



GUAM FOOTBALL ASSOCIATION

Invitation for Bids

Job Title: Installation of soundproof materials
Employer: Guam Football Association

Location: Harmon, Guam
Report to: Exec. Director/General Secretary

Overall Scope of Work

The overall scope of work is to:

- a. Provide several specs for type of materials/design for installation of soundproof;
- b. Ensuring design/installation result in professional look;
- c. Procurement of materials;
- d. Installation of materials;
- e. Project clean up of all debris upon completion of project;
- f. Secure any required permits;
- g. Compliance with regulations and laws;
- h. Warranty: Contractor agrees to warranty the work as well as products.

LOCATION: GFA National Training Center: GFA Lecture Hall (see enclosed map)

TYPE OF PROCUREMENT: Competitive Sealed Bids

TARGET COMPLETION DATE: April 2018 or sooner

Required background experience:

1. Technical experience
2. Qualified and experienced personnel operating heavy equipment
3. Effective management of personnel for efficiencies
4. Excellent communication and organization skills
5. Flexibility, team player, reliable. Positive approach and able to adapt to challenges or changes.

Submittal of RFQ:

All RFQ shall be submitted to tender@theguamfa.com by date identified below. Submittals shall include the following, but not limited to:

- Company background;
- Client list;
- Project performed;
- Quotation breakdown (equipment, personnel and overhead);
- Material specs for light fixtures and Water tank/system;
- Equipment inventory/availability;
- Personnel availability;
- Disclosures of any personal interests that could be linked with any prospective activities with GFA Executive Board Members;
- Registration details of company (i.e., business licenses and insurance)

Opening Date for Invitation for Bid: February 5, 2018

Site Visit: Appointment required (637-4321). Schedule with Ms. Cheri Stewart.

Location for posting Invitation for Bid: GFA website, prospective contractors and Guam Contractors Association.



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Closing Deadline for Invitation for Bid submittals: February 15, 2018 COB (6:00 p.m.); no bids will be accepted after this deadline.

Criteria for awarding the bid: Selected contractor is based on lowest price, but may be selected based on value, by considering other factors such as quality, past performance, risk, proximity, delivery time, operational cost to name a few. Should a contractor not provide the lowest price be selected, the basis for the selection should be documented. Final approval for contract over \$50,000 must be approved by the GFA Executive Committee.