INVITATION FOR BID

ISSUING OFFICE:

GENERAL SERVICES AGENCY
GOVERNMENT OF GUAM
148 ROUTE 1, MARINE DRIVE
PITI, GUAM 96915

4/26/16
CLAUDIA S. ACFALLE
Chief Procurement Officer

DATE ISSUED: APRIL 28, 2016 BID INVITATION NO: **GSA-053-16**

BID FOR: **ADDITIONAL OFFICE SPACE LEASE FOR GFD HEADQUARTERS**

SPECIFICATION: **SEE ATTACHED**

DESTINATION: GUAM FIRE DEPARTMENT

REQUIRED DELIVERY DATE: **30 calendar days upon receipt of purchase order. For a period of one (1) year with an option to renew on a year to year basis for four (4) additional years, at the sole discretion of the Government, upon availability of funds.**

INSTRUCTION TO BIDDERS:

INDICATE WHETHER: ____ INDIVIDUAL ____ PARTNERSHIP __X__ CORPORATION

INCORPORATED IN: GUAM on SEP 1, 2000

This bid shall be submitted in duplicate and sealed to the issuing office above no later than (Time) **10:00AM** Date: **05/13/16** and shall be publicly opened. Bid submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions, and Sealed Bid Solicitation for details.

The undersigned offers and agrees to furnish within the time specified, the articles and services at the price stated opposite the respective items listed on the schedule provided, unless otherwise specified by the bidder. In consideration to the expense of the Government in opening, tabulating, and evaluating this and other bids, and other considerations, the undersigned agrees that this bid remain firm and irrevocable within **90** calendar days from the date opening to supply any or all the items which prices are quoted.

NAME AND ADDRESS OF BIDDER:

DNA, INC.
P.O. Box 2830
HAGATNA, GUAM 96932

SIGNATURE AND TITLE OF PERSON AUTHORIZED TO SIGN THIS BID:

By: LETITIA S LUJAN, Treasurer

AWARD: CONTRACT NO.: GSA-053-16 **AMOUNT:** $34,200.00 **DATE:**

ITEM NO(S). AWARDED: Item #1.1 for $2,850.00 monthly/$34,200.00Annually

CONTRACTING OFFICER:

CLAUDIA S. ACFALLE
Chief Procurement Officer

NAME AND ADDRESS OF CONTRACTOR:

SIGNATURE AND TITLE OF PERSON AUTHORIZED TO SIGN THIS CONTRACT:

6/7/16
Melissa T. Rasmussen
Operations Manager

ITEM NO.	DESCRIPTION	QTY	UOM	MONTHLY PRICE	ANNUALLY PRICE
1.0	OFFICE SPACE LEASE As per following specifications:	12	MO	$2,850.00	$34,200.00

GENERAL:

The Guam Fire Department is interested in leasing approximately 1,500, rentable square feet of additional quality office space available for use by employees, furnishing and equipment. This additional office space will supplement GFD's present Headquarters. The building parking shall meet the requirements of A.D.A and fire codes. Space shall be in a modem office building located in an area that is compatible with its surrounding. The location should project a professional and aesthetically pleasing appearance. Space must be contiguous on one floor or maybe located on different floors. Building should be highly visible and must have full adequate means of ingress or egress. Building shall be concrete and shall include typhoon protection.

The government reserves the right to accept and/ or reject any defects, irregularities, or specification.

SPECIFICATIONS:	**BIDDING ON / COMPLY**
OFFICE BUILDING: The entire office space may be located on one main floor. If building is multi-story, operational elevators or escalators must be available. Total office space shall be not less than One-Thousand Five-Hundred (1,500sf. ft.) and exclusive of common areas such as waiting areas, public staff restrooms. The entire building and parking must be A.D.A. compliant.	✓
LOCATION: Preferred location is within the vicinity of Hagatna, Sinajana and Maite. SITE MUST NOT BE IN A FLOOD-PRONE AREA OR SUBJECT TO FLOODING OR SUSCEPTIBLE TO WATER RUN-OFF COMING FROM ABUTTING OR ADJACENT PROPERTIES.	✓
TELEPHONES: Telephone jacks must be immediately available. Guam Fire Department office will incur all cost for telephone services. Bidder is responsible for jack installations.	✓
PARKING STALLS: Parking stalls shall accommodate a minimum of vehicles that include employee's privately-owned vehicles, official vehicles, and public parking. Minimum of (2) parking stalls shall be accessible to the disabled with (1) being van accessible. Parking stalls shall be clearly marked on asphalt concrete or similar pavement material.	✓
BUILDING SIGNAGE: Bidder shall provide directional and location signage for Guam Fire Department office site. Signage can be attached to the building or free-standing within close proximity of the building. Must be acrylic or plexi glass of at least 2feet x 4 feet to be designed and approved by Guam Fire Department and visible to the public.	✓

NETWORK CONNECTIVITY:
The bidder shall provide the capability for Network connectivity. Bidder shall provide the main networking area with a high rise floor system to house the main servers and other networking equipment.

TYPHOON CONDITION READINESS:
Bidder shall secure entire building. These Procedures shall include items such as, for Example, checking that backup generators are Operational, putting up typhoon shutters. Post-Disaster procedures shall include, for example, Opening typhoon shutters, cleaning away all debris, cleaning windows and floors, checking for internal damage, ensuring proper drainage both internal and external to the building or buildings. Tenant should be able to begin operations within twenty-four (24) hours after the disaster concludes.

RENOVATION/MODIFICATIONS:
All renovations/modifications of the building shall be made to the satisfaction of the tenant within reason of the total square footage desired. Renovations/ Modifications shall be approved by tenant.

BUILDING CODES:
Bidders shall ensure that building meets all current local building codes and statutes, (i.e., building, fire, safety, OSHA, etc.).

EMERGENCY DISASTER PLAN:
The landlord shall provide tenant with an Emergency disaster plan, to include, but not limited to, emergency lighting, building evacuation, and landlord's emergency contact numbers.

NO SECURITY DEPOSIT:
No security deposit shall be required. No last month's rent shall be required in advance upon occupancy.

LEASE TERM:
Lease term is for a period of one (1) year with option to renew on a yearly basis for an additional four (4) years at the sole discretion of the Government upon availability of funds. Term may be renewed yearly with no change in monthly rate throughout the duration of the lease term.

Utilities:
Price must be **inclusive** of utilities power and water supply.

Standby Generator:
Shall have an operable standby generator with automatic transfer switch with sufficient capacity to operate the entire facility during power outages. The Bidder shall provide operations and maintenance of the generator.

Air-Conditioning Units:
Must have air-conditioning units sufficient to meet office space requirements.

Pest Control Services:
Shall be done at least semi-annually, or as may be necessary under the circumstances.

Building Maintenance:
To include replacement of burnt out bulbs, draining of sewage, urinal backups, normal repairs, alterations/renovations, including door and window and door locks.

Security:
Cost must be inclusive of security alarm systems and electrical locks and codes on main and exit doorways.

Trash Collections:
Shall provide trash collection at least once a week.

Janitorial Services:
Includes daily sweeping, vacuuming, mopping, dusting, emptying trash containers, cleaning of restrooms, cleaning of windows, and bi-annual buffing and waxing of floors.

Air-Conditioning Maintenance:
Full Service maintenance shall be conducted at least once a quarter.

Grounds Maintenance:
Cleaning of the surrounding areas of the building, such as grass cutting, Trimming of plants, etc.

These specifications have been developed by the staff of the Guam Fire Department and approved by Joey C. San Nicolas, Fire Chief.

PUBLICATION NOTICE

In accordance with the provisions of Guam Code Annotated, Title XI, Chapter III, Section 3315, notice is hereby given that:

Guam Hotel & Restaurant Association (GHRA)
dba: Same

has applied for a Class: 13 ALCOHOL SERVER/SELLER TRAINING PROGRAM said premises being marked as Lot: 140 Chalan Genghis Kahn Ste 202 Harmon.

PUBLICATION NOTICE

In accordance with the provisions of Guam Code Annotated, Title XI, Chapter III, Section 3315, notice is hereby given that:

MARTIN JR., MICHEAL.
dba: M2 MINI MART

has applied for a Class: 5 GENERAL OFF SALE ALCOHOLIC BEVERAGE LICENSE. said premises being marked as Lot: 3 Tract 217 Blk 136-B Kayen Chando Servino Bldg., Dededo.

PUBLICATION NOTICE

In accordance with the provisions of Guam Code Annotated, Title XI, Chapter III, Section 3315, notice is hereby given that:

TRAYCE'S, LLC
dba: SALANGMAN THAI FOOD RESTAURANT

has applied for a Class: (4) GENERAL ON SALE, ALCOHOLIC BEVERAGE LICENSE. said premises being marked as Lot: 2003-8-NEW 297 N. MARINE CORPS DR., SUITE 4 EAST AGANA, GUAM.

FAMILY FINANCE CO.
Serving the People of Guam Since 1959

Personal Loan

$1,000 - $3,500

Dededo, Ada Commercial Bldg., behind Payless
Tel: 633-4473
Fax: 633-4474

Hagåtña
200 South Route 4
Tel: 475-4545
Fax: 477-5662

Upper Tumon, Pacifica Bldg., Marine Drive
Tel: 647-5626
Fax: 646-6040

*subject to credit approval

40 Years PFC PERSONAL FINANCE CENTER
You're First In All We Do

Vehicle for Sealed Bid

2008 Scion XB 4 Door/Silver
2015 Mitsubishi Lancer Sedan/Silver

"AS IS" CONDITION
NO WARRANTY WRITTEN OR IMPLIED
PFC HAS THE RIGHT TO REFUSE ANY AND ALL BIDS.
SEALED BID ACCEPTED UNTIL 5:00 P.M. - FRIDAY, APRIL 29, 2016
PAYMENT TERMS: CASH OR CASHIER'S CHECK
Inquire with PFC Collection Department 2nd Floor, Tamuning Center between 9am - 5pm. No phone calls.

GSA General Services Agency
(Ahensian Setbision Hinirat)
Department of Administration
Government of Guam
148 Route 1 Marine Drive, Piti, Guam 96915
Tel: 475-1707-13 Fax: 472-4217/475-1727

Eddie Baza Calvo, Governor — Ray Tenorio, Lt. Governor

THIS ADVERTISEMENT WAS PAID WITH SPECIAL FUNDS BY:

GUAM FIRE DEPARTMENT

A non-refundable fee of $10.00 per bid package will be assessed.
Certified Check, Cashier's Check, Cash will be accepted. No personal or company check.
Payment for bid package picked up after 3:00 pm will not be accepted.

INVITATION FOR BID

Bid No.: GSA-053-16
FOR: ADDITIONAL OFFICE SPACE LEASE
Opening Date: 05/13/2016 **Time:** 10:00 a.m.
Place: GENERAL SERVICES AGENCY
PITI, GUAM-CONFERENCE ROOM

Note: GSA recommends that prospective bidders register current contact information with GSA to ensure they receive any notices regarding any changes or updates to the IFB. The procuring agency and GSA will not be liable for failure to provide notice to any party who did not register current contact information.

INTERESTED PARTY MAY PICK UP FORMS/SPECIFICATIONS AT SAID PLACE

/s/ CLAUDIA S. ACFALLE
Chief Procurement Officer

GUAM SHRINE CLUB
(a non-profit organiztion)

Statement of Financial Position
For the year ended December 31, 2015

Assets:		
	Cash	$ 34,026.00
	Other current assets	$ 2,034.00
	Building	$ 196,953.00
	Total assets	$ 233,013.00
Liability and net assets:		
Liability	Accrued expenses	$ -
Net Asset	Unrestricted	$ 223,852.00
	Restricted	$ 9,161.00
		$ 233,013.00
	Total liability and net asset	$ 233,013.00

Statement of Activities
For the year ended December 31, 2015

Changes in unrestricted net assets:	
Revenue, support and gain:	
Contributed support	$ 29,000.00
Program revenues	$ 62,050.00
Interest Earned	$ 16.00
Total unrestricted revenue, support & gain	$ 91,066.00
Expenses:	
Administrative and general	$ 11,124.00
Programs expenditures	$ 70,781.00
Total expenses	$ 81,905.00
Net Income	$ 9,161.00

GUAM WOMEN'S CLUB
2013-2014 INCOME/EXPENSE REPORT

INCOME	
Membership Dues	1609.50
SAWT	18,500.00
Mardi Gras	42,212.00
TOTAL INCOME	**62,321.50**
EXPENDITURE	
SAWT and Mardi Gras Expenditure	19,893.71
Philanthropic Activities	4,500.00
UOG, Scholarship Program	2,583.50
Guam Chamber Dues	100.00
Guam Self Storage	2,000.00
TOTAL EXPENSES	**29,337.21**