



GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lt. Governor of Guam

IRVIN L. SLIKE
General Manager



Pre-Bid Conference Minutes

Project: Electrical Design & Installation for New Biodiesel Production Equipment
Project No.: GSWA-001-26
Meeting Date: October 16, 2025 at 10:00 am, Chamorro Standard Time
Location: GSWA SWM Superintendent's Office,
546 N Marine Corps Dr. Tamuning, Guam 96913

I. INTRODUCTIONS:

GSWA Staff: Alicia Fejeran, Chief of Administration
Danilo Galiza, Engineer Supervisor
Melvin Taimanglo, Buyer I

Planate Management Group: Suzanne Techaira
Louis Cabico

Kilo Joule Consultants: James Chan

II. SIGN-IN SHEET:

Sign in sheet was provided and signed by all present. (See attached)

III. GENERAL:

Purpose of the pre-bid conference is to provide an “informal” forum for prospective bidders to ask questions on the scope of work identified in the IFB documents.

All answers provided by GSWA today are considered informal and non-binding. Bidders requiring formal answers must submit their questions in writing to procurement@gswa.guam.gov, ATTN GSWA General Manager, no later than Monday, October 20, 2025 at 5:00pm. Responses will be issued no later than Wednesday, October 22, 2025 to registered bidders and posted on the GSWA website.

IV. PROJECT DESCRIPTION & SCOPE OF WORK:

GSWA Engineer Supervisor provided an overview of the project and explained that the shipping containers designated for the biodiesel processing system have already been placed at the project site. The installation of the actual biodiesel equipment will



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occur upon completion of this electrical installation project, estimated on or about February 1, 2026.

He explained the two power supply options identified in the Scope of Work:

1. **Preferred Option:** Utilize the existing electrical connections from the Generator Building and dedicate that power source exclusively to the Biodiesel Project.
2. **Alternative Option:** Disconnect the existing power supply to the GSWA Truck Wash Facility and reassign or upgrade that power line to support the Biodiesel Project.

The Engineer Supervisor then reviewed the required delivery dates for each project phase and discussed the entire scope of work outlined in the Invitation for Bid (IFB), summarized as follows:

Design Phase:

- The bidder must evaluate the existing power supply capacity in the Pump Room Building and the panel board in the existing Generator Building.
- The bidder shall incorporate the 11"x17" drawings provided as *Exhibit A* into the design and calculate the required power supply and tie-in design approach for the new power line.
- The design shall determine feasible locations for all electrical components, including the main shut-off breaker panel board, distribution panel board, wiring conduits, sub-panels, branch circuits, outlets, switches, and lighting fixtures.
- The electrical system design must comply with all applicable local and U.S. electrical codes, standards, and regulations.
- Design plans must be completed within fifteen (15) calendar days from the date of Purchase Order issuance and include GSWA review time. Submittals will follow the design sequence as specified in the IFB.
- Upon GSWA's acceptance of the final design plans, the contractor may invoice GSWA for thirty percent (30%) of the design bid amount.

Construction Phase:

- The contractor shall furnish all labor, materials, tools, equipment, supervision, and services necessary to install the designed electrical system for the new GSWA Biodiesel Equipment, including all appurtenances, complete and ready for operation.
- All work shall follow the approved construction plans and specifications developed by the contractor and approved by GSWA.



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- A licensed Master Electrician must perform the power tie-in to the existing power source and ensure the proper installation of all components.
- Construction submittals, shop drawings, and material specifications must be approved by GSWA prior to commencing work.
- The contractor shall perform comprehensive electrical testing to ensure compliance with all electrical and safety codes and standards.
- Upon completion, the contractor shall request an inspection to establish a punch list and/or project acceptance.
- The total design and construction period is sixty (60) calendar days.

V. BID ADDENDA:

GSWA may issue addenda during the bidding process to address any inquiries or make necessary clarifications. Any addenda will be communicated to all registered bidders by Wednesday, October 22, 2025 (Date may be subject to change.)

VI. BID OPENING:

Bids must be submitted by Thursday, October 30, 2025 at 10am. Late submissions will not be considered. The bid opening will take place on Thursday, October 30, 2025 at 10am at the GSWA Main Office 1st floor, where bids will be publicly opened and read aloud. Bidders are welcome to attend the bid opening session.

VII. REQUIRED BID SUBMITTALS:

Ensure that your bid package includes all required documents outlined in the bid documents.

- Affidavit disclosing ownership, influence, commission, & conflict of interest
- Affidavit re Non-Collusion, Affidavit re No Gratuities or Kickbacks, Affidavit re Ethical Standards, Affidavit D.O.L. Wage Determination, Affidavit re Contingent Fees, Special Provision; Restriction Against Sexual Offenders
- Current Business License/Contractor's License/Specialty License in reference to supplies or services for this bid.
- Bid guarantee of 15% of bid amount in the form of Cashier's check/letter of credit/surety bond is NOT required for this bid.

Incomplete submissions may be deemed non-responsive. Refer to the bid documents for a comprehensive list of required submittals.

VIII. BID AWARD:

Upon the completion of bid evaluations, the award will be granted to the lowest responsible bidder who meets all requirements and provides the best value to GSWA.



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IX. QUESTIONS:

No Questions were raised by prospective bidders in attendance.