



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUÅHAN
P.O.BOX 2977 • HAGÁTÑA, GUAM U.S.A. 96932-2977

November 16, 2022

AMENDMENT NO.: II
TO
INVITATION FOR MULTI-STEP NO.: GPA-001-23
FOR
BROKER SERVICE & POLLUTION INSURANCE

Prospective Bidders are hereby notified of the following changes:

CHANGES:

1. **REMOVE** Page 3 of 42 and **REPLACE** with Page 3a of 42 (see attached).

Under **INVITATION FOR BID, INSTRUCTIONS TO BIDDERS**, Paragraph one has changed

FROM:

This bid shall be submitted in the form of, One (1) Original and Five (5) bound copies of Technical Proposal, commercial sections, addenda's (if any), One (1) Electronic PDF format copy of Technical Proposal in CD, DVD, and/or USB Flash Drive. The BIDDER's Price Proposal shall be submitted in a "SEPARATE SEALED" envelope and consist of one printed copy and one electronic (CD) copy including all addenda, and sealed to the issuing office above no later than **(Time) 2:00 P.M. (Guam CHamoru Standard Time; ChST), Date: November 17, 2022**. Bid submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions and Sealed Bid Solicitation for details.

TO NOW READ:

- * This bid shall be submitted in the form of, One (1) Original and Five (5) bound copies of Technical Proposal, commercial sections, addenda's (if any), One (1) Electronic PDF format copy of Technical Proposal in CD, DVD, and/or USB Flash Drive. The BIDDER's Price Proposal shall be submitted in a "SEPARATE SEALED" envelope and consist of one printed copy and one electronic (CD) copy including all addenda, and sealed to the issuing office above no later than **(Time) 10:00 A.M. (Guam CHamoru Standard Time; ChST), Date: December 15, 2022**. Bid submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions and Sealed Bid Solicitation for details.

2. **REMOVE** Page 6 of 42 and **REPLACE** with Page 6a of 42 (see attached).

a. Under Paragraph one has changed

FROM:

GPA is seeking bids for Insurance Broker/Agent services and Pollution Liability Insurance. Broker services will be for a three-year term with options to renew for two additional years and insurance policies may be written for a three-year term or the standard one-year policy with annual renewals. The Insurance Broker shall not be affiliated with the insurance company, underwriter, or re-insurer that is underwriting the policy. GPA is undertaking this procurement by “competitive sealed bids” followed by review, evaluation, and negotiation. The deadline to submit proposals is **2:00 p.m. November 17, 2022** so as to give GPA enough time for discussion and negotiations to meet GPA’s target selection deadline of December 27 2022. The effective date shall be February 10, 2023.

TO NOW READ:

- * GPA is seeking bids for Insurance Broker/Agent services and Pollution Liability Insurance. Broker services will be for a three-year term with options to renew for two additional years and insurance policies may be written for a three-year term or the standard one-year policy with annual renewals. The Insurance Broker shall not be affiliated with the insurance company, underwriter, or re-insurer that is underwriting the policy. GPA is undertaking this procurement by “competitive sealed bids” followed by review, evaluation, and negotiation. The deadline to submit proposals is **10:00 a.m. December 15, 2022** so as to give GPA enough time for discussion and negotiations to meet GPA’s target selection deadline of January 9, 2023. The effective date shall be February 10, 2023.

b. Under Following is a timetable of the bid process has changed

FROM:

- October 13, 2022 – IFB is available to all interested bidders
- October 20, 2022 - Pre-bid (Non- Mandatory)
- October 27, 2022 – 9:00 a.m. – Loss control survey. All interested bidders are encouraged to perform a loss control survey
- November 3, 2022 – Cutoff date for questions and clarifications
- November 17, 2022 – Bids are due by 2:00 p.m.
- November 17, 2022 to December 27 2022 – Review of all bids.
- December 27, 2022 – GPA determines best qualified bid and premium.

TO NOW READ:

- * • October 13, 2022 – IFB is available to all interested bidders
- October 20, 2022 - Pre-bid (Non- Mandatory)
- October 27, 2022 – 9:00 a.m. – Loss control survey. All interested bidders are encouraged to perform a loss control survey
- November 28, 2022 – Cutoff date for questions and clarifications
- December 15, 2022 – Bids are due by 10:00 a.m.
- December 16, 2022 to December 16, 2022 – Review of all bids.
- January 9, 2023 – GPA determines best qualified bid and premium.

- c. Under last sentence has changed

FROM:

Please submit your bid according to the detailed instructions and requirements herein by the due date of 2:00 p.m., November 17, 2022.

TO NOW READ:

- * Please submit your bid according to the detailed instructions and requirements herein by the due date of 10:00 a.m., December 15, 2022.

3. **REMOVE** Page 7 of 42 and **REPLACE** with Page 7a of 42 (see attached).

Under **BID SHEET**, DUE: has changed

FROM: 2:00 p.m., November 17, 2022

- * **TO NOW READ:** 10:00 a.m., December 15, 2022

4. **REMOVE** Page 8a of 42 and **REPLACE** with Page 8b of 42 (see attached).

- a. SECTION I: INTRODUCTION, Sentence of second paragraph has changed

FROM:

Proposals and bids are due on or before the Cut-Off Date which is 2:00 P.M., November 17, 2022.

TO NOW READ:

- * Proposals and bids are due on or before the Cut-Off Date which is 10:00 A.M., December 15, 2022.

- b. SECTION I: INTRODUCTION, Last Sentence of Third (3rd.) Paragraph is changed

FROM:

After a determination has been made that the broker's proposal has passed the requirements of the first phase of the bid process, the bids of the approved brokers will be opened publicly at 2:00 P.M., Monday, December 19, 2022 (CHamoru Standard Time; CHST).

TO NOW READ:

- * After a determination has been made that the broker's proposal has passed the requirements of the first phase of the bid process, the bids of the approved brokers will be opened publicly at 10:00 A.M., Thursday, January 5, 2023 (CHamoru Standard Time; CHST).

5. **REMOVE** Page 9a of 42 and **REPLACE** with Page 9b of 42 (see attached).

Changes to the Table 1: Bid Milestones as follows:

Table 1: Bid Milestones:

Bid Process Milestones		From Date	To Date
*	Announcement:	Bid Announcement	10/13/2022 - 12/15/2022
*		Bid Documents Available	10/13/2012 - 12/15/2022
Bid Conference (Non-Mandatory)		10/20/2022 - 09:00 AM	
Site Visit – If Needed		10/27/2022 - 09:00 AM	
*	Submit Questions	10/13/2022	11/28/2022
*	Cut Off Date for Receipt of Questions	11/28/2022 – 2:00 PM	
*	GPA Review and Answer Questions	11/28/2022	12/02/2022
*	Vendor Prepare Bids	10/13/2022	12/15/2022
*	Cut Off Date for Receipt of Technical & Price Proposals	12/15/2022 10:00 AM	
*	EVALUATION	Technical Proposal Evaluation	12/16/2022 - 12/16/2022
*	Step One:	Determine & Notify Qualified Bidders	12/19/2022
*	EVALUATION	Opening of Price Proposal	01/05/2023 10:00 AM
*	Steph Two:	Evaluation of Price Proposal	01/06/2023 - 01/06/2023
*		Determine & Notify Qualified Bidders	01/09/2023
*	Contract Finalization	01/25/2023	02/09/2023
Brokerage Services and Insurance Policy Inception Date		02/10/2023	

6. **REMOVE** Page 10 of 42 and **REPLACE** with Page 10a of 42 (see attached).

- a. Under SECTION II: INSTRUCTIONS AND PROCEDURES FOR BIDDERS, 1. INTRODUCTION, first sentence of paragraph one has changed

FROM:

Bidders should submit the Technical Proposal and Bid Price on or before the Cut-off Date of Receipt of Proposals, **2:00 p.m., November 17, 2022.**

TO NOW READ:

- * Bidders should submit the Technical Proposal and Bid Price on or before the Cut-off Date of Receipt of Proposals, **10:00 a.m., December 15, 2022.**
- b. Under SECTION II: INSTRUCTIONS AND PROCEDURES FOR BIDDERS, 2. TIME AND SCHEDULE, paragraph is changed

FROM:

The deadline for the submission of bids **2:00 p.m., November 17, 2022.** One (1) Original and Five (5) bound copies of Technical Proposal, commercial sections, addenda's (if any), including One (1) electronic PDF format copy of the Technical Proposal in CD, DVD, and/or USB Flash drive must be received to GPA (not postmarked) no later than that date and hour. It is advisable to use courier services to expedite delivery of your bid, as Guam is served by several such courier services. It is bidder's responsibility to ensure the bid is received as required above. GPA will not accept any bid that is late or otherwise not received by GPA at **2:00 p.m., November 17, 2022.**

TO NOW READ:

- * The deadline for the submission of bids **10:00 a.m., December 15, 2022.** One (1) Original and Five (5) bound copies of Technical Proposal, commercial sections, addenda's (if any), including One (1) electronic PDF format copy of the Technical Proposal in CD, DVD, and/or USB Flash drive must be received to GPA (not postmarked) no later than that date and hour. It is advisable to use courier services to expedite delivery of your bid, as Guam is served by several such courier services. It is bidder's responsibility to ensure the bid is received as required above. GPA will not accept any bid that is late or otherwise not received by GPA at **10:00 a.m., December 15, 2022.**
7. **REMOVE** Page 11 of 42 and **REPLACE** with Page 11a of 42 (see attached).

Under SECTION II: INSTRUCTIONS AND PROCEDURES FOR BIDDERS, 3. PREPARTION AND SUBMISSION PROPOSALS, fourth sentence of paragraph two has changed

FROM:

The proposal must be submitted before **2:00 p.m., November 17, 2022** in a sealed envelope indicating the IFB number and addressed as follows:

TO NOW READ:

- * The proposal must be submitted before **10:00 a.m., December 15, 2022** in a sealed envelope indicating the IFB number and addressed as follows:

8. **REMOVE** Page 12 of 42 and **REPLACE** with Page 12a of 42 (see attached).

- a. Under SECTION II: INSTRUCTIONS AND PROCEDURES FOR BIDDERS, 6. CLARIFICATION ON IFB, paragraph has changed

FROM:

Each Bidder must carefully examine the IFB and all addenda. If any Bidder (a) finds any discrepancies, omission or ambiguities in the IFB documents, (b) is uncertain as to the intent or meaning of any provision of the IFB, or (c) has any question regarding the IFB, the Bidder must promptly notify GPA in writing no later than **11/03/2022 2:00 p.m.** at the address specified for submission of proposal. Replies to such notices may be made in the form of addenda, which will be issued simultaneously to all prospective Bidders.

TO NOW READ:

- * Each Bidder must carefully examine the IFB and all addenda. If any Bidder (a) finds any discrepancies, omission or ambiguities in the IFB documents, (b) is uncertain as to the intent or meaning of any provision of the IFB, or (c) has any question regarding the IFB, the Bidder must promptly notify GPA in writing no later than **2:00 p.m., November 28, 2022** at the address specified for submission of proposal. Replies to such notices may be made in the form of addenda, which will be issued simultaneously to all prospective Bidders.

- b. Under SECTION II: INSTRUCTIONS AND PROCEDURES FOR BIDDERS, 9. RECORDING BIDS, paragraph has changed

FROM:

Bids and modifications shall be submitted to GPA officials on or before **2:00 p.m., November 17, 2022** at the Guam Power Authority, Procurement Office, GPA Fadian Office 1st Floor, 688 Route 15, Gloria Nelson Service Building, Mangilao, Guam 96913.

TO NOW READ:

- * Bids and modifications shall be submitted to GPA officials on or before **10:00a.m., December 15, 2022** at the Guam Power Authority, Procurement Office, GPA Fadian Office 1st Floor, 688 Route 15, Gloria Nelson Service Building, Mangilao, Guam 96913.

- c. Under SECTION II: INSTRUCTIONS AND PROCEDURES FOR BIDDERS, 13. INSPECTION OF GPA PROPERTIES, first through third sentence of paragraph has changed

FROM:

Prospective bidders may inspect GPA properties on **October 27, 2022 9:00 AM**. This date will be the only time available for on-site inspections. Please note that proposals are due on or before **2:00 p.m., November 17, 2022** so plan accordingly regarding these inspections.

TO NOW READ:

*Prospective bidders may inspect GPA properties on **October 27, 2022 9:00 AM**. This date will be the only time available for on-site inspections. Please note that proposals are due on or before **10:00 a.m., December 15, 2022** so plan accordingly regarding these inspections.

9. **REMOVE** Page 15 of 42 and **REPLACE** with Page 15a of 42 (see attached).

Under TECHNICAL SECTION, SECTION III: BROKER SERVICE AND COVERAGE DESIRED, Item 4 Rating Data, paragraph two has changed



FROM:

Specifically, Appendix C and attached addenda contains Safety and Loss Control information for GPA's operations. If underwriters need more detailed information, they are encouraged to send a representative to participate in the Site Visit on October 27, 2022. GPA can also try to answer additional questions regarding loss control and safety if submitted in writing no later than November 3, 2022. Bidders are also encouraged to review Appendix D for more information.

TO NOW READ:

* Specifically, Appendix C and attached addenda contains Safety and Loss Control information for GPA's operations. If underwriters need more detailed information, they are encouraged to send a representative to participate in the Site Visit on October 27, 2022. GPA can also try to answer additional questions regarding loss control and safety if submitted in writing no later than November 28, 2022. Bidders are also encouraged to review Appendix D for more information.

All other Terms and Conditions in the bid package shall remain unchanged and in full force.


for JOHN M. BENAVENTE, P.E.
General Manager


INVITATION FOR BID

ISSUING OFFICE:

Guam Power Authority-Procurement Office
1st. Floor, Room 101
Gloria B. Nelson Public Service Building
688 Route 15
Mangilao, Guam 96913

Attn: JOHN M. BENAVENTE, P.E.
General Manager
c/o JAMIE LYNN C. PANGELINAN
Supply Management Administrator

11/16/2022

for **JOHN M. BENAVENTE, P.E.** DATE
General Manager

DATE ISSUED: 10/13/2022 Multi-Step
10/27/2022 BID INVITATION NO.: GPA-001-23

BID FOR: POLLUTION INSURANCE

SPECIFICATION: SEE ATTACHED

DESTINATION: SEE ATTACHED

REQUIRED DELIVERY DATE: SEE ATTACHED

INSTRUCTIONS TO BIDDERS:

INDICATE WHETHER: INDIVIDUAL PARTNERSHIP CORPORATION

INCORPORATED IN: _____

* This bid shall be submitted in the form of, One (1) Original and Five (5) bound copies of Technical Proposal, commercial sections, addenda's (if any), One (1) Electronic PDF format copy of Technical Proposal in CD, DVD, and/or USB Flash Drive. The BIDDER's Price Proposal shall be submitted in a "SEPARATE SEALED" envelope and consist of one printed copy and one electronic (CD) copy including all addenda, and sealed to the issuing office above no later than **(Time) 10:00 A.M. (Guam CHamoru Standard Time; ChST), Date: December 15, 2022.** 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 to the expense of the Government in opening, tabulating, and evaluating this and other bids, and other considerations, the undersigned agrees that this bid remain firm and irrevocable within one hundred twenty (120) calendar days from the date opening to supply any or all of 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: _____

CONTRACTING OFFICER:

JOHN M. BENAVENTE, P.E. DATE
General Manager

NAME AND ADDRESS OF CONTRACTOR:

SIGNATURE AND TITLE OF PERSON



GUAM POWER AUTHORITY

ATURIDAT ILEKTRESEDAT GUAHAN

P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977

Ladies and Gentlemen:

- * GPA is seeking bids for Insurance Broker/Agent services and Pollution Liability Insurance. Broker services will be for a three-year term with options to renew for two additional years and insurance policies may be written for a three-year term or the standard one-year policy with annual renewals. The Insurance Broker shall not be affiliated with the insurance company, underwriter, or re-insurer that is underwriting the policy. GPA is undertaking this procurement by “competitive sealed bids” followed by review, evaluation, and negotiation. The deadline to submit proposals is **10:00 a.m. December 15, 2022** so as to give GPA enough time for discussion and negotiations to meet GPA’s target selection deadline of January 9, 2023. The effective date shall be February 10, 2023.

Please convey applications, questions, and inquiries in writing to GPA prior to the Pre-bid meeting scheduled on October 20, 2022 at 9:00 a.m. in the GPA Procurement Conference Room. GPA will strive to complete all applications on a timely basis.

- * Following is a timetable of the bid process:

- October 13, 2022 – IFB is available to all interested bidders
- October 20, 2022 - Pre-bid (Non- Mandatory)
- October 27, 2022 – 9:00 a.m. – Loss control survey. All interested bidders are encouraged to perform a loss control survey
- November 28, 2022 – Cutoff date for questions and clarifications
- December 15, 2022 – Bids are due by 10:00 a.m.
- December 16, 2022 to December 16, 2022 – Review of all bids.
- January 9, 2023 – GPA determines best qualified bid and premium.

- * Please submit your bid according to the detailed instructions and requirements herein by the due date of 10:00 a.m., December 15, 2022.

BID SHEET

*DUE: 10:00 a.m., December 15, 2022

TO: SUPPLY MANAGEMENT ADMINISTRATOR, GUAM POWER AUTHORITY

RE: RECAP OF PROPOSAL PREMIUMS
RESPONDING TO GPA INSURANCE INVITATION FOR BID (IFB) FOR
PREMISES POLLUTION LIABILITY

This transmittal sheet serves only as an index of submittals more fully described in the attached documents:

COVERAGE AS OUTLINED IN APPENDIX A AND APPENDIX A1

Premises Pollution Liability Appendix A _____

Premises Pollution Liability Appendix A1 Option I _____

Premises Pollution Liability Appendix A1 Option II _____

Premises Pollution Liability Appendix A1 Option III _____

Premises Pollution Liability Appendix A1 Option IV _____

Premises Pollution Liability Appendix A1 Option V _____

Bidder: _____

By: _____ Date: _____

Telephone No. _____

SECTION I: INTRODUCTION:

The Guam Power Authority (GPA), hereinafter referred to as GPA, is inviting Brokers and Agents (Bidder), hereinafter referred to as Bidder, to participate in an IFB for Insurance Coverage and Broker Services to represent, coordinate, and negotiate on behalf of GPA insurance coverage currently in place and listed later in this IFB.

The bidder shall be responsible, at a minimum, for the following services:

- a. Represent and negotiate with insurance company and insurance underwriters on behalf of GPA.
- b. Provide Safety and Loss Control services or see that insurance company provides safety and loss control services.
- c. Respond to e-mails and voice mails in a timely fashion.
- d. Provide certificates of insurance in a timely fashion.
- e. Provide guidance and recommendations on claims. If necessary, get involved with claim settlement negotiation.
- f. Provide annual market updates and exactly how the changing insurance market could affect GPA and future renewals.

GPA is hereby inviting bids for broker services and insurance contracts (policies) on a long term basis (i.e., three years with 2 options for 1 year) with term to commence February 10, 2023, or whenever feasible to insure the continuous coverage of GPA's risk sharing plans. GPA understands that most insurance policies have an annual renewal so GPA is not requiring three-year policies. However, the current pollution liability policy was a three-year policy and GPA exercised its renewal options to extend that policy to become a two-year policy.

*Proposals and bids are due on or before the Cut-off Date which is **10:00 a.m., December 15, 2022.**

In this multi-step bidding process, a proposal of policies and services shall be included in one envelope with five copies and the bid shall be included in a separate, clearly marked envelope.

The proposal evaluation shall consist of Bidder's Technical or Qualitative Proposals that will consist of Broker Services provided and a copy of the insurance policy with all endorsements that will be bound on February 10 with insurance coverage that, at a minimum, matches bid specifications in Appendix A (A1 is optional). If Bidder does not provide the insurance policy and endorsements with requested insurance coverage GPA will ask Bidder to provide insurance policy with requested insurance coverage. GPA will evaluate policy coverage, limits, deductibles, and length of policy term along with premium to determine the best combination to protect GPA.

*After a determination has been made that the broker's proposal has passed the requirements of the first phase of the bid process, the bids of the approved brokers will be opened publicly on 10:00 A.M., Thursday, January 5, 2023 (CHamoru Standard Time; CHST).

Table 1: Bid Milestones indicate the projected start and end dates for milestones in the Bid Process. GPA reserves the right to change the Bid Milestones at its sole discretion. All changes to the Bid Milestones shall be communicated to all bidders via an Amendment or an Official Correspondences from GPA.

Table 1: Bid Milestones

Bid Process Milestones		From Date	To Date
*	Announcement:		
	Bid Announcement	10/13/2022	12/15/2022
*			
	Bid Documents Available	10/13/2012	12/15/2022
Bid Conference (Non-Mandatory)		10/20/2022 - 09:00 AM	
Site Visit – If Needed		10/27/2022 - 09:00 AM	
*	Submit Questions	10/13/2022	11/28/2022
*	Cut Off Date for Receipt of Questions	11/28/2022 – 2:00 PM	
*	GPA Review and Answer Questions	11/28/2022	12/02/2022
*	Vendor Prepare Bids	10/13/2022	12/15/2022
*	Cut Off Date for Receipt of Technical & Price Proposals	12/15/2022 10:00 AM	
*	EVALUATION		
	Technical Proposal Evaluation	12/16/2022	12/16/2022
*	Step One:	12/19/2022	
	Determine & Notify Qualified Bidders	12/19/2022	
*	EVALUATION		
	Opening of Price Proposal	01/05/2023 10:00 AM	
*	Steph Two:	01/06/2023	
	Evaluation of Price Proposal	01/06/2023	01/06/2023
*		01/09/2023	
	Determine & Notify Qualified Bidders	01/09/2023	
*	Contract Finalization	01/25/2023	02/09/2023
Brokerage Services and Insurance Policy Inception Date		2/10/2023	

GPA Overview

GPA is a public corporation that provides electric power service throughout the entire island of Guam. GPA with a total rated capacity over 400 MW. The authority has installed and maintains an estimated combined total of 204 miles of 115 kV and 34.5 kV transmission lines and estimated 1,650 miles of distribution lines, and 29 substations. In addition, the authority operates and maintains a total capacity of 18MW for emergency generators to support 128 Guam Waterworks Authority water and sewage pump stations and sewage treatment facilities situated at various locations throughout the island.

The Guam Power Authority was changed into a public corporation of the Government of Guam in 2002 and is governed by a five member elected Commission – the Consolidated Commission on Utilities (CCU). The CCU retains contracting authority, establishes policies and has control over the selection of top management of the Authority.

The Authority is regulated by the Guam Public Utilities Commission – a rate setting body made up of Commissioners appointed by the Governor of Guam. The PUC has established rules of operation that are similar to those of other jurisdictions within the United States. The PUC has broad regulatory authority over GPA including approval of any contracts that might have an impact on GPA's rates.

GPA is hereby inviting bids for broker services and insurance contracts (policies) for the next three years with options to renew for two additional years with term to commence February 10, 2023 to insure coverage of GPA's risk sharing plans.

SECTION II: INSTRUCTIONS AND PROCEDURES FOR BIDDERS:

*1. INTRODUCTION

Bidders should submit the Technical Proposal and Bid Price on or before the Cut-off Date of Receipt of Proposals, **10:00 a.m., December 15, 2022**. GPA will then determine the best overall proposal after reviewing both the Technical Proposals and Bid Prices and all options presented. See Appendix A and A1.

*2. TIME AND SCHEDULE.

The deadline for the submission of bids **10:00 a.m., December 15, 2022**. One (1) Original and Five (5) bound copies of Technical Proposal, commercial sections, addenda's (if any), including One (1) electronic PDF format copy of the Technical Proposal in CD, DVD, and/or USB Flash drive must be received to GPA (not postmarked) no later than that date and hour. It is advisable to use courier services to expedite delivery of your bid, as Guam is served by several such courier services. It is bidder's responsibility to ensure the bid is received as required above. GPA will not accept any bid that is late or otherwise not received by GPA at **10:00 a.m., December 15, 2022**.

3. PREPARATION AND SUBMISSION PROPOSALS

Envelopes containing proposals shall be sealed and marked on the face with the name and address of the Bidder, the Proposal Number and the time and date of submission. Telegraphic proposals will not be considered, nor will modifications by telegraph of proposals already submitted be considered. Proposals shall be

hand-carried and received at the place of opening on or before the opening date and time. Proposals received through the mail will not be accepted if such mail is received at the address showing after the submission date and time. Proposals will not be opened publicly. In no event will GPA be liable for cost of preparation of the proposal or the bid document.

All submittals must strictly conform to the IFB process and any addenda.

One (1) Original and Five (5) bound copies of each proposal, consisting of technical and commercial sections, must be submitted including all addenda, if any. Any and all documentation (insurance policy and all endorsements) will assist towards Bidder's evaluation and should be furnished with each proposal. No submittal shall be considered complete unless accompanied by all items specified in these "submittal instructions".

- * The proposal must be submitted before **10:00 a.m., December 15, 2022** in a sealed envelope indicating the IFB number and addressed as follows:

TO: Guam Power Authority-Procurement Office
1st. Floor, Room 101
 Gloria B. Nelson Public Service Building
 688 Route 15,
 Mangilao, Guam 96913

Attn: John M. Benavente, P.E.
 General Manager
 c/o Jamie Lynn C. Pangelinan
 Supply Management Administrator

Examination of IFB Document: Bidder shall examine the IFB Documents to inform themselves of all conditions and requirements for the execution of the proposed work. Ignorance on the part of Bidder of any part of the IFB will in no way relieve him/her of the obligation and responsibly assumed under the Contract.

Familiarity with Laws: Bidder is assumed to be familiar with Federal and Local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of Bidder of any part of the IFB will in no way relieve him/her of the obligation and responsibly assumed under the Contract.

4. SUBMISSION OF BIDS.

Bids must be submitted in a separately sealed, clearly marked envelope. GPA will maintain the documents in a secure place until the time of the bid opening phase of this Multi-Step Bidding process.

5. EXPLANATION TO BIDDERS

No oral explanation in regard to the meaning of the specification will be made and no oral instructions will be given before the award of the proposal. Questions regarding discrepancies, omissions, or doubts as to the meaning of the specifications must be communicated in writing to Guam Power Authority for interpretation or Bidder can ask questions at the pre-bid meeting. Bidder should act promptly and allow sufficient time for a reply to reach them before the submission of their proposals. Interpretation, if required, shall be made in the form of an amendment to the specifications, which will be forwarded to all prospective Bidder's, and its receipt by the Bidder should be acknowledged on the proposal form.

*6. CLARIFICATION ON IFB

Each Bidder must carefully examine the IFB and all addenda. If any Bidder (a) finds any discrepancies, omission or ambiguities in the IFB documents, (b) is uncertain as to the intent or meaning of any provision of the IFB, or (c) has any question regarding the IFB, the Bidder must promptly notify GPA in writing no later than **2:00 p.m., November 28, 2022** at the address specified for submission of proposal. Replies to such notices may be made in the form of addenda, which will be issued simultaneously to all prospective Bidders.

7. FORM.

All bids must be in writing and submitted in a sealed envelope, and must be signed by an officer of the bidder having authority to submit such Bids. The bids should respond in an organized fashion to all requirements of this Invitation for Bidding.

8. MODIFICATION OR WITHDRAWAL OF BIDS. Bids may be modified or withdrawn prior to submittal date. Any bid withdrawal, or modification received at GPA after the due date is late and, as such, renders the underlying bid in compliance only as to that which is on hand at the submittal date and hour.

*9. RECORDING BIDS. Bids and modifications shall be submitted to GPA officials on or before **10:00 a.m., December 15, 2022** at the Guam Power Authority, Procurement Office, GPA Fadian Office 1st Floor, 688 Route 15, Gloria Nelson Service Building, Mangilao, Guam 96913.

Bidders shall be responsible for ensuring its bid is received by the due date. Any bid received after the due date is late and will not be considered by GPA. After the due date, a Register of Bids shall be prepared which shall include all initial bids, the name of each bidder, the number of modifications received, if any, and an indication of the coverage proposed, i.e. coverage of all risks of perils (a) as requested by GPA in Appendix A, (b) less than GPA request, and/or (c) alternate coverage as requested in Appendix A1.

10. CONFIDENTIAL DATA. Bidders should designate trade secrets or other proprietary data to be confidential. The Guam procurement laws and regulations shall govern confidentiality.

11. AWARD. Determination of broker/agent and carrier shall be made on or about January 09, 2023 with an effective date of February 10, 2023. GPA intends to have all discussions and negotiations completed no later than January 9, 2023, after which date the Bid Evaluation Committee shall prepare their final report and recommendations to the General Manager. Appropriate notification of award shall be issued promptly on or before February 10, 2023.

12. CANCELLATION OF INVITATION; DELAYS. GPA reserves the right to cancel or to withdraw this IFB, to delay determination on this IFB, or to reject all bids, in whole or in part, at any time prior to final award. The reasons for the cancellation, delay or rejection shall be made a part of the procurement file and shall be available for public inspection.

* 13. INSPECTION OF GPA PROPERTIES. Prospective bidders may inspect GPA properties on **October 27, 2022 9:00 AM**. This date will be the only time available for on-site inspections. Please note that proposals are due on or before **10:00 a.m., December 15, 2022** so plan accordingly regarding these inspections. GPA will provide a representative to conduct the inspections and also answer questions. Please advise the Supply Management Administrator, Jamie L. Pangelinan, if you plan to inspect the properties. Each person that plans to

available information. GPA reserves the right to find any bidder who fails to submit a complete proposal package to be non-responsive.

4. Rating Data. Information about GPA and its experience in peril exposure and risk retention and/or transfer is contained in Appendix B, C, and D. Please refer to Appendix F.

* Specifically, Appendix C and attached addenda contains Safety and Loss Control information for GPA's operations. If underwriters need more detailed information, they are encouraged to send a representative to participate in the Site Visit on October 27, 2022. GPA can also try to answer additional questions regarding loss control and safety if submitted in writing no later than November 28, 2022. Bidders are also encouraged to review Appendix D for more information.

SECTION IV. CONTRACT TERMS

Bidders must include policies and endorsements as may be appropriate. Policy and all endorsements should be as close to the actual policy as possible. At a minimum, the proposed contract shall include the following:

1. Basic type of coverage.
2. Minimum policy term of 3 years with annual renewals on February 10.
3. Plus 2 (two) 1 (one) year options to extend.
3. Premium for each basic type of coverage; and,
4. Changes from standard policies, i.e. key "exclusions", or "inclusions" and agreement or disagreement with other GPA requests, copies of all endorsements, etc. to meet coverage specifications.
5. Erroneous exclusions will not be accepted. If you must include erroneous exclusions and feel that GPA may want to buy back the coverage please identify the endorsement or exclusion and the premium associated with the buy back. Standard exclusions are acceptable. At this time, GPA cannot and will not list all acceptable exclusions.

SECTION V. EVALUATION OF BIDS.

In evaluating bids, GPA will consider which bid best serves its needs for reliable overall broker services and insurance coverage and cost with optimum financial terms including premium charges and overall cost of total package. Premium charges and costs will not be weighed more than other factors. GPA reserves the sole right to determine the acceptability and ranking of bids in any respect to meet GPA's needs, without numeric ranking in any way of qualifying evaluation factors. In the evaluation process, the following factors may be considered:

- (a) Extent of risk transfer limits of carrier liability;
- (b) Whether the bidder's ultimate proposal (that is, after the opportunity has passed for altering or clarifying the proposal.) meets the announced requirements of GPA in all material respects;
- (c) Cost of total package and any modifications, including attractiveness or unattractiveness of premiums and financial terms (i.e., payment plan);
- (d) Terms of proposed contracts;
- (e) Demonstrated understanding of GPA's risk transfer needs;
- (f) Overall clarity and presentation of proposal;
- (g) Technical and other support network;
- (h) Experience in similar sized assured; and
- (i) Those matters set forth in Section III of this IFB.