

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
A.B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM  
Friday, January 17, 2020, 3:00 p.m.  
GIAA TERMINAL CONFERENCE ROOM #3**

**1. CALL TO ORDER AND ATTENDANCE**

The January 17, 2020 regular meeting of the Board of Directors of the A.B. Won Pat International Airport Authority, Guam ("GIAA" or the "Authority") was called to order by Chairman Bamba at 3:07 p.m. at the GIAA Terminal Conference Room #3, 355 Chalan Pasaheru, Tamuning, Guam, 96913.

**Directors Present:**

Brian J. Bamba  
Gurvinder Sobti  
Donald I. Weakley  
Lucy M. Alcorn\*  
Zenon E. Belanger  
Rosie R. Tainatongo  
Doyon A. Morato

**Offices or positions:**

Chairman  
Vice Chairman  
Board Secretary

**Directors Absent:**

None

**GIAA Officials:**

Thomas C. Ada  
Jean M. Arriola  
Edward Muna  
Vince Naputi  
Victor Cruz  
Antoinette Bautista  
Joseph Javellana  
Elfrie Koshiba  
Henry Cruz

Executive Manager  
Airport Services Manager  
Air Terminal Manager, Acting  
Chief, Airport Police  
Engineering Supervisor  
Accounting Supervisor  
Program Coordinator IV  
Airport Marketing  
Procurement

Janalynn C. Damian, Esq.  
Frank R. Santos

GIAA Legal Counsel  
GIAA Consultant

Chairman Bamba welcomed Airport tenants, stakeholders, and members of the public who are noted in a sign-in sheet attached to these minutes.

## **2. APPROVAL OF AGENDA**

Motion to approve the agenda as presented duly made by Director Weakley, seconded by Director Tainatongo; motion unanimously passed.

## **3. APPROVAL OF MINUTES**

### **A. November 12, 2019 Regular Meeting**

On motion duly made by Director Weakley, seconded by Director Belanger, the following resolution was unanimously passed:

#### **Resolution No. 20-11**

The Board hereby approves the minutes of the November 12, 2019 regular meeting, subject to corrections.

## **4. CORRESPONDENCE**

Executive Manager Ada announced that there was no correspondence.

## **5. OLD BUSINESS**

Executive Manager Ada announced there was no Old Business to discuss.

## **6. NEW BUSINESS**

### **A. Timekeeping and Attendance System Policy**

The first item discussed was the Timekeeping and Attendance System Policy, presented by Ms. Jean Arriola, Airport Services Manager. Ms. Arriola informed the Board that the policy is an update to the Kronos timekeeping and attendance system policy, developed in 2006. The current system requires employees to utilize a magnetic strip card to time in and manual entries leave requests. The referenced policy is in line with the new NovaTime timekeeping system. GIAA's Timekeeping and Attendance System is an electronic time tracking system that allows GIAA to accurately record, track, and report employee information in real time. This allows employees to accurately monitor and keep track of their time and enables GIAA to efficiently process employee time worked and leave taken for payroll purposes, additionally reducing the amount of paperwork. Ms. Arriola also added that the Policy is guided by local laws and Personnel Rules and Regulations.

Vice Chairman Sobti inquired on the NovaTime System, and how it is working. Ms. Arriola replied that the system has been implemented, and is working fine, however we need all employees to use it.

Director Weakley inquired if the locations of time-in machines are conveniently located and if

there are any employees exempt from timing in. Ms. Arriola, replied yes, the machines are located next to current Kronos machines and the policy covers non-exempt employees that are eligible for overtime, based on their hourly rate.

The Chairman asked why all employees are not in the system yet. Ms. Arriola replied that employees are getting familiar with doing everything online versus generating paperwork. February 2nd is the projected execution date to go paperless. Chairman Bamba also inquired on manual tasks currently required. Ms. Arriola replied that there won't be the manual task of pushing paperwork through the organization, everything will be done online. Discussion followed relative to the timekeepers' duties once everything is online.

After further discussion, on motion duly made by Director Tainatongo, seconded by Vice Chairman Sobti, the following resolution was unanimously approved:

**Resolution No. 20-12**

The Board hereby adopts the Timekeeping and Attendance System Policy as presented by Management.

\*Chairman Bamba recognized the arrival of Director Alcorn.

**B. Approval of Award for Janitorial and Maintenance Services - IFB No. GIAA-002-FY20**

The next item on the agenda was the approval of award for Janitorial and Maintenance Services under Invitation for Bid No. IFB No. GIAA-002-FY20. Ms. Jean Arriola provided background information to the Board on the referenced IFB. Thirty (30) firms/individuals purchased bid packages and seven (7) firms submitted a bid before the submission deadline. As required by the Guam Procurement Regulations, the bids were publicly opened and read aloud in the presence of the bidders. The bid submittals are as follows:

	Bid Item No. / Service Area	Bid Amount (for 12 months)
<b>BIDDER: Advance Management, Inc.</b>		
	1. Basement Level	\$328,161.00
	2. Apron Level	\$375,224.00
	3. GIAA Office & Other Areas	\$178,997.00
	4. TSA Offices & Facilities	\$238,662.00
	5. International Arrivals Corridor	\$119,331.00
Alternate Bid B	All Service Areas (1+2+3+4+5)	\$1,148,495.00
<b>BIDDER: Guam Cleaning Masters</b>		
Alternate Bid A	1. Basement Level	<b>\$162,988.32</b>
	2. Apron Level	\$295,830.15
	3. GIAA Office & Other Areas	\$52,000.00
	4. TSA Offices & Facilities	\$52,000.00
	5. International Arrivals Corridor	<b>\$53,000.00</b>

	Bid Item No. / Service Area	Bid Amount (for 12 months)
Alternate Bid B	All Service Areas (1+2+3+4+5)	\$564,992.29
<b>BIDDER: ABM Aviation, Inc.</b>		
Alternate Bid A	1. Basement Level	NO BID
	2. Apron Level	NO BID
	3. GIAA Office & Other Areas	NO BID
	4. TSA Offices & Facilities	NO BID
	5. International Arrivals Corridor	NO BID
Alternate Bid B	All Service Areas (1+2+3+4+5)	\$2,446,798.63
<b>BIDDER: K Cleaning Services</b>		
Alternate Bid A	1. Basement Level	\$408,000.00
	2. Apron Level	\$348,000.00
	3. GIAA Office & Other Areas	\$57,600.00
	4. TSA Offices & Facilities	\$60,000.00
	5. International Arrivals Corridor	\$108,000.00
Alternate Bid B	All Service Areas (1+2+3+4+5)	\$950,000.00
<b>BIDDER: JJ Global Services</b>		
Alternate Bid A	1. Basement Level	\$379,484.00
	2. Apron Level	\$379,855.00
	3. GIAA Office & Other Areas	<b>\$38,847.00</b>
	4. TSA Offices & Facilities	\$49,222.00
	5. International Arrivals Corridor	\$265,652.00
Alternate Bid B	All Service Areas (1+2+3+4+5)	\$1,001,420.00
<b>BIDDER: JJ Global Services</b>		
Alternate Bid A	1. Basement Level	\$379,484.00
	2. Apron Level	\$379,855.00
	3. GIAA Office & Other Areas	\$38,847.00
	4. TSA Offices & Facilities	\$49,222.00
	5. International Arrivals Corridor	\$265,652.00
Alternate Bid B	All Service Areas (1+2+3+4+5)	\$1,001,420.00
<b>BIDDER: Unique Pacific Resources</b>		
Alternate Bid A	1. Basement Level	\$364,800.00
	2. Apron Level	NO BID
	3. GIAA Office & Other Areas	NO BID
	4. TSA Offices & Facilities	NO BID
	5. International Arrivals Corridor	NO BID
Alternate Bid B	All Service Areas (1+2+3+4+5)	NO BID
<b>BIDDER: G-Crew Maintenance</b>		
Alternate Bid A	1. Basement Level	\$274,950.00
	2. Apron Level	<b>\$284,994.00</b>
	3. GIAA Office & Other Areas	\$38,896.00
	4. TSA Offices & Facilities	<b>\$39,840.00</b>

	Bid Item No. / Service Area	Bid Amount (for 12 months)
	5. International Arrivals Corridor	\$129,850.00
Alternate Bid B	All Service Areas (1+2+3+4+5)	\$767,293.50

The lowest Alternate Bid B total bid is lower than the total of the lowest bids submitted for Alternate Bid A. The lowest Alternate Bid B bid was submitted by Guam Cleaning Masters in the amount of \$564,992.29.

The total contract award for this bid is a total annual cost of \$564,992.29 per year for a term of three (3) years with two (2) one-year option years, not to exceed five (5) years, to be exercised at GIAA's sole discretion. Funding for this contract is available under the Property & Facilities Division O&M Budget.

Management recommends that the Board award the Janitorial and Maintenance Services contract to Guam Cleaning Masters, who has been determined to have met the standards of responsibility and responsiveness outlined in the Guam Procurement Regulations for a term of three (3) years, with two (2) one-year option years.

Executive Manager Ada added that the specifications that were put out in the solicitation were specifications used in for previous contracts. During the review process, necessary amendments were made to the specifications based on the past years' experience. A number of changes will be implemented with this contract, to include a Quality Assurance team consisting of three (3) employees. Executive Manager Ada added that the Authority also has a new P&F Superintendent.

Executive Manager Ada expressed his confidence in the contract and added that it is important to give the firm the opportunity to perform, however there are procedures available under the contract should the firm not perform according to specifications. Discussion followed relative to details of the contract.

Legal Counsel added that one of the bidders was deemed non-responsive due to not providing a bid security with their bid, as noted in the memorandum provided in the Board's packet.

Discussion ensued relative to the large difference in bids and ensuring quality and standards are adhered to, with Executive Manager Ada stating there are provisions within the contract that will ensure standards are met.

After further discussion, on motion duly made by Director Weakley, seconded by Vice Chairman Sobti, the following resolution was unanimously approved:

**Resolution No. 20-13**

The Board hereby approves the contract award for Janitorial and Maintenance Services under the Invitation for Bid No. IFB No. GIAA-002-FY20 to Guam Cleaning Masters in the amount of \$564,992.29, as recommended by Management, subject to review by legal counsel.

**C. Approval of Award for Grounds Maintenance Services - IFB No. GIAA-003-FY20**

The next item on the agenda was the approval of award for Grounds Maintenance Services under the Invitation for Bid No. IFB No. GIAA-003-FY20. Ms. Jean Arriola provided background information to the Board on the referenced MSB. Twenty-nine (29) firms/individuals purchased bid packages and nine (9) firms submitted a bid before the submission deadline. The nine (9) firms were evaluated and determined to be acceptable. As required by the Guam Procurement Regulations, the bid was publicly opened and read aloud in the presence of the bidders. The bid submittals are as follows:

	<b>Bid Item No. / Service Area</b>	<b>Bid Amount (for 12 months)</b>
<b>BIDDER: Guam Cleaning Masters</b>		
	1. Airport Operations (Secured Area)	\$211,111.00
	2. North Tiyan (Non-Secured Area)	\$99,999.99
	3. South Tiyan (Non-Secured Area)	\$28,000.00
	4. Airport Industrial Park (Non-Secured Area)	\$33,000.00
Alternate Bid B	All Service Areas (1+2+3+4)	\$355,555.55
<b>BIDDER: GET, LLC</b>		
Alternate Bid A	1. Airport Operations (Secured Area)	NO BID
	2. North Tiyan (Non-Secured Area)	\$141,372.00
	3. South Tiyan (Non-Secured Area)	\$111,492.00
	4. Airport Industrial Park (Non-Secured Area)	\$113,220.00
Alternate Bid B	All Service Areas (1+2+3+4)	NO BID
<b>BIDDER: K Cleaning Services</b>		
Alternate Bid A	1. Airport Operations (Secured Area)	NO BID
	2. North Tiyan (Non-Secured Area)	\$138,000.00
	3. South Tiyan (Non-Secured Area)	\$62,000.00
	4. Airport Industrial Park (Non-Secured Area)	NO BID
Alternate Bid B	All Service Areas (1+2+3+4)	NO BID
<b>BIDDER: Service Management Corporation</b>		
Alternate Bid A	1. Airport Operations (Secured Area)	\$498,500.00
	2. North Tiyan (Non-Secured Area)	NO BID
	3. South Tiyan (Non-Secured Area)	NO BID
	4. Airport Industrial Park (Non-Secured Area)	NO BID
Alternate Bid B	All Service Areas (1+2+3+4)	NO BID
<b>BIDDER: Unique Pacific Resources</b>		
Alternate Bid A	1. Airport Operations (Secured Area)	NO BID
	2. North Tiyan (Non-Secured Area)	\$79,980.80
	3. South Tiyan (Non-Secured Area)	\$27,890.80
	4. Airport Industrial Park (Non-Secured Area)	\$88,980.80

	Bid Item No. / Service Area	Bid Amount (for 12 months)
Alternate Bid B	All Service Areas (1+2+3+4)	NO BID
<b>BIDDER: JJ Global Services</b>		
Alternate Bid A	1. Airport Operations (Secured Area)	<b>\$184,949.00</b>
	2. North Tiyan (Non-Secured Area)	\$94,499.00
	3. South Tiyan (Non-Secured Area)	<b>\$27,700.00</b>
	4. Airport Industrial Park (Non-Secured Area)	<b>\$31,999.00</b>
Alternate Bid B	All Service Areas (1+2+3+4)	<b>\$289,485.00</b>
<b>BIDDER: Maids to Order, Inc.</b>		
Alternate Bid A	1. Airport Operations (Secured Area)	NO BID
	2. North Tiyan (Non-Secured Area)	\$80,388.00
	3. South Tiyan (Non-Secured Area)	\$60,984.00
	4. Airport Industrial Park (Non-Secured Area)	\$73,180.80
Alternate Bid B	All Service Areas (1+2+3+4)	NO BID
<b>BIDDER: G-Crew Maintenance</b>		
Alternate Bid A	1. Airport Operations (Secured Area)	NO BID
	2. North Tiyan (Non-Secured Area)	\$104,995.00
	3. South Tiyan (Non-Secured Area)	\$49,895.00
	4. Airport Industrial Park (Non-Secured Area)	\$59,895.00
Alternate Bid B	All Service Areas (1+2+3+4)	NO BID
<b>BIDDER: The Pit, LLC</b>		
Alternate Bid A	1. Airport Operations (Secured Area)	\$263,874.25
	2. North Tiyan (Non-Secured Area)	<b>\$75,145.58</b>
	3. South Tiyan (Non-Secured Area)	\$43,182.76
	4. Airport Industrial Park (Non-Secured Area)	\$81,201.00
Alternate Bid B	All Service Areas (1+2+3+4)	\$463,403.59

The lowest Alternate Bid B total bid is lower than the total of the lowest bids submitted for Alternate Bid A. The lowest Alternate Bid B bid was submitted by JJ Global Services in the amount of \$289,485.00.

The total contract award for this bid is a total annual cost of \$289,485.00 per year for a term of three (3) years with two (2) one-year option years, not to exceed five (5) years, to be exercised at GIAA's sole discretion. Funding for this contract is available under the Property & Facilities Division O&M Budget.

Management recommends that the Board award the Grounds Maintenance Services contract to JJ Global Services, who has been determined to have met the standards of responsibility and responsiveness outlined in the Guam Procurement Regulations for a term of three (3) years, with two (2) one-year option years. Discussion followed relative to current contracts versus bids.



Director Weakley inquired whether the same quality assurance group working on the Janitorial and Maintenance Services contracts will also oversee the referenced contract. Executive Manager Ada replied yes, the team will also be provided a vehicle.

After further discussion, on motion duly made by Director Weakley, seconded by Vice Chairman Sobti, the following resolution was unanimously approved:

**Resolution No. 20-14**

The Board hereby approves the contract award for Grounds Maintenance Services under the Invitation for Bid No. IFB No.GIAA-003-FY20 to Luis Bustamante dba JJ Global Services in the amount of \$289,485.00, as recommended by Management, subject to review by legal counsel.

**D. Approval of Award for Rehabilitate Runway 6L/24R - Construction Phase I**

The next item requiring Board action was the award for Rehabilitate Runway 6L/24R - Construction Phase I. Mr. Frank Santos provided background information to the Board on the referenced project, stating that on June 14, 2019 GIAA issued an IFB for the construction services for the Project. Only one bidder responded, with a bid price exceeding the anticipated phased grant funding. On July 26, 2019, pursuant to Procurement Regulations, GIAA canceled the IFB. Pursuant to Procurement Regulations, GIAA now intends to proceed with the procurement of the construction services for the Project via sole source from the single bidder who responded to the IFB, Hawaiian Rock Products Corporation (HRC).

Under the single bidder contract with the FAA, GIAA was allowed to negotiate with the single bidder. GIAA was able to negotiate from \$21M to less than \$20M. Construction for the project will be funded by two (2) separate grant sources from the FAA. Phase 1A will be funded with \$10M in Supplemental Appropriations programmed by the Secretary of the U.S. Department of Transportation. Phase 1B will be funded with \$10M from FY2020 AIP funding. Summer 2020, FAA will issue a grant for \$10M for Phase 1B, if the contractor elects to hold the same price for the project. Phase 1B may be awarded to the contractor on the same basis under sole source. Discussion ensued relative to the process.

Board action is required to approve the sole source award for Phase 1A to Hawaiian Rock Products Corporation (HRC) in the amount of \$10,014,867.60 for a construction period of nine (9) months.

After further discussion, on motion duly made by Director Weakley, seconded by Director Tainatongo, the following resolution was unanimously approved:

**Resolution No. 20-15**

The Board hereby approves the sole source award for Rehabilitate Runway 6L/24R - Construction Phase 1A to Hawaiian Rock Products Corporation in the amount of \$10,014,867.60 for a construction period of nine (9) months.



**C. Ratification of Quarterly Travel**

Executive Manager Ada presented the quarterly travel report from October to December 2019 for ratification by the Board.

After further discussion, on motion duly made by Director Alcorn, seconded by Director Belanger, the following resolution was unanimously approved:

**Resolution No. 20-16**

The Board hereby ratifies the FY2020 1st quarter travel report from October to November 2019 as presented.

**7. REPORT OF THE EXECUTIVE MANAGER**

**A. Management Plans and Priorities for 2020 & Significant Accomplishments for 2019**

Reference is made to the Executive Manager's Report, which is included as part of the Board's packet, Management's Plans and Priorities for 2020 & Significant Accomplishments for 2019, which was presented by Executive Manager Ada. The report included brief updates on Airport operations, CIPs and Regulatory updates.

Chairman Bamba raised the topic of the establishment of Board Sub-Committees and suggested not only participation from the Board but also Management in order for the Board to support the priorities that the Executive Manager has laid out. Chairman Bamba informed the Board that the suggested committees will be: Strategic Development and Finance; Capital Improvement Projects (CIP); People & Operations; Air Service Development, Marketing & Customer Service; and Legislative Issues & Litigation.

Discussion followed with Chairman Bamba announcing the suggested committee members. Chairman Bamba asked that the Board review the handout and advise of any questions or revisions. The item will be tabled until the next Board meeting and discussed under Old Business.

**8. REPORT OF THE COMPTROLLER**

Ms. Antoinette Bautista reported on the revenues and expenses of the Authority as of **November 30, 2019**. Ms. Bautista reported that year-to-date Total Signatory Revenues are above budgeted revenues by **5.3%**, year-to-date Total Concession Revenues and Passenger Facility Charges are below budget by **-0.2%** and **-1.1%**, respectively. Year-to-date Total Other Revenues, inclusive of non-signatory and non-airline revenues are above the budget estimate by **8.5%**. Year-to-date Total Operating Revenues Actual of **\$12.5M** is **-0.9%** below the budget estimate of **\$12.6M**. Year-to-date Total Operating Expenses are below budget by **-17.7%**. Components of this line item include a **-9.4%** decrease in Personnel Service, a **-19.7%** decrease in Contractual Services, a **-83.0%** decrease in Materials & Supplies and a **-0.0%** decrease in Equipment/Furnishings from budgeted amounts for these respective categories. The actual

year-to-date Net Revenues from Operations of \$5.6M reflects an increase of 33.1% over the year-to-date budgeted amount of \$4.2M. Ms. Bautista reported that the year-to-date Debt Service Coverage is at 1.53 versus the requirement of 1.25.

Chairman Bamba requested a forecast for the next quarter.

## 9. EXECUTIVE SESSION

The next item on the agenda was Executive Session.

Due to previously disclosed conflicts of interest, Chairman Bamba recused himself from participating in Executive Session and requested that Vice Chairman Sobti preside over the next portion of the meeting.

Upon written recommendation of counsel, on motion duly made by Director Weakley, seconded by Director Belanger, and unanimously approved, the Board recessed to convene into Executive Session at 4:26 p.m.

The Board convened into Executive Session at 4:37 p.m. to discuss DFS Guam L.P. related litigation to which GIAA is or may be a party. Attending Executive Session were Directors Sobti, Alcorn, Belanger, Tainatongo and Morato, Weakley, Executive Manager Ada, and Legal Counsels, Janalynn Cruz Damian, Eduardo A. Calvo and Genevieve P. Rapadas. Also present was the court reporter who will prepare a transcript of the Executive session.

Executive Session adjourned at 5:18 p.m., at which time Chairman Bamba re-enters the conference room and announced that the Board will reconvened regular session.

## 10. PUBLIC COMMENTS

There were no Public Comments.

## 11. ADJOURNMENT

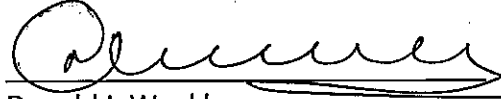
Motion to adjourn duly made by Director Belanger, seconded by Director Alcorn; motion unanimously passed. The meeting was adjourned at 5:26p.m.

Dated this 27th day of February, ~~2019~~ <sup>2020</sup>



Brian J. Bamba  
Chairman

Attest:



Donald I. Weakley  
Board Secretary

Prepared and Submitted By:

A handwritten signature in dark ink, appearing to read 'A. O'Brien-Rios', is written over a horizontal line.

Amanda O'Brien-Rios  
Corresponding Secretary

**BOARD OF DIRECTORS REGULAR MEETING**  
**3:00 p.m., Friday, January 17, 2020**  
**GIAA TERMINAL CONFERENCE ROOM #3**

Public Notice

First Notice:

Pacific Daily News – January 10, 2020

Notice to Media – January 10, 2020

Second Notice:

Pacific Daily News – January 15, 2020

Notice to Media – January 15, 2020

**AGENDA**

1. Call to Order and Attendance
2. Approval of Agenda
3. Approval of Minutes
  - A. November 12, 2019 Regular Meeting
4. Correspondence
5. Old Business
6. New Business
  - A. Timekeeping and Attendance System Policy
  - B. Approval of Award for Janitorial and Maintenance Services - IFB No. GIAA-002-FY20
  - C. Approval of Award for Grounds Maintenance Services - IFB No. GIAA-003-FY20
  - D. Approval of Award for Rehabilitate Runway 6L/24R – Construction Phase I
  - E. Ratification of Quarterly Travel
7. Report of Executive Manager
  - A. Management Plans and Priorities for 2020 & Significant Accomplishments for 2019
8. Report of the Comptroller
9. Executive Session
10. Public Comments
11. Adjournment



**A.B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM**

**Board of Directors Regular Meeting**

**3:00 p.m., Friday, January 17, 2020**

**GIAA Terminal Conference Room #3**

**SIGN-IN SHEET**

	<u>PRINT NAME</u>	<u>COMPANY/AGENCY</u>
1.	Jean Amos	GIAA
2.	FRANK SANTOS	TMG
3.	VINCE NIAPUT	GIAA
4.	ANN BAUTISTA	GIAA
5.	J. L. Sullivan	GIAA
6.	VICTOR J. CRUZ	GIAA
7.	ELFIE KOSHIBA	GIAA Mktg
8.	Brian Sullivan	Counter Reporter
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- Houseman

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eeo/aap

**LUJAN & WOLFF LLP**  
Attorneys at Law  
Suite 300, DNA Building  
238 Archbishop Flores St.  
Hagåtña, Guam 96910  
Tel: (671) 477-8064  
Fax: (671) 477-5297

**Attorneys for Administratrix**  
**Kristina B. Blaz**

#### IN THE SUPERIOR COURT OF GUAM

IN THE MATTER OF  
THE ESTATE  
OF

ANTHONY GERARD  
CRISOSTOMO BLAZ also  
known as ANTHONY C. BLAZ  
Deceased,

Probate Case No.  
PRO027-16

#### NOTICE TO CREDITORS

Notice is hereby given by the undersigned, KRISTINA B. BLAZ, Administratrix of the Estate of **ANTHONY GERARD CRISOSTOMO BLAZ also known as ANTHONY C. BLAZ**, Decedent, to the Creditors of Decedent, and all persons having claims against the said Decedent, that within **sixty (60) calendar days** after the first publication of this notice, they must file their claims, with necessary vouchers, in the office of the Clerk of the Superior Court of Guam, or present their claims, with necessary vouchers to Administratrix at the Law Office of Lujan & Wolff LLP, Suite 300, DNA Building, 238 Archbishop Flores Street, Hagåtña, Guam 96910.

Dated: 27 of December, 2019

/s/ KRISTINA B. BLAZ  
Executrix



### PUBLIC NOTICE

The Board of Directors of the A.B. Won Pat International Airport Authority, Guam (GIAA) will convene its Regular Board meeting on Friday, January 17, 2020 at 3:00 p.m. in Terminal Conference Room No. 3. In addition to regular matters, pursuant to 5 G.C.A. §811(c)(2), Executive Session will be held to discuss DFS Guam L.P. related litigation to which GIAA is or may be a party. Parking is available in the Public Parking Lot.

For special accommodations or agenda items, please call the Board Office at 642-4717/18.

(This ad paid for by GIAA)

### Career Opportunities

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Oversee operations, marketing, construction management, lease administration and tenant relations. Involved in the planning of new developments and/or acquisitions.

#### pfc Personal Finance Center

##### Training and Development Manager

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### INVITATION FOR BID

**BID NO.:** IFB: GSA-002-20  
**FOR:** OFFICE SPACE LEASE For Drug & Alcohol  
**OPENING DATE:** JANUARY 24, 2020 **TIME:** 10:00 A.M.  
**PLACE:** GENERAL SERVICES AGENCY, ITC BLDG. TAMUNING, GUAM

**BID NO.:** IFB: GSA-003-20  
**FOR:** OFFICE SPACE LEASE For Guam State Tobacco  
**OPENING DATE:** JANUARY 24, 2020 **TIME:** 11:00 A.M.  
**PLACE:** GENERAL SERVICES AGENCY, ITC BLDG. TAMUNING, GUAM

Note: Bid packages can be picked up at the General Services Agency located in the ITC Building, 2nd Floor, Suite 219, Tamuning, Guam or may be acquired from the GSA website: [gsa.doa.guam.gov](http://gsa.doa.guam.gov). Please follow instructions once downloaded.

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

/s/ CLAUDIA S. ACALLE  
Chief Procurement Officer



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We are seeking a reliable individual to fill the following position:

#### Terminal Operator

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### PUBLIC NOTICE

The Board of Directors of the A.B. Won Pat International  
Airport Authority, Guam (GIAA) will convene its Regular  
Board meeting on Friday, January 17, 2020 at 3:00 p.m.  
in Terminal Conference Room No. 3. In addition to regular  
matters, pursuant to 5 G.C.A. §811(c)(2), Executive  
Session will be held to discuss DFS Guam L.P. related  
litigation to which GIAA is or may be a party. Parking is  
available in the Public Parking Lot.

For special accommodations or agenda items, please call  
the Board Office at 642-4717/18.

(This ad paid for by GIAA)



South Pacific Petroleum Corporation



We are seeking a reliable individual to fill the following position:

### Terminal Operator

Successful candidate shall perform work related to the receipt, storage and distribution of petroleum products  
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Storage Facility, and distribution pipelines. Other duties performed shall include completion of required  
reports, inspection and routine maintenance for the terminal and equipment, product quality control, general  
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as assigned. Previous oil industry experience a plus. Must be able to obtain a T.W.I.C. card.

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Pacific Daily News

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
A.B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM  
Tuesday, November 12, 2019, 3:00 p.m.  
GIAA TERMINAL CONFERENCE ROOM #3**

**1. CALL TO ORDER AND ATTENDANCE**

The November 12, 2019 regular meeting of the Board of Directors of the A.B. Won Pat International Airport Authority, Guam (“GIAA” or the “Authority”) was called to order by Chairman Bamba at 3:06 p.m. at the GIAA Terminal Conference Room #3, 355 Chalan Pasaheru, Tamuning, Guam, 96913.

**Directors Present:**

Brian J. Bamba  
Gurvinder Sobti  
Donald I. Weakley  
Lucy M. Alcorn  
Zenon E. Belanger  
Rosie R. Tainatongo  
Doyon A. Morato

**Offices or positions:**

Chairman  
Vice Chairman  
Board Secretary

**Directors Absent:**

None

**GIAA Officials:**

Thomas C. Ada  
John M. Quinata  
John A. Rios  
Jean M. Arriola  
Edward Muna  
Vince Naputi  
Raymond Mantanona  
Ken McDonald  
Victor Cruz  
Joseph Javellana  
Rolenda Faasuamalie  
Danny Cepeda

Executive Manager  
Deputy Executive Manager  
Comptroller  
Airport Services Manager  
Air Terminal Manager, Acting  
Chief, Airport Police  
Chief, GIAA ARFF  
Properties & Facilities Superintendant  
Engineering Supervisor  
Program Coordinator IV  
Airport Marketing  
Data Processing Administrator

Janalynn A. Damian, Esq.  
Frank R. Santos

GIAA Legal Counsel  
GIAA Consultant

Chairman Bamba welcomed Airport tenants, stakeholders, and members of the public who are noted in a sign-in sheet attached to these minutes.

## **2. APPROVAL OF AGENDA**

Motion to approve the agenda as presented duly made by Director Weakley, seconded by Director Alcorn; motion unanimously passed.

## **3. APPROVAL OF MINUTES**

At this time Mr. Frank Santos announced that he would like to clarify a number of statements made in the minutes of the September 24, 2019 regular board meeting. On pages five (5) and six (6), relative to the award for the Construction Management ("CM") Services for the Terminal Building Structural Upgrade and Concourse Isolation.

It was mentioned in the September 24, 2019 minutes that ten (10) personnel will be addressing the backlog of change orders, which is not the case. The personnel are to engage in the performance of the basic scope of the CM contract, which includes reviewing new proposed change orders (PCOs). Mr. Santos informed the Board that from the last Construction Management (CM) team there were eighty-nine (89) PCOs left unresolved, which need to be reviewed, processed and finalized as soon as possible. Mr. Santos advised that it was imperative to clarify the statements made at this point to avoid a possible conflict with regard to an item requiring Board action later in meeting.

- A. September 24, 2019 Regular Meeting
- B. October 11, 2019 Special Meeting

On motion duly made by Director Weakley, seconded by Vice Chairman Sobti, the following resolutions were unanimously passed:

### **Resolution No. 20-04**

The Board hereby approves the minutes of the September 24, 2019 regular meeting, and the minutes of the October 11, 2019 special meeting, subject to corrections.

## **4. CORRESPONDENCE**

- A. Response Letter from NAVFAC Pacific - PFAS Emerging Chemicals of Concern at Former NAS Agana

Executive Manager Ada informed the Board that there were two (2) letters he would like to bring to the attention of the Board. Executive Manager Ada announced that the first correspondence is ongoing discussions with the Naval Facilities relative to PFAS Chemicals. Meetings with USEPA and Naval Facility, facilitated by the USEPA Chair, are held approximately every two (2) weeks to discuss the issue.

Director Morato inquired if the Airport is involved in the class action suit relative to the PFAS Chemicals. Executive Manager replied that Gov Guam is involved against the manufacturers.

**B. FAA Letter of Compliance**

The second letter of correspondence is the report from the inspector that completed the recent annual inspection. There were seven (7) minor deficiencies, however GIAA has been found compliant. A response letter was drafted acknowledging receipt of the findings and the actions that will be taken to correct the deficiencies. Executive Manager Ada announced that six (6) of the deficiencies have already been corrected, and Acting Air Terminal Manager, Ed Muna, is working to correct the seventh (7th) and final discrepancy, which requires pressure washing of the runway.

Chairman Bamba inquired if any of the negative findings are repeat discrepancies. Mr. Santos replied no. The Chairman added that a lot of the findings were low risk, housekeeping-type classifications that do not impact operations, and asked if this is a sign of something that needs to be addressed. Discussion followed relative to compliance and addressing discrepancies.

**5. OLD BUSINESS**

**A. 2019 GIAA Bond Refunding**

Executive Manager announced that Bond events will take place on Thursday, November 14, 2019, starting with the press conference at 11:00 a.m., the Bond dinner in the evening, and at 11:00 p.m. will be the Bond Closing. Executive Manager Ada provided a recap of the bond refunding, stating that the bonds were restructured, moving the debt service payments for two (2) years back until 2023 and 2024, allowing GIAA to free up \$9M per year for Capital Improvement Projects (CIPs).

Director Weakley inquired on the final interest rate. Mr. John Rios, Comptroller, replied stating that GIAA was able to secure an interest rate of 3.4%, which is significantly lower than the prior rate of 6%. Chairman Bamba informed the Board that a number of investors raised questions on the construction of the International Arrivals Corridor, and its delay. The Airport has some hard work ahead to deliver, as this project has a lot to do with GIAA's credibility moving forward, and went on to congratulate Management for a job well done.

**6. NEW BUSINESS**

**A. Approval of Award for Multi-Step Bid Name: Food & Beverage Concession - Single Location - MSB No. GIAA-002-FY19**

The next item on the agenda was the approval of award for Food & Beverage Concession Single Location, under the Multi-Step Bid (MSB) No. GIAA-002 FY19. Ms. Jean Arriola, Airport Services Manager, provided background information to the Board on the referenced MSB.

The MSB process consisted of two phases. Phase I consisted of the evaluation of the bidders' technical proposals, demonstrating their technical qualifications based on the established criteria set forth in the MSB. Bidders who were deemed responsible and responsive, and whose technical proposals were deemed acceptable, were invited to participate in Phase II. In Phase II, price bids in the form of a minimum annual guaranteed (MAG) fee for the entire contract term, not less than eighty-four thousand (\$84,000.00) per annum to GIAA, were opened.

Twenty (20) prospective bidders purchased or downloaded the bid package and three (3) bidders submitted technical proposals prior to the submission deadline. A committee was established for the purpose of evaluating the technical proposals. Evaluations were collected and tabulated by the Procurement Office. As a result of the evaluations, the following bidders' technical proposals were deemed acceptable, qualifying those bidders to participate in Phase II.

1. Espino LLC, dba Ben N' Yan's
2. Concept and Ideas Inc. dba the Brown Bag Cafe
3. Sunleader Guam Co., Ltd. dba HongKong Wok

The MAG bids were opened publicly and in the presence of GIAA representatives. The MAG bids were read aloud by the Single Point of Contact and recorded by a member of the GIAA Procurement Staff. The results of the MAG bid submittals are as follows:

Bidder	MAG Bid Amount:
Espino LLC, dba Ben N' Yan's	\$88,000.00
Concept and Ideas Inc. dba the Brown Bag Cafe	\$85,000.00
<b>Sunleader Guam Co., Ltd. dba HongKong Wok</b>	<b>\$100,000.00</b>

Management recommends that the Board award the Food & Beverage Concession Single Location contract to the bidder who submitted the highest MAG bid, Sunleader Guam Co., Ltd. dba HongKong Wok, who has been determined to have met the standards of responsibility and responsiveness outlined in the Guam Procurement Regulations for a term of five (5) years.

Discussion ensued relative to ensuring quality and standards are adhered to, with Ms. Arriola stating there are provisions within the contract that will ensure standards are met.

After further discussion, on motion duly made by Director Morato, seconded by Director Sobti, the following resolution was unanimously approved:

**Resolution No. 20-05**

The Board hereby approves the contract award for Food & Beverage Concession - Single Location - MSB No. GIAA-002-FY19 to Sunleader Guam Co., Ltd. dba HongKong Wok as recommended by Management, subject to review by legal counsel.

**B. Status Update - 3rd Floor CIP**

Executive Manager Ada, with assistance from Mr. Kent Sheih of KHLG and Mr. Frank Santos presented slides showing updates of the International Arrivals Corridor project (the "IAC Project").

- As of October 31, 2019, the IAC Project is 70% complete.
- Work in progress: GIAA offices, CBP offices, Immigration area, Concourse corridor.
- TSA Checkpoint expected to be completed in April 2020.
- Design cost: \$7.7M
- Construction cost: Awarded at \$96.9M as of January 2017, as of October 2019, construction cost has risen to \$110.6M
- Construction Management cost: \$9.4M
- Post construction award services ("PCAS") by Designer of Record: As of September 2019, \$5.1M. The work order for PCAS expired and a new work order is required to extend the firm's services through completion of the project.
- Total cost as of November 2019: \$133M.
- Eighty-nine (89) PCOs, however at least three hundred that have not yet been submitted.

Frank Santos presented to the Board two recommendations for work orders for the Construction Management contract in order to address the above issues.

1. Schedule Verification Work Order - Management has negotiated with KHLG to review and validate the master project schedule and assess key critical path milestones (collectively "Schedule Verification Services"). Schedule Verification Services was part of KHLG's original scope submission for its CM contract, however, GIAA removed it from their basic task. Now, GIAA has negotiated for KHLG to provide Schedule Verification Services, which will be completed by KHLG's subcontractor, HCA Consulting Group, out of Honolulu.
  - Initial proposal from KHLG: \$242,440.00



- Negotiated not to exceed fee for Board approval and appropriation - \$150,153.56
  - Completion term: 60 days
2. Expedited PCO Resolution Work Order - Management has negotiated with KHLG to expeditiously address the 89 outstanding PCO's that were not resolved with previous construction management firm. KHLG will conduct this PCO review through its subcontractor, EMPSCO.
- Initial proposal from KHLG: \$269,000.00
  - Negotiated not to exceed fee for Board approval and appropriation - \$255,946.26
  - Completion term: 75 days

Director Weakley inquired if these are contracts with GIAA and are they required to come to the Board for approval. Mr. Santos replied that GIAA's contract is with KHLG, who will subcontract these particular work orders.

Vice Chairman Sobti inquired on TSA expansion, and any funding coming from TSA. Mr. Santos replied that TSA will only fund the equipment and the installation of the equipment.

Director Belanger inquired on the increased project costs. Discussion followed as to how the team came to the amounts.

Mr. Kent Sheih, KHLG, announced the implementation of a new software that will allow GIAA Engineering, the contractor, and the PCAS team to be on the same platform to communicate and process RFI submittals in a timely manner. In the past, time to review RFIs has taken anywhere between 2-3 weeks to over 300 days.

Executive Manager Ada advised the Board that the construction management team has been provided office space at the Airport, allowing the construction management team to be on-site daily. Executive Manager Ada went on to add that the most important thing is for all involved to be able to move forward and communicate in a timely manner. Discussion followed on PCOs being processed in a timely manner.

Director Belanger inquired on the CM initial proposed fee and if the work order for PCO review will bring it back up to the original proposed fee. Mr. Santos replied that \$3.5M was the initial fee for the basic CM services. These work orders were not entertained during negotiations, however said amounts will not bring back up the fee to the initial fee.

Director Belanger inquired if the Airport anticipated change orders for the next phase, and/or whether GIAA has set aside funds for such PCO's. Mr. Santos replied that with the basic CM scope that KHLG has embarked on, the Airport will not be in the same situation.

After further discussion, on motion duly made by Director Alcorn, seconded by Vice Chairman Sobti, the following resolution was unanimously approved:

**Resolution No. 20-06**

The Board hereby approves the following services to be provided by KHLG under its Construction Management Contract for the International Arrivals Corridor through its designated subcontractor and further approves the appropriation of the following fees for such services:

Schedule Verification Work Order -Not to exceed fee of \$150,153.56, with a completion term of 60 days. Services to be subcontracted to HCA Consulting Group; and

Expedited PCO Resolution Work Order- Not to exceed fee of \$255,946.26, with a completion term of 75 days. Services to be subcontracted to EMPSCO.

**C. Approval of PCAS Work Order**

Executive Manager Ada informed the Board that post-contract award services ("PCAS") was being provided by the Designer of Record for the IAC Project, E&A Engineers. The work order for PCAS expired at the end of September, and services are still required through completion of the IAC Project, which is anticipated to be completed in August 2020.

Mr. Santos advised the Board that this will be the third extension of E&A Engineers PCAS work order. Management recommends that the Board approve the extension of the PCAS work order to address design issues and different site conditions. The terms of the extension are as follows:

- Initial proposal for extension: \$2,144,405.87
- Negotiated fee for Board approval and appropriation - \$1,574,879.99
- Term: October 2019 to August 2020

After further discussion, on motion duly made by Vice Chairman Sobti, seconded by Director Alcorn, the following resolution was unanimously approved:

**Resolution No. 20-07**

The Board hereby approves the extension of E&A Engineers PCAS Work Order in the amount of \$1,574,879.99 for the time period of October 2019 to August 2020.

**D. Approval of Board Resolution No. 20-08: Contracting Authority of Executive Manager**

The fourth item on the agenda was the contracting authority of the Executive Manager. Executive Manager Ada provided background to the Board, announcing that in 2013 the Executive Manager's contracting authority was set at \$100k. In 2015, the Board approved a resolution to reduce the contracting authority to \$50k. Executive Manager Ada requested that the Board approve said resolution to increase the contracting authority of the Executive Manager to \$200k. Brief discussion followed, with the Executive Manager announcing that he inquired with his counterparts with regard to their contracting authority. Guam Power Authority's Managers are authorized up to \$750k.

Chairman Bamba inquired how often a contract over \$100k arises. Ms. Jean Arriola explained that the Procurement Law was amended to increase the small purchases thresholds from \$15k to \$25k for supplies and services and \$50k to \$100k for construction. There are very few contracts over \$100k. Discussion followed relative to the frequency of contracts over \$100k requiring Board approval. Executive Manager Ada added that along with spending authority, the Manager's authority does not allow for division transfers, however he would like to address this at a future Board meeting.

After further discussion, on motion duly made by Director Weakley, seconded by Director Morato, the following resolution was unanimously approved:

**Resolution No. 20-08**

**WHEREAS**, the ANTONIO B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM's ("GIAA" or the "Authority") enabling statute (codified at 12 G.C.A. § 1101 et seq.) provides that the Executive Manager "shall have full charge and control of the operations and maintenance of the airports controlled by the Authority" (12 G.C.A. § 1107(a)); and

**WHEREAS**, GIAA's enabling statute further provides that the powers of the Executive Manager include "keep[ing] the Board advised on the needs of the Authority and approv[ing] demands for payment of obligations within the purposes and amounts authorized by the Board" (12 G.C.A. § 1107(b)(3)); and

**WHEREAS**, current protocols provide that all disbursements of GIAA funds are subject to dual authorizing signatures, with one of the two signatories being any one of the following: the Chairman, the Vice Chairman, the Executive Manager, the Deputy Executive Manager, or the Comptroller; and

**WHEREAS**, pursuant to GIAA Board Resolution No. 15-41, the Executive Manager has authority to enter into contracts involving an expenditure in an amount not to exceed \$50,000.00 without Board approval; and

**WHEREAS**, in 2017 the Procurement Law was amended to increase the small purchases thresholds from \$15,000.00 to \$25,000.00 for supplies and services and \$50,000.00 to \$100,000.00 for construction, and to require purchasing agencies to submit monthly reports to the Speaker of *I Liheslaturan Guåhan* of procurements exceeding \$15,000.00 for supplies and services, and \$50,000.00 for construction; and

**WHEREAS**, in light of GIAA internal controls, the increase in the small purchases thresholds, and the requirement for monthly reporting to the Speaker of *I Liheslaturan Guåhan* of small purchases, the Board of Directors has determined that it is prudent to increase the Executive Manager's contracting authority from \$50,000.00 to \$100,000.00.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of GIAA hereby authorizes the Executive Manager to enter into contracts without Board approval in an amount not to exceed \$100,000.00.

**E. Approval of Board Resolution No. 20-09: Agreement for Legal Services**

The next item discussed was the extension of the Agreement for Legal Services with Fisher & Associates. The extension will be the fourth and final option to extend.

After further discussion, on motion duly made by Vice Chairman Sobti, seconded by Director Tainatongo, the following resolution was unanimously approved:

**Resolution No. 20-09**

**WHEREAS**, an Agreement for Legal Services – Conflicts Counsel (the “Conflicts Counsel Agreement”) was entered into effective as of December 1, 2015, by and between the ANTONIO B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM (“GIAA”) and Fisher & Associates; and

**WHEREAS**, the Conflicts Counsel Agreement provides for a term of one (1) year with four (4) options to extend for a period of one (1) year each, not to exceed a total contract period of five (5) years with GIAA approval; and

**WHEREAS**, on October 27, 2016, by Resolution No. 17-05, the Board of Directors approved the extension of the Conflicts Counsel Agreement for an additional one year period (1st Option) commencing on December 1, 2016, and expiring on November 30, 2017, under the same terms and conditions as set forth in the Conflicts Counsel Agreement; and

**WHEREAS**, on October 26, 2017, by Resolution No. 18-03, the Board of Directors approved the extension of the Conflicts Counsel Agreement for an additional one year period (2nd Option) commencing on December 1, 2017, and expiring on November 30, 2018, under the same terms and conditions as set forth in the Conflicts Counsel Agreement; and

**WHEREAS**, on December 3, 2018 by Resolution No. 19-09, the Board of Directors approved the extension of the Conflicts Counsel Agreement for an additional one year period (3rd Option) commencing on December 1, 2018, and expiring on November 30, 2019, under the same terms and conditions as set forth in the Conflicts Counsel Agreement; and

**WHEREAS**, the Board of Directors has determined that GIAA continues to require the services of conflicts legal counsel and that it is in the best interests of GIAA to extend the term of the Conflicts Counsel Agreement for an additional one (1) year period (4th Option) commencing on December 1, 2019, and expiring on November 30, 2020, under the same terms and conditions as set forth in the Conflicts Counsel Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of GIAA hereby extends the term of the Conflicts Counsel Agreement for an additional one (1) year period commencing on December 1, 2019, under the same terms and conditions as set forth in the Conflicts Counsel Agreement.

**F. Ratification of Quarterly Travel**

Executive Manager Ada presented the quarterly travel report from July to September 2019 for ratification by the Board.

After further discussion, on motion duly made by Director Alcorn, seconded by Director Tainatongo, the following resolution was unanimously approved:

**Resolution No. 20-10**

The Board hereby ratifies the FY2019 4th quarter travel report from July to September 2019 as presented.

**7. REPORT OF THE EXECUTIVE MANAGER**

Reference is made to the Executive Manager's Report included as part of the Board's packet, which was presented by Executive Manager Ada. The report included brief updates on Airport operations, CIPs and Regulatory updates.

**8. REPORT OF THE COMPTROLLER**

Mr. John Rios reported on the revenues and expenses of the Authority as of **September 30, 2019**. Mr. Rios reported that year-to-date Total Signatory Revenues are above budgeted revenues by **1.3%**, year-to-date Total Concession Revenues and Passenger Facility Charges are below budget by **-8.8%** and **-0.7%**, respectively. Year-to-date Total Other Revenues, inclusive of non-signatory and non-airline revenues are below the budget estimate by **-8.7%**. Year-to-date Total Operating Revenues Actual of **\$76.2M** is **-3.7%** below the budget estimate of **\$79.2M**. Year-to-date Total Operating Expenses are below budget by **-5.4%**. Components of this line

item include a **-4.4%** decrease in Personnel Service, a **-2.5%** decrease in Contractual Services, a **-44.8%** decrease in Materials & Supplies and a **-73.3%** decrease in Equipment/Furnishings from budgeted amounts for these respective categories. The actual year-to-date Net Revenues from Operations of **\$30.2M** reflects a decrease of **-1.0%** over the year-to-date budgeted amount of **\$30.4M**. Mr. Rios reported that the year-to-date Debt Service Coverage is at **1.45** versus the requirement of **1.25**.

## **9. EXECUTIVE SESSION**

Legal counsel announced that there would be no Executive Session.

## **10. PUBLIC COMMENTS**

There were no Public Comments.

At this time Director Belanger brought up an issue on receiving per diem for travel, and asked that this be issued in a more timely manner. Director Belanger asked that Management take a look at the travel policy for payment of per diem and processing of visas. Director Weakly noted that potential travel should be presented at Board meetings. Brief discussion followed.

## **11. ADJOURNMENT**

Motion to adjourn duly made by Director Alcorn, seconded by Director Tainatongo; motion unanimously passed. The meeting was adjourned at 5:10 p.m.

Dated this \_\_\_\_\_, day of \_\_\_\_\_, 2019.

Attest:

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Brian J. Bamba  
Chairman

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Donald I. Weakley  
Board Secretary

Prepared and Submitted By:

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Amanda O'Brien-Rios  
Corresponding Secretary



## **ANTONIO B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM ("GIAA")**

### **TIMEKEEPING AND ATTENDANCE SYSTEM POLICY**

**PURPOSE:** The purpose of the Timekeeping and Attendance System Policy (the "Policy") is to outline the timekeeping policies of the Antonio B. Won Pat International Airport Authority, Guam ("GIAA"). It is the objective of the Board of Directors and the Executive Manager of GIAA to ensure efficient time reporting and accountability of employee pay and benefits through utilization of a timekeeping and attendance system. GIAA's Timekeeping and Attendance System (the "Timekeeping System") is an electronic time tracking system that allows GIAA to accurately record, track, and report employee information in real time. This allows employees to accurately monitor and keep track of their time and enables GIAA to efficiently process employee time worked and leave taken for payroll purposes. The following procedures and guidelines have been created to ensure accurate recordkeeping and compliance with the Policy.

**COMPLIANCE:** All GIAA employees must comply with the Policy. Non-exempt employees must accurately record time worked in accordance with this Policy. All employees must accurately record time away from work in accordance with this Policy. In addition, employees tasked with responsibilities under this Policy are required to comply with this Policy. The failure of an employee to comply with the Policy may result in disciplinary action in accordance with Chapter 11 of the GIAA Personnel Rules and Regulations.

**AUTHORITY:** This Policy shall be guided by the following:

- A. GIAA Personnel Rules and Regulations promulgated on July 29, 1998;
- B. GIAA Personnel Rules and Regulations for Aviation-Related Positions Unique to Airport Operations and Certified, Technical and Professional Employees effective on October 1, 2008;
- C. Equal Employment Opportunity programs pursuant to guidelines of the Civil Service Commission;
- D. Federal and Guam Fair Labor Standards Acts;
- E. Guam Code Annotated, Title 4, Chapter 4 and Chapter 6;
- F. Overtime Compensation Memorandum for Airport Police Employees dated August 18, 2006; and
- G. Call Back Pay Policy dated July 19, 1999.

**OFFICIAL TIME OF RECORD:** The Timekeeping System is the official timekeeping software for all employees. In order to ensure consistency of treatment for all employees, the data recorded in the Timekeeping System shall be considered as the "official" record of the workday at GIAA. Any dispute over actual hours worked, attendance or leave will be resolved by referring to the Timekeeping System records, unless otherwise covered by this Policy. GIAA is required by law to keep detailed records of time and payments for all employees. The Timekeeping System is used to record all hours worked for non-exempt employees.

**ASSIGNMENT OF TIME CLOCK:** The Timekeeping System operates by a biometric fingerprint system. GIAA employees shall be assigned a time clock by the Personnel Section to "clock in" and "clock out" of the Timekeeping System and to view time worked.

**DAILY CLOCK IN/OUT REQUIREMENTS:** It is a job requirement that all non-exempt employees must clock in and clock out at the start of their shift and at the end of their shift. Employees are expected to clock in and out at their regularly scheduled times, when reporting on a non-scheduled workday (e.g., holiday, weekend, etc.), or when called back to perform emergency work. Employees must clock in no earlier than fourteen (14) minutes prior to the start of an employee's work schedule and no later than fourteen (14) minutes after the end of the employee's work schedule.

**LUNCH PERIOD:** All non-exempt employees must clock in and clock out at the beginning and at the end of their scheduled lunch period, i.e., scheduled thirty (30) minute lunch period or scheduled one (1) hour lunch period. The lunch period is considered unpaid time.

**UNREPORTED HOURS:** All hours worked must be reported using the Timekeeping System. Any time spent working while not clocked in, or "working off the clock," is strictly prohibited. Employees are required to clock in before performing any work and to clock out after all authorized work is stopped. Employees that under report or fail to report hours worked may be subject to disciplinary action. Examples of "working off the clock" may include:

- Forgetting to clock in or clock out
- Voluntarily continuing to work at the end of regular working hours
- Taking work home to complete on the weekend or in the evening
- Working while away from the workplace (i.e., checking, reading or reviewing work-related emails or listening to work-related messages)
- Answering phones, emails or attending to work while on your lunch period

Once an employee has clocked in, the employee is responsible for starting work. When a shift has been completed, it is the employee's responsibility to clock out. Employees conducting personal business or simply not working while clocked in may be considered "riding the clock" and may be subject to disciplinary action.

**CLOCK PROBLEMS:** If an employee is unable to clock in or clock out at his/her designated time clock because of a system malfunction or under other limited conditions (e.g., off-site training), it is the employee's responsibility to immediately inform his/her supervisor and to complete the **Timesheet Adjustment Form** so that time worked can be manually entered. If the correction is needed for a workweek that has already closed, the **Timesheet Adjustment Form** must be submitted to the Division Head so the error can be manually corrected.

**DISPUTES OVER TIME CLOCKED IN OR OUT:** In the event an employee has a dispute over time that was clocked in or clocked out, the employee should bring it to the attention of his/her supervisor immediately for resolution. The Timekeeping System tracking system provides a log to assist in validating times of all employee check ins/outs. Any dispute that cannot be resolved using the electronic logs should immediately be reported to the Division Head for resolution.

**FALSIFICATION, TAMPERING AND UNAUTHORIZED VIEWING:** The following infractions are prohibited and are considered severe:

- Any attempt to tamper with Timekeeping System hardware or software
- Clocking in or out for another employee

- Unauthorized viewing of another employee's time in the Timekeeping System

Employees committing these infractions may be subject to disciplinary action.

**OVERTIME:** Unauthorized overtime is prohibited. Employees shall be paid overtime in accordance with Chapter 7 of the GIAA Personnel Rules and Regulations and the Overtime Compensation Memorandum for Airport Police Employees, as applicable.

**RESPONSIBILITIES:** The following are responsibilities of GIAA employees under the Policy.

**1. EXECUTIVE MANAGER RESPONSIBILITY:**

- A. Ensure enforcement of this Policy and applicable statutes, rules and regulations.
- B. Ensure that employees are trained and notified about this Policy and any changes thereafter.
- C. Exercise and provide leadership in personnel matters.
- D. Ensure that each employee is provided a copy of this Policy.

**2. PERSONNEL SECTION RESPONSIBILITY:**

- A. Update the Employee Master File for each employee.
- B. Load and maintain employee information in the Timekeeping System.
- C. Disseminate the Policy to employees upon implementation and upon hire.
- D. Schedule initial training for employees on the Timekeeping System.
- E. Assign employees a time clock for the purpose of timing in/out of the Timekeeping System.
- F. Coordinate pay guidelines for unanticipated events (e.g., typhoons, special holidays, etc.) for entry by the MIS Section and Accounting Division.

**3. MIS SECTION RESPONSIBILITY:**

- A. Maintain the integrity of the Employee Master File.
- B. Provide system and technical support.
- C. Provide exception reports as requested by the Executive Manager, Personnel Section, Accounting Division, and Division Heads.
- D. Provide initial and recurrent training as well as training on an as-needed basis.
- E. Troubleshoot payroll issues related to the Timekeeping System.

**4. ACCOUNTING DIVISION RESPONSIBILITY:**

- A. Review, approve and finalize all employee Timekeeping System time records.
- B. Upload time records and interface the time records to the Timekeeping System to complete the payroll process.

**5. DIVISION HEAD RESPONSIBILITY:**

- A. Disseminate all updated Timekeeping System information to employees.
- B. Approve/disapprove an employee's leave request no later than each Monday at 12:00 p.m.
- C. Report any concerns or issues with the Timekeeping System to the MIS Section.
- D. Assign a timekeeper for their Division.
- E. Resolve any disputes over time clocked in or out.

**6. SUPERVISOR RESPONSIBILITY:**

- A. Assist employees with clock problems and ensure employees complete the **Timesheet Adjustment Form** so that time can be manually entered.

- B. Assist employees to resolve any disputes over time clocked in or out.
- C. In the event a dispute cannot be resolved at the supervisor's level, immediately report the dispute to the Division Head for resolution.
- D. Ensure that an employee's leave entry request is complete with proper supporting documents.
- E. Assist employees by answering questions about the Policy.

**7. EMPLOYEE RESPONSIBILITY:**

- A. Exercise honesty and integrity when utilizing a time clock.
- B. Understand and comply with the Policy.
- C. Utilize the time clock assigned to the employee for the purpose of timing in/out of the Timekeeping System.
- D. Must clock in/out to accurately record the time they begin and end work, as well as be paid properly.
- E. Must clock in no earlier than fourteen (14) minutes prior to the start of the employee's work schedule and no later than fourteen (14) minutes after the end of the employee's work schedule.
- F. Must clock in/out the beginning and ending of each scheduled lunch period, i.e., scheduled thirty (30) minute lunch period or scheduled one (1) hour lunch period.
- G. Must clock in/out when reporting to work on a non-scheduled workday (e.g., holiday, weekend, etc.) or when called back to perform emergency work.
- H. Immediately report any discrepancy in time entries to his/her supervisor.
- I. Verify time entry on a daily basis to certify the accuracy of all time recorded.
- J. Ensure that leave entry requests are complete with proper supporting documents timely submitted to the employee's supervisor.

**8. TIMEKEEPERS RESPONSIBILITY:**

- A. Enter employees' work schedules every pay period pursuant to the instructions of the Division Head.
- B. Verify employee time entry on a daily basis and make appropriate adjustments as required.
- C. Ensure adjustments and comments on an employee's time entry are accurate and approved by the Division Head.
- D. Notify the Division Head if there are changes or discrepancies to an employee's time records due to unscheduled time entries.
- E. Verify that leave entry requests, overtime, and other time records are supported with proper corresponding documents.
- F. Verify time entries for holidays.
- G. Immediately notify the MIS Section if an employee encounters a problem with his/her fingerprint/scan.

**QUESTIONS:** If employees have any questions regarding this Policy, they should direct their questions to their supervisor.

ANTONIO B. WON PAT  
INTERNATIONAL AIRPORT AUTHORITY, GUAM  
BOARD OF DIRECTORS

EXECUTIVE SUMMARY

INVITATION FOR BID

JANITORIAL AND MAINTENANCE SERVICES  
IFB NO. GIAA-002-FY20

January 17, 2020

Purpose

Board action is requested to approve the bid award for Janitorial and Maintenance Services under the Invitation for Bid No. GIAA-002-FY19.

Background

The bid was solicited for the provision of janitorial services at the following GIAA **designated service areas of the A.B. Won Pat International Airport, Guam's main terminal:** Basement Level, Apron Level, GIAA Offices & Other Areas, Transportation Security Administration (TSA) Offices & Facilities, and International Arrivals Corridor.

Bidders were invited to provide alternate bids as follows: For Alternate Bid A, bids shall be submitted for each service area; for Alternate Bid B, bidders must submit a lump sum bid for all service areas combined.

The contract will be awarded to the responsible bidder(s) with the lowest comprehensive and responsive bid amounts of either the two alternate bids. The contract term is for three (3) years with two (2) one-year option years, not to exceed five (5) years, to be exercised at the sole discretion of GIAA.

Procurement Background

The solicitation announcement was advertised through the local newspapers on November 29 and December 2, 13, and 27, 2020. The bid submission deadline was established for January 9, 2020 at 2:00 p.m. and bid opening took place at 2:15 p.m. on the same day.

**Thirty (30) firms and/or individuals purchased or downloaded the bid package and seven (7) firms submitted a bid before the submission deadline. As required by the Procurement Rules and Regulations, the bid was publicly opened and read aloud by GIAA procurement staff in the presence of the bidders.**

The bids submitted are presented below in the order they were received and opened:

Bidder: Advance Management, Inc.
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	Bid Item No. / Service Area	Bid Amount (for 12 months)
Alternate Bid A	1) Basement Level	\$328,161.00
	2) Apron Level	\$375,224.00
	3) GIAA Offices & Other Areas	\$178,997.00
	4) TSA Offices & Facilities	\$238,662.00
	5) International Arrivals Corridor	\$119,331.00
Alternate Bid B	<i>All Service Areas (1+2+3+4+5)</i>	\$1,148,495.00
Bidder: Guam Cleaning Masters		
Alternate Bid A	1) Basement Level	\$162,988.32
	2) Apron Level	\$295,830.15
	3) GIAA Offices & Other Areas	\$52,000.00
	4) TSA Offices & Facilities	\$52,000.00
	5) International Arrivals Corridor	\$53,000.00
Alternate Bid B	<i>All Service Areas (1+2+3+4+5)</i>	\$564,9925.29
Bidder: ABM Aviation, Inc.		
Alternate Bid A	1) Basement Level	NO BID
	2) Apron Level	NO BID
	3) GIAA Offices & Other Areas	NO BID
	4) TSA Offices & Facilities	NO BID
	5) International Arrivals Corridor	NO BID
Alternate Bid B	<i>All Service Areas (1+2+3+4+5)</i>	\$2,446,798.63
Bidder: K Cleaning Services		
Alternate Bid A	1) Basement Level	\$408,000.00
	2) Apron Level	\$348,000.00
	3) GIAA Offices & Other Areas	\$57,600.00
	4) TSA Offices & Facilities	\$60,000.00
	5) International Arrivals Corridor	\$108,000.00
Alternate Bid B	<i>All Service Areas (1+2+3+4+5)</i>	\$950,000.00
Bidder: JJ Global Services		
Alternate Bid A	1) Basement Level	\$379,484.00
	2) Apron Level	\$379,855.00
	3) GIAA Offices & Other Areas	\$38,847.00
	4) TSA Offices & Facilities	\$49,222.00
	5) International Arrivals Corridor	\$265,652.00
Alternate Bid B	<i>All Service Areas (1+2+3+4+5)</i>	\$1,001,420.00
Bidder: Unique Pacific Resources		
	1) Basement Level	\$364,800.00



Alternate Bid A	2) Apron Level	NO BID
	3) GIAA Offices & Other Areas	NO BID
	4) TSA Offices & Facilities	NO BID
	5) International Arrivals Corridor	NO BID
Alternate Bid B	<i>All Service Areas (1+2+3+4+5)</i>	NO BID
Bidder: G-Crew Maintenance		
Alternate Bid A	1) Basement Level	\$274,950.00
	2) Apron Level	\$284,994.00
	3) GIAA Offices & Other Areas	\$38,896.00
	4) TSA Offices & Facilities	\$39,840.00
	5) International Arrivals Corridor	\$129,850.00
Alternate Bid B	<i>All Service Areas (1+2+3+4+5)</i>	\$767,293.50

The lowest Alternate Bid B total bid is lower than the total of the lowest bids submitted for Alternate Bid A. The lowest Alternate Bid B bid was submitted by Guam Cleaning Masters in the amount of \$564,992.29 per year.

#### Legal Review

Upon approval of award, the contract will be processed through the issuance of a contract & subject to legal review.

#### Financial Review

The total contract award for this bid is a total annual cost of \$564,992.29 per year for a term of three (3) years with two (2) one-year option years, not to exceed five (5) years, to **be exercised at GIAA's sole discretion**. Funding for this contract is available under the Property & Facilities Division O&M Budget.

#### Recommendation

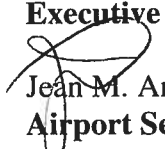
Management recommends the contract award in the amount of \$564,992.29 per year for all service areas with a contract term of three (3) years with two (2) one-year option years to Guam Cleaning Masters, who has been determined to have met the standards of responsibility and responsiveness outlined in the Guam Procurement Law and Regulations.



January 16, 2020

**MEMORANDUM**

**TO:** Thomas C. Ada  
**Executive Manager**

**VIA:**  Jean M. Arriola  
**Airport Services Manager**

**FROM:** Supply Management Administrator, *Acting*

**SUBJECT:** **BID EVALUATION AND RECOMMENDATION – INVITATION FOR BID**  
IFB No. GIAA-002-FY20: JANITORIAL AND MAINTENANCE SERVICES

**Procurement Background:**

The above referenced Invitation for Bid was publicly announced through the local newspaper on November 29 and December 2, 13, and 27, 2019. The bid submission deadline was January 9, 2020 at 2:00 p.m. and bid opening took place at 2:15 p.m. the same day.

Thirty (30) firms and/or individuals purchased or downloaded the bid package and seven (7) firms submitted a bid prior to the bid submission deadline. The bids were opened publicly and were read aloud by the Supply Management Administrator, *Acting*, and recorded by a member of the Procurement staff.

The results of the bid price submittals are as follows in the order they were received and opened:

<b>Bidder: Advance Management, Inc.</b>		
<b>Alternate Bid A</b>	<b>Bid Item No. / Service Area</b>	<b>Bid Amount (for 12 months)</b>
	1) Basement Level	\$328,161.00
	2) Apron Level	\$375,224.00
	3) GIAA Offices & Other Areas	\$178,997.00
	4) TSA Offices & Facilities	\$238,662.00
	5) International Arrivals Corridor	\$119,331.00
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4+5)</i>	\$1,148,495.00
<b>Bidder: Guam Cleaning Masters</b>		
<b>Alternate Bid A</b>	1) Basement Level	<b>\$162,988.32</b>
	2) Apron Level	\$295,830.15
	3) GIAA Offices & Other Areas	\$52,000.00
	4) TSA Offices & Facilities	\$52,000.00

	5) International Arrivals Corridor	<b>\$53,000.00</b>
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4+5)</i>	<b>\$564,992.29</b>
<b>Bidder: ABM Aviation, Inc.</b>		
<b>Alternate Bid A</b>	1) Basement Level	NO BID
	2) Apron Level	NO BID
	3) GIAA Offices & Other Areas	NO BID
	4) TSA Offices & Facilities	NO BID
	5) International Arrivals Corridor	NO BID
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4+5)</i>	\$2,446,798.63
<b>Bidder: K Cleaning Services</b>		
<b>Alternate Bid A</b>	1) Basement Level	\$408,000.00
	2) Apron Level	\$348,000.00
	3) GIAA Offices & Other Areas	\$57,600.00
	4) TSA Offices & Facilities	\$60,000.00
	5) International Arrivals Corridor	\$108,000.00
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4+5)</i>	\$950,000.00
<b>Bidder: JJ Global Services</b>		
<b>Alternate Bid A</b>	1) Basement Level	\$379,484.00
	2) Apron Level	\$379,855.00
	3) GIAA Offices & Other Areas	<b>\$38,847.00</b>
	4) TSA Offices & Facilities	\$49,222.00
	5) International Arrivals Corridor	\$265,652.00
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4+5)</i>	\$1,001,420.00
<b>Bidder: Unique Pacific Resources</b>		
<b>Alternate Bid A</b>	1) Basement Level	\$364,800.00
	2) Apron Level	NO BID
	3) GIAA Offices & Other Areas	NO BID
	4) TSA Offices & Facilities	NO BID
	5) International Arrivals Corridor	NO BID
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4+5)</i>	NO BID
<b>Bidder: G-Crew Maintenance</b>		
<b>Alternate Bid A</b>	1) Basement Level	\$274,950.00
	2) Apron Level	<b>\$284,994.00</b>
	3) GIAA Offices & Other Areas	\$38,896.00
	4) TSA Offices & Facilities	<b>\$39,840.00</b>
	5) International Arrivals Corridor	\$129,850.00
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4+5)</i>	\$767,293.50

<b>Alternate Bid A – Lowest Bids</b>		
<b>Bid Item No. / Service Area</b>	<b>Bidder</b>	<b>Lowest Bid Amount (for 12 months)</b>
1) Basement Level	Guam Cleaning Masters	\$162,988.32
2) Apron Level	G-Crew Maintenance	\$284,994.00
3) GIAA Offices & Other Areas	JJ Global Services	\$38,847.00
4) TSA Offices & Facilities	G-Crew Maintenance	\$39,840.00
5) International Arrivals Corridor	Guam Cleaning Masters	\$53,000.00
<b>Total Amount of Alternate A Lowest Bid Amounts:</b>		<b>\$579,669.32</b>
<b>Alternate Bid B – Lowest Bid</b>		
<b>Bid Item No. / Service Area</b>	<b>Bidder</b>	<b>Lowest Bid Amount (for 12 months)</b>
<i>All Service Areas (1+2+3+4+5)</i>	Guam Cleaning Masters	<b>\$564,992.29</b>
<b>Alternate Bid A – Lowest Bids</b>		
<b>Bid Item No. / Service Area</b>	<b>Bidder</b>	<b>Lowest Bid Amount (for 12 months)</b>
6) Basement Level	Guam Cleaning Masters	\$162,988.32
7) Apron Level	G-Crew Maintenance	\$284,994.00
8) GIAA Offices & Other Areas	JJ Global Services	\$38,847.00
9) TSA Offices & Facilities	G-Crew Maintenance	\$39,840.00
10) International Arrivals Corridor	Guam Cleaning Masters	\$53,000.00
<b>Alternate Bid A Lowest Bid Total:</b>		<b>\$579,669.32</b>
<b>Alternate Bid B – Lowest Bid</b>		
<b>Bid Item No. / Service Area</b>	<b>Bidder</b>	<b>Lowest Bid Amount (for 12 months)</b>
<i>All Service Areas (1+2+3+4+5)</i>	Guam Cleaning Masters	<b>\$564,992.29</b>

**Bid Analysis and Evaluation:**

Pursuant to Section 12 of the Instructions to Bidders, the contract is to be awarded as follows:

If the Alternate Bid A Lowest Bid Total is lower than the Alternate Bid B Lowest Bid, then GIAA will award to the responsible and responsive bidder(s) who submits the lowest price bid for each Service Area. In such case, GIAA may award to up to five (5) different contractors.

If the Alternate Bid B Lowest Bid is lower than the Alternate Bid A Lowest Bid Total, then GIAA will award to the responsible and responsive bidder who submitted the lowest Alternate Bid B Lowest Bid. In such case, GIAA will award to only one (1) bidder.

To determine the responsiveness of bidders, the bid package specified the required documents that bidders must submit with their bid packages. The attached abstract illustrates the inventory of required documents and the bidder's submittal.

***Advance Management, Inc.:*** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and in conformance with the Invitation for Bid. Their bid was found to be responsive and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

***Guam Cleaning Masters:*** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and in conformance with the Invitation for Bid. Their bid was found to be responsive and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

***ABM Aviation, Inc.:*** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and in conformance with the Invitation for Bid. Their bid was found to be responsive and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

***K Cleaning Services:*** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and in conformance with the Invitation for Bid. Their bid was found to be responsive and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

***JJ Global Services:*** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and in conformance with the Invitation for Bid. Their bid was found to be responsive and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

***Unique Pacific Resources:*** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. Bidder failed to provide a bid security with their bid, therefore their bid was deemed non-responsive.

***G-Crew Maintenance:*** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and in conformance with the Invitation for Bid. Their bid was found to be responsive and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

**Recommendation:**

The Alternate Bid B Lowest Bid is lower than the Alternate Bid A Lowest Bid Total. Therefore, pursuant to Section 12 of the Instruction to Bidders of the IFB, the award of contract will be made to the **responsible, responsive bidder** who submitted the lowest Alternate Bid B. **Guam Cleaning Masters** is the lowest responsible, responsive bidder with a Total *Alternate Bid B* Price of **\$564,992.29** per year for all GIAA designated service areas. The contract term is for three (3) years with two (2) one-year options, not to exceed five (5) years, to be exercised at the sole discretion of GIAA.

Should you have any questions or concerns, I am available at your convenience.



**Henry M. Cruz**

**APPROVED:**



**THOMAS C. ADA**  
EXECUTIVE MANAGER

Attachment

cc: Admin / Procurement / Marketing



**AFFIDAVIT DISCLOSING OWNERSHIP and COMMISSIONS**

CITY OF \_\_\_\_\_ )  
 \_\_\_\_\_ ) ss.  
Hagatna )

A. I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the offeror and that *[please check only one]*:

☒ The offeror is an individual or sole proprietor and owns the entire (100%) interest in the offering business.

☐ The offeror is a corporation, partnership, joint venture, or association known as *[please state name of offeror company]*, and the persons, companies, partners, or joint venturers who have held more than 10% of the shares or interest in the offering business during the 365 days immediately preceding the submission date of the proposal are as follows *[if none, please so state]*:

<u>Name</u>	<u>Address</u>	<u>% of Interest</u>
ALEX THOMAS	P.O BOX 9500	100%
	DEDEDO, GUAM 96929	

B. Further, I say that the persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or proposal for which this affidavit is submitted are as follows *[If none, please so state]*:

<u>Name</u>	<u>Address</u>	<u>Compensation</u>
n/a	n/a	n/a

C. If the ownership of the offering business should change between the time this affidavit is made and the time an award is made or a contract is entered into, then I promise personally to update the disclosure required by 5 GCA §5233 by delivering another affidavit to the government.

Signature of one of the following:

Offeror, if the bidder 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 17th  
of November, 2019.

NOTARY PUBLIC

My commission expires 6/16/2020.

**CAROLINA G. SERAFICA**  
**NOTARY PUBLIC**  
 In and for Guam, U.S.A.  
 My Commission Expires: **JUNE 16, 2020**  
 424 W O'Brien Dr Ste 202 Hagatna, Guam 96910



**THIS AFFIDAVIT MUST BE COMPLETED AND RETURNED IN THE ENVELOPE CONTAINING THE BID.**

Invitation for Bid. **GIAA-002-FY20**  
IFB Name:  
**Janitorial and Maintenance Services**



**Antonio B. Won Pat**  
**International Airport Authority, Guam**  
**BID ABSTRACT**  
**DETERMINATION FOR PROPOSER'S RESPONSIVENESS/RESPONSIBLENESS**

DESCRIPTION OF SUPPLIES OR SERVICES:  
Janitorial and Maintenance Services for all GIAA Terminal Levels and other GIAA areas.

**BIDDER'S NAME**

Bid Form	Bid Security for Alternate Bid (A)	Bid Security for Alternate Bid (B)	Affidavit Ownership & Commissions	Affidavit Non Collusion	Affidavit No Gratuities or Kickbacks	Affidavit - Contingent Fees	Affidavit - Ethical Standards	Declaration re Compliance with U.S. DOL Wage & Benefits	Designation of Subcontractors	Bidder's Qualification Statement	Bidder's Financial Statement	Title VI Solicitation Notice	Local Procurement Preference Application	Service-Disabled Veteran Owned Business Application	<b>FORM</b> Guaranteed Contract	Guam Business License
1	Advance Management	17-1822-15%	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	Env. Cleaning Masters	17-18219-15%	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	ABM Aviation Inc.	17-18219-15%	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	K Cleaning Services	17-18219-15%	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	JJ Global	17-18219-15%	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	UPR	17-18219-15%	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	G crew Maintenance	17-18219-15%	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8																
9																
10																



I hereby certify that all bids received in response to this invitation were opened under my personal supervision, and that the names of all bidders have been entered herein.


SIGNATURE  
Henry M. Cruz, Supply Management Administrator

TABULATED BY:  
SIGNATURE

Bid Submission Deadline:  
**9-Jan-20**  
Opening Time:  
**2:15 PM**  
Page 1 of 3 pages  
No. of Packages Issued:  
No. of Bids Received:



Invitation for Bid. GIAA-002-FY20		<div>Antonio B. Won Pat International Airport Authority, Guam BID ABSTRACT DETERMINATION FOR PROPOSER'S RESPONSIVENESS/RESPONSIBLENESS</div>							Bid Submission Deadline:  9-Jan-20  Opening Time: 2:15 PM		Page 2 of 3 pages	
IFB Name:  Janitorial and Maintenance Services											No. of Packages Issued:	
DESCRIPTION OF SUPPLIES OR SERVICES: Janitorial and Maintenance Services for all GIAA Terminal Levels and other GIAA areas.											No. of Bids Received:	
	BIDDER'S NAME	Special Reminder to Prospective Bidders	Acknowledgement Receipt Form	Acknowledgement of All Addenda (A, B, C, D, E & F)	Alternate Bid A Bid Item No. 1	Alternate Bid A Bid Item No. 2	Alternate Bid A Bid Item No. 3	Alternate Bid A Bid Item No. 4	Alternate Bid A Bid Item No. 5	PROCUREMENT USE ONLY		
1	Advance Management	-	-	-	328,161.00	375,224.00	178,997.00	238,662.00	119,231.00	<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
2	Ex. Cleaning Masters	-	-	-	162,988.32	295,830.15	52,000.00	52,000.00	53,000.00	<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
3	ABM Aviation Inc	-	-	-	No Bid	No Bid	No Bid	No Bid	No Bid	<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
4	K Cleaning Services	-	-	-	408,000.00	348,000.00	57,600.00	60,000.00	108,000.00	<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
5	JJ Global	-	-	-	379,484.00	379,855.00	38,847.00	49,222.00	265,652.00	<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
6	UPR	-	-	-	364,800.00	No Bid	No Bid	No Bid	No Bid	<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
7	E Crew Maintenance	-	-	-	274,950.00	284,994.00	38,896.00	39,840.00	129,850.00	<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
8										<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
9										<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
10										<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
I hereby certify that all bids received in response to this invitaiton were opened under my personal supervision, and that the names of all bidders have been entered hereon.												
SIGNATURE Henry M. Cruz, Supply Management Administrator		TABULATED BY:  SIGNATURE										

Invitation for Bid. GIAA-002-FY20		<div></div> <div>Antonio B. Won Pat International Airport Authority, Guam</div> <div>BID ABSTRACT</div> <div>DETERMINATION FOR PROPOSER'S RESPONSIVENESS/RESPONSIBLENESS</div>						Bid Submission Deadline:  9-Jan-20  Opening Time: 2:15 PM		Page 3 of 3 pages	
IFB Name:  Janitorial and Maintenance Services										No. of Packages Issued:  No. of Bids Received:	
DESCRIPTION OF SUPPLIES OR SERVICES: Janitorial and Maintenance Services for all GIAA Terminal Levels and other GIAA areas.											
BIDDER'S NAME		<del>Alternate Bid B</del> Bid Item No. 6	<del>Alternate Bid B</del> Bid Item No. 7	<del>Alternate Bid B</del> Bid Item No. 8	<del>Alternate Bid B</del> Bid Item No. 9	<del>Alternate Bid B</del> Bid Item No. 10	Alt. Bid B Combined Bid Total (1+2+3+4+5)	Time & Date of Submission	PROCUREMENT USE ONLY		
1	Advance Management						1,148,495.00	01/09/2020 8:15 AM	<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
2	Gu. Cleaning Masters						564,992.29	01/09/2020 10:38 AM	<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
3	ABM Aviation Inc.						2,446,798.63	01/09/2020 10:59 AM	<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
4	K Cleaning Services						950,000.00	01/09/2020 11:17 AM	<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
5	JJ Global						1,001,420.00	01/09/2020 1:25 PM	<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
6	UPR						No Bid	01/09/2020 1:52 PM	<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
7	G Crew Maintenance						767,293.50	01/09/2020 1:59 PM	<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
8									<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
9									<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
10									<input type="checkbox"/> MET ALL REQUIREMENTS DEEMED RESPONSIVE & RESPONSIBLE <input type="checkbox"/> DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE & NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED		
I hereby certify that all bids received in response to this invitation were opened under my personal supervision, and that the names of all bidders have been entered hereon.											
SIGNATURE Henry M. Cruz, Supply Management Administrator											

ANTONIO B. WON PAT  
INTERNATIONAL AIRPORT AUTHORITY, GUAM  
BOARD OF DIRECTORS

EXECUTIVE SUMMARY

INVITATION FOR BID

GROUNDS MAINTENANCE SERVICES  
IFB NO. GIAA-003-FY20

January 17, 2020

Purpose

Board action is requested to approve the bid award for Grounds Maintenance Services under the Invitation for Bid No. GIAA-003-FY19.

Background

The IFB solicited grass cutting and maintenance services for the following GIAA designated service areas: Airport Operations (Secured Area), North Tiyan - *Maga Haga* Highway (Non-Secured Area), South Tiyan (Non-Secured Area), and Airport Industrial Park (Non-Secured Area).

Bidders were invited to provide alternate bids as follows: For Alternate Bid A, bids shall be submitted for each service areas; for Alternate Bid B, bidders must submit a lump sum bid for all service areas combined.

The contract will be awarded to the responsible bidder(s) with the lowest comprehensive and responsive bid amounts of either the two alternate bids. The contract term is for three (3) years with two (2) one-year option years, not to exceed five (5) years, to be exercised at the sole discretion of GIAA.

Procurement Background

The solicitation announcement was advertised through the local newspapers on December 6, 10, and 16, 2020. The bid submission deadline was established for January 10, 2020 at 2:00 p.m. and bid opening took place at 2:15 p.m. on the same day.

**Twenty-nine (29) firms and/or individuals purchased or downloaded the bid package and nine (9) firms submitted a bid before the submission deadline. As required by the Procurement Rules and Regulations, the bid was publicly opened and read aloud by GIAA procurement staff in the presence of the bidders.**

The bids submitted are presented below in the order they were received and opened:

Bidder: Guam Cleaning Masters		
	Bid Item No. / Service Area	Bid Amount (for 12 months):
Alternate Bid A	1) Airport Operations (Secured Area)	\$211,111.00
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$99,999.99
	3) South Tiyan (Non-Secured Area)	\$28,000.00
	4) Airport Industrial Park (Non-Secured Area)	\$33,000.00
Alternate Bid B	<i>All Service Areas (1+2+3+4)</i>	\$355,555.55
Bidder: GET, LLC.		
Alternate Bid A	1) Airport Operations (Secured Area)	NO BID
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$141,372.00
	3) South Tiyan (Non-Secured Area)	\$111,492.00
	4) Airport Industrial Park (Non-Secured Area)	\$113,220.00
Alternate Bid B	<i>All Service Areas (1+2+3+4)</i>	NO BID
Bidder: K Cleaning Services		
Alternate Bid A	1) Airport Operations (Secured Area)	NO BID
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$138,000.00
	3) South Tiyan (Non-Secured Area)	\$62,000.00
	4) Airport Industrial Park (Non-Secured Area)	NO BID
Alternate Bid B	<i>All Service Areas (1+2+3+4)</i>	NO BID
Bidder: Service Management Corporation		
Alternate Bid A	1) Airport Operations (Secured Area)	\$498,500.00
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	NO BID
	3) South Tiyan (Non-Secured Area)	NO BID
	4) Airport Industrial Park (Non-Secured Area)	NO BID
Alternate Bid B	<i>All Service Areas (1+2+3+4)</i>	NO BID
Bidder: Unique Pacific Resources		
Alternate Bid A	1) Airport Operations (Secured Area)	NO BID
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$79,980.80
	3) South Tiyan (Non-Secured Area)	\$27,890.80
	4) Airport Industrial Park (Non-Secured Area)	\$88,980.80
Alternate Bid B	<i>All Service Areas (1+2+3+4)</i>	NO BID
Bidder: JJ Global Services		
	1) Airport Operations (Secured Area)	\$184,949.00

Alternate Bid A	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$94,499.00
	3) South Tiyan (Non-Secured Area)	\$27,700.00
	4) Airport Industrial Park (Non-Secured Area)	\$31,999.00
Alternate Bid B	<i>All Service Areas (1+2+3+4)</i>	\$289,485.00
Bidder: Maids To Order, Inc.		
Alternate Bid A	1) Airport Operations (Secured Area)	NO BID
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$80,388.00
	3) South Tiyan (Non-Secured Area)	\$60,984.00
	4) Airport Industrial Park (Non-Secured Area)	\$73,180.80
Alternate Bid B	<i>All Service Areas (1+2+3+4)</i>	NO BID
Bidder: G-Crew Maintenance		
Alternate Bid A	1) Airport Operations (Secured Area)	NO BID
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$104,995.00
	3) South Tiyan (Non-Secured Area)	\$49,895.00
	4) Airport Industrial Park (Non-Secured Area)	\$59,895.00
Alternate Bid B	<i>All Service Areas (1+2+3+4)</i>	NO BID
Bidder: The Pit, LLC.		
Alternate Bid A	1) Airport Operations (Secured Area)	\$263,874.25
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$75,145.58
	3) South Tiyan (Non-Secured Area)	\$43,182.76
	4) Airport Industrial Park (Non-Secured Area)	\$81,201.00
Alternate Bid B	<i>All Service Areas (1+2+3+4)</i>	\$463,403.59

The lowest Alternate Bid B total bid is lower than the total of the lowest bids submitted for Alternate Bid A. The lowest Alternate Bid B bid was submitted by JJ Global Services in the amount of \$289,485.00 per year.

### Legal Review

Upon approval of award, the contract will be processed through the issuance of a contract & subject to legal review.

### Financial Review

The total contract award for this bid is \$289,485.00 per year for a term of three (3) years with two (2) one-year option years, not to exceed five (5) years, to be exercised at GIAA's sole discretion. Funding for this contract is available under the Property & Facilities Division O&M Budget.

### Recommendation

Management recommends the contract award in the amount of \$289,485.00 per year for all service areas with a contract term of three (3) years with two (2) one-year option years to JJ Global Services, who has been determined to have met the standards of responsibility and responsiveness outlined in the Guam Procurement Law and Regulations.



January 16, 2020

**MEMORANDUM**

**TO:** Thomas C. Ada  
**Executive Manager**

**VIA:**  Jean M. Arriola  
**Airport Services Manager**

**FROM:** Supply Management Administrator, *Acting*

**SUBJECT: BID EVALUATION AND RECOMMENDATION – INVITATION FOR BID**  
IFB No. GIAA-003-FY20: GROUNDS MAINTENANCE SERVICES

**Procurement Background:**

The above referenced Invitation for Bid was publicly announced through the local newspaper on December 6, 10, and 16, 2020. The bid submission deadline was January 10, 2020 at 2:00 p.m. and bid opening took place at 2:15 p.m. the same day.

Twenty-nine (29) firms and/or individuals purchased or downloaded the bid package and nine (9) firms submitted a bid prior to the bid submission deadline. The bids were opened publicly and read aloud by the Supply Management Administrator, *Acting*, and recorded by a member of the Procurement staff.

The results of the bid price submittals are as follows in the order they were received and opened:

<b>Bidder: Guam Cleaning Masters</b>		
	<b>Bid Item No. / Service Area</b>	<b>Bid Amount (for 12 months):</b>
<b>Alternate Bid A</b>	1) Airport Operations (Secured Area)	\$211,111.00
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$99,999.99
	3) South Tiyan (Non-Secured Area)	\$28,000.00
	4) Airport Industrial Park (Non-Secured Area)	\$33,000.00
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4)</i>	\$355,555.55
<b>Bidder: GET, LLC.</b>		
<b>Alternate Bid A</b>	1) Airport Operations (Secured Area)	NO BID
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$141,372.00
	3) South Tiyan (Non-Secured Area)	\$111,492.00
	4) Airport Industrial Park (Non-Secured Area)	\$113,220.00



**Bid Evaluation and Recommendation**

Grounds Maintenance Services

IFB No. GIAA-003-FY20

Page 2 of 5

<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4)</i>	NO BID
<b>Bidder: K Cleaning Services</b>		
<b>Alternate Bid A</b>	1) Airport Operations (Secured Area)	NO BID
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$138,000.00
	3) South Tiyan (Non-Secured Area)	\$62,000.00
	4) Airport Industrial Park (Non-Secured Area)	NO BID
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4)</i>	NO BID
<b>Bidder: Service Management Corporation</b>		
<b>Alternate Bid A</b>	1) Airport Operations (Secured Area)	\$498,500.00
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	NO BID
	3) South Tiyan (Non-Secured Area)	NO BID
	4) Airport Industrial Park (Non-Secured Area)	NO BID
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4)</i>	NO BID
<b>Bidder: Unique Pacific Resources</b>		
<b>Alternate Bid A</b>	1) Airport Operations (Secured Area)	NO BID
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$79,980.80
	3) South Tiyan (Non-Secured Area)	\$27,890.80
	4) Airport Industrial Park (Non-Secured Area)	\$88,980.80
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4)</i>	NO BID
<b>Bidder: JJ Global Services</b>		
<b>Alternate Bid A</b>	1) Airport Operations (Secured Area)	<b>\$184,949.00</b>
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$94,499.00
	3) South Tiyan (Non-Secured Area)	<b>\$27,700.00</b>
	4) Airport Industrial Park (Non-Secured Area)	<b>\$31,999.00</b>
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4)</i>	<b>\$289,485.00</b>
<b>Bidder: Maids To Order, Inc.</b>		
<b>Alternate Bid A</b>	1) Airport Operations (Secured Area)	NO BID
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$80,388.00
	3) South Tiyan (Non-Secured Area)	\$60,984.00
	4) Airport Industrial Park (Non-Secured Area)	\$73,180.80
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4)</i>	NO BID
<b>Bidder: G-Crew Maintenance</b>		
<b>Alternate Bid A</b>	1) Airport Operations (Secured Area)	NO BID
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	\$104,995.00
	3) South Tiyan (Non-Secured Area)	\$49,895.00
	4) Airport Industrial Park (Non-Secured Area)	\$59,895.00
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4)</i>	NO BID



**Bid Evaluation and Recommendation**

Grounds Maintenance Services

IFB No. GIAA-003-FY20

Page 3 of 5

<b>Bidder: The Pit, LLC.</b>		
<b>Alternate Bid A</b>	1) Airport Operations (Secured Area)	\$263,874.25
	2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	<b>\$75,145.58</b>
	3) South Tiyan (Non-Secured Area)	\$43,182.76
	4) Airport Industrial Park (Non-Secured Area)	\$81,201.00
<b>Alternate Bid B</b>	<i>All Service Areas (1+2+3+4)</i>	\$463,403.59

<b>Alternate Bid A – Lowest Bids</b>		
<b>Bid Item No. / Service Area</b>	<b>Bidder</b>	<b>Lowest Bid Amount (for 12 months)</b>
1) Airport Operations (Secured Area)	JJ Global Services	\$184,949.00
2) North Tiyan, <i>Maga Haga</i> Highway (Non-Secured Area)	The Pit, LLC.	\$75,145.58
3) South Tiyan (Non-Secured Area)	JJ Global Services	\$27,700.00
4) Airport Industrial Park (Non-Secured Area)	JJ Global Services	\$31,999.00
<b>Alternate Bid A Lowest Bid Total:</b>		<b>\$319,793.58</b>
<b>Alternate Bid B – Lowest Bid</b>		
<b>Bid Item No. / Service Area</b>	<b>Bidder</b>	<b>Lowest Bid Amount (for 12 months)</b>
<i>All Service Areas (1+2+3+4+5)</i>	JJ Global Services	<b>\$289,485.00</b>

**Bid Analysis and Evaluation:**

Pursuant to Section 12 of the Instructions to Bidders, the contract is to be awarded as follows:

If the Alternate Bid A Lowest Bid Total is lower than the Alternate Bid B Lowest Bid, then GIAA will award to the responsible and responsive bidder(s) who submits the lowest price bid for each Service Area. In such case, GIAA may award to up to four (4) different contractors.

If the Alternate Bid B Lowest Bid is lower than the Alternate Bid A Lowest Bid Total, then GIAA will award to the responsible and responsive bidder who submitted the lowest Alternate Bid B Lowest Bid. In such case, GIAA will award to only one (1) bidder.

To determine the responsiveness of bidders, the bid package specified the required documents that bidders must submit with their bid packages. The attached abstract illustrates the inventory of required documents and the bidder's submittal.

**Guam Cleaning Masters:** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and in conformance with the Invitation for Bid. Their bid was found to be responsive

and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

**GET, LLC.:** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and in conformance with the Invitation for Bid. Their bid was found to be responsive and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

**K Cleaning Services.:** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and in conformance with the Invitation for Bid. Their bid was found to be responsive and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

**Service Management Corporation:** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and in conformance with the Invitation for Bid. Their bid was found to be responsive and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

**Unique Pacific Resources:** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and in conformance with the Invitation for Bid. Their bid was found to be responsive and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

**JJ Global Services:** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and in conformance with the Invitation for Bid. Their bid was found to be responsive and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

**Maids To Order, Inc.:** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and in conformance with the Invitation for Bid. Their bid was found to be responsive and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

**G-Crew Maintenance:** The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and

in conformance with the Invitation for Bid. Their bid was found to be responsive and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

***The Pit, LLC.***: The bidder submitted a copy of their current Guam Business License. The Bidder's Qualification Statement form included a list of projects within the last five years similar to the services solicited with resumes attached. All other required documents were complete and in conformance with the Invitation for Bid. Their bid was found to be responsive and bidder meets the standards of responsibility as set forth in the Procurement Law and Regulations.

**Recommendation:**

The Alternate Bid B Lowest Bid is lower than the Alternate Bid A Lowest Bid Total. Therefore, pursuant to Section 12 of the Instruction to Bidders of the IFB, the award of contract will be made to the **lowest responsible, responsive bidder** who submitted the lowest Alternate Bid B. **JJ Global Services** is the lowest responsible, responsive bidder with a Total *Alternate Bid B* Price of **\$289,485.00** per year to service all GIAA designated Service Areas. The contract term is for three (3) years with two (2) one-year options, not to exceed five (5) years, to be exercised at the sole discretion of GIAA.

Should you have any questions or concerns, I am available at your convenience.



**Henry M. Cruz**

**APPROVED:**



**THOMAS C. ADA**  
EXECUTIVE MANAGER

Attachment

cc: Admin / Procurement / Properties & Facilities

**AFFIDAVIT DISCLOSING OWNERSHIP and COMMISSIONS**

CITY OF Hamm )  
 ) ss.  
 \_\_\_\_\_ )

A. I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the offeror and that *[please check only one]*:

☒ The offeror is an individual or sole proprietor and owns the entire (100%) interest in the offering business.

☐ The offeror is a corporation, partnership, joint venture, or association known as *[please state name of offeror company]*, and the persons, companies, partners, or joint venturers who have held more than 10% of the shares or interest in the offering business during the 365 days immediately preceding the submission date of the proposal are as follows *[if none, please so state]*:

<u>Name</u>	<u>Address</u>	<u>% of Interest</u>
<u>Luis E. Bustamante</u>	<u>215 Rojas St. Suite 126A</u> <u>Hamm, Bham 96921</u>	<u>100%</u>
_____	_____	_____
_____	_____	_____

B. Further, I say that the persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or proposal for which this affidavit is submitted are as follows *[if none, please so state]*:

<u>Name</u>	<u>Address</u>	<u>Compensation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. If the ownership of the offering business should change between the time this affidavit is made and the time an award is made or a contract is entered into, then I promise personally to update the disclosure required by 5 GCA §5233 by delivering another affidavit to the government.

*Mosmanu friend of Luis E. Bustamante*  
 Signature of one of the following:

Offeror, if the bidder 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 21<sup>st</sup>  
 of Dec., 20 19.

Barbara C. Salas  
 NOTARY PUBLIC

My commission expires Dec 10, 2022.

**BARBARA C. SALAS**  
**NOTARY PUBLIC**  
 In and for Guam, U.S.A.  
 My Commission Expires: **DEC. 20, 2022**  
 100122 Bangala, Guam 96921

**THIS AFFIDAVIT MUST BE COMPLETED AND RETURNED IN THE ENVELOPE CONTAINING THE BID.**


Invitation for Bid No: **GIAA-003-FY20**

IFB Name:

Grounds Maintenance Services

DESCRIPTION OF SUPPLIES OR SERVICES:  
Grass Cutting and Maintenance Services for GIAA designated service areas.

AIRPORT  
GUAM



Antonio B. Won Pat

International Airport Authority, Guam

BID ABSTRACT

DETERMINATION FOR BIDDER'S RESPONSIVENESS / RESPONSIBLENESS

Bid Submission Deadline:  
**10-Jan-20**  
Opening Time:  
**2:15 PM**

Page 1 of 2 pages  
No. of Packages Issued:  
No. of Bids Received:

	BIDDER'S NAME	Bid Form	Bid Security for Alternate Bid (A)	Bid Security for Alternate Bid (B)	Affidavit Disclosing Ownership & Commissions	Affidavit re Non-Collusion	Affidavit re No Gratuities or Kickbacks	Affidavit re Contingent Fees	Affidavit re Ethical Standards	Declaration re Compliance with U.S. DOL Wage & Benefits Determination	Designation of Subcontractors	Bidder's Qualification Statement	Bidder's Financial Statement	Title VI Solicitation Notice	Local Procurement Preference Application	Service-Disabled Veteran Owned Business Application	Form Contact (Signed)	Guam Business License
1	Eu. Cleaning Masters	-	BB EIC-15224 15% CC 1004239		/	/	/	/	/	/	/	/	/	/	/	/		/
2	Set, LLC	-	BB CKI-198042-APB 15,000.-		/	/	/	/	/	/	/	/	/	/	/	/		
3	K Cleaning Services	-	BB EIC-15225-B 30,000.-		/	/	/	/	/	/	/	/	/	/	/	/	/	
4	Service Maint. Corp.	-	CC 1004275 15%		/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	Unique Pacific Resources	-	BB 010220-1 15%		/	/	/	/	/	/	/	/	/	/	/	/	/	
6	JJ Global	-	BB CKI-200001-APB 140,914.60		/	/	/	/	/	/	/	/	/	/	/	/	/	
7	MTD Maint.	-	CC 000331747 32,300.00		/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	G crew Maintenance	-	C-2286966 145,000.-		/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	The Pit, LLC	-																
10																		

I hereby certify that all bids received in response to this invitation were opened under my personal supervision, and that the names of all bidders have been entered hereon.

SIGNATURE

Henry M. Cruz, Supply Management Administrator

TABULATED BY:

SIGNATURE




Invitation for Bid. GIAA-003-FY20

IFB Name:

Grounds Maintenance Services

DESCRIPTION OF SUPPLIES OR SERVICES:  
Grass Cutting and Maintenance Services for GIAA designated service areas.



Antonio B. Won Pat

International Airport Authority, Guam

BID ABSTRACT

DETERMINATION FOR BIDDER'S RESPONSIVENESS/RESPONSIBLENESS

Bid Submission Deadline:

10-Jan-20

Opening Time:

2:15 PM

Page 2 of 2 pages

No. of Packages Issued:

No. of Bids Received:

	BIDDER'S NAME	Special Reminder to Prospective Bidders	Acknowledgement of Receipt Form (IFB)	Acknowledgement of All Addenda (A, B, & C)	Alternate Bid A Bid Item No. 1	Alternate Bid A Bid Item No. 2	Alternate Bid A Bid Item No. 3	Alternate Bid A Bid Item No. 4	Alternate Bid A Combined Bid Total (1+2+3+4)	Alternate Bid B (All Service Areas: Total Bid Price)	PROCUREMENT USE ONLY
1	Eu. Cleaning Masters	-	-	-	211,111.00	99,999.99	28,000.00	33,000.00	372,110.99	355,555.55	<div><div></div><div>MET ALL REQUIREMENTS DEEMED RESPONSIVE &amp; RESPONSIBLE</div><div></div><div>DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE &amp; NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED</div></div>
2	GET, LLC	-	-	-	No Bid	141,372.00	111,492.00	113,220.00	366,084.00	No Bid	<div><div></div><div>MET ALL REQUIREMENTS DEEMED RESPONSIVE &amp; RESPONSIBLE</div><div></div><div>DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE &amp; NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED</div></div>
3	K Cleaning Services	-	-	-	No Bid	138,000.00	62,000.00	No Bid		No Bid	<div><div></div><div>MET ALL REQUIREMENTS DEEMED RESPONSIVE &amp; RESPONSIBLE</div><div></div><div>DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE &amp; NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED</div></div>
4	Service Mgmt. Corp.	-	-	-	498,500.00	No Bid	No Bid	No Bid	498,500.00	No Bid	<div><div></div><div>MET ALL REQUIREMENTS DEEMED RESPONSIVE &amp; RESPONSIBLE</div><div></div><div>DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE &amp; NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED</div></div>
5	Unique Pacific Resources	-	-	-	No Bid	79,980.80	27,890.80	88,980.80		No Bid	<div><div></div><div>MET ALL REQUIREMENTS DEEMED RESPONSIVE &amp; RESPONSIBLE</div><div></div><div>DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE &amp; NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED</div></div>
6	W Global	-	-	-	184,949.00	94,499.00	27,700.00	31,999.00	339,147.00	289,485.00	<div><div></div><div>MET ALL REQUIREMENTS DEEMED RESPONSIVE &amp; RESPONSIBLE</div><div></div><div>DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE &amp; NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED</div></div>
7	MTD Maint.	-	-	-	No Bid	80,388.00	60,984.00	73,180.80	214,552.80	No Bid	<div><div></div><div>MET ALL REQUIREMENTS DEEMED RESPONSIVE &amp; RESPONSIBLE</div><div></div><div>DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE &amp; NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED</div></div>
8	G Crew Maintenance	-	-	-	No Bid	104,995.00	49,895.00	59,895.00	214,785.00	No Bid	<div><div></div><div>MET ALL REQUIREMENTS DEEMED RESPONSIVE &amp; RESPONSIBLE</div><div></div><div>DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE &amp; NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED</div></div>
9	The P.T. LLC	-	-	-	263,874.25	75,145.58	43,182.76	81,201.00	463,403.59	463,403.59	<div><div></div><div>MET ALL REQUIREMENTS DEEMED RESPONSIVE &amp; RESPONSIBLE</div><div></div><div>DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE &amp; NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED</div></div>
10											<div><div></div><div>MET ALL REQUIREMENTS DEEMED RESPONSIVE &amp; RESPONSIBLE</div><div></div><div>DID NOT NOT MEET ALL REQUIREMENTS DEEMED NON-RESPONSIVE &amp; NON-RESPONSIBLE; THEREFORE, PROPOSAL IS REJECTED</div></div>

I hereby certify that all bids received in response to this invitation were opened under my personal supervision, and that the names of all bidders have been entered hereon.

TABULATED BY:

SIGNATURE

SIGNATURE

Henry M. Cruz, Supply Management Administrator



TO: Procurement File

FROM: Executive Manager

DATE: January 15, 2020

NAME OF  
PROCUREMENT: Construction Services for Rehabilitation of GIAA Runway 6L/24R

RE: **WRITTEN DETERMINATION REGARDING USE OF SOLE SOURCE  
PROCUREMENT**

Pursuant to the Guam Procurement Law and Regulations, the following determinations are made by the Executive Manager with regard to a sole source procurement of construction services for Phase 1A of the rehabilitation of GIAA's Runway 6L/24R (the "Project"). Phase 1 Construction of the Project is more particularly described in the IFB (defined below), which GIAA has further divided into Phase 1A and Phase 1B. This sole source procurement is for Phase 1A construction services as described in Attachment 1. Phase 1B will be sole sourced when grant funding is available.

### **Background**

This Project is identified in GIAA's Airport Capital Improvement Program ("ACIP") with the Federal Aviation Administration ("FAA"). GIAA procured an A/E firm, HTD Pacific, Inc., to prepare the drawings, plans and specifications for the Project. Currently, GIAA is completing procurement of a construction management firm ("CM") to assist GIAA throughout all phases of construction. It is anticipated that the CM contract will be finalized in January or February 2020.

On June 14, 2019, GIAA issued an Invitation for Bid, IFB No. GIAA-C02-FY19 for construction services for the Project (the "IFB"). One bidder responded with a bid price exceeding the anticipated phased grant funding. On July 26, 2019, pursuant to § 3115(d)(2) of the Procurement Regulations, GIAA canceled the IFB. Pursuant to § 3102(c)(1)(C) of the Procurement Regulations, GIAA now intends to proceed with procurement of the construction services for the Project via sole source from the single bidder who responded to the IFB, Hawaiian Rock Products Corporation ("HRC").

### **Funding**

Construction for the Project is funded by two (2) separate grant sources from the FAA. Phase 1A will be funded with \$10M in Supplemental Appropriations programmed by the Secretary of

the U.S. Department of Transportation. Phase 1B will be funded with \$10M from FY'20 AIP funding.

### **Determinations**

The following determinations are made pursuant to Sections 3102(c)(1)(C) and 3112(b) of the Procurement Regulations:

1. The services to be acquired are construction services for Phase 1 of the rehabilitation of GIAA Runway 6L/24R in accordance with applicable FAA airfield pavement indices. The level of rehabilitation or reconstruction for Runway 6L/24R is based on pavement condition indices adopted by the FAA to accommodate design, aircraft weight, enhance safety through minimal pavement deficiencies and prolong useful life. To comply with FAA standards, the pavement specifications for Runway 6L/24R require a minimum value for VMA of 15, which cannot be sourced locally. GIAA is requesting for a modification of standards from the FAA to allow for a minimum value for VMA of 13, which would allow for use of locally-sourced aggregate. The intended sole source awardee, HRC, owns the island's only asphalt pavement plant that can provide aggregate with a minimum value for VMA of 13. Because of the nature of the specifications for the pavement needed for the Project and the single local source available, GIAA does not believe that reissuance of a second IFB will result in additional bidders.

2. Pursuant to § 3102(c)(1)(C) of the Procurement Regulations, if there is only one bidder and the Head of the Purchasing Agency determines in writing that the need for the supply or service continues, but that the price of the one bid is not fair and reasonable and there is no time for re-solicitation or re-solicitation would likely be futile, the procurement may then be conducted under § 3112 of the Procurement Regulations (Sole Source Procurement).

a. There was only one bidder. GIAA initially procured the construction services for the Project through a competitive Invitation for Bid. Seventeen (17) firms/individuals picked up the IFB package, however, GIAA received only one bid in response from HRC.

b. Need continues. Runway 6L/24R is in need of rehabilitation. Based on the applicable FAA indices for airfield pavement, Runway 6L/24R is in need of various levels of rehabilitation and reconstruction to satisfy FAA requirements.

c. The bid price exceeds available funding. HRC price bid exceeded the anticipated phased grant funding and cannot be determined to be fair and reasonable.

d. Rre-solicitation would likely be futile. Grant funding has recently been made available for Phase 1A construction services. Certain areas of Runway 6L/24R are in urgent need of rehabilitation or reconstruction. In addition, delay of this Project to next fiscal year impacts scheduling of other FAA funded projects by delaying those projects as well. Further, to comply with FAA standards, the pavement specifications for Runway 6L/24R require

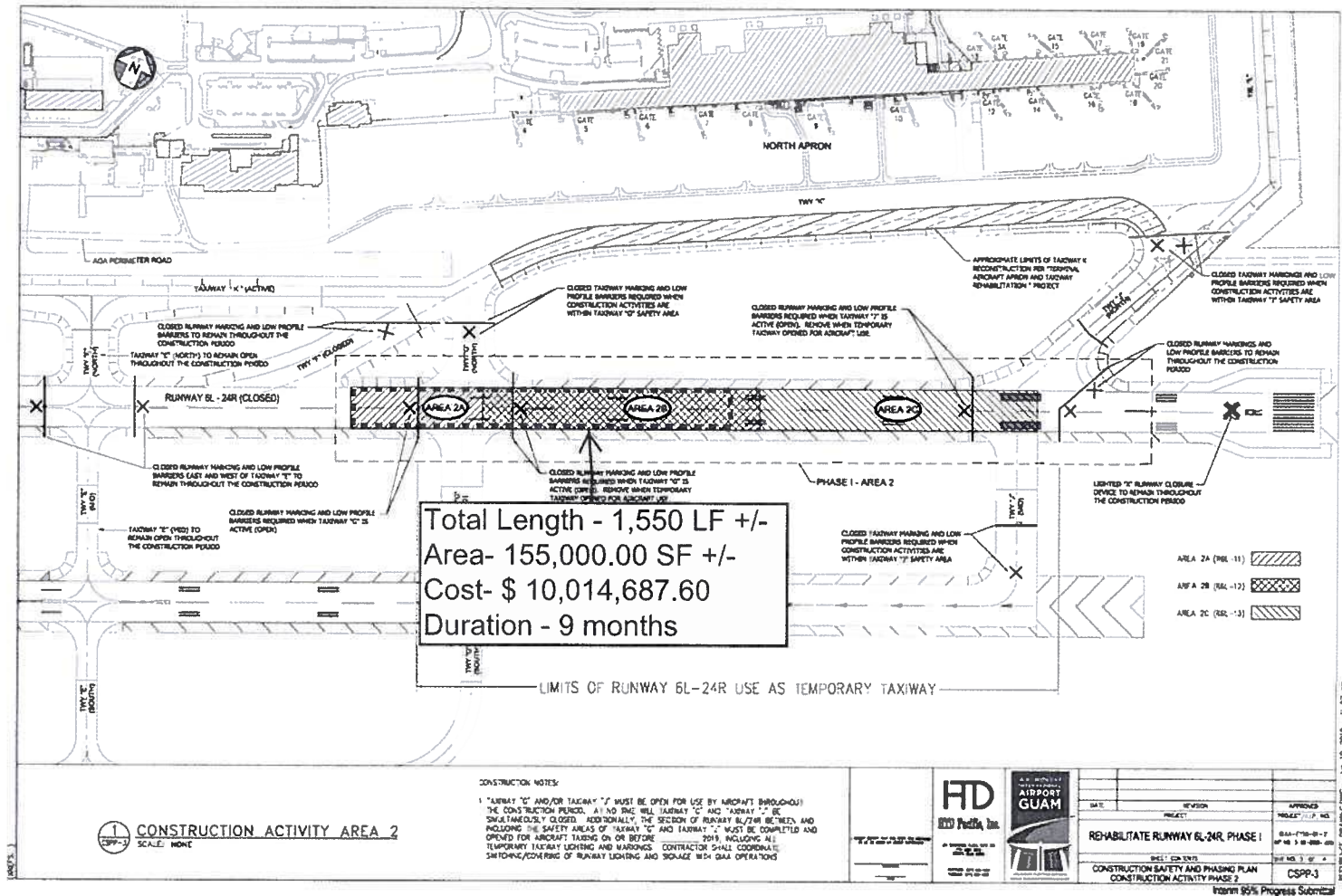


a minimum value for VMA of 15, which cannot be sourced locally. GIAA is requesting for a modification of standards from the FAA to allow for a minimum value for VMA of 13, which would allow for use of locally-sourced aggregate. HRC owns the island's only asphalt pavement plant that can provide aggregate with a minimum value for VMA of 13. Because of the nature of the specifications for the pavement needed for the Project and the single local source available, GIAA does not believe that reissuance of a second IFB will result in additional bidders.

In view of the above, it is determined that sole source procurement is authorized pursuant to Sections 3102 and 3112 of the Guam Procurement Regulations.

By:   
**THOMAS C. ADA**  
EXECUTIVE MANAGER





**BID SCHEDULE****SMCC BASE BID****(AREA 2 PAVEMENT SECTION R6L-11, R6L-12 and R6L-13)**

Pay Item Number	Description	Est. Qty	Unit	ORIGINAL BID		HRP PRICE REDUCTION		ADJUSTED CONTRACT	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
<b>C-100</b>	<b>Contractor Quality Control Program</b>	<b>1</b>	<b>LS</b>	1,086,936.00	\$ 1,086,936.00	315,386.00	\$ 315,386.00	771,550.00	\$ 771,550.00
	Bid Price for C-100 includes the following items:								
1	Professional Engineer per Specification Section 100-3.a.1.								
2	Geotechnical Engineer per Drawing Sheet G-2, notes 25 & 26.								
3	One (1) Quality Control personnel and two (2) Project Engineers.								
4	Testing Cost including APA and Profilograph test for HMA.								
5	Full time Scheduler								
6	If Professional Engineer and Geotechnical Engineer requirement are excluded, deduct \$ 315,386.00.								
<b>C-102-5.1</b>	<b>Temporary Air &amp; Water Pollution, Soil Erosion and Siltation Control</b>	<b>1</b>	<b>LS</b>	966,086.00	\$ 966,086.00	146,086.00	\$ 146,086.00	820,000.00	\$ 820,000.00
	Bid Price for C-102-5.1 includes the following items:								
1	Maintenance of Silt Screens.								
2	Full time vacuum truck, water truck and water charges to maintain the haul route and staging area.								
3	Full time personnel for monitoring and reporting BMP's.								
4	HRP offer \$ 146,086.00 as a discount for this item. Net Bid Price shall be \$ 820,000.00								

Pay Item Number	Description	Est. Qty	Unit	ORIGINAL BID		HRP PRICE REDUCTION		ADJUSTED CONTRACT	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
C-106-5.1	Construction Safety & Security	1	LS	1,634,740.00	\$ 1,634,740.00	555,726.00	\$ 555,726.00	1,079,014.00	\$ 1,079,014.00
	Bid Price for C-106-5.1 includes the following items:								
1	Additional Gate Control with Helper for Nine (9) months.								
2	Escort Vehicles and escort drivers.								
3	Vehicle Mounted Radios.								
4	Runway Closure Signs- 2 each including maintenance and fuel for Nine (9) months								
5	LED Barricade Lighting and Low Profile Barriers								
6	Surface Mounted "X" Signs								
7	Equipment and Labor for Installation of devices.								
8	We assumed additional Gate to minimize the cost in transportation and better production. Additional gate at 24 Right end is best combination for production and lesser disturbance within AOA area. If we use the Gate 7 the cost may go higher. So, we need to maintain cost for additional gate.								
	HRP price reduction:								
1	If Low Profile BaRricades and LED Lights for Barricades are reduced to 72 & 144 pieces respectively, price reduce to \$ 40,986.00.								
2	If Escort vehicle not required for one to one, by reducing to four (4) escort vehicles with mounted radios and allowing one vehicle can escort multiple project equipment, deduct \$ 514,740.00								
3	HRP total reduction for this item is \$ 555,726.00								
P-154-5.1	Subbase Course	26,085	SY	32.00	\$ 834,720.00	4.75	\$ 123,903.75	27.25	\$ 710,816.25
1	Detail 1/C-15 for Base Bid scope of work is more complicated compare to 1/C-14 for Additive bid.								
2	Base Bid unit cost assumed to include replacement of sub-soil approximately 1,240 CY per specification section P-152-2.5								
3	Base Bid unit cost can be reduced from \$ 32.00 to \$ 27.25 PSY if P-152-2.5 requirement is excluded.								
4	If sub-soil is in need to be replaced, the unit cost shall be \$ 99.15 PCY								
5	HRP price reduction for this item is 26,085.00 SY @ (\$ 4.75 PSY) = (\$ 123,903.75)								
		Total Bid Amount, Basic Bid			\$ 4,522,482.00		\$ 1,141,101.75		\$ 3,381,380.25

**BID SCHEDULE****BASE BID****(AREA 2 PAVEMENT SECTION R6L-11, R6L-12 and R6L-13)**

12/19/2019

Pay Item Number	Description	PHASE 1A, Total Length - 1,550 LF		
		Est. Qty	Unit Cost	Total Cost
C-100	Contractor Quality Control Program	1	480,544.00	\$ 480,544.00
C-102-5.1	Temporary Air & Water Pollution, Soil Erosion and Siltation Control	1	510,720.00	\$ 510,720.00
C-105	Mobilization	1	747,395.00	\$ 747,395.00
C-106-5.1	Construction Safety & Security	1	761,233.10	\$ 761,233.10
P-101-5.1	Pavement Removal	18,420	78.00	\$ 1,436,760.00
P-101-5.2	Cold Milling	48	790.00	\$ 37,920.00
P-152-4.1	Unclassified Excavation	7,314	55.00	\$ 402,270.00
P-154-5.1	Subbase Course	17,258	27.25	\$ 470,280.50
P-209-5.1	10-Inch thick Crushed Aggregate Base Course	15,762	58.00	\$ 914,196.00
P-401-8.1	2-Inch Thick, Asphalt Surface Course	27	160.00	\$ 4,320.00
P-401-8.2	4-Inch Thick, Asphalt Surface Course	14,843	75.00	\$ 1,113,225.00
P-403-8.1	6-Inch Thick, Asphalt Mixture Base Course	14,843	105.00	\$ 1,558,515.00
P-501-8.1	Portland Cement Concrete Pavement	1,647	780.00	\$ 1,284,660.00
P-620-5.1	Obliterate Existing Pavement Markings	16,800	3.00	\$ 50,400.00
P-620-5.2a	Runway / Taxiway Pavement Marking	25,306	4.00	\$ 101,224.00
P-620-5.2b	Black Border (No Reflective Media)	638	2.50	\$ 1,595.00
P-620-5.3	Temporary Taxiway Marking	0	4.00	\$ -
P-620-5.4	Obliterate Temporary Taxiway Marking	0	3.00	\$ -
P-621-5.1	Grooving	13,943	10.00	\$ 139,430.00
L-125	Temporary Taxiway Lighting	0	326,800.00	\$ -
	<b>Total:</b>			<b>\$ 10,014,687.60</b>



## FY 2020 TRAVEL REPORT

### BOARD RATIFICATION - October - December

TA NO.	NAME	COST	TRAVEL DATES	PURPOSE	DESTINATION
20-10-01	Bamba, Brian J.	\$7,586.95	10/22/2019 - 10/31/2019	Traveller attended meetings with the Airport Finance team, GIAA Bond Underwriters, Bond Counsel, GEDA Representatives, to discuss potential investors, pricing , and sale of GIAA Revenue Refunding Bonds, 2019 Series A&B.	New York
20-10-02	Ada, Thomas C.	\$7,586.95	10/22/2019 - 10/31/2019	Traveller attended meetings with the Airport Finance team, GIAA Bond Underwriters, Bond Counsel, GEDA Representatives, to discuss potential investors, pricing , and sale of GIAA Revenue Refunding Bonds, 2019 Series A&B.	New York
20-10-03	Rios, John A.	\$7,586.95	10/22/2019 - 10/31/2019	Traveller attended meetings with the Airport Finance team, GIAA Bond Underwriters, Bond Counsel, GEDA Representatives, to discuss potential investors, pricing , and sale of GIAA Revenue Refunding Bonds, 2019 Series A&B.	New York
20-10-06	Sobti, Gurvinder Singh	\$7,586.95	10/22/2019 - 10/31/2019	Traveller attended meetings with the Airport Finance team, GIAA Bond Underwriters, Bond Counsel, GEDA Representatives, to discuss potential investors, pricing , and sale of GIAA Revenue Refunding Bonds, 2019 Series A&B.	New York
20-11-14	Quinata, John M.	\$2,804.98	11/21/2019 - 11/22/2019	Traveller attended the 19th Pacific Region Investment Conference (PRIC).	Makati, Philippines
20-11-15	Rios, John A.	\$2,804.98	11/21/2019 - 11/22/2019	Traveller attended the 19th Pacific Region Investment Conference (PRIC).	Makati, Philippines
20-11-22	Morato, Doyon A.	\$1,656.35	11/21/2019 - 11/23/2019	Traveller attended meetings with Jeju Air Airline Officials.	Seoul, Korea
20-12-19	Tainatongo, Rosie M.R.	\$3,245.00	12/3/2019 - 12/04/2019	Traveller will be attended the 2019 FAA Civil Rights Training.	Honolulu, Hawaii



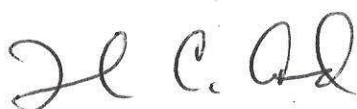
## **Management Plans and Priorities for 2020 A.B. Won Pat International Airport, Guam**

January 17, 2020

Mr. Chairman and Directors, the report provided herein outlines the following:

1. Vision of the goal that GIAA should be pursuing,
2. General Assessment of the current situation at the A.B. Won Pat Int'l Airport, and
3. Management's Operational and Financial Priorities for 2020 consistent with the Vision and responsive to the General Assessment.

The objective of this report is to provide the vision GIAA will strive to achieve, identify the challenges that lay ahead with respect to the growth in passenger arrivals and the impact, addressing the impacts, and recognizing that capital investments will be needed for the long term solutions. Although there is much that needs to be done, our limited resources must be prioritized accordingly. Attached is a summary of significant accomplishments in 2019.



Thomas C. Ada  
Executive Manager

## **VISION:**

The A.B. Won Pat International Airport connects Guam to the outside world through a symbiotic relationship with the airlines serving Guam. It is imperative that we provide a safe infrastructure for these aircrafts to come into and out of Guam.

The airport however, must be more than just a connecting point. The airport must also be a “*destination*” where a passenger’s travel experience, in and throughout the airport, is positively sustained in a safe and pleasant environment.

## **SUMMARY SITUATION ASSESSMENT:**

1. Visitor arrivals have grown 19% over the past two decades, and is expected to continue.
2. Throughput capacity of airport reaching its limits; mitigation measures implemented to provide short term relief, i.e. queueing management, expansion of TSA lanes, agreement with CBP to maintain manning levels through extended working hours, increased CQA manpower.
3. Eventual need for financing to fund renovations and construction, replacement of aging equipment, and modernization. New borrowing capacity available in 2024.
4. Succession planning for GIAA workforce needed; 42% of workforce are eligible for retirement within next five years. 32% have been with GIAA for 10 years or less.

## **SUMMARY OF PRIORITIES FOR 2020:**

1. Master Plan Update
2. International Arrivals Corridor – calibration of construction schedule and costs
3. Runway Rehabilitation (Phase 1)
4. Obligation of 2019 Bond Funds
5. Workforce development
6. Maximize revenue generating potentials
7. Financial positioning for 2024

## **GENERAL ASSESSMENT:**

### ***1. Growth in Visitor Arrivals and Airport Congestion.***

Over the past two decades, GIAA has experienced an approximate growth of 19% in enplanements; enplanements went from approximately 1.5 million in 1999 to 1.8 million in



2018.

It can reasonably be expected that marketing efforts by the Guam Visitors Bureau will continue to aggressively market Guam as a tourist destination and this growth will continue in the years to come. Airline operating schedules will likely continue to be largely dictated by schedules of the larger markets at the points of origin of travelers to Guam. Hence, the airlines will likely maintain arrival and departure schedules within the current operating windows.

## ***2. Accommodating Increase in Enplanement.***

The throughput capacity of the Guam airport is finite. If not properly managed, the congestion of arriving and departing passengers, as seen today, will be the end result. Additionally, when capacities of support systems are exceeded, e.g. the baggage handling system and regulatory screening processes, delays in airport passage and flight departures will inevitably result. Consequently, passenger experience at the airport can be frustrating and gets negatively impacted, lowering tourist expectations for what could otherwise be a memorable visit.

Assuming that placing a cap on arrivals is not an option, ultimately throughput will have to be addressed through expansion of the airport facility and its support systems. Although congestion mitigation efforts are being implemented, e.g. management of queues, construction of additional TSA screening lanes, increased number of screening officers at Immigration and Customs, that can only be a short term solution.

## ***3. Financing Necessary Improvements at the Airport.***

Financial analyses reveal that GIAA will have paid down a significant amount of its debt by 2024, at which time, GIAA will have the capacity to go to the bond market to borrow new money. It is projected that GIAA will have the capacity to borrow as much as Two Hundred Million (\$200,000,000) to fund renovation and construction, replace aging equipment, and incorporating modern technology to optimize passenger airport experience.

## ***4. The Workforce and Delivery of Support Services.***

Much of the aviation services needed to support GIAA's primary customer, the Airlines, and the various services to support GIAA's mission of providing for the safe and efficient movement of passengers are outsourced to private companies. The contracted services the operation and maintenance of the automated baggage handling system (BHS), people mover systems (elevators and escalators), airport electronic security systems to monitor and control access into restricted areas, fueling services, water production and distribution, custodial and grounds maintenance, and public parking services.

GIAA however, must still maintain a core work force to maintain the day-to-day operational needs of the facility, such as the aircraft rescue & firefighting (ARFF), police, plumbing-electrical-carpentry, finance and accounting, and terminal center and control tower operations.

A review of the GIAA workforce reveals that approximately forty-two percent (42%) of the 233-employee workforce are eligible for retirement, or will likely be retiring within the next five (5) years. And thirty-eight percent (38%) of the workforce have been with GIAA for only ten (10) years or less.

The aforementioned provides an overview of some of the challenges that lay ahead for GIAA. The path going forward and priorities going forward into 2020 are outlined below.

#### **OPERATIONAL PRIORITIES:**

In addition to sustaining daily operations at the airport, the following priorities must also be focused on to prepare for the longer term requirements of the airport.

##### **1. Master Plan Update.**

Initiate the Update of the *2012 GIAA Master Plan*. Said update must include, but not limited to, identifying near and long-term facility expansion and capital requirements, identifying standards of the *Next Generation Airport* that should be pursued, identifying best practices to achieve optimal utilization of the airport facility, review of the Runway Protection Zone, live burn facility, and sustainability programs.

There will also be a financing feasibility component. The determination of the capital requirements would be the basis for the borrowing GIAA must seek from the bond market on or about 2024.

Commencement of the aforementioned goals should begin in Q2 FY'20 and proceed as follows:

- a. **Establish CIP Committee/Working Group** to guide this effort.
- b. **Submit FAA grant application** with sufficient scope of work.
- c. **Procure services of professional Airport Planner** (start end of Q2 FY'20).
- d. **Transmit completed Master Plan Update** to Legislature by Q2 FY'21.

##### **2. International Arrivals Corridor (IAC).**

- a. **Verification of project baselines** related to construction completion date and cost, by mid-Q2 FY'20.
  - i. Plan accordingly for further delays, e.g. cost increases, operational impacts, etc., if any.

- ii. Complete review and negotiation of pending Change Orders (CO's) to determine updated project cost baseline.
- iii. Identify funding sources and recommend budgetary adjustments, if needed, by end of Q2 FY'20.

**b. Identify immediate solutions to alleviate current passenger congestion.**

**3. Runway Rehabilitation, Phase 1.**

Grant funds have been secured; project execution to follow. Commence in Q2 FY'20.

**4. Obligation of 2019 Bond Funds.**

- a. Identify CIPs eligible for AIP grants; initiate attainment of Grantor commitment and reserve local match amounts of up to \$10M. Provide progress reports at end of each quarter.
- b. Identify other CIPs to be funded; present to Board for approval by mid-Q2 FY20. Initiate procurement of services to undertake CIPs; award contracts NLT end of Q3 FY20.

**5. Workforce Development.**

- a. **Develop training plan** to enhance employee skills and support succession planning. Complete by end of Q3 FY'20
  - i. maximize use of local training resources, e.g. GCC, UOG, and GTA.
  - ii. Optimize training opportunities available through the recently established Micronesia Training Center (MARTC), in collaboration with the Airports Council International (ACI).
  - iii. Develop incentives (e.g. reimbursement of tuition costs) for employees willing to accelerate enhancement of work skills during their off-duty time at accredited local training institutions.
- b. **Fill key vacant Middle Management positions**, i.e. ATM, Procurement Administrator, Commercial Property Manager, and Chief Engineer positions. Complete by end of Q3 FY'20.
- c. **Procure services of a Compensation specialist** to review and recommend adjustments to the GIAA Employee Compensation Plan. Submit recommendations to Board no later than end of Q3 FY'20.

**FINANCIAL PRIORITIES:**

**1. Maximize Revenue Generating Opportunities.**

- a. **Food & Beverage (F&B) Concession.**
  - i. **Solicit and contract the services of a professional Concession Developer** to formulate specifications for an IFB/MSB solicitation for a Master

Concessionaire to operate the F&B Concession at the airport. Award Developer contract no later than end of Q2 FY'20.

- ii. **Solicit and Award contract for Master F&B Concessionaire**, no later than end of Q3 FY'20.

- b. **Identify New Revenue Generators.** Provide initial draft by end of Q2 FY'20.

## **2. Financial Positioning.**

In anticipation of going to the Bond Market in 2024, GIAA must maintain accounts at levels that will present GIAA in the best financial posture to improve, or at the very least maintain its current *Moody's* rating of *Baa2* or *Standard and Poors* rating of *BBB+*.

- a. By Q3 FY'20, complete a Financial Milestone Plan that GIAA should achieve in order to sustain current credit ratings or better.
- b. Said plan must provide a balance between sustaining credit ratings and providing maximum financial support of operational requirements.

## **A.B. Won Pat International Airport, Guam Significant Accomplishments - 2019**

- 1. Capital Improvements to enhance the safety and security of the airport and surrounding community.**
  - a. **Secured \$19M in bond funds to provide local match** for up to \$100 million in FAA Airport Improvement Project (AIP) Grants. Grants will fund the rehabilitation of runway, taxi way, and aircraft parking stands.
  - b. **Expansion of TSA Screening Lanes.** Two (2) additional TSA screening lanes have been completed; provides added throughput capacity of 300 additional passengers per hour to be screened.
  - c. **Commenced construction of new fire station** funded by \$22 million FAA grant.
  - d. **Completed \$2 million Noise Mitigation project.** Sound proofing of eleven (11) homes and completion of preliminaries for the sound proofing of 70 additional homes.
  - e. **Awarded FAA 2019 Airport Safety Award**
- 2. Continued Pursuit of Economic Opportunities.**
  - a. **Application Initiated (with FAA) to Authorize Space Port Operations.** Sets foundation for new economic opportunities in the future.
  - b. **Renewal of partnership agreements with Signatory Airlines servicing Guam.** These partners are guarantors that GIAA can and will meet its financial obligations.
  - c. **Increase in enplanements and establishment of new route from Muan, Korea.**
- 3. Continued Pursuit of Excellence.**
  - a. **Airport Brings Aviation Industry Training to Guam Airport.** In collaboration with the Airports Council International (ACI), professional trainers will be brought in to provide aviation industry specific training for airport personnel in the region.
  - b. **GIAA To Host 2020 Aerodrome Symposium.** The 4-day symposium will host the airports in the region where information on best practices and experiences will be exchanged and will also bring industry experts to address the event participants.
- 4. Protection of the Environment.**
  - a. **GIAA Procures Input Based Foam Tester.** Enables testing of GIAA's Aircraft Rescue & Fire Fighting trucks (ARFF) without discharging the controversial PFAS chemical. GIAA ARFF is the first in the region to procure and install the devices.
  - b. **Reservation of GIAA parcel (T-18) for Tiyan/Kalaguak Forced Labor Memorial** in collaboration with the Barrigada Municipal Planning Council and Department of Parks & Recreation.

January 9, 2020

**MEMORANDUM**

**To:** Mr. Brian Bamba  
Chairman  
GIAA Board of Directors

**From:** John A. Rios  
Comptroller



**Subject: Operating Results – Revenues and Expenses as of November 30, 2019**

Attached herewith is GIAA's Operating Results Report for the month ending November 30, 2019. This report summarizes the Budgeted versus Actual Revenues and Expenses for the month and year-to-date results ended November 30, 2019.

The key operating results for 2 month(s) of FY2020 ending November 30, 2019 – (in \$000's) are

CATEGORY	Actual FY20 Current Month	YEAR-TO-DATE			FORECAST FOR FULL YEAR- FY20	
		Budget FY20 Y-T-D	Actual FY20 Y-T-D	% Variance Budget vs. Actual	Actual Y-T-D FY20 Budget	% Variance Budget vs. Estimate for Full Year
				Y-T-D Current Month		
Total Signatory Revenues	\$ 2,790.6	\$ 5,836.4	\$ 5,528.4	-5.3%	\$ 33,866.7	-0.9%
Total Concession Revenues	\$ 1,468.3	\$ 2,916.0	\$ 2,909.5	-0.2%	\$ 19,007.5	0.0%
Total PFC's	\$ 746.0	\$ 1,296.6	\$ 1,282.1	-1.1%	\$ 7,734.6	-0.2%
Total Other Revenues	\$ 1,403.8	\$ 2,588.9	\$ 2,807.8	8.5%	\$ 15,645.2	1.4%
Total Operating Revenues	\$ 6,408.6	\$ 12,637.8	\$ 12,527.8	-0.9%	\$ 76,254.0	-0.1%
Total Operating Expenses	\$ 3,357.3	\$ 8,458.5	\$ 6,964.7	-17.7%	\$ 50,999.4	-2.8%
Net Revenues from Operations	\$ 3,051.3	\$ 4,179.3	\$ 5,563.1	33.1%	\$ 25,254.6	5.8%
Non-Operating Expenses	\$ 63.5	\$ 436.0	\$ 334.5	-23.3%	\$ 698.5	-12.7%
Other Available Moneys/other sources of funds	\$ 544.3	\$ 1,126.5	\$ 1,101.7	-2.2%	\$ 6,734.0	-0.4%
<b>Net Debt Service Coverage</b>	<b>1.70</b>	<b>1.18</b>	<b>1.53</b>	<b>29.6%</b>	<b>1.28</b>	<b>4.8%</b>

Year-to-date Total Signatory Revenues for the month ending November 30, 2019 are below Budgeted revenues by **5.3%**. Signatory revenue estimates are based on projections submitted by Signatory airlines and adopted in the annual budget.

Year-to-date Total Concession Revenues are **-0.2%** below budget while Passenger Facility Charges are below the budget estimate by **-1.1%**.

Year-to-date Total Other Revenues, inclusive of non-signatory and non-airlines revenues, are above the budget estimate by **8.5%**.

Year-to-date Total Operating Revenues actual of **\$12.5M** is **-0.9%** below the budget estimate of **\$12.6M**.

Year-to-date Total Operating Expenses are below budget by **-17.7%**. Components of this line item include a **-9.4%** decrease in Personnel Service, a **-19.7%** decrease in Contractual Services, a **-83.0%** decrease in Materials & Supplies and a **0.0%** decrease in Equipment/Furnishings from budgeted amounts for these respective categories.

The actual year-to-date Net Revenues from Operations of **\$5.6M** represents a **33.1%** increase over the year-to-date budgeted amount of **\$4.2M**.

Finally, our year-to-date results for Debt Service Coverage is at **1.53** versus the requirement of **1.25**.

Should you have any questions, please contact me at your convenience.

#### Attachments

Cc: Board of Directors  
Executive Manager  
Deputy Executive Manager  
Airport Services Manager



**GUAM INTERNATIONAL AIRPORT AUTHORITY**  
**KEY OPERATING RESULTS (\$000's)**  
**As of November 30, 2019**

	CURRENT MONTH				Budget Full Year	YEAR TO DATE				FULL YEAR FORECAST	
	Actual FY2019	Budget FY2020	Actual FY2020	%Var Bud Vs Act'l		Actual FY2019	Budget FY2020	Actual FY2020	%Var Bud Vs Act'l	Actual/Est	%Var Bud Vs Act'l
<b>I. Signatory Airline Rents &amp; Fees</b>											
Terminal Bldg Rentals	353.2	329.8	327.3	-0.8%	3,997.2	709.6	669.1	654.4	-2.2%	3,982.6	-0.4%
Departure Fees	659.1	616.5	594.4	-3.6%	7,385.1	1,264.9	1,235.7	1,165.9	-5.6%	7,315.4	-0.9%
Arrival Fees	687.1	624.5	591.1	-5.3%	7,320.2	1,312.7	1,258.1	1,149.1	-8.7%	7,211.1	-1.5%
Immigration Inspection Fees	242.0	224.4	215.9	-3.8%	2,642.6	460.5	451.3	421.6	-6.6%	2,612.8	-1.1%
Loading Bridge Use Fees	456.8	674.0	647.5	-3.9%	8,245.3	927.4	1,417.9	1,331.3	-6.1%	8,158.7	-1.1%
Apron Use Fees	106.8	117.8	122.5	4.0%	1,413.5	208.2	248.0	243.4	-1.9%	1,408.9	-0.3%
Landing Fees	243.8	264.3	291.8	0.0%	3,170.7	482.4	556.2	562.7	0.0%	3,177.2	0.0%
<b>Total Signatory Revenue</b>	<b>2,748.9</b>	<b>2,851.3</b>	<b>2,790.6</b>	<b>-2.1%</b>	<b>34,174.7</b>	<b>5,365.7</b>	<b>5,836.4</b>	<b>5,528.4</b>	<b>-5.3%</b>	<b>33,866.7</b>	<b>-0.9%</b>
Enplaned Signatory Pax	149,055	163,736	157,717	-3.7%	1,961,267	286,414	328,159	309,265	-5.8%	1,942,373	-1.0%
<b>Cost per Enplaned Pax</b>	<b>\$18.44</b>	<b>\$17.41</b>	<b>\$17.69</b>	<b>1.6%</b>	<b>\$17.42</b>	<b>\$18.73</b>	<b>\$17.79</b>	<b>\$17.88</b>	<b>0.5%</b>	<b>\$17.44</b>	<b>0.1%</b>
<b>Revenues from Sources other than Signatory Airlines Rents &amp; Fees</b>											
Concession Revenues											
Gen Mdse (DFS)	990.6	1,090.9	1,112.3	2.0%	14,528.0	2,181.8	2,181.8	2,210.5	1.3%	14,556.7	0.2%
In-flight Catering	74.7	71.6	71.9	0.5%	908.0	149.5	144.0	146.3	1.6%	910.3	0.3%
Food & Beverage	83.4	84.2	94.7	12.4%	1,042.7	162.2	165.3	185.8	12.4%	1,063.2	2.0%
Rental Cars	135.9	142.0	133.8	-5.8%	1,840.5	274.8	276.0	257.8	-6.6%	1,822.3	-1.0%
Other Concession Rev	73.5	73.7	55.5	-24.7%	694.9	141.6	149.0	109.0	-26.8%	654.9	-5.8%
<b>Total Concession Revenues</b>	<b>1,358.1</b>	<b>1,462.5</b>	<b>1,468.3</b>	<b>0.4%</b>	<b>19,014.0</b>	<b>2,909.9</b>	<b>2,916.0</b>	<b>2,909.5</b>	<b>-0.2%</b>	<b>19,007.5</b>	<b>0.0%</b>
Passenger Facility Charges	596.4	646.9	746.0	15.3%	7,749.0	1,047.9	1,296.6	1,282.1	-1.1%	7,734.6	-0.2%
Other Revenue	1,474.7	1,304.9	1,403.8	7.6%	15,426.4	2,979.9	2,588.9	2,807.8	8.5%	15,645.2	1.4%
<b>Total Operating Revenue</b>	<b>6,178.2</b>	<b>6,265.6</b>	<b>6,408.6</b>	<b>2.3%</b>	<b>76,364.0</b>	<b>12,303.4</b>	<b>12,637.8</b>	<b>12,527.8</b>	<b>-0.9%</b>	<b>76,254.0</b>	<b>-0.1%</b>
<b>II. Operating Expenses:</b>											
Personnel Services	1,581.4	1,707.1	1,522.7	-10.8%	22,191.8	3,174.0	3,414.2	3,092.8	-9.4%	21,870.4	-1.4%
Contractual Services	1,917.4	2,757.6	1,814.9	-34.2%	27,018.0	3,844.8	4,763.8	3,824.3	-19.7%	26,078.5	-3.5%
Materials & Supplies	22.5	198.6	19.7	-90.1%	2,765.7	40.9	280.6	47.6	-83.0%	2,532.7	-8.4%
Equipment/Furnishings	0.0	0.0	0.0	0.0%	517.8	0.0	0.0	0.0	0.0%	517.8	0.0%
<b>Total Operating Expenses</b>	<b>3,521.2</b>	<b>4,663.2</b>	<b>3,357.3</b>	<b>-28.0%</b>	<b>52,493.2</b>	<b>7,059.7</b>	<b>8,458.5</b>	<b>6,964.7</b>	<b>-17.7%</b>	<b>50,999.4</b>	<b>-2.8%</b>
<b>Net income from Operations</b>	<b>2,657.0</b>	<b>1,602.4</b>	<b>3,051.3</b>	<b>90.4%</b>	<b>23,870.8</b>	<b>5,243.7</b>	<b>4,179.3</b>	<b>5,563.1</b>	<b>33.1%</b>	<b>25,254.6</b>	<b>5.8%</b>

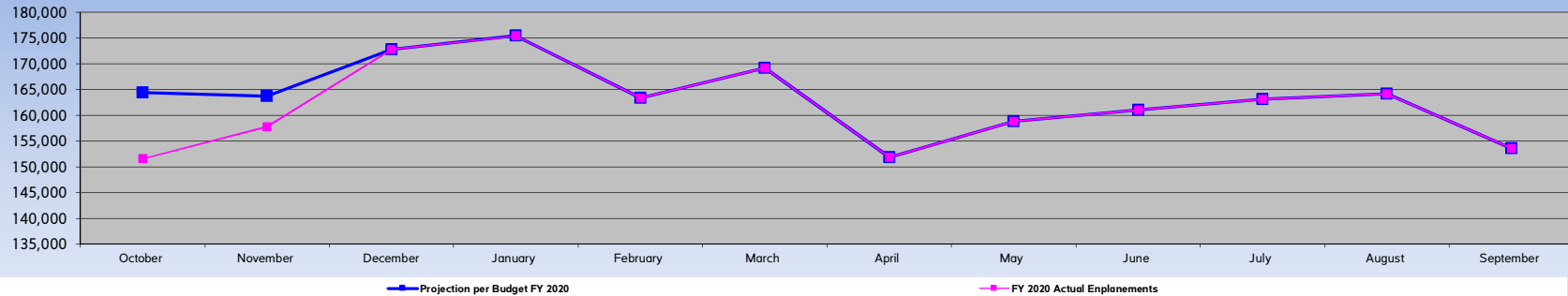
GUAM INTERNATIONAL AIRPORT AUTHORITY  
KEY OPERATING RESULTS (\$000's)  
As of November 30, 2019

	CURRENT MONTH				Budget Full Year	YEAR TO DATE				FULL YEAR FORECAST	
	Actual FY2019	Budget FY2020	Actual FY2020	%Var Bud Vs Act'l		Actual FY2019	Budget FY2020	Actual FY2020	%Var Bud Vs Act'l	Actual/Est	%Var Bud Vs Act'l
III. Other Revenues and Expenses											
Less: Non Operating Expense(Ret/DOI/OHS)	45.2	0.0	63.5	0.0%	800.0	316.1	436.0	334.5	-23.3%	698.5	-12.7%
Add: Interest on Investments	<u>90.0</u>	<u>88.5</u>	<u>80.7</u>	<u>-8.8%</u>	<u>1,203.8</u>	<u>152.5</u>	<u>149.5</u>	<u>175.1</u>	<u>17.1%</u>	<u>1,229.4</u>	<u>2.1%</u>
<b>Net Revenues</b>	<b>2,701.8</b>	1,690.9	3,068.5	81.5%	24,274.6	5,080.1	3,892.8	5,403.7	0.7	25,785.5	6.2%
Add: Other Sources of Funds	14.4	33.3	14.4	0.0%	400.0	29.3	66.7	41.9	0.0%	375.2	0.0%
Add: Other Available Moneys	<u>530.0</u>	<u>529.9</u>	<u>529.9</u>	<u>0.0%</u>	<u>6,358.8</u>	<u>1,060.0</u>	<u>1,059.8</u>	<u>1,059.8</u>	<u>0.0%</u>	<u>6,358.8</u>	<u>0.0%</u>
<b>Net Revenues and Other Available Moneys</b>	<b><u>3,246.3</u></b>	<b><u>2,254.2</u></b>	<b><u>3,612.8</u></b>	<b><u>60.3%</u></b>	<b><u>31,033.4</u></b>	<b><u>6,169.4</u></b>	<b><u>5,019.3</u></b>	<b><u>6,505.4</u></b>	<b><u>29.6%</u></b>	<b><u>32,519.5</u></b>	<b><u>4.8%</u></b>
Debt Service payments	<u>2,120.0</u>	<u>2,119.6</u>	<u>2,119.6</u>	<u>0.0%</u>	<u>25,435.3</u>	<u>4,240.1</u>	<u>4,239.2</u>	<u>4,239.2</u>	<u>0.0%</u>	<u>25,435.3</u>	<u>0.0%</u>
<b>Debt Service Coverage</b>	<b><u>1.53</u></b>	<b><u>1.06</u></b>	<b><u>1.70</u></b>	<b><u>60.3%</u></b>	<b><u>1.22</u></b>	<b><u>1.46</u></b>	<b><u>1.18</u></b>	<b><u>1.53</u></b>	<b><u>29.6%</u></b>	<b><u>1.28</u></b>	<b><u>4.8%</u></b>
<b>Debt Service Requirement</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>		<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>		<b>1.25</b>	

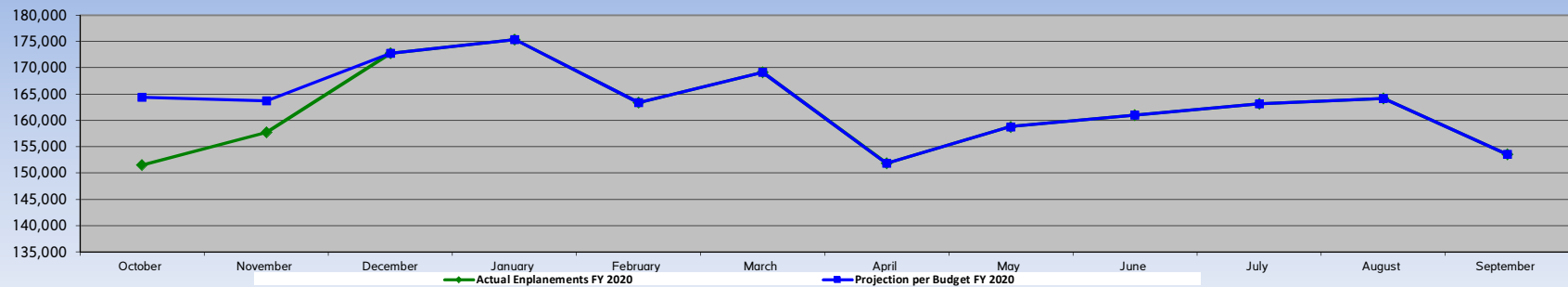
# SUMMARY SIGNATORY AIRLINES

Enplanements	October	November	December	January	February	March	April	May	June	July	August	September	Total
Projection per Budget FY 2020	164,423	163,736	172,792	175,385	163,341	169,140	151,816	158,800	160,982	163,106	164,179	153,567	1,961,267
FY 2018 Actual Enplanements	129,772	145,309	157,750	155,969	145,088	157,932	139,620	142,477	146,720	153,951	162,801	129,698	1,767,087
FY 2019 Actual Enplanements	137,359	149,055	164,554	172,617	155,215	169,061	137,139	147,855	148,080	158,771	182,370	153,899	1,875,975
FY 2020 Actual Enplanements/Projection	151,548	157,717	172,792	175,385	163,341	169,140	151,816	158,800	160,982	163,106	164,179	153,567	1,942,373
FY 2020 versus FY 2019 Monthly%	10.33%	5.81%	5.01%	1.60%	5.24%	0.05%	10.70%	7.40%	8.71%	2.73%	-9.97%	-0.22%	3.54%
FY 2020 versus FY 2019 Monthly	14,189	8,662	8,238	2,768	8,126	79	14,677	10,945	12,902	4,335	-18,191	-332	66,398
FY 2020 versus FY 2019 Cumulative	14,189	22,851	31,089	33,856	41,982	42,061	56,738	67,683	80,585	84,921	66,730	66,398	66,398
	10.33%	15.33%	18.89%	19.61%	27.05%	24.88%	41.37%	45.78%	54.42%	53.49%	36.59%	43.14%	3.54%

FY 2018 FY 2020 Signatory Airlines Actual and Projection of Enplanements



Fiscal Year 2020 Actual Enplanements versus Budget



Enplanements	October	November	December	January	February	March	April	May	June	July	August	September	Total
Actual Enplanements FY 2020	151,548	157,717	172,792	175,385	163,341	169,140	151,816	158,800	160,982	163,106	164,179	153,567	1,942,373
Projection per Budget FY 2020	164,423	163,736	172,792	175,385	163,341	169,140	151,816	158,800	160,982	163,106	164,179	153,567	1,961,267
Actual Enplanements Over/(Under) Projection	(12,875)	(6,019)	0	0	0	0	0	0	0	0	0	0	(18,894)
Cumulative Total	(12,875)	(18,894)	0	0	0	0	0	0	0	0	0	0	-1.0%
Percentage Over/(Under) Forecast													
October	November	December	January	February	March	April	May	June	July	August	September		
-7.8%	-3.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
-7.8%	-5.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Month to Month Trend													
October	November	December	January	February	March	April	May	June	July	August	September		
151,548	157,717	172,792	175,385	163,341	169,140	151,816	158,800	160,982	163,106	164,179	153,567		
Month to Month Increase/(Decrease)	6,169	15,075	2,593	-12,044	5,799	-17,323	6,984	2,182	2,124	1,073	-10,612		
Month to Month Increase/(Decrease) in %	4.1%	9.6%	1.5%	-6.9%	3.6%	-10.2%	4.6%	1.4%	1.3%	0.7%	-6.5%		
Cost Per Enplanement FY2019 Actual versus Projected													
CPE													CPE FY20
Forecast Per FY2020 Budget	\$ 18.16	\$ 17.41	\$ 17.06	\$ 17.04	\$ 17.12	\$ 17.23	\$ 17.77	\$ 17.52	\$ 17.19	\$ 17.55	\$ 17.34	\$ 17.81	\$ 17.42
Actual CPE	\$ 18.07	\$ 17.69											
Variance	\$ 0.09	\$ (0.28)	\$ 17.06	\$ 17.04	\$ 17.12	\$ 17.23	\$ 17.77	\$ 17.52	\$ 17.19	\$ 17.55	\$ 17.34	\$ 17.81	\$ 17.42

**CALVO FISHER & JACOB LLP**

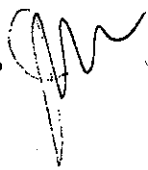
259 MARTYR STREET, SUITE 100  
HAGATÑA, GUAM 96910  
P: 671.646.9355 F: 671.646.9403  
WWW.CALVOFISHER.COM

writer's direct e-mail:  
[jdaman@calvofisher.com](mailto:jdaman@calvofisher.com)

**RECOMMENDATION OF COUNSEL**

**TO:** Board of Directors  
ANTONIO B. WON PAT INTERNATIONAL  
AIRPORT AUTHORITY, GUAM

**CC:** Mr. Thomas C. Ada  
Executive Manager  
ANTONIO B. WON PAT INTERNATIONAL  
AIRPORT AUTHORITY, GUAM

**FROM:** Janalynn Cruz Damian   
CALVO FISHER & JACOB LLP

**DATE:** January 7, 2020

**SUBJECT:** Executive Session

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Pursuant to 5 GCA § 8111(c)(1), I hereby recommend that the Board of Directors of GIAA conduct an Executive Session at the next regularly scheduled Board meeting to discuss DFS Guam L.P. related litigation to which GIAA is or may be a party.