination calculated on a pro-rata basis, less amounts paid or to be paid for accepted services; provided, however, that if it appears that Contractor would have sustained a loss if the entire Agreement would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss;

(iii) costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Paragraph (b) of this clause. These costs must not include costs paid in accordance with Subparagraph (3)(b) of this Paragraph;

(iv) the reasonable settlement costs of Contractor including accounting, legal, clerical, and other expenses reasonably necessary for the preparation of settlement claims and supporting data with respect to the terminated portion of the Agreement for the termination and settlement of subcontracts thereunder, together with reasonable storage, transportation, and other costs incurred in connection with the protection or disposition of property allocable to the terminated portion of this Agreement.

The total sum to be paid Contractor under this Subparagraph shall not exceed the total contract price plus the reasonable settlement costs of Contractor reduced by the amount of payments otherwise made and the contract price of work not terminated.

4. Cost claimed, agreed to, or established under Subparagraph (b) and (c) of this Paragraph shall be in accordance with Article 7 (Cost Principles) of the Guam Procurement Regulations.

**[X] 53. STOP WORK ORDER/SUSPENSION OF SERVICES:**

A. Suspension for Convenience. The Procurement Officer may order the Contractor in writing to suspend, delay, or interrupt all or any part of the services for such period of time as may be appropriate for the convenience of PAG.

B. Adjustment of Cost. If the performance of all or any part of the services is, for an unreasonable period of time, suspended, delayed, or interrupted by an act of the Procurement Officer in the administration of the awarded contract, or by the failure of the Procurement Officer to act within the time specified in this Agreement (or if no time is specified, within reasonable time), an adjustment shall be made for any increase in the cost of performance of the contract necessarily caused by such unreasonable suspension, delay, or interruption and the contract modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension, delay, or interruption to the extent: (a) that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor; or (b) for which an adjustment is provided for or excluded under any other provision of the contract.

C. Time Restriction on Claim. No claim under this clause shall be allowed: (a) for any costs incurred more than twenty (20) days before the Contractor shall have notified the Procurement Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and (b) Unless the claim is asserted in writing as soon as practicable after the termination of such suspension, delay, or interruption, but not later than the date of final payment under the contract.

D. Adjustments of Price. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this Agreement.

**[X] 54. STANDARD PRICE ADJUSTMENT CLAUSE:**

A. Price Adjustment Methods. Any adjustment in contract price pursuant to the awarded contract shall be made in one or more of the following ways:

- 1) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
  - 2) by unit prices specified in the Bid, Proposal, contract, or as subsequently agreed upon;
  - 3) by the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as specified in the contract or subsequently agreed upon;
  - 4) in such other manner as the parties may mutually agree; or
  - 5) in the absence of an agreement between the parties, by a unilateral determination by the Procurement Officer of costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as computed by the Procurement Officer in accordance with generally accepted accounting principles and applicable sections under Chapter 7 (Cost Principles) of the Guam Procurement Regulations and subject to the provisions of Article 5, Chapter 5 of 5 GCA (Legal and Contractual Remedies) of the Guam Procurement Law.
- B. Submission of Cost or Pricing Data.** The Contractor shall submit cost or pricing data for any price adjustments subject to the provision of Section 3118 (Cost or Pricing Data) of the Guam Procurement Regulations. The PAG may require the Contractor to provide invoices, paid bills, or any other proof it deems appropriate to determine compliance with this provision.
- C. Price Adjustment for Inaccurate Cost or Pricing Data.** Any Change Order, Amendment, or modification to this Agreement which increases the price of the contract shall be adjusted to exclude any significant sums by which the PAG finds that such price was increased because the contractor- furnished cost or pricing data was inaccurate, incomplete or not current as of the date agreed upon between the Parties. The price shall also be adjusted to reflect the nonpayment by the Contractor of any taxes which would have been paid by the Contractor were it not for the exclusion provided by 11 GCA § 26203(k)(14) (Business Privilege Tax). Adjustments shall conform to the Defective Cost or Pricing Data Clause of the Guam Procurement Rules and Regulations.

**[X] 55. CLAIMS BASED UPON PAG'S ACTIONS OR OMISSIONS:**

**A. Notice of Claim.** If any action or omission on the part of the PAG or any entity within the government of Guam, requiring performance changes within the scope of the solicitation or awarded contract constitutes the basis for a claim by Contractor for additional compensation, damages, or an extension of time for completion, Contractor shall continue with performance of the contract in compliance with the directions or orders of the PAG, but by so doing, Contractor shall not be deemed to have prejudiced any claim for additional compensation, damages, or an extension of time for completion; provided:

(1) Contractor shall have given written notice to the PAG:

- (a) prior to the commencement of the work involved, if at that time, Contractor knows of the occurrence of such action or omission;
- (b) within 30 days after Contractor knows of the occurrence of such action or omission, if Contractor did not have such knowledge prior to the commencement of the work; or
- (c) within such further time as may be allowed by the PAG in writing.

This notice shall state that Contractor regards the act or omission as a reason which may entitle Contractor to additional compensation, damages, or an extension of time. The PAG, upon receipt of such notice, may rescind such action, remedy such omission, or take such other steps as may be deemed advisable in the discretion of the PAG.

(2) The notice required by Subparagraph (A) of this Paragraph describes as clearly as practicable at the time the reasons why Contractor believes that additional compensation, damages, or an extension of time may be remedies to which Contractor is entitled; and

(3) Contractor maintains and, upon request, makes available to the PAG within a reasonable time, detailed records to the extent practicable, of the claimed additional costs or basis for an extension of time in connection with such changes.

**B. Limitations of Clause.** Nothing herein contained, however, shall excuse Contractor from compliance with any rules of law precluding any government of Guam officers and any contractors from acting in collusion or bad faith in issuing or performing change orders which are clearly not within the scope of the solicitation or awarded contract.

**[X] 56. REMEDIES:** Any dispute arising under or out of the awarded contract is subject to the provisions of Article 9 (Legal and Contractual Remedies) of the Guam Procurement Regulations.

**[X] 57. MANDATORY DISPUTES CLAUSE:**

**A.** PAG and the Bidder/Contractor agree to attempt resolution of all controversies which arise under, or are by virtue of, this procurement and any resulting contract through mutual agreement. If the controversy is not resolved by mutual agreement, then the Bidder/Contractor shall request the government in writing to issue a final decision within sixty days after receipt of the written request. If the government does not issue a written decision within sixty days after written request for a final decision, or within such longer period as may be agreed upon by the parties, then the Bidder/Contractor may proceed as though the government had issued a decision adverse to the Bidder/Contractor.

**B.** PAG shall immediately furnish a copy of the decision to the Bidder/Contractor, by certified mail with a return receipt requested, or by any other method that provides evidence of receipt.

C. PAG's decision shall be final and conclusive, unless fraudulent or unless the Bidder/Contractor appeals the decision.

D. This subsection applies to appeals of the PAG's decision on a dispute. For money owed by or to the PAG under the contract, the Contractor shall appeal the decision in accordance with the Government Claims Act by initially filing a claim with the Office of the Attorney General no later than eighteen months after the decision is rendered by the PAG or from the date when a decision should have been rendered. For all other claims by or against the PAG arising under this procurement or awarded contract, the Office of the Public Auditor has jurisdiction over the appeal from the decision of the PAG. Appeals to the Office of the Public Auditor must be made within sixty days of the PAG's decision or from the date the decision should have been made.

E. The Bidder/Contractor shall exhaust all administrative remedies before filing an action in the Superior Court of Guam in accordance with applicable laws.

F. The Bidder/Contractor shall comply with PAG's decision and proceed diligently with performance of the Agreement pending final resolution by the Superior Court of Guam of any controversy arising under, or by virtue of, the awarded contract, except where the Contractor claims a material breach of the Agreement by the PAG. However, if the PAG determines in writing that continuation of services under the awarded contract is essential to the public's health or safety, then the Contractor shall proceed diligently with performance of the contract notwithstanding any claim of material breach by the PAG.

58. **STATUTORY INTEREST CLAUSE:**

Interest on amounts ultimately determined to be due to Bidder/Contractor or the government of Guam or the PAG shall be payable at the statutory rate applicable to judgments from the date the claim arose through the date of decision or judgment, whichever is later.

59. **FEDERAL GSA SCHEDULES:** The Port Authority of Guam is accepting Federal GSA pricing inclusive with shipping cost to Guam. If the bid pricing existing on the Federal GSA website from a qualified vendor for qualifying items on the date of opening of the bids, plus the confirmed price of shipping costs to Guam, confirmed after the opening of the bids, is the lowest price by 10% requirement of 5 GCA § 5122, then the contract will be awarded to that vendor.

60. **MULTI-TERM CONTRACT:** (A) the amount of supplies or services required for the proposed contract period; (B) that a unit price shall be given for each supply or service, and that such unit prices shall be the same throughout the contract (except to the extent price adjustments may be provided in the solicitation and resulting contract); (C) that the multi-term contract will be cancelled only if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal period succeeding the first; however, this does not affect either the territory's rights or the contractor's rights under any termination clause in the contract; (D) that the Procurement Officer must notify the contractor on a timely basis that the funds are, or are not, available for the continuation of the contract for each succeeding fiscal period; (E) whether bidders or offerors may submit prices for: (i) the first fiscal period only; (ii) the entire time of performance only; or (iii) both the first fiscal period and the entire time of performance; (F) that a multi-term contract may be awarded and how award will be determined including, if prices for the first fiscal period and entire time of performance are submitted, how such prices will be compared; and in the event that funds are not available for any succeeding fiscal period, the remainder of such contract shall be cancelled and the contractor shall be reimbursed the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies delivered or services performed under the contract.

61. **SIGNATURES:** This Agreement may be signed by the parties electronically, and in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Delivery of an executed counterpart by one party to the other may be made by electronic transmission.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**GOVERNMENT OF GUAM**  
**SEALED BID SOLICITATION INSTRUCTIONS**

1. **BID FORMS:** Each bidder shall be provided with one (1) sets of Solicitation forms. Additional copies may be provided upon request. Bidders requesting additional copies of said forms will be charged per page in accordance with 5 GCA § 10203 of the Government Code of Guam. All payments for this purpose shall be by cash, certified check or money order and shall be made payable to the PORT AUTHORITY OF GUAM (EO 86-24).
2. **PREPARATIONS OF BIDS:**
  - 2.0 Bidders are required to examine the drawings, specifications, schedule, and all instructions. Failure to do so will be at bidder's risk.
  - 2.1 Each bidder shall furnish the information required by the Solicitation. The bidder shall sign the Solicitation and print or type his name on the Schedule. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent are to be accompanied by evidence of this authority unless such evidence has been previously furnished to the issuing office.
  - 2.2 Unit price for each unit offered shall be shown and such price shall include packing unless otherwise specified. A total shall be entered in the amount column of the Schedule for each item offered. In case of discrepancies between a unit price and extended price, the unit price will be presumed to be correct.
  - 2.3 Bids for supplies or services other than those specified will not be considered. Time, if stated as a number of days, means calendar days and will include Saturdays, Sundays, and holidays beginning the day after the issuance of a Notice to Proceed. Time stated ending on a Saturday, Sunday or Government of Guam legal holiday will end at the close of the next business day.
  - 2.4 No Entitlement to Preparation Costs – the bidder expressly waives any right it may have against the government for any expenses incurred in connection with the preparation of its bid.
3. **EXPLANATION TO BIDDERS:** Any explanation desired by a bidder regarding the meaning or interpretation of the Solicitation, drawings, specifications, etc., must be submitted in writing and with sufficient time allowed for a written reply to reach all bidders before the submission of their bids. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective bidder concerning a Solicitation will be furnished to all prospective bidders in writing as an amendment to the Solicitation if such information would be prejudicial to informed bidders.
4. **ACKNOWLEDGEMENT OF AMENDMENTS TO SOLICITATIONS:** Receipt of an amendment to a Solicitation by a bidder must be acknowledged by signing an acknowledgement of receipt of the amendment. Such acknowledgement must be received prior to the hour and date specified for receipt of bids.
5. **SUBMISSION OF BIDS:**
  - a) Bids and modifications thereof shall be enclosed in sealed envelopes and addressed to the office specified in the Solicitation. The bidder shall show the hour and date specified in the Solicitation for receipt, the Solicitation number, and the name and address of the bidder on the face of the envelope.
  - b) Telegraphic bids will not be considered unless authorized by the Solicitation. However, bids may be modified or withdrawn by written or telegraphic notice, provided such notice is received prior to the hour and date specified for receipt (see paragraph 6 of these instructions).
  - c) Samples of items, when required, must be submitted within the time specified, unless otherwise specified by the Government, at no expense to the Government. If not destroyed by testing, samples will be returned at bidder's request and expense, unless otherwise specified by the Solicitation.
  - d) Samples or descriptive literature should not be submitted unless it is required on this solicitation. Regardless of any attempt by a bidder to condition the bid, unsolicited samples or descriptive literature will not be examined or tested at the bidder's risk, and will not be deemed to vary any of the provisions of this Solicitation.
6. **FAILURE TO SUBMIT BID:** If no bid is to be submitted, do not return the solicitation unless otherwise specified. A letter or postcard shall be sent to the issuing office advising whether future Solicitations for the type of supplies or services covered by this Solicitation are desired.
7. **LATE BID, LATE WITHDRAWALS, AND LATE MODIFICATIONS:**
  - a) **Definition:** Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids at the place designated for opening is late (Guam Procurement Regulations 2 GAR, Div.4 §3109(k)).

- b) **Treatment:** No late bid, late modification, or late withdrawal will be considered unless received before contract award, and the bid, modification, or withdrawal would have been timely but for the action or inaction of territorial personnel directly serving the procurement activity.
8. **DISCOUNTS:**
- a) Notwithstanding the fact that prompt payment discounts may be offered, such offer will not be considered in evaluating bids for award unless otherwise specified in the Solicitation. However, offered discounts will be taken if payment is made within the discount period, even though not considered in the evaluation of bids.
- b) In connection with any discount offered, time will be computed from date of delivery and acceptance of the supplies to the destination as indicated in the purchase order or contract. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the Government check.
9. **GOVERNMENT FURNISHED PROPERTY:** No material, labor or facilities will be furnished by the Government unless otherwise provided for in the Solicitation.
10. **SELLER' INVOICES:** Invoices shall be prepared and submitted in quadruplicate (one copy shall be marked "original") unless otherwise specified. Invoices shall be "certified true and correct" and shall contain the following information: Contract and order number (if any), item numbers, description of supplies or services, sizes, quantities, unit prices, and extended total. Bill of lading number and weight of shipment will be shown for shipments made on Government bills of lading.
11. **RECEIPT, OPENING AND RECORDING OF BIDS:** Bids and modifications shall be publicly opened in the presence of one or more witnesses, at the time, date, and place designated in the invitation for Bids. The name of each bidder, the bid price, and such other information as is deemed appropriate by the Procurement Officer, shall be read aloud and recorded, or otherwise made available. The names and addresses of required witnesses shall be recorded at the opening. The opened bids shall be available for public inspection except to the extent the bidder designates trade secrets or other proprietary data to be confidential as set forth in accordance with Section 12, below. Material so designated shall accompany the bid and shall be readily separable from the bid in order to facilitate public inspection of the non-confidential portion of the bid. Prices, makes and models or catalogue numbers of the items offered, deliveries, and terms of payment shall be publicly available at the time of bid opening regardless of any designation to the contrary (Guam Procurement Regulations 2 GAR, Div.4 §3109(k)).
12. **CONFIDENTIAL DATA:** If a bidder considers any information submitted in its bid to be confidential, the bidder must identify in writing to the Government those portions which it considers confidential, and must request in writing that those portions be kept confidential. Only trade secrets and proprietary data will be considered confidential. If there is a request for confidentiality, the Government will render a decision on the request as soon as practicable after bids are opened. The Government will advise any bidder requesting confidentiality, of the Government's decision in writing. If the Government does not agree with a bidder's request, then the Government will inform the bidder that it may lodge a protest regarding any part of the Government's decision by following the procedure for protests outlined in Chapter 9 of the Guam Procurement Regulations.
13. **PROHIBITION AGAINST GRATUITIES AND KICKBACKS:** With respect to this procurement and any other contract that bidder may have or wish to enter into with the Government, the bidder represents that he/she has not violated, is not violating, and promises that he will not violate the prohibition against gratuities and kickbacks set forth in the Guam Procurement Regulations.
14. **STATEMENT OF QUALIFICATIONS:** The ability capacity and skill of the Bidders to perform; Whether the bidder can perform promptly or within the specified time; The quality of performance of the Bidder with regards to awards previously made to him; The sufficiency of the financial resources and ability of the bidders to perform; and the compliance with all of the conditions to the solicitation.
15. **WAGE AND BENEFIT COMPLIANCE-CONTRACTORS PROVIDING SERVICES**
- a) Contractor with regard to all person its employs whose purpose in whole or in part is the direct delivery of services contracted for with the Government of Guam in this procurement, shall pay such employees in accordance with the Wage Determination for Guam and the Northern Marianas Islands issued and promulgated by the U.S. Department of Labor for such labor as is employed in the direct deliverance of deliverables to the government of Guam. 5 GCA § 5801 Contractor shall be responsible for flowing down this obligation to its subcontractors.
- b) The Wage Determination most recently issued by the U.S. Department of Labor at the time this Agreement was awarded to Contractor shall be used to determine wages and benefits which shall be paid to employees pursuant to this clause. 5 GCA § 5801
- c) Should any contract contain a renewal clause, then at the time of renewal adjustments there shall be stipulations contained in that contract for applying the Wage Determination, so that the Wage Determination promulgated by the U.S Department of Labor on a date most recent to the renewal date shall apply. 5 GCA § 5801
- d) In addition to the Wage Determination detailed above, health and similar benefits for employees having a minimum value as detailed in the Wage Determination issued and promulgated by the U.S. Department of

Labor shall apply. Contractor shall pay a minimum of ten (10) paid holidays per annum per employee. 5 GCA § 5802

- e) Any violation of Contractor or its subcontractor's obligations of this section shall be investigated by the Guam Department of Labor and may include a monetary penalty assessment by the Guam Department of Labor of no less than One Hundred Dollars (\$100.00) per day, and no more than One Thousand Dollars (\$1,000.00) per day, until such time as a violation has been corrected, as well as the payment of all back wages and benefits due. 5 GCA § 5803
- f) In addition to any and all other breach of contract actions the Government of Guam may have under this procurement, in the event there is a violation in the process set forth in subsection (e) above, Contractor may be placed on probationary status by the GENERAL MANAGER of the General Service Agency, or its successor, for a period of one (1) year.

During the probationary status, a Contractor shall not be awarded any contract by any instrumentality of the Government of Guam. A Contractor who has been placed on probationary status, or has been assessed a monetary penalty pursuant to 5 G.C.A. Article 13 Title 5 may appeal such penalty or probationary status to the Superior Court of Guam. 5 GCA § 5804

- g) Contractor along with all proposed Offerors and submitter under this procurement were required to submit a Declaration of Compliance with Wage Determination laws as part of this procurement with a copy of the most recent Wage Determination for Guam and the Northern Marianas Islands issued and promulgated by the U.S. Department of Labor. 5 GCA §5805
  - h) The applicable USDOL Wage Determination Rate Revision (as defined by subsections (b) and (c)) is to this Agreement. Contractor agrees to provide upon written request by the Government of Guam written certification of its compliance with its obligations as part of each invoice, along with the names of any employees, their positions, and detailed wage and benefits paid in keeping with this section. Additionally, upon request by Government of Guam the Contractor shall submit source documents as to those individuals provide direct services in part or whole under this Agreement and its payments to them of such wages and benefits.
16. **ETHICAL STANDARDS:** With respect to this procurement and any other contract that the Contractor may have, or wish to enter into, with any government of Guam agency, the Contractor represents that it has not knowingly influenced, and promises that it will not knowingly influence, any government employee to breach any of the ethical standards set forth in the Guam Procurement Law and in any of the Guam Procurement Regulations.
17. **PROHIBITION AGAINST CONTINGENT FEES:** The Contractor represents that he has not retained any person or agency upon an agreement or understanding for a percentage, commission, brokerage, or other contingent arrangement, except for retention of bona fide employees or bona fide established commercial selling agencies, to solicit or secure this Agreement or any other contract with the government of Guam or its agencies.
18. **CONTRACTOR'S WARRANTY AS TO EMPLOYEES AND SEX OFFENSES. Reference 5 GCA 5253 (b)**  
Contractor warrants that no person providing services on behalf of the Contractor has been convicted of a sex offense under the provisions of Chapter 25 of Title 9 of GCA or an offense as defined in Article 2 of Chapter 28, Title 9 GCA, or an offense in another jurisdiction with, at a minimum, the same elements as such offenses, or who is listed on the Sex Offender Registry.  
Contractor warrants that if any person providing services on behalf of Contractor is convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA, or an offense in another jurisdiction with, at a minimum, the same elements as such offenses, or who is listed on the Sex Offender Registry, that such person will be immediately removed from working at said agency and that the administrator of said agency be informed of such within twenty-four (24) hours of such conviction. Any contractor found in violation of this section, after notice from the Government of Guam, after notice from the contracting authority of such violation, shall within twenty-four (24) hours, take corrective action and shall report such action to the contracting authority. Failure to take corrective action with the stipulated period may result in the temporary suspension of the contract at the discretion of the Government of Guam.
19. **POLICY IN FAVOR OF SERVICE-DISABLED VETERAN OWNED BUSINESSES P.L. 31-115 (September 20, 2011) 5 GCA § 5011 and § 5012** In the procurement of any supply or service, (except for professional services), if such supply or service is offered by a Service-Disabled Veteran Owned Business "SDVOB", as defined in 5 GCA § 5012, that is at least fifty one percent (51%) owned by service-disabled veteran(s), and if the supply or service is available within the period that is required for the procurement, and the price for the supply or service does not exceed one hundred five percent (105%) of the lowest bidder price, a preference shall be given to that SDVOB by the Government of Guam, and the supply or service shall be purchased from said SDVOB. This shall be in addition to any other procurement benefit the SDVOB may qualify for under Guam law. A business concern is a qualified SDVOB if: (a) the business concern is licensed to do business on Guam; (b) the business concern maintains its headquarters on Guam; (c) the business concern is at least fifty-one (51%) owned by a service-disabled veteran(s) who served in the active U.S. military service, was discharged or released under honorable conditions and whose disability is service-connected as demonstrated by a DD214, and certified by an award letter from the U.S. Department of Veterans Affairs; the DD214 and Disability award letter from U.S. Department of Veterans Affairs are submitted to the Government of Guam procuring agency for every service offered; and the service disabled veteran(s) owner(s) of the business concern has filed individual tax returns on Guam for a period of at least three (3) consecutive years.

20. **WOMEN-OWNED BUSINESS PREFERENCE:** Bidding is subject to the policy in favor of Women-Owned Businesses pursuant to *"The Support for Women-Owned Business Act"* enacted by Public Law No. 36-26 and codified in 5 GCA section 5013. (b) Qualifications of a Women-Owned Business. A business concern is qualified under Subsection (a) of this Section if: (1) the business concern is licensed to do business on Guam; (2) the business concern maintains its headquarters on Guam; (3) the business concern is at least fifty-one percent (51%) owned by women, who manage day-to-day operations and make long-term decisions; (4) the business concern is certified as a Women-Owned Small Business (WOSB) or an Economically Disadvantaged Women-Owned Small Business (EDWOSB) by the U.S. Small Business Administration; and (5) the owner(s) of the business concern has (have) filed individual tax returns on Guam for a period of at least three (3) consecutive years.



ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
1.1	FLEET FUEL TRACKING SERVICES	1	LT	\$ _____	\$ _____

The Port Authority of Guam (PAG) is soliciting bids from qualified firms for the integration of software for a fleet management and fuel tanker management application, to include technical assistance, in a single software. The successful bidder shall demonstrate the capability of supplying a quality and dependable equipment and services to meet PAG needs. Contract term shall be for five (5) years

**GENERAL STATEMENT OF REQUIRED SERVICES AND DELIVERABLES: MUST COMPLY TO ALL.**

(Note: Please indicate Comply/Non-Comply)

**A. BIDDER SHALL INCLUDE THE FOLLOWING SERVICES:**

**BIDDING ON/REMARKS**

1. Seamless Software Integration: Provide a complete single Fleet Management and Fuel tanker management package, web-based application and mobile application to display and manage data compiled from the fleet and fuel tracking products and users. \_\_\_\_\_
2. Determine location of vehicles at any time with real-time tracking and updates, both vehicle and driver-specific. \_\_\_\_\_
3. Enable PAG to see its entire fleet on a single map and provide zoom-in capability to single vehicle. Ability to view multiple map layers and customize map layers including but not limited to Google Maps. Ability to import map layers from outside source. \_\_\_\_\_
4. Provide vehicle mileage reports. Monitor driving behavior, real-time tracking of traveling, stopping, idling, and time spent at locations. \_\_\_\_\_
5. Ability to create Geographical Boundaries (Geo-Fences) that show when vehicles enter or exit areas in real-time, an interactive map feature that includes location to destination navigation with turn-by-turn directions from point A to point B, and record total time spent in zone or area; and create fixed routes to assign to specific drivers or vehicles. \_\_\_\_\_
6. Provide real-time automated vehicle tracking and alerts sent to the General Manager or his/her designee to generate custom reports about stops, exceptions, mileage report via email, pop-up notifications on web-based application. \_\_\_\_\_
7. Ability to notify and alert the driver instantly for over speeding & idling. \_\_\_\_\_
8. Determine location of vehicles at any time with real-time tracking and updates, both vehicle and driver-specific. \_\_\_\_\_
9. Record and provide maintenance reports, to include date of next service (preventive maintenance) due, record of all services (preventive maintenance) done. \_\_\_\_\_
10. Ability to create spare parts catalog. \_\_\_\_\_
11. Provide automated notifications to specified users regarding registration and insurance renewal dates of vehicles within the fleet. \_\_\_\_\_
12. Ability to upload scanned maintenance records (PDF and/or JPG) to the software/platform for future references. \_\_\_\_\_
13. Maintain and provide upon request historical data of fleet vehicles, to include: location, driving speed, operator of vehicle, stopping, idling, time spent at locations, distance traveled, engine hours and route used. \_\_\_\_\_
14. Ability to download data files and reports to MS WORD, MS EXCEL, CSV, and PDF file formats. \_\_\_\_\_

**A. BIDDER SHALL INCLUDE THE FOLLOWING SERVICES (Continued):**

**BIDDING ON/REMARKS**

15. Provide vehicle theft recovery capability that allows online vehicle tracking.

\_\_\_\_\_

16. Ability to send online command to immobilize/mobilize the engine, to unlock doors, and to add/delete driver permission.

\_\_\_\_\_

17. Ability to store historical data of at least 1 year and ability to transfer all past historical information of at least 1 year to include trip history and maintenance records.

\_\_\_\_\_

18. Installation, removals and/or replacement of a single device shall be one (1) hour starting upon scheduled time of installation and/or replacement.

\_\_\_\_\_

19. Provide monthly GPS tracking device not transmitting report.

\_\_\_\_\_

20. One Year Service and Maintenance Warranty.

\_\_\_\_\_

**B. FUEL TANKER USAGE AND SERVICES SHALL BE ABLE TO COORDINATE WITH VEHICLE TRACKING HARDWARE AND SOFTWARE AND SHALL INCLUDE THE FOLLOWING REQUIREMENTS:**

1. Fuel Log fuel pump control system shall manage private and internal fuel stations and tankers.

\_\_\_\_\_

2. Supported Input devices for fuel Log fuel pump control system: Numeric keypad, magnetic card reader, Dallas iButton, RFID reader.

\_\_\_\_\_

3. Fuel Log fuel pump control system shall able to restrict only for authorize fuel attendant and only for authorize equipment/vehicle. Fuel dispense solution must authorize both designated fuel attendant and equipment/vehicle using supported input devices for authorization before allowing to dispense fuel.

\_\_\_\_\_

4. Logged Data: Track mileage and fuel consumption, record fuel type, fuel dispense quantity in gallon, fuel cost, station, pump number and description, authorize fuel attendant, authorized equipment/vehicle to provide multiple vehicle ID options and multiple-download option.

\_\_\_\_\_

5. Fuel tanker dispenser can authorize equipment and vehicle with or without tracking device. Equipment/vehicle is NOT required to have GPS tracking device to include in authorize equipment/vehicle.

\_\_\_\_\_

6. To provide fuel tracking report for Authority's Fuel Depot. Data to include date and time of fuel dispense, amount of fuel dispensed in gallons, authorized equipment/vehicle fueled, authorized attendant who dispensed the fuel, and remaining fuel in fuel tanker.

\_\_\_\_\_

7. Maintain and provide the following data-specific reports to include Fuel Tank Report: fuel tank status (remaining gallon in tank), and fuel tank transaction. Personnel/Attendant Report: Refuel by vehicle, refuel by trip, refuel by odometer and refuel by attendant. Reports can be generated by pump group, vehicle group, vehicle type, pump number and fuel station.

\_\_\_\_\_

8. Ability to download data files and reports save to MS WORD, MS EXCEL, CSV, and PDF file formats.

\_\_\_\_\_

9. Ability to store historical data of at least 1 year and ability to transfer all past historical information of at least 1 year to include refuel history and tank status records.

\_\_\_\_\_

9. Ability to monitor fuel tank status such as remaining gallon, tank temperature, and water level in web-based application and mobile application.

\_\_\_\_\_

10. Ability to send online command to add/delete authorize fuel attendant and authorize equipment/vehicle that can be fueled.

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**B. FUEL TANKER USAGE AND SERVICES SHALL BE ABLE TO COORDINATE WITH VEHICLE TRACKING HARDWARE AND SOFTWARE AND SHALL INCLUDE THE FOLLOWING REQUIREMENTS: (Continued):**

**BIDDING ON/REMARKS**

- 11. Ability to send online command to add/delete authorize fuel attendant and authorize equipment/vehicle that can be fueled.
- 12. Provide record of permission and command sent to the platform.
- 13. Hardware Features: Durable construction meets petroleum products environment specification, easy to use, install and expand. Fuel Log hardware can be used safely to diesel and gasoline.

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**ADDITIONAL REQUIREMENTS: MUST COMPLY TO ALL**  
 (Note: Please indicate Comply/Non-Comply)

**BIDDING ON/REMARKS**

- A. Provide product information including product descriptions, photos, drawing, diagrams, sample reports, and user manual showing that all requirements can be achieved.
- B. Provide the name, title, and contact information for the person authorized to represent your firm in the IFB process.
- C. Provide Company Narrative in which the proponent shall briefly state the firm's history and organization structure and shall provide a brief description of the firm's background and experience in Guam of successful fleet management and fuel management solution.
- D. Provide documentation of installation and the use of the proposed product. Bidder shall furnish a list of at least five recent or current projects with similar scopes as this project. Include information on successful projects completed.
- E. Provide documentation of certification your firm has obtained.
- F. Technical proposal shall include information on maintenance services and provide along with maintenance requirements for each component.
- G. Provide details on how your firm provides equipment and software training, conducts customer services, and handles customer complaint and disputes.
- H. Bidder must provide oral and visual presentation of the product offered at PAG site as part of bid requirements. The presentation shall be scheduled by PAG.

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**SERVICE SHALL BE PROVIDED FOR THE FOLLOWING EQUIPMENT AND VEHICLES:**

<u>EQUIPMENT/VEHICLES:</u>	<u>QUANTITY:</u>
▪ SWEEPER/VACUUM	1
▪ FORKLIFTS	14
▪ SIDE LOADER	3
▪ TOP LIFTERS	12
▪ TRACTORS	23
▪ VEHICLES	68
▪ DUMP TRUCK	1
▪ BACKHOE	1
▪ FLATBED	1

ANY NEW OR USED HEAVY EQUIPMENT OR VEHICLES THE PORT AUTHORITY OF GUAM ACQUIRE DURING THE TERM OF THIS CONTRACT.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
1.1	VEHICLES	68	EA.	\$ _____	\$ _____
2.1	HEAVY EQUIPMENT (BELOW) **PLEASE SEE NOTE BELOW IN REGARDS TO LINE ITEM 2.1				
	SWEeper/VACUUM	1	EA.	\$ _____	\$ _____
	FORKLIFTS	14	EA.	\$ _____	\$ _____
	SIDE LOADER	3	EA.	\$ _____	\$ _____
	TOP LIFTERS	12	EA.	\$ _____	\$ _____
	TRACTORS	23	EA.	\$ _____	\$ _____
	DUMP TRUCK	1	EA.	\$ _____	\$ _____
	BACKHOE	1	EA.	\$ _____	\$ _____
	FLATBED	1	EA.	\$ _____	\$ _____
3.1	SYSTEM INSTALLATION FEE PER EQUIPMENT AND VEHICLE	1	EA.	\$ _____	\$ _____
4.1	OFFSITE INSTALLATION FEE PER EQUIPMENT AND VEHICLE	1	EA.	\$ _____	\$ _____
5.1	KEY FOB USER DEVICE	1	EA.	\$ _____	\$ _____
6.1	MONTHLY RECURRING CHARGE	1	MO.	\$ _____	\$ _____
7.1	MISCELLANEOUS COST PER ADDITIONAL FLEET	1	EA.	\$ _____	\$ _____
8.1	FUEL STORAGE TANK	1	EA.	\$ _____	\$ _____
8.2	SYSTEM INSTALLATION FEE	1	EA.	\$ _____	\$ _____
8.3	KEY FOB USER DEVICE	1	EA.	\$ _____	\$ _____
8.4	MONTHLY RECURRING CHARGE	1	EA.	\$ _____	\$ _____

THESE SPECIFICATIONS HAVE BEEN DEVELOPED BY THE PORT AUTHORITY OF GUAM TRANSPORTATION DIVISION AND EQUIPMENT MAINTENANCE DIVISION; RAYMOND B. SANTOS, TRANSPORTATION SUPERINTENDENT AND SHINE A. SAN AGUSTIN, EQUIPMENT SERVICE SUPPORT MANAGER; REVIEWED BY GLENN B. NELSON, OPERATIONS MANAGER, DOMINIC G. MUNA, DEPUTY GENERAL MANAGER OPERATIONS AND PACIFICO MARTIR, DEPUTY GENERAL MANAGER FINANCE, AND APPROVED BY RORY RESPICIO, GENERAL MANAGER.