



**AMENDMENT ACKNOWLEDGMENT FORM**

**IFB 07-2022-002  
Food Service Management (Multi-Step)  
Amendment 1**

September 09, 2022

Please review the attached document (All Notice/Amendments) can be reviewed on our website). Please sign this acknowledgment page and only return this page, attention to Bernadette Lacap via email to [procurement@guahanacademy.org](mailto:procurement@guahanacademy.org).

I, \_\_\_\_\_, an authorized representative of the company named below, acknowledge receipt of **Amendment 1**, for IFB 07-2022-002 Food Service Management (Multi-Step). Number of pages: 5 (including this coversheet).

\_\_\_\_\_  
Company Name (Print)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Time and date



September 09, 2022

**AMENDMENT 1**

**Prospective Bidders**

Please refer to our **Invitation for Bid No. 07-2022-002 Food Service Management (Multi-Step)**, a copy of which was obtained by your company for consideration.

Please see attached Summary of Pre-Bid Conference conducted on August 31, 2022

Please see below questions submitted by Prospective Bidder(s):

**Sunleader Guam Co., Ltd**

For the bidder's full comprehension of the required specifications accuracy, timely delivery, and other relevant matters regarding the bid, may we respectfully request for the following:

1. Last award bid vendor packet
2. Guahan Academy Charter School payment history.
3. Request for one time site visit - the person in charge of the bid preparation was off-island until September 1, 2022.
4. Extend the open bid date from September 16, 2022 to October 07, 2022  
Reason: Lead time for bid bond application, processing and approval.

**GACS Responses:**

1. GACS is not able to provide you with the last award bid vendor packet, but it was solicited through an RFP.
2. Guahan Academy Charter School payment history is very efficient. Payment to vendor is made within the 45 days payment term from the invoice date.
3. Please book to visit Guahan Academy Charter School before the September 16, 2022 deadline for receipt of bids.
4. GACS is not able to extend the open bid date to Oct 07, 2022.

**New Fresh Bread**

- 1) **PURPOSE (page 6).** *The purpose of this Invitation for Bid (IFB) is to enter into a fixed-price contract with a Food Service Management Company (hereinafter referred to as the "FSMC" or the "Contractor" that will provide Guahan Academy Charter School (hereinafter referred to as "SFA") with professional food services to its food service operation."*

**PHASE C2 PHASE II: EVALUATION OF PRICED BID (page 38)** *"GACS intends to award the project to the bidder submitting the lowest, most responsive and responsible priced bid. The price(s) for the proposed project shall be provided in the Bid Form and sealed in a separate*



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*envelope that is clearly marked "Price Bid, Only bidders with acceptable unpriced technical offers will have their priced bids evaluated."*

**QUESTION: When does the "unpriced technical offer" provide a cost/price for its offer once the "unpriced technical offer" is evaluated to be "acceptable"?**

**QUESTION: Can an "unpriced technical offer" qualify to override the lowest, most responsive and responsible priced bid?**

GACS Response: Please refer to Pg 34, SECTION III - GENERAL INSTRUCTIONS AND GENERAL INFORMATION, as a response to your questions -

#### C) MULTI-STEP SEALED BID

This solicitation is a Multi-Step Sealed Bid and will be administered pursuant to the requirements of 2 GAR Division 4 §3109(r). This Multi-Step Sealed Bid will be administered in two phases:

Phase I, GACS shall evaluate unpriced technical offers that meet the technical specification criteria outlined in Section (C1) EVALUATION OF UNPRICED TECHNICAL OFFERS.

Phase II, bidders who have submitted acceptable and potentially acceptable technical offers will have their priced bids considered. Priced bids will be considered only in Phase II and only from bidders whose unpriced technical offers were found to be acceptable in Phase I. GACS intends to award the project to the lowest, most responsive and responsible bidder.

All forms required to be submitted in response to this IFB, with the exception of the Bid Bond requirement and the Bid Form must be submitted with the unpriced technical offer. Failure to submit forms required by this IFB with the unpriced technical offer may result in a determination that a bidder is non-responsive and may disqualify a bidder from consideration for award.

- 2) **RECEIPT AND OPENING OF BIDS (page 40)** *"Section III F: Receipt and Opening of Bids. Bids sent via email will not be considered. Bid shall be hand delivered or mailed at the address specified on SECTION E - TIME AND DATE FOR RECEIPT OF BIDS. Bids delivered through mail and received after the submission date and time will not be considered for award. Unpriced Technical Offers will not be opened publicly."*

**QUESTION: What is the basis for an "unpriced technical offer" not to be opened publicly along with all bids submitted if it is going to be evaluated to compete with an opened "priced bid"?**

GACS Response: The basis is pursuant to the requirements of 2 GAR Division 4 §3109. "Unpriced technical offers shall not be opened publicly but shall be opened in front of two or more procurement officials."

The Multi-Step Sealed Bidding is a two-phase process consisting of a technical first phase composed of one or more steps in which bidders submit unpriced technical offers to be evaluated, and a second phase in which those bidders whose technical offers are determined to be acceptable during the first phase have their priced bids considered. It is designed to obtain the benefits of competitive sealed bidding by award of a contract to the lowest responsive and responsible bidder, and at the same time obtain the benefits of the competitive sealed proposals procedure.

**QUESTION: If all bids are to be received no later than 4:00 P.M., September 16, 2022, and**



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***opened publicly (EXCEPT UNPRICED TECHNICAL OFFERS)....when does GACS intend to open the "unpriced technical offer" and evaluate whether the offer is an acceptable bid and when is GACS going to ascertain a "price/cost" of the unpriced technical offer? Opening of any 'unpriced technical offer" after the OPENING OF THE BIDS on September 16, 2022, places the "priced bidders" at an unfair and disadvantaged position.***

GACS Response: The opening of the bids that comprises of the unpriced technical offer and the priced bid will be held after Sept 16, 2022, following the multi-step bid procedures in 2 phases as mentioned in the # 1 response above.

3) **ALTERNATE OR MULTIPLE BIDS NOT ACCEPTED (page 40 "Alternate and multiple bids will not be accepted. Any bidder submitting alternate, multiple or otherwise altered bid forms will be deemed nonresponsive and disqualified from this solicitation."**

***QUESTION: Does this mean that a bidder cannot submit a "unpriced technical offer" and at the same time submit a "priced bid"?***

GACS Response: The Alternate Bid means Multiple Bids with substantive variations from the same bidder.

This is different from the Multi-Step Sealed Bid.

4) **CHILD NUTRITION PROGRAM COMPLIANCE (page 7) Section II 3. Project Description** "....The Contractor shall provide palatable and attractive school meals under the best conditions of sanitation and complies with the Child Nutrition and Food Distribution Program requirements and Federal, State and Local laws and regulations...."

***QUESTION: Has GACS been approved for the Child Nutrition Program?***

GACS Response: GACS has submitted the application to CNP on May 2021. To date, approval has not been received.

All else remains the same.

Sincerely,

  
Berradette Lacap  
Acting Procurement Officer



**IFB 07-2022-002 Food Service Management (Multi-Step)  
Pre-Bid Conference – SUMMARY  
Wednesday, August 31, 2022, 2:00 PM CHST**

I. Sign- In and Introduction

II. House Rules

- A. Pre-Bid Conference will be recorded and included in the Procurement File.
- B. Bidders must sign in on the zoom chat with the following information:  
Company Name, Individual's Name, Email Address (please send to Procurement directly).
- C. Please keep yourself on mute during the meeting unless you would like to ask a question.

III. Reminders

A. Questions During Pre-Bid Conference

1. GACS may provide verbal answers to verbal question from potential bidders during the pre-bid conference, however, verbal answers will not be considered as an official GACS response.
2. All WRITTEN QUESTIONS must be submitted in writing no later than Tuesday, September 06, 2022 at 4:00 PM
3. All written questions must be directed to Bernadette Lacap via email at [procurement@guahanacademy.org](mailto:procurement@guahanacademy.org), in accordance to page 34 of the IFB, Section III COMMUNICATION REGARDING THE IFB.
4. GACS will respond to questions no later than Friday, September 09, 2022 at 4:00 PM. Response to written questions will be provided via Amendment to all Prospective Bidders.

B. Bid Requirements

1. Multi-Step IFB (please refer to page 34-38 of the IFB, Section III (C) for additional details)  
Phase I Evaluation of Unpriced Technical Offer  
Phase II Evaluation of Priced Bid
2. Required Forms  
Bidders must submit with their Unpriced Technical Offer (Phase I), the forms listed on page 52 of the IFB, Section V FORMS REQUIRED IN RESPONSE TO IFB, with the exception of the Bid Bond Form (GACS Procurement Form 001). Bidders must submit with their Sealed Priced Bid (Phase II), the Bid Bond requirement (GACS Procurement Form 001) as detailed on page 42 of the IFB, Section III (Q) and the Bid Form included with the IFB as detailed on page 40, Section III (G) BID SUBMISSION FORM.

C. Deadline for Submission and Bid Opening

1. Deadline for Submission will be on Friday, September 16, 2022 at 4:00 PM. Bids must be submitted before the deadline at the GACS Finance Office (Refer to Page 39, Section III (E) TIME AND DATE FOR RECEIPT OF BIDS for additional guidelines).
2. Bid Opening will not be held until after the completion of the evaluation of the unpriced technical offers as specified on page 40 of the IFB, Section III (F) RECEIPT AND OPENING OF BIDS.

IV. Project Description / Scope of Work

- A. Contractor's Requirements. (Section II -3.1, Page 7)
- B. GACS' Requirements (Section II – 3.2 Page 28)

V. Conclusion