



INVITATION FOR BID

PRODUCTION & DELIVERY OF PROMOTIONAL POLYPROPYLENE NON-WOVEN REUSABLE LARGE BAGS (WITH SCENIC/PICTURE IMAGE)

GVB IFB NO. 2016-002 MS



GUAM VISITORS BUREAU MULTI-STEP INVITATION FOR BID PRODUCTION & DELIVERY OF PROMOTIONAL POLYPROPYLENE NON-WOVEN REUSABLE LARGE BAGS (WITH SCENIC/PICTURE IMAGE)	
IFB Number: <div style="border-bottom: 1px solid black; text-align: center; padding: 2px 0;">GVB IFB NO. 2016-002 MS</div>	IFB Title: PRODUCTION & DELIVERY OF PROMOTIONAL POLYPROPYLENE NON-WOVEN REUSABLE LARGE BAGS (WITH SCENIC/PICTURE IMAGE)
IFB Due Date and Time: <p style="text-align: center;">February 18, 2016; 3:00 p.m.</p>	Number of Pages: 37; inclusive of all required documents; also in the USB Drive folder and downloadable online at www.guamvisitorsbureau.com
ISSUING AGENCY INFORMATION	
GUAM VISITORS BUREAU	Issue Date: January 19, 2016
Mr. Jon Nathan Denight General Manager	401 Pale San Vitores Road Tumon, Guam 96913 Phone: (671) 646-5278 Fax: (671) 646-8861 Website: www.guamvisitorsbureau.com
INSTRUCTIONS TO BIDDERS	
Delivery of Bid <i>By U.S. Mail or Deliver Only to the attention of:</i> Mr. Jon Nathan Denight General Manager Guam Visitors Bureau 401 Pale San Vitores Road Tumon, Guam 96913	Mark Face of Envelope/Package: PRODUCTION & DELIVERY OF PROMOTIONAL POLYPROPYLENE NON-WOVEN REUSABLE LARGE BAGS (WITH SCENIC/PICTURE IMAGE) IFB Number: GVB IFB #2016-002 MS IFB Due Date: February 18, 2016; 3:00 p.m.
	Special Instructions: PLEASE PROCESS PROPOSAL SUBMISSION IN ACCORDANCE WITH SECTIONS 4 AND 5 OF THE NOTICE/INSTRUCTIONS TO BIDDERS.
BIDDERS MUST COMPLETE THE FOLLOWING	
Bidder Name/Mailing Address:	Authorized Bidder Signatory:
	(PLEASE PRINT NAME AND SIGN IN INK)
Bidder Title:	Bidder Email Address:
Bidder Telephone Number:	Bidder FAX Number:
BIDDERS MUST RETURN THIS COVER SHEET WITH IFB RESPONSE	



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BIDDER'S IFB CHECKLIST

The 10 Most Critical Things to Keep in Mind When Responding to an IFB for GVB

1. **Read the entire document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; contract requirements.
2. **Note the procurement officer's name, address, phone numbers and e-mail address.** This is the only person you are allowed to communicate with regarding the IFB and is an excellent source of information for any questions you may have.
3. **Attend the pre-bid conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify GVB of any ambiguities, inconsistencies, or errors in the IFB.
4. **Take advantage of the "question and answer" period.** Submit your **written** questions to the procurement officer by the due date listed in the Invitation for Bid and view the answers given. Should an addendum be required, GVB will issue a formal "addendum" for the IFB. All addenda issued for an IFB are posted on GVB's website.
5. **Follow the format required in the IFB** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. **Provide complete answers/description.** Read and answer **all** questions and requirements. Don't assume GVB or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with GVB. The bids are evaluated based solely on the information and materials provided in your response.
7. **Use the forms provided**, i.e., cover page, "ALL" Affidavit forms, etc.
8. **Check the GVB website for IFB addenda.** Before submitting your response, check the GVB website at www.guamvisitorsbureau.com to see whether any addenda were issued for the IFB. If so, you must submit a signed copy of the addendum for each addendum issued along with your IFB response.
9. **Review and read the IFB document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
10. **Submit your response on time.** Note all the dates and times listed in the Invitation for Bid and within the document, and be sure to submit all required items on time. Late bid responses are **never** accepted.

This checklist is provided for assistance only and should not be submitted with the Bidder's Response.

SECTION II NOTICE/INSTRUCTIONS TO BIDDERS

1. DESCRIPTION OF WORK

Project consists of furnishing all necessary labor, materials, equipment, tools and services for the PRODUCTION & DELIVERY OF PROMOTIONAL POLYPROPYLENE NON-WOVEN REUSABLE LARGE BAGS (WITH SCENIC/PICTURE IMAGE) as generally described in the Scope of Work.

2. PRE-BID CONFERENCE

There is no pre-bid conference required for this Invitation.

3. QUESTIONS AND INTERPRETATIONS

Documents forming the contract are complementary and unitary and what is called for by one shall be as binding as if it were called by all and are intended to include all details of labor and material reasonably necessary for proper execution of the work. Questions concerning the Bid Documents shall be submitted in writing, via hand delivery, email to procurement@visitguam.org or fax at (671) 646-8861, to the General Manager, Mr. Jon Nathan Denight. Replies will be issued to all bidders of record to the solicitation. Questions must be received at GVB no later than **5:00 pm on January 25, 2016**.

4. SEALED BIDS

This is a MULTI-STEP sealed bid procurement.

All bids for this project shall be enclosed in a sealed envelope marked "BID PROPOSAL FOR PRODUCTION & DELIVERY OF PROMOTIONAL POLYPROPYLENE NON-WOVEN REUSABLE LARGE BAGS (WITH SCENIC/PICTURE IMAGE)" and shall be submitted at the place and time indicated in the bid package.

PHASE ONE consists of a technical first phase according to the criteria as provided in the Scope of Work wherein the BID PROPOSAL, containing the UNPRICED TECHNICAL OFFER will be evaluated along with the cover letter and other required information as indicated in this solicitation. Priced bids shall be submitted at the same time as the BID PROPOSAL, but will only be considered during PHASE TWO and only from bidders whose unpriced technical offers are found acceptable in PHASE ONE.

PHASE TWO will only consider those bidders who receive a score of 80% or higher during PHASE ONE. Only those bidders whose unpriced technical offers are found acceptable will move on to PHASE TWO, where the second sealed envelope in the bid submission marked "BID PRICE" and containing the BID BOND, BID FORM AND BID SCHEDULE shall be opened by the General Manager at a time and place to be announced.

5. BID PACKAGE SUBMITTAL ITEMS

The proposal and bid must be sealed in separate envelopes and marked on the face with the name and address of the bidder and the Invitation for Bid number. Each bidder shall



submit four (4) complete sets of the bid; one (1) marked "ORIGINAL" and three (3) marked "COPY." An official authorized to legally bind the bidder to all IFB provisions contained herein must sign the proposal and bid. Terms and conditions differing from those set forth in this IFB may be cause for disqualification of the bid. Bidders are required to submit the following attachments as directed:

Under a COVER LETTER, which should provide information about the company profile and experience, including resumes or a summary of qualifications and work experience, the bidder is required to submit the BID PROPOSAL package containing the following items, which will be reviewed during PHASE ONE:

- a. Business/Contractor's License
- b. Affidavits:
 1. Disclosure of Ownership and Commissions
 2. Non-Collusion
 3. No Gratuities or Kickbacks
 4. Ethical Standards
 5. Contingent Fees
 6. Restriction Against Contractors Employing Convicted Sex Offenders From Working at GovGuam Venues.
 7. Compliance With U.S. DOL Wage Determination
- c. Minimum three (3) references receiving services similar to this project; at a minimum, provide the following information:
 1. Company Name
 2. Location where the services were provided
 3. Contact person(s)
 4. Customer's telephone number
 5. A complete description of the service type
 6. Dates the services were provided
 7. Sample of material to be used to produce the item requested.
- d. Required list of manufacturer source(s) where bags will be produced.

A separate SEALED enveloped marked "BID PRICE" containing the following items must be included in the bid packet, but will only be opened during PHASE TWO, if the bidder's total score during PHASE ONE is 80% or higher:

- a. Bid Bond
- b. Bid Form
- c. Bid Schedule

Bidder must submit its proposal on the forms furnished by GVB. All blank spaces on the Proposal Forms and Bid Schedule must be correctly filled in for each and every item where a quantity is given. In case of an error in the extension or prices, unit price will govern. A conditional or qualified bid is non-responsive and will not be accepted. The proposal signatory must initial all erasures or other changes in the proposal.



Bidder shall sign his proposal in the blank space provided therefore. If proposal is made by a partnership or corporation, name and address of the partnership or corporation shall be shown together with names and addresses of the partners or officers. If proposal is made by a partnership, it shall be signed by one of the partners; if made by a corporation, it shall be signed by one of the officers thereof.

6. LATE BIDS AND MODIFICATIONS OF WITHDRAWALS

Bids and modifications or withdrawals thereof received at GVB after the exact time set for opening of bids will not be accepted.

Bids may be withdrawn by written request received from bidders prior to the time set for opening bids.

7. RIGHT TO ACCEPT AND REJECT BIDS

GVB reserves the right in accordance with law and regulation and in its sole and absolute discretion, to reject any and all bids, or to accept that bid, if any, which in its sole and absolute judgment will, under all circumstances, best serve GVB's interests.

In the event that the successful bidder fails to execute contract upon his part, the GVB, after declaring the security deposit of such bidder forfeited, reserves the option to accept the bid of the second ranked bidder within ten (10) days from such default, in which case such acceptance shall have the same effect as to such bidder as though he were the originally successful bidder.

8. BID GUARANTEE

Bids shall be accompanied by a bid guarantee of not less than fifteen percent (15%) of the amount of the bid, which may be a Bid Bond (form enclosed), certified check or cashier's check, made payable to Guam Visitor's Bureau. Attorneys-in Fact who sign bid bonds shall file with each bond a certified and effective dated copy of their Power of Attorney.

Such bid bond or check shall serve to guarantee:

(a) that the bidder shall not withdraw his bid for a period of 60 days after the scheduled closing time for the receipt of bids;

(b) that if his bid is accepted, he will enter into a formal contract with GVB, in accordance with the contract for work included as part of the Contract Documents. In the event of withdrawal of said bid within said period, or failure to enter into said contract, bidder shall be liable to GVB for the full amount of the bid guarantee as representing damage to the GVB on account of the default of the bidder in any particular case hereof.

Bid guarantee shall be returned to all except the three lowest bidders within three (3) days after formal opening of bids. Remaining Bid Bonds and checks will be returned to the



three lowest bidders within forty-eight (48) hours after GVB and the accepted Bidder have executed an intent to award the contract by the GVB.

A surety company holding a certificate of authority from the United States Secretary of Treasury or from a company acceptable to the GVB shall execute guarantee Bonds. Checks or money order submitted as a bid guarantee shall be made payable to the Guam Visitors Bureau.

9. ALL OR NONE BIDS

Only all or none bids will be accepted. Contractors that do not enter a bid amount for every bid item will be deemed non-responsive and their bids will not be accepted. Only one contractor will be awarded the contract.

10. METHOD OF AWARD

In determining the lowest, responsive, responsible bidder, the Contracting Officer will, along with a review of the bid package submittal items listed in Section 5 above, award this contract based on the bidder's cover letter attesting to the factors listed in items a-f below:

- a. Quality of performance of bidder with regards to awards previously made to him.
- b. The ability, capacity and skill of bidder to perform based on their bid documents.
- c. Character, integrity, reputation, judgment, experience, and efficiency of bidder.
- d. Ability of bidder to perform promptly or within specified time without delay or interference.
- e. Previous and existing compliance by bidder with laws and regulations relative to procurement.
- f. The sufficiency of the financial resources and ability of the bidder to perform.

11. LIQUIDATED DAMAGES

It is understood and agreed that liquidated damages shall be assessed against the Contractor for non-performance in accordance with the Liquidated Damages clause in the contract.

12. BID SECURITY

The successful bidder shall be required to furnish a bid bond amounting to fifteen percent (15%) of the total bid submitted.

13. STATUTORY REQUIREMENTS

The Contractor and any subcontractors employed in completion of the project shall comply with all applicable Federal and local laws.

14. NOTICE OF LOCAL PREFERENCE

In accordance with 5 Guam Code Ann. §5008, please take notice that the Guam Visitors Bureau will apply a local preference to this procurement. Accordingly, bidder

requesting such a preference should do so in writing in the cover letter, and as part of their offer.

15. NOTICE REGARDING SERVICE DISABLED VETERANS

In accordance with 5 Guam Code Ann. §5011, please take notice that the Guam Visitors Bureau will apply a service-disabled veteran's preference to this procurement. Accordingly, bidders requesting such a preference should do so in writing in the cover letter, and as part of their offer.

16. REPRESENTATION REGARDING GRATUITIES AND KICKBACKS

(a) Gratuities. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract; or to any solicitation or proposal therefor.

(b) Kickbacks. It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

17. PROHIBITION AGAINST CONTINGENT FEES

(a) Contingent Fees. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a territorial contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

(b) Representation of Contractor. Every person, before being awarded a territorial contract, shall represent, in writing, that such person has not retained anyone in violation of Subsection (a) of this Section. Failure to do so constitutes a breach of ethical standards.

18. REPRESENTATION REGARDING ETHICAL STANDARDS FOR GOVERNMENT EMPLOYEES AND FORMER GOVERNMENT EMPLOYEES

The bidder or contractor represents that it has not knowingly influenced and promises that it will not knowingly influence a government employee to breach any of the ethical standards set forth in 5 GCA Chapter 5 Article 11 (Ethics in Public Contracting) of the Guam Procurement Act and in Chapter 11 of the Guam Procurement Regulations.

19. DISCLOSURE OF MAJOR SHAREHOLDERS AFFIDAVIT

As a condition of bidding, any partnership, sole proprietorship or corporation doing business with the Government of Guam shall submit an affidavit executed under oath that lists the name and address of any person who has held more than fifteen percent (15%) of the outstanding interest or shares in said partnership, sole proprietorship or corporation at any time during the twelve (12) month period immediately preceding submission of a bid.

The affidavit shall contain the number of shares or the percentage of all assets of such partnership sole proprietorship or corporation which have been held by each such person during the twelve (12) month period.

In addition, affidavit shall contain the name and address of any person who has received or is entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or the bidder and shall also contain the amounts of any such commission, gratuity or other compensation. Affidavit shall be open and available to the public for inspection and copying.

All bidders are required to submit a current affidavit in the form attached disclosing required information. Failure to do so will mean disqualification and rejection of the bid.

20. NON-COLLUSION AFFIDAVIT/CONFLICT OF INTEREST DISCLOSURES

By submitting an offer, the bidder certifies that the price submitted was independently arrived at without collusion. Bidders must submit a non-collusion affidavit and conflict of interest disclosures in the form provided with this Invitation for Bids. Failure to submit said affidavit and disclosures shall result in the bidder's proposal to be deemed non-responsive to this procurement.

21. RESTRICTION AGAINST CONTRACTORS EMPLOYING CONVICTED SEX OFFENDERS FROM WORKING AT GOVERNMENT OF GUAM VENUES

The bidder must submit with their proposal an affidavit (see attached) acknowledging their responsibilities under Guam statute 5 Guam Code Ann. § 5253. Restriction Against Contractors Employing Convicted Sex Offenders from Working at Government of Guam Venues. Per this statute, the bidder must affirm that:

1. That no person providing services on behalf of the contractor has been convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA or an offense as defined in Article 2 of Chapter 28, Title 9 GCA, or an offense in another jurisdiction with, at a minimum, the same elements as such offenses, or who is listed on the Sex Offender Registry; and
2. That if any person providing services on behalf of the contractor is convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA or an offense as defined in Article 2 of Chapter 28, Title 9 GCA or an offense in another jurisdiction with, at a minimum, the same elements as such offenses, or who is listed on the Sex Offender Registry, that such person will be immediately removed from



working at said agency and that the administrator of said agency be informed of such within twenty-four (24) hours of such conviction.

22. CANCELLATION OF THIS INVITATION FOR BIDS

Please take note that this Invitation for Bids may be cancelled as provided in Guam procurement law and Guam procurement rules and regulations. Prospective bidders are directed to review relevant law, statute and regulation and particularly 2 Guam Admin. R. & Reg. §3115.

23. WAGE AND BENEFIT DETERMINATION

(a) In such cases where the government of Guam enters into contractual arrangements with a sole proprietorship, a partnership or a corporation for the provision of a service to the government of Guam, and in such cases where the contractor employs a person(s) whose purpose, in whole or in part, is the direct delivery of service contracted by the government of Guam, then the contractor shall pay such employee(s) in accordance with the Wage Determination for Guam and the Northern Mariana Islands issued and promulgated by the U.S. Department of Labor for such labor as is employed in the direct delivery of contract deliverables to the government of Guam.

(b) The Wage Determination most recently issued by the U.S. Department of Labor at the time a contract is awarded to a contractor by the government of Guam shall be used to determine wages, which shall be paid to employees pursuant to this Article. Should any contract contain a renewal clause, then at the time of renewal adjustments, there shall be made stipulations contained in that contract for applying the Wage Determination, as required by this Article, so that the Wage Determination promulgated by the U.S. Department of Labor on a date most recent to the renewal date shall apply. In addition to the Wage Determination detailed in this Article, any contract to which this Article applies shall also contain provisions mandating health and similar benefits for employees covered by this Article, such benefits having a minimum value as detailed in the Wage Determination issued and promulgated by the U.S. Department of Labor, and shall contain provisions guaranteeing a minimum of ten (10) paid holidays per annum per employee.

24. ACKNOWLEDGEMENT OF RECEIPT OF AMENDMENTS

Potential bidders are advised that this Invitation for Bids may, from time to time be altered or supplemented by amendments. Each and all such amendments must be acknowledged by the potential bidder. Failure to do so may result in an offer being deemed non-responsive.

25. EVALUATION CRITERIA

The Evaluation Committee will review and evaluate the Bid Proposals submitted in PHASE ONE according to the following criteria based on a maximum possible value of 100 points. In the evaluation, rating and reviewing of Bid Proposals submitted, the factors and their relative importance will be as follows:

A. Company Profile/Resume/Summary of Qualifications.....(35 Points)

- B. Manufacturer(s) Sources.....(35 Points)**
 - C. Business/Contractor’s License/Affidavits/Required Forms.....(10 Points)**
 - D. References.....(10 Points)**
 - E. Quality/Presentation of Product Sample Provided.....(10 Points)**
- TOTAL MAXIMUM POINTS..... (100 Points)**

Bid Proposal Requirements

All bid proposals submitted in response to this multi-step IFB shall contain the following information, which is detailed and rated. Bidders must provide sufficient detail to support their degrees or levels of expertise, job performance, and ability to perform the work contemplated:

Company Profile/Summary of Qualifications/Statement of Commitment (35 points)

The cover letter should provide information about the company profile and experience, including resumes or a summary of qualifications and work experience. Include a statement regarding commitment and availability to perform the work for GVB. The resumes of all participating on this project should also be attached.

Manufacturer(s) Sources (35 points)

The Bid Proposal should contain a list of manufacturer(s) sources, which must include the manufacturer and complete address of where the bags will be produced.

Business/Contractor’s License/Affidavits/Required Forms (10 points)

Bidders are expected to submit all requested documentation to prove ability and capability to do the work under the requirements of this RFP.

References (10 points)

The Bid Proposal should contain at least three (3) references receiving services similar to this project; at a minimum, provide the company name, location where services were provided, contact person, telephone number, complete description of the service type; dates the services were provided; and sample of work, if available.

Quality/Presentation of Product Sample Provided (10 points)

Bidders are requested to provide a product sample as close as possible to the requirements of the product required of this solicitation.

The following scale will determine whether a Bid Proposal will proceed to PHASE II of this solicitation:

- 90% - 100% Acceptable
- 80%-89% Potentially Acceptable
- 79% - below Not Acceptable

26. CONTRACT TERM

Contract term shall be for a period of one (1) year with two (2) options to renew thereafter for a period of one (1 year each), subject to availability of funds for each Fiscal Year.

SECTION III	GENERAL PROVISIONS
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1. DEFINITIONS

- a. The term “GVB” as used herein shall mean the Guam Visitors Bureau. The term “Bureau” as used herein shall mean the Guam Visitors Bureau
- b. The term “Contracting Officer” as used herein shall mean the General Manager of GVB, the person executing this Contract on behalf of the GVB, and includes a duly appointed successor or authorized representative.
- c. The term “Contractor” shall mean the party (individual, corporation, joint venture, or partnership) who has entered into the Contract with the GVB.
- d. The term “Contract” shall mean the written agreement covering the performance of the project by the Contractor, including the furnishing of labor, materials and equipment in connection therewith. It shall include the invitation and solicitation, these general requirements and provisions, the notice to contractors, the bid, wage schedule, list of subcontractors, the award, the plans, the technical specifications, the bond, any addendum and any written order. It shall also include all amendments to the Contract by supplemental agreement thereto in writing.
- e. “Project” shall mean the work to be performed as described in the technical specifications.
- f. The term “Work” shall mean all equipment, materials, operations and incidental activities necessary for the completion of any part or all of the project.
- g. The term “Project Manager” shall mean the duly authorized representative of the Contracting Officer who is responsible for the administration of the Contract.

2. PERMITS AND RESPONSIBILITIES

The Contractor shall, without additional expense to the GVB, be responsible for obtaining any necessary licenses and permits and for complying with any applicable Federal and local codes and regulations, in connection with execution of the work. He shall be similarly responsible for all damage to persons or property that occurs as a result of his fault or negligence. He shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others. He shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire project.

3. CONDITIONS AFFECTING THE WORK

Contractor shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions, which can affect the work or cost thereof. Any failure by the Contractor to do so will not relieve him from responsibility for successfully performing the work without additional expense to GVB.

GVB assumes no responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to execution of this Contract, unless such understanding or representations by GVB are expressly stated in the Contract.

4. ADDITIONAL BOND SECURITY

If any surety upon any bond furnished in connection with this Contract becomes unacceptable to the GVB, or if any such surety fails to furnish reports as to his financial condition from time to time as requested by the GVB, the Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the GVB and of persons supplying labor or materials in the prosecution of the work contemplated by this Contract.

5. COVENANT AGAINST CONTINGENT FEES

The contractor represents that it has not retained a person to solicit or secure a territorial contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

6. OFFICIALS NOT TO BENEFIT

No member of the Government of Guam Legislature or the Governor of Guam shall be admitted to any share of this Contract, or to any benefit that may arise therefrom; but this provision shall be construed to extend to this Contract if made with a corporation for its general benefit.

7. DISPUTES

- (a) All controversies between the GVB and the contractor which arise under, or are by virtue of, this contract and which are not resolved by mutual agreement, shall be decided by the GVB in writing, within 60 days after written request by the contractor for a final decision concerning the controversy; provided, however, that if the GVB does not issue a written decision, within 60 days after written request for a final decision, or within such longer period as may be agreed upon by the parties, then the contractor may proceed as if an adverse decision had been received.
- (b) The GVB shall immediately furnish a copy of the decision to the contractor, by certified mail, return receipt requested, or by any other method that provides evidence of receipt.
- (c) Any such decision shall be final and conclusive, unless fraudulent, or: (i) the contractor brings an action seeking judicial review of the decision in the Superior Court of Guam.
- (d) The contractor shall comply with any decision of the GVB and proceed diligently with performance of this contract pending final resolution by the Superior Court of Guam of any controversy arising under, or by virtue of, this contract, except where there has been a material breach of the contract by the territory; provided, however, that in any event the contractor shall proceed diligently with the performance of the contract where the GVB has made a written determination that continuation of work under the contract is essential to the public health and safety.

8. CONTRACT AND BONDS

If the successful bidder fails to satisfactorily execute the required forms of contract within the time established in the bid, the GVB may proceed to have the required work performed by contract or otherwise, and the bidder to whom the award was originally made shall be liable for any excess cost to the GVB and the bid guaranty shall be available toward offsetting such excess cost.

9 WORKING HOURS

Work shall be conducted during normal working hours Monday through Friday, and should not exclude the possibility of working after hours and on weekends.

10. FEES AND CHARGES

Contractor shall obtain and pay all fees and charges for connections to outside services and for the use of property outside of the work site.

11. FEDERAL AND TERRITORY OF GUAM TAXES

Except as may be otherwise provided in this Contract, the Contract price includes all applicable Federal and local taxes and duties.

12. ACCIDENT PREVENTION – PUBLIC SAFETY

In performance of the Contract, Contractor shall comply with applicable provisions of the U.S Occupational Safety and Health Act (OSHA), and shall take all precautions necessary to protect persons and property.

13. DISPUTES CONCERNING LABOR STANDARDS

Dispute arising out of the Labor Standards provisions of this Contract shall be subject to the clause entitled "Disputes" of this Contract except to the extent such disputes involve classifications or wage rates, which questions shall be referred to the Contracting Officer.

14. NONCOMPLIANCE WITH CONTRACT REQUIREMENTS

In the event the Contractor, after receiving written notice from the Contracting Officer of noncompliance with any requirement of this Contract, fails to initiate promptly such action as may be appropriate to comply with the specific requirement within a reasonable period of time, the Contracting Officer shall have the right to order the Contractor to stop all other work and correct the deficiency. The Contractor will not be entitled to any extension of contract time or payment for any costs incurred as a result of being ordered to stop work for such cause.

15. INSURANCE – LIABILITY TO THIRD PERSONS

The Contractor and his subcontractors shall procure thereafter maintain workmen's compensation, builders' risk, comprehensive general liability (bodily damage), and fire and extended coverage insurance, with respect to performance under this Contract; provided, that the Contractor may, with the approval of the Contracting Officer, maintain a self-insurance program. All insurance required pursuant to the provisions of this paragraph

shall be in such form in such amounts, and for such periods of time as the Contracting Officer may, from time to time, require or approve, and with insurers approved by the Contracting Officer.

- a. Automobile liability insurance in an amount not less than \$500,000 Combined Single Limit (CSL) for bodily injury or death per person and for damages to property for each occurrence.
- b. Comprehensive general liability insurance with minimum limits of \$1,000,000 Combined Single Limit (CSL) for bodily injury or death and for property damage per occurrence.
- c. Workmen's Compensation. Contractor shall take out adequate workmen's compensation insurance for all of the employees who will be engaged in work at the site of the project and in case any part of such Contractor's contract is sublet, the Contractor will require his subcontractor's employees who will be so engaged, unless the latter's employees are protected by the principal contractor's insurance.

The comprehensive general and automobile liability policies shall contain a provision worded as follows: The insurance company waives any right of Subrogation against the GVB, which may arise by reason of any payment under this policy.

When a subcontractor is utilized, Contractor shall procure and maintain during contract period, insurance coverage with same bodily injury and property damage liability limits specified above, covering accidents caused by actions of subcontractor or employees.

All of the insurance policy or policies herein prescribed shall be procured and maintained at no cost to the GVB and shall have the GVB named as additional insured; provided that, where the GVB may not be named as an insured under the rules applicable to any policy or policies, the Contractor shall procure and maintain at no expense to the GVB contractor's protective insurance providing the GVB with the same coverage's and limits of liability as are required herein for the Contractor. A copy of such policy or policies shall be furnished to the GVB at the time prescribed in the contract documents. Such policy or policies shall contain an endorsement to the effect that the insuring company will notify GVB thirty (30) days prior to the effective date of any cancellation of such policy or policies or any change in their provisions.

16. LIQUIDATED DAMAGES

In lieu of any other provision regarding liquidated damages it shall be mutually agreed and understood by and between the parties to this contract that time and strict adherence to the work requirements shall be of essence to the contract unless otherwise directed by the Contracting Officer. In case of failure on the part of the Contractor to complete required services within the time agreed upon and in accordance with the specified work requirements, it is agreed that the damages being impossible of definite ascertainment, that liquidated damages shall be fixed at the sum of 15% of the work item dollar amount which was performed late, as determined by the Contracting Officer and acknowledged by the Contractor in Section V (Bid Proposal) of this Invitation for Bid. Any work item not performed and not able to be made up will be deducted from the contract by prorating as determined by the Contracting Officer.

SECTION IV	SCOPE OF WORK
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Purpose and Overview

The Guam Visitors Bureau (GVB), a public, non-stock corporation, is seeking bids from qualified individuals or companies to produce and deliver promotional printed polypropylene non-woven reusable bags to the GVB. These promotional reusable bags will be used overseas and on Guam.

Scope of Work

To produce and deliver promotional polypropylene non-woven reusable bags with a scenic (picture) image to the GVB with the following specifications:

- I. Bag Size: 13" X 13" X 5.12" (33 cm X 33 cm X 13 cm), stitched seams.
Handle size: 20" length X 1" width (50.8 cm X 2.54 cm), sewn with 'x' reinforcement.
- II. Printed 4C CMYK (or equivalent) on four sides of bag. Sample Artwork attached (Exhibit A). Final artwork will be provided by the GVB. The color specifications shall be different each year.
- III. Material: 140 gsm (must be specified in bid), non-woven polypropylene.
- IV. Laminated, matt
- V. Quantity: 73,300 to 7 locations (reference Exhibit B)
 - A. Bags shall be boxed and sealed each fiscal year (FY2016, FY2017 and FY2018) as follows:
 - Maximum weight per box: 50 pounds (22.6 kgs) per box.
 - Shall not exceed the dimensions of 62 linear inches (L + W + H) or 127 cm.
 - Each box should be labeled with the item name, quantity and box dimensions.
 - B. Order confirmation will be sent each fiscal year.

SECTION V	PROPOSAL AND BID FORM
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PROPOSAL

Date: _____

Hafa Adai:

The undersigned (hereafter called the Bidder), a _____, (Corporation, Partnership or Individual) organized and/or licensed to do business under the laws of the Government of Guam hereby proposes and agrees to furnish all the necessary labor, materials, equipment, tools and services necessary for the performance of the

PRODUCTION & DELIVERY OF PROMOTIONAL POLYPROPYLENE NON-WOVEN REUSABLE LARGE BAGS (WITH SCENIC/PICTURE IMAGE)

all in accordance with the Bid Documents for the prices stated in the itemized Bid Schedule forms attached hereto, plus any and all sums to be added and/or deducted resulting from all extra and/or omitted work in accordance with the unit and/or lump sum prices stated in the itemized Bid Schedule forms attached hereto.

The undersigned has visited and inspected the location of the proposed work, and reviewed the Bid Documents and is familiar with and knowledgeable of the local conditions at the place where the work is to be performed.

The individual Bid Bond attached, with our endorsement, in the sum of not less than fifteen percent (15%) of the amount of each Proposal, is furnished to GVB as a guarantee that the Agreement will be executed and a Performance Bond furnished within fifteen (15) days after award of the Contract to the undersigned. In the event that this Proposal is accepted, and the undersigned bidder shall fail to execute the contract and furnish a satisfactory Performance Bond under the conditions and within the time specified in this Proposal, the Bid Bond shall be forfeited, as liquidated damages for the delay and additional work and costs caused thereby in obtaining another bidder, said amount being beforehand determined as being reasonable and containing no penalties.

If written notice of the acceptance of this bid is mailed, telegraphed or delivered to the undersigned within sixty (60) days after the opening thereof, the undersigned agrees to execute the form of Agreement included as one of the Contract Documents, and to furnish a Performance Bond in an amount equal to one hundred percent (100%) of the Contract Amount, within fifteen (15) days after receipt of such notice.

If awarded the Contract, the undersigned agrees to perform the work for the duration of the contract period and any extensions thereto upon commencement of the contract time as defined in the Contract.

The undersigned understands that the GVB reserves the right to reject any or all Bids or to waive any informality or technicality in any Bid in the interest of the GVB. All required affidavits and

forms are included in this bid proposal.

RESPECTFULLY SUBMITTED BY:

(CONTRACTOR)

(BY)

(TITLE)

(BUSINESS ADDRESS)

BID FORM

PROJECT: **PRODUCTION & DELIVERY OF PROMOTIONAL POLYPROPYLENE NON-WOVEN REUSABLE LARGE BAGS (WITH SCENIC/PICTURE IMAGE)**

TO: General Manager
Guam Visitors Bureau
Tumon, Guam

Dear Sir:

The undersigned bidder, having examined all pertinent Contract Documents relating to the Invitation for Bid dated **February 18, 2016**, proposes to provide all labor, materials, equipment, tools, appliances, transportation, storage and items incidental to completing all work based on the Proposal and Bid Schedule consisting of the combination of lump sum and unit price items for the following sum of:

Performance as per Bid Documents and Bid Schedule for one year (Base Bid):

_____ Dollars (\$_____)

(TOTAL OF MATERIALS AND LABOR AND ALL OTHER COSTS)

Bidder hereby further agrees to commence work under this Contract on the date specified in the written "Notice to Proceed" by GVB and to fully complete the work designated for performance within the time stipulated in the Contract Documents. Bidder further agrees to pay liquidated damages in accordance with the Liquidated Damages section of the General Provisions.

By submission of this bid, each bidder and each person signing on behalf of any bidder and in the case of a joint bid each party thereto certified as to its own organization, certifies and affirms as true to the best of his knowledge and belief:

- a. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any other matter relating to such prices with any other bidder or with any competitor.
- b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder or to any competitor; and no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- c. That if the product of the UNIT PRICE bid by the number of units does not equal the total amount named by a bidder of any item, it will be assumed that the error was made in computing the product of the unit price and the number of units. The named UNIT PRICE alone will be considered as representing the bidder's intention and the total amount bid on such item shall be considered to be the amount arrived at by multiplying the UNIT PRICE

by the number of units.

d. All matters for this project of which there is not a special item in the Bid Schedule, shall be considered incidental to and included in the Contractor's bid on any items in the Bid Schedule, as the bidder sees fit.

This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

Dated: _____

BY _____

Address _____

SECTION VI	BID BOND
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KNOW all men by these presents, that we

_____ (Name of Contractor)
as Principal, and

_____ (Name of Surety)

as surety are held and firmly bound unto the Guam Visitors Bureau, hereinafter called the GVB, in the penal sum of _____ dollars, lawful money of the United States, for the payment of which sum will and truly be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these present.

The condition of this obligation is such, that whereas the principal has submitted the accompanying bid dated _____ 20__ for the **PRODUCTION & DELIVERY OF PROMOTIONAL POLYPROPYLENE NON-WOVEN REUSABLE LARGE BAGS (WITH SCENIC/PICTURE IMAGE).**

THE BID BOND will remain in effect until such time as GVB awards the contract.

In Witness Thereof, the above-bounden parties have executed this instrument under their several seals this _____ day of _____, 20__ the name and corporate seal of each corporate party being hereto affixed and these present duly signed by its undersigned representative, pursuant to authority of its governing body.

The rate of premium on this bond is _____ per thousand.

Total amount of premium charged,

\$ _____
(The above must be filled in by corporate surety)

IN PRESENCE OF:

_____ (SEAL)
(Individual Principal)

_____ (Business Address)

_____ (Address)

_____ (SEAL)
(Individual Principal)

_____ (Business Address)

_____ (Address)

Attest: _____
(Corporate Principal)

(Business Address)

AFFIX CORPORATE SEAL

By: _____

Attest: _____
(Corporate Surety)

(Business Address)

AFFIX CORPORATE SEAL

By: _____

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the _____
_____ secretary of the corporation named as principal in the within
bond; that _____, who signed the said bond on behalf of the
principal was then _____

_____ of said corporation; that I know his signature, and his signature thereon is genuine; and that said
bond was duly signed, sealed and attested for and in behalf of said corporation by authority of
its governing body.

(CORPORATE SEAL)

SECTION VII	BID SCHEDULE
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A. Quantity 73,300 [reference Exhibit B: distribution to seven (7) locations]

YEAR	QUANTITY	PRICE PER BAG	PRODUCTION TIME (in weeks)	Shipping Door to Door	Total Cost
1	73,300				
2	73,300				
3	73,300				

SHIPPING DOOR TO DOOR	NUMBER OF BOXES
Tumon, Guam	
Tokyo, Japan	
Seoul, South Korea	
Beijing, China	
Shanghai, China	
Guangzhou, China	
Hong Kong	

*** Please provide any additional costs not included above.

SECTION VIII

AFFIDAVITS/FORMS

ALL FORMS MUST BE COMPLETED AND ATTACHED

- 1: Affidavit Disclosing Ownerships and Commissions
- 2: Affidavit re Non-Collusion
- 3: Affidavit re No Gratuities or Kickbacks
- 4: Affidavit re Ethical Standards
- 5: Declaration re Compliance with U.S. DOL Wage Determination
- 6: Affidavit re Contingent Fees
- 7: Restriction Against Contractors Employing Convicted Sex Offenders from Working at Government of Guam Venues

AFFIDAVIT DISCLOSING OWNERSHIP and COMMISSIONS

CITY OF _____)
) ss
 ISLAND OF GUAM)

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 state]:

<u>NAME</u>	<u>ADDRESS</u>	<u>% of Interest</u>
_____	_____	_____
_____	_____	_____
TOTAL NUMBER OF SHARES		_____

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 discloser required by 5 GCA §5233 by delivering another affidavit to the government.

Date: _____

 Signature of one of the following:
 Offeror, if the offeror is an individual;
 Partner, if the offeror is a Partnership;
 Officer, if the bidder is a Corporation.

Subscribed and sworn to before me this _____ day of _____, 201__.

 Notary Public

My Commission Expires _____

DECLARATION RE COMPLIANCE WITH U.S. DOL WAGE DETERMINATION

IFB NUMBER: GVB IFB 2016-003MS

Name of Offeror Company: _____

I, _____ hereby **certifies under penalty of perjury:**

- (1) That I am _____ [please select one: the offeror, a partner of the offeror, an officer of the offeror] making the bid proposal in the foregoing identified procurement;
- (2) That I have read and understand the provisions of 5 GCA § 5801 and § 5802 which read:

§ 5801. Wage Determination Established.

In such cases where the government of Guam enters into contractual arrangements with a sole proprietorship, a partnership or a corporation ('contractor') for the provision of a service to the government of Guam, and in such cases where the contractor employs a person(s) whose purpose, in whole or in part, is the direct delivery of service contracted by the government of Guam, then the contractor shall pay such employee(s) in accordance with the Wage Determination for Guam and the Northern Mariana Islands issued and promulgated by the U.S. Department of Labor for such labor as is employed in the direct delivery of contract deliverables to the Government of Guam.

The Wage Determination most recently issued by the U.S. Department of Labor at the time a contract is awarded to a contractor by the government of Guam shall be used to determine wages, which shall be paid to employees pursuant to this Article. Should any contract contain a renewal clause, then at the time of renewal adjustments, there shall be made stipulations contained in that contract for applying the Wage Determination, as required by this Article, so that the Wage Determination promulgated by the U.S. Department of Labor on a date most recent to the renewal date shall apply.

§ 5802. Benefits.

In addition to the Wage Determination detailed in this Article, any contract to which this Article applies shall also contain provisions mandating health and similar benefits for employees covered by this Article, such benefits having a minimum value as detailed in the Wage Determination issued and promulgated by the U.S. Department of Labor, and shall contain provisions guaranteeing a minimum of ten (10) paid holidays per annum per employee.

- (3) That the Offeror is in full compliance with 5 GCA § 5801 and § 5802, as may be applicable to the procurement referenced herein;
- (4) **That I have attached the most recent wage determination applicable to Guam issued by the U.S. Department of Labor.**

Signature

Date

SECTION IX	AUTHORIZED CONTACT
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AUTHORIZED CONTACT FOR CONTRACT

IFB NUMBER: GVB IFB 2016-002 MS

NAME	
TITLE	
COMPANY	
MAILING ADDRESS	
TELEPHONE NUMBER	
FACSIMILE NUMBER	
EMAIL	

EXHIBIT A – SAMPLE ARTWORK

NOT FOR REPRINT



13x13x5.12

GUAM Håfa Adai Large Bag

EXHIBIT B – DISTRIBUTION TO SEVEN (7) LOCATIONS

DELIVERY DATE: Week of April 4, 2016

GUAM: 33,800 Pieces

Contact:

Ms. Nadine Leon Guerrero
401 Pale San Vitores Road
Tumon, Guam 96913
Tel: 1.671.646.5278
Fax: 1.671.646.8861
Email: nadine.leonguerrero@visitguam.org

Delivery Address

SAME AS ABOVE

JAPAN: 33,000 Pieces

Contact:

Ms. Yoshiko Hisamichi
Guam Visitors Bureau Japan Office
2F Kokusai Bldg., 3-1-1 Marunouchi, Chiyoda-ku, Tokyo 100-0005
JAPAN
TEL: 81+3-3212-3630
FAX: 81+3-3213-6087
Email: yoshiko@gvb.or.jp

Delivery Address

Yuki Unyu Soko Co., Ltd.
1- 6 - 29, Fukagawa Koto-ku, Tokyo 135-0033 Japan
Tel: 81-3-3643-3706

KOREA: 2,000 Pieces

Final contact and address to be confirmed at a later date:

Office location should be in Seoul, South Korea

BEIJING, CHINA: 1,500 Pieces

Contact:

Ms. Grace Qu
Guam Visitors Bureau Beijing Office
Room 412, Lido office tower, No. 6 Jiang Tai Road, Beijing, China
Tel: 8610 64383814
Fax: 8610 64301519
Email: qupeng@tlmchina.com

Delivery address

SAME AS ABOVE

SHANGHAI, CHINA: 1,000 pieces

Contact:

Ms. Cloris Zhu
Guam Visitors Bureau Shanghai Office
Room 1512, Shui On Plaza, No. 333 Hua Hai Road, Shanghai, China
Tel: 86 21 6385 8550
Fax: 86 21 6385 9200
Email: zhuyifei@tlmchina.com

Delivery address

SAME AS ABOVE

GUANGZHOU, CHINA: 1,000 pieces

Contact:

Ms. Janet Huang
Guam Visitors Bureau Guangzhou Office
Room 2412, South Tower, Guangzhou World Trade Centre
Huan Shi Dong Rd., Guangzhou, China
Tel: 86 20 8760 9545
Fax: 86 20 8760 7895
Email: huangjiayi@tlmchina.com

Delivery address

SAME AS ABOVE

HONG KONG: 1,000 Pieces

Final contact and address to be confirmed at a later date.

*** NOTHING FOLLOWS ***