

## Marlena Montague

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**From:** Vera De Oro [vera.deoro@guamcc.edu]  
**Sent:** Thursday, May 15, 2014 4:12 PM  
**To:** Marlena Montague  
**Subject:** Fwd: FW: Standard 3 information  
**Attachments:** Checklist review by legal counsel for projects \$500,000 and over.pdf; Standard AIA contract for Foundation Building GCC-FB-11-003 - construction project.pdf

----- Forwarded message -----

From: joleen evangelista <[joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu)>  
Date: Thu, May 15, 2014 at 1:02 PM  
Subject: FW: Standard 3 information  
To: Vera De Oro <[vera.deoro@guamcc.edu](mailto:vera.deoro@guamcc.edu)>, "Sotomil, Sterlyn E." <[sterlyn.sotomil@guamcc.edu](mailto:sterlyn.sotomil@guamcc.edu)>  
Cc: [carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu)

Vera,

Forwarding the information sent in March.

Thanks,

Joleen

-----Original Message-----

From: joleen evangelista [<mailto:joleen.evangelista@guamcc.edu>]  
Sent: Wednesday, March 26, 2014 6:24 PM  
To: 'Vera De Oro'; 'Carmen Santos'; 'Sotomil, Sterlyn E.'  
Subject: RE: Standard 3 information

Vera,

As per our conversation last Friday, March 21, 2014, please see the attached files as per your request:

1. Standard AIA contract for the Foundation Building 2. Checklist review by legal counsel for projects \$500,000.00 and over

Thanks,

Joleen

-----Original Message-----

From: Vera De Oro [<mailto:vera.deoro@guamcc.edu>]

Sent: Wednesday, March 26, 2014 1:01 PM

To: [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu); Carmen Santos; Sotomil, Sterlyn E.

Subject: Standard 3 information

Hi Joleen and Carmen,

Following up on our conversation on Friday regarding information for Standard 3 reporting. I have included in this email the recommendation from Marlana and Joe Benevente of what information would be needed for report.

7. 3D2f. Re-evaluate the College's contract instrument to see if it can be strengthened or improved.

Comments: Read the 2012 ISER, standard 3, D, pages 206-207 reference contractual agreement. On the self evaluation section, it suggested that the College consider developing a standard operating procedure (SOP) for writing and executing contractual agreements. The write-up also suggested evaluating existing contract instruments for possible strengthening and enhancement and recommended that a definition page should be standard on all instruments for clarity on technical and performance related verbiage. Lastly, the write-up recommended a legal counsel review and a legal counsel signoff page to attest that the contractual instrument has been reviewed and that the College's interest and investment is protected from any legal ramification. Your committee should examine a variety of contracts that the College has engaged in and see if any of the recommendations of the self evaluation is present. Consult with the Vice President of Business and Finance and the Procurement Administrator to assist your committee respond to the recommendation but first give them a copy of the standard and how the College responded to the standard.

Action Taken: Materials Management's performance indicator states that it will develop, implement, and continue to update standard contracts for small constructions or capital improvement projects for the college to manage risk. Its proposed outcome to be 100% of the small construction or capital improvement projects fill have a contractual agreement prepared and approved, tagging of fixed assets will be completed as equipment is received, MM will maintain insurance coverage for auto, crime.

GCC enters into many contracts and MM is managing them at all stages of the process. The list of current bids and contracts can be found on GCC's website under GCC Bids.

Email was sent to MM for information.

Status: Ongoing.

Next Step: Follow up, per ISER, on any amendments and improvements to standard operating procedure (SOP) for writing and executing contractual agreements, the addition of definition page for all the technical verbiage or performance-related words, and lastly, legal counsel signature for certification.

Continue to follow up.

If you could provide any documents to include in our report to close this AIP, I would appreciate it.

Thank you so much,

Vera