



# GUAM REGIONAL TRANSIT AUTHORITY

## Government of Guam

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### GUAM REGIONAL TRANSIT AUTHORITY (GRTA)

#### 5 Guam Code Annotated: Government Operations, Chapter 5: Guam Procurement; and FTA Best Practices Procurement Manual

**Department:** GRTA Grant Administration and Procurement Sections

**Scope:** This procedure applies to the General Services Administration, GRTA Grant Administration and Procurement Sections

**Purpose:** To ensure that all procurement transactions have full and open competition and all applicable FTA required third party contract clauses are incorporated in the procurement documents.

**Procedures:**

1. All GRTA procurements shall comply with 5 Guam Code Annotated: Government Operations, Chapter 5: Guam Procurement; and the FTA Best Practices Procurement Manual;
2. GRTA shall ensure that all procurements have full and open competition as per the above-mentioned **Procedure 1**;
3. GRTA shall ensure that all procurement transactions have incorporated all the applicable FTA required third party contract clauses in all the procurement specifications.

**Effective Date:** January 5, 2015

**Approved By:**

  
ENRIQUE AGUSTIN  
GRTA's Executive Manager



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### GUAM REGIONAL TRANSIT AUTHORITY (GRTA)

#### Standard Operating Procedure (SOP) in Searching the System for Award and Management (SAM) prior to Entering Procurement Transactions

**Department:** GRTA Grant Administration and Procurement Sections

**Scope:** This procedure applies to the General Services Administration, GRTA Grant Administration and Procurement Sections

**Purpose:** To ensure that in all procurement solicitations, all the bidders or offerors are not debarred or suspended by the federal government.

**Procedures:**

1. In all GRTA procurement solicitations, the bidders or offerors shall certify that they are not debarred or suspended in conducting procurement transactions with the federal government as per 49 CFR Part 29 Subpart C;
2. The bidders or offerors further agree that the bids or offers are valid and throughout the period of any contract that may arise from this offer or bid;
3. Furthermore, the bidders or offerors agree to include a provision requiring compliance of all its subcontractors to the above-mentioned requirements;
4. GRTA shall search SAM to verify that the bidders or offerors are not barred or suspended by the federal government. Copies of the SAM search documents shall be kept with the rest of the procurement records;
5. Should the bidders or offerors are found to be debarred or suspended, the bidders or offerors shall be immediately disqualified.

**Effective Date:** January 5, 2015

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GRTA's Executive Manager



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### GUAM REGIONAL TRANSIT AUTHORITY (GRTA)

#### Procurement Plan for the Management and Operations of GRTA's Transit Services

**Department:** GRTA Grant Administration and Procurement Sections

**Scope:** This procedure applies to the General Service Administration, GRTA Grant Administration and Procurement Sections

**Purpose:** To provide a Procurement Plan for the solicitation of Multi-Step Bid for the management and operations of the Guam Public Transit System

**Procurement Plan:**

1. On November 13, 2014, the Multi-Step Bid documents for the Management and Operations of the Guam Public Transit System paratransit and fixed route services were submitted to the Government Services Administration (GSA) which incorporated the latest revision to separate the bid packets of GRTA paratransit and fixed route services;
2. On December 11, 2014, GSA informed GRTA that they are returning the MSB documents because GRTA has not provided GSA the information concerning the sections of the MSB that indicated "Reserved." For the purpose of saving time in renumbering the MSB documents after deleting some sections, instead, GRTA indicated "Reserved;"
3. To comply with GSA requirements, GRTA will renumber the documents. Moreover, GRTA will add a section on narrowing the gap of the shift change from 2 hours to 1 hour in all the transit routes and schedules. Further, GRTA will add a checklist concerning the performance evaluation of the transit provider;
4. GRTA plans to return both documents to GSA on or before December 31, 2014. GRTA anticipates the procurement process will start officially by announcing the bid solicitation on January 12, 2015. After two weeks, January 26, 2015, GRTA estimates that a pre-bid conference will ensue. On February 09, 2015, GRTA foresees that the official responses to all the questions are sent out to all bidders. On February 23, 2015, GRTA predicts that all un-priced technical offers are submitted; and by March 09, 2015, GRTA expects that a decision is made by the Selection Committee on who will be the 3 (three) most qualified bidders. On March 23, 2015, GRTA predicts that all price bids are submitted. Bid award is estimated to happen on March 30, 2015. The notice to proceed will be issued after 3 months which will be on June 30, 2015.

**Effective Date:** January 5, 2015

Approved By

  
ENRIQUE AGUSTIN  
GRTA's Executive Manager