

Eddie Baza Calvo  
Governor



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March 15, 2018

**Invitation for Bid GSA-005-18**  
**Office Space Lease and Moving Services**  
**(Guam Police Department)**

**Amendment # 5**

1. Amend to Replace Page 30 of 38 and Page 31 of 38 with the Revise Following Bid Specification for GPD Office Space Lease

All others remain the same.

A handwritten signature in black ink, appearing to read 'Claudia S. Acfalle', with a date '3/16/18' written to the right of the signature.

CLAUDIA S. ACFALLE  
Chief Procurement Officer

ITEM NO.	DESCRIPTION	QTY. / UOM	MONTHLY PRICE	ANNUAL COST
1.1	Office Space Lease: As per the following Specifications	12 MOS.	\$ _____	\$ _____

The Guam Police Department, Recreational Boating Safety and Administrative Section is interested in leasing approximately 10,000 TO 12,000 rentable square feet. Building shall meet the requirements of A.D.A., OSHA, safety and fire codes. Must have full adequate means of ingress and egress access, must be of concrete structure, and must be contiguous on one floor (negotiable). Space shall be in a new or modern office building. The following rooms are needed And space can be adjusted accordingly: 4 large offices 16x16; 5 offices for smaller sections – 30x30; 5 file and storage rooms – 25x25; 1 Open space – 40x25.

**SPECIFICATIONS**

**BIDDING ON / REMARKS**

**OFFICE BUILDING**

The entire office space shall be contiguous on one floor. Total office space shall be 10,000 to 12,000 sq. ft. and exclusive of common areas such as waiting areas public and staff restrooms. Must have three (3) restrooms: one (1) which must be ADA compliant for customers. Entire building and parking must be A.D.A. compliant.

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**TELEPHONE**

Telephone jacks must be immediately available. Bidder is responsible for jack installations.

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**PARKING STALLS**

Parking stalls shall accommodate a minimum of thirty (30) vehicles to accommodate employees and customers. Minimum of two (2) parking stalls shall be accessible for persons with disabilities and must be A.D.A. compliant.

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**NETWORK CONNECTIVITY**

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

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**TYPHOON CONDITION READINESS:**

Bidder shall secure entire building. These procedures shall 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 building. Tenant should be able to begin Operations within twenty-four (24) hours after the disaster concludes.

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**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.

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**BUILDING CODES**

Bidders shall ensure that building meets all current Local building codes and statues (i.e. building, fire, Safety, OSHA, etc.).

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**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.

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**NO SECURITY DEPOSIT**

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

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**ITEM**

<u>NO.</u>	<u>DESCRIPTION</u>	<u>QTY. / UOM</u>	<u>MONTHLY PRICE</u>	<u>ANNUAL COST</u>
2.1	Moving Services: As per the following Specifications	1 Job	\$ _____	\$ _____

**SPECIFICATIONS**

**BIDDING ON / REMARKS**

**MOVING SERVICES**

Load and transport items from several office buildings to newly leased building. Packing of all items from offices located in Sinajana, Tiyán, and Tamuning. Disassemble and reassemble all items as needed. Provide packing boxes and tape for packing of all office and loose items. Provide labor, equipment, and supplies for the move. Provide post move services such as one-time removal of used packing materials incurred during the move.

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Items to be packed and moved shall include but not limited to: cubicles, file cabinets, desks, chairs/desk chairs, bookcases, credenzas, storage cabinets, tables, folding chairs, folding tables, refrigerators, water dispenser, sofas, TV's, fireproof file cabinets, pelican cases, computers, shredders, copy paper boxes, and other numerous boxes of miscellaneous items. Movers will be responsible to repair and restore all damages the premises caused by the Moving Company during the duration of service.

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These Specifications were prepared by: Major Andrew B. Quitugua  
 Approved by: Joseph I. Cruz Chief of Police