

Exhibit E





UNIVERSITY of GUAM
Unibetsedät Guahan

Office of the President
Legal Counsel

April 8, 2008

Alex Thomas, General Manager
Guam Cleaning Masters
PO Box 9500
Dededo, Guam 96920
FAX: (671) 646-4707

RE: Sunshine Reform Act of 1999 Request

Dear Mr. Thomas:

This acknowledges receipt of your Sunshine Act request dated April 2, 2008 embedded in your letter of Reconsideration of the President's Protest Denial of UOG Bid No. P11-08. The University responds to your request as follows:

1. The bids submitted in response to the University of Guam's solicitation for "*Student Housing Custodial Services*", UOG Bid P32-06, similar to or the same as what was bid out in UOG Bid No. P11-08 for the past three (3) years, are available for your inspection at the Office of the Legal Counsel. Please call my office assistant Cynthia to arrange for a convenient time for you to inspect these documents. Other documents pertaining to quotations for student housing custodial services have been copied and are enclosed with this response.
2. All contracts entered into for the past three (3) years for "*Student Housing Custodial Services*", similar to or the same as what was bid out in UOG Bid No. P11-08 are enclosed for your review.

Thank you for your attention to this matter.

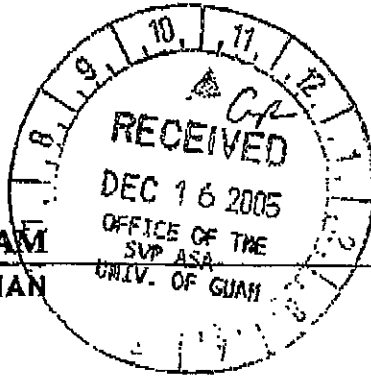
Sincerely,

A handwritten signature in cursive script, appearing to read "Victorina M.Y. Renacia".

Victorina M.Y. Renacia
University Legal Counsel

UOG Station, Mangilao, Guam 96923 Telephone: (671) 735-2992/2978 Fax: (671) 734-2296
vrenacia@guam.uog.edu

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UOG is an equal employment opportunity employer and provider.



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN

Enrollment Management and Student Services
Student Housing and Residence Life Office

MEMORANDUM

TO: Dr. Harold L. Allen, President

VIA: Dr. Helen J.D. Whippy, Senior Vice-President, Academic & Student Affairs

VIA: Dr. Julie Ulloa-Heath, Dean, EMS8

FROM: Dan Guerrero, Acting Director, Residence Halls

DATE: December 14, 2005

SUBJECT: Contract With Asmuyao Community School for Custodial Services at the Residence Halls

Recommend approval -
[Signature]
12/16/05

We respectfully seek your favorable consideration in approving a contract with Asmuyao Community School for custodial services at the Residence Halls from December 1, 2005 to September 30, 2006. The money for this contract was appropriated in the FY 2006 Student Housing Budget and was approved by the Board of Regents.

We have contracted with Asmuyao Community School (a non-profit organization that trains and hires persons with disabilities) to clean the Residence Halls since December 1998. Based on meetings with my staff, the quality of work has ranged from excellent to average. Thus, their service has been adequate.

Should we decide in the future that we need to replace this organization, there is provision in the contract that we may cancel the contract on thirty (30) days notice. I am hopeful that this will not be necessary.

Because maintaining the residence halls is a 24/7 operation, this contract is vital to keeping the dormitory, offices, kitchens, restrooms, grounds, and common areas clean.

APPROVE DISSAPROVE

[Signature]

Dr. Harold L. Allen, President, University of Guam

12/20/05
Date

UNIVERSITY OF GUAM
UNIBETSIDAT GUAHAN
 UOG Station
 Mangilao, Guam 96923

December 09, 2005

The University of Guam (hereinafter UOG) hereby enters into a contract with Asmuyao Community School (hereinafter Contractor).

1. The Contractor agrees to perform the following:

HOUSEKEEPING: The Contractor will be responsible for all aspects of the Student Housing & Residence Life housekeeping operations. This includes, but it is not limited to, the daily cleaning of public areas including restrooms, hallways lobbies, vending rooms, laundry rooms, stairwells, entryways, ceilings, walls, balconies, porches, patios, trash rooms, equipment rooms, lounges, kitchens, study rooms, offices, and conference and meeting rooms, as well as twice daily cleaning of community bathrooms and kitchens (as needed) in Gumata Hall and Iya-Hatoi Hall. Mechanical rooms, electrical closets, and storage rooms will be maintained in a neat and orderly manner and will be thoroughly cleaned at least semiannually.

The Contractor will also be responsible for keeping the grounds (the yard, parking lots, and walkways) surrounding the office and housing facilities clean and free of trash and debris.

Major cleaning of all areas will be done on bi-annual basis (before the start of Fall and Spring semesters) to prepare for the beginning of classes. The magnitude of the annual cleaning requires that all work be completed at least two weeks before opening day to allow for touch up and early arrivals.

I. HOUSEKEEPING OPERATIONS:

The Contractor will provide the necessary labor for all required routine and project type cleaning according to the standards listed below.

- A. Develop and implement an on-going training program that will:
 - 1. Maximize the skill levels of all housekeeping employees.
 - 2. Train housekeeping employees to report maintenance deficiencies, such as burned out lights, missing fire extinguishers, broken or missing exit signs, etc.
 - 3. Certify all affected employees in the handling of hazardous waste.
- B. Develop and implement personnel management programs:
 - 1. Which will keep absenteeism and turnover at minimum levels.
 - 2. Ensure high levels of productivity and effectiveness from the housekeeping employees.
- C. Perform cleaning tasks on a preventive basis, to reduce the need for tasks such as stripping and refinishing, carpet shampoo, carpet shampooing, wall washing/repainting, window washing, etc.
- D. Schedule projects and maintain accurate records for each building. These records will define what projects are to be performed, when they are scheduled, the estimated size of the project and the estimated man-hours required to complete each project. Additionally, this project

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schedule will indicate when each project has been completed. A copy of the work schedule shall be provided to the Office of Student Housing & Residence Life.

E. Remove all trash at the time of collection to areas designated by the University.

II. PERFORMANCE STANDARD FOR ROUTINE WORK: The following sections are standard routine cleaning descriptions, which may require certain exceptions. These exceptions, however, should be controlled carefully to prevent long term drifting of standards.

A. Trash Receptacles:

All waste receptacles and other trash containers within the area should be emptied and returned to their initial location. Boxes, cans, papers, etc. placed near a trash receptacles should be removed. All waste from such trash receptacles should be removed from the area and emptied into a designated trash dumpster or recycle container in such a manner as to prevent the adjacent area from becoming littered by such trash.

In areas where food may be disposed of daily, large trash receptacles should be centrally located for collection of such waste and should be emptied three times daily (after breakfast, lunch, and dinner hours). Trash receptacles in public areas and rest rooms should be emptied daily or as needed.

The exterior of waste receptacles should be free of evident soil. All plastic liners will be installed as needed. The liners should be folded back over the rim of the receptacle.

B. Drinking Fountains:

Remove all obvious soil, streaks, smudges, etc. from the drinking fountains and cabinets; then disinfect all porcelain and polished metal surfaces including the orifices and drain. After cleaning, the entire drinking fountain should be free of streaks, stains, spots, smudges, scale, and other removable soil.

C. Building and Furniture Surfaces:

Remove all dust, lint, litter, dry soil, cobwebs and insects etc. from the surfaces of desks, chairs, upholstered furniture, file cabinets, and other types of furniture and equipment from the ledges, window sills, blinds, and rails, HVAC vents, light fixtures, etc. Clean chalkboards, whiteboards and bulletin boards as required. Items on desktops are not to be disturbed. After regular dusting, all such surfaces should have a uniform appearance, be free of streaks, smudges, dust, lint, litter, cobwebs, insects, etc. Dusting should be accomplished by removal of soil from the area - not by rearranging it from one surface to another.

Remove fingerprints, stains smudges, marks streaks, etc. from washable surfaces of walls, ceilings, partitions, doors, windows, furniture, fixtures, appliances, etc. Germicidal detergent should be in use in rest rooms and drinking fountains. After spot cleaning, there should be no streaks, spots, or other evidence of removable soil. This includes both sides of glass in exterior doors and vestibules and in offices.

Remove spots, stains, spills from upholstered surfaces as they occur to avoid or limit permanent damage. Schedule on a rotating basis to clean all upholstered surface furniture at least semi-annually.

All surfaces of furniture, walls, floors, windows, and lights shall be thoroughly cleaned at least bi-annually, or as needed, to coordinate with the opening of the Halls for the Fall and Spring Semester.

After cleaning all furniture, equipment and accessories should be returned to their appropriate location.

D. Non-Carpeted Floors:

All non-carpeted floors, stairways, patios, and walkways should be cleaned thoroughly to remove dust, dry soil, other litter, gum, tar, sticky substances, other spills, and obvious soil. Chairs and

trash receptacles should be tilted or moved where necessary to sweep underneath. After the floor has been swept, the floor surface, including corners and abutments, should be free of streaks, litter, and spots caused by spills or tracking.

Carpet type entrance should be vacuumed with an upright carpet vacuum to remove sod and grit and to restore the resiliency of the carpet pile. Rubber, polyester and other entrance mats should be swept, vacuumed, or washed to remove sod and grit. All entrance mats should be lifted to remove sod and moisture underneath and should then be returned to their normal location.

Mop to remove all obvious soil and non-permanent stains from all floors, stairways, patios, and walkways. The neutral detergent solution should be changed periodically and remain clear. Trash receptacles, chairs, etc. should be moved when necessary to mop underneath. After being mopped, the floor should have the uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil. There should be no splash marks or mop streaks on furniture, walls, baseboards, etc., nor should there be any mop shreds remaining in the area. In rest rooms, trash rooms, laundry rooms, and other damp or food preparation areas germicidal detergent solution should be used in lieu of neutral detergent solution.

At least semi-annually, strip and apply several layer of wax of sufficient depth to allow for a uniform gloss to be maintained throughout the year with periodic spray buffing touch ups. Periodically spray buff floors to restore a uniform gloss and protective finish to resilient tile. Chairs, trash receptacles, etc. should be tilted and moved where necessary to buff underneath. After spray-buffing, the entire floor should have a uniform, glossy appearance, free of scuff marks, heel marks, and other stains, and should have a uniform coating of floor finish. All spray-buff solution be removed from baseboards, furniture, and trash receptacles.

E. Carpeted Floors:

Vacuum to collect sod, grit and litter from all areas accessible to the carpet vacuum. Chairs and trash receptacles should be tilted or moved where necessary to vacuum underneath. Additionally, as necessary, to prevent any visible accumulations of soil or litter in carpeted areas inaccessible to an upright carpet vacuum, a crevice tool and brush attachment should be used. After the carpeted floor has been completely vacuumed, it should be free of all visible litter, soil, and embedded grit.

Spot clean all carpeted surfaces to remove stains, sticky substances, gum, etc., as needed, to avoid or limit permanent damage. Shampoo/steam clean all carpets at least annually. After shampooing, all carpets should free of visible stains and stains and smells and any shampoo residue removed from adjoining baseboards, wall surfaces, furniture, etc.

At least bi-annually, in preparation for the opening of the Halls for Fall and Spring semesters, all carpets should be shampooed or steam cleaned.

F. Bathrooms:

Using germicidal detergent solution, clean and disinfect all surfaces of fixtures, walls, partitions, doors, floors, ceilings, etc. After cleaning all surfaces should be free of stains, streaks, spots, mold, mildew, and soil. In addition, to the normal cleaning routines specified below, it is expected that special attention will be given to the bathrooms prior to the start of the Spring semester. This shall include, but not limited to, cleaning the grout, re-grouting where necessary, caulking, replacing shower curtains, removal of graffiti, and cleaning drains.

Clean and Disinfect Wash Basins, Toilets, Urinals and Showers:

Apply germicidal detergent solution to all the basins and to the wall area beside and between the basins. Clean the tops, sides, insides, piping underneath and wall areas between the basins. Clean the tops, sides, insides, piping underneath and wall areas between the basins. Wipe the metal surfaces dry to prevent spotting.

Apply germicidal detergent solution to all the urinals and to the wall area between and below the urinals. Clean the insides of urinal including the underside of the flushing rim. Wipe metal surfaces dry to prevent spotting. Clean under the urinal if wall hung.

Apply germicidal detergent solution to the insides of the commodes and to the wall areas beside them. Clean the seat, outside of the fixture, and wall beside fixture. Clean the inside of the fixture including under the flushing rim. Wipe the top of the seat and the metal surfaces dry to prevent spotting.

Apply germicidal detergent solution to use in cleaning the walls and floors in shower stalls. Stalls should be free of mold, mildew, soap scum, and soil. A special effort should be made to keep the grout clean. Shower curtains should be cleaned and free of all mold, mildew, soap scum, and soil or should be replaced with a new curtain. Remove all debris from the shower drain.

De-scale Toilets and Urinals: Remove scale, scum, mineral deposits, rust stains, etc. from toilet bowls and urinals. After descaling, the entire surface should be free of streaks, stains, scale, scum, mineral deposits, rust stains, etc. Caution must be used to prevent damage to adjacent surfaces caused by spills if acid type bowl cleaner is used.

Clean Urinal Drains or Floor Drains in Rest Rooms: Remove the drain cover and/or strainer. Remove scum, scale, and other soil from the inside of the drain pipe and from the drain cover and then flush with hot water and germicidal detergent. Replace strainer or drain cover. Pour at least one quart of germicidal detergent into the drain at least once per week.

Apply Deodorants: After cleaning, apply deodorants to urinals, sinks, toilets, and floor areas in two (2) hour intervals.

Refill Paper Towels, Toilet Tissue, and Hand Soap Dispenser. All dispensers should be completely filled to the proper level. The paper supplies and hand soap should be placed in the dispenser and adjacent surfaces should be wiped to remove spillage.

G. Kitchens:

Remove all spills, stains, grease, dust, crumbs, and other litter and sticky substances from counter tops, walls, appliance surfaces and floors. Using germicidal detergent solution, clean and disinfect all surfaces of fixtures, walls partitions, doors, floors, etc. Deep clean ovens, stove tops, including overflow burner pans, as needed, and at least monthly. After cleaning, all surfaces should be free of streaks spots, mold, mildew, grease, fingerprints, and soil.

Refrigerators should be cleaned thoroughly, removing all food substances and other items, and using mild soap, washing the interior shelves and compartments, monthly. After cleaning, refrigerators should be free of mold, mildew and odors and left operating. If turned off, all refrigerator door must be left open to avoid damage from mold and mildew.

In addition to the normal cleaning routines specified, it is expected that special attention will be given to kitchens prior to the start of Fall and Spring semester. This shall include, but not be limited to, cleaning the interior and exterior of all kitchen cabinets and appliances, degreasing walls, ceilings and exhaust fans/hoods and cleaning all surfaces of the dining furniture and floors. After cleaning all furniture and appliances should be returned to the specified place and all surfaces should be free of streaks, spots, mold, mildew, grease fingerprints, litter, and soil.

H. Groundskeeping:

All walkways should be cleaned thoroughly to remove dirt, dry soil, other litter, gum, tar, sticky substances, other spills and stains (especially beetnut) and obvious soil.

All trash, leaves, and other debris should be picked up from all grounds adjacent to Office of Student Housing & the Residence Life, including the yard, parking lots, porches, patios, and walkways. This task shall be conducted frequently, or as needed.

2. In consideration, UOG will pay the Contractor up to thirty five thousand dollars (\$35,000.00) for ten (10) months (from December 01, 2005 to September 30, 2006) in the following manner: The workplace shall be divided into (26) service areas:

1-4. Four (4) Kitchens;

- 5-12. Eight (8) residential bathrooms;
- 13-20. Eight (8) hallways (four wings of two floors each), to include all surfaces in the hallways, stairways, and laundry areas,
- 21-24 Four (4) sets of common areas (viz., first-floor Guma'ta, second-floor, Guma'ta, first-floor, Iya-Hami, second-floor, Iya-Hami);
- 25 Residence Hall Grounds;
- 26. Residence Hall Offices (to include the office kitchen and bathroom).

The Unit cost for each section will be broken down as follows:

Service Areas	Units	Unit cost/month	Total Cost/Month
Kitchens	4	\$125.00	\$500.00
Residential Bathrooms	8	\$125.00	\$1,000.00
Hallways (including stairs and windows)	8	\$150.00	\$1,200.00
1 st & 2 nd Floor Common Area	4	\$100.00	400.00
Residence Hall Grounds	1	\$300.00	\$300.00
Housing Office	1	\$100.00	\$100.00
Maximum Total	26		\$3,500.00

The Contractor will submit monthly invoices to the Student Housing Office with the total amount owed to the Contractor equaling the number areas serviced (up to a maximum of thirty service areas, but fewer when areas are closed off as unoccupied or unused) times the unit cost for each respective service area, for a maximum monthly payment of three thousand five hundred dollars (3,500.00).

- 3. The Contractor will be evaluated by Daniel Guerrero, Acting Director of Housing or his representative with final approval given by Daniel Guerrero, Acting Director of Housing. The Contractor agrees that no payment is due from UOG until Contractor's work has been approved by the proper parties.
- 4. The Contractor is an independent contractor and not an agent, employee or alter ego of UOG. Contractor is entitled to the rights, privileges or benefits that UOG provides for its employees.
- 5. The Contractor agrees to indemnify, hold harmless from and defend UOG against any and all claims of damage, injuries, and death arising from negligent acts/omission of Contractor in the performance of this agreement.
- 6. Contractor agrees to indemnify and hold harmless the University of Guam, its agents, servants and employees from any and all claims arising out of any alleged failure on the part of Contractor to honor this obligation.
- 7. INSURANCE: The Contractor will have the following insurance coverages at the time work commences. The Contractor further certifies that it and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Guam.

Asmuyao Initials JR

INSURANCE COVERAGES REQUIRED:

1. Worker's Compensation - Statutory requirements and benefits.
 2. Commercial General Liability - \$300,000.00 combined single limit. The University of Guam is to be named as an additional insured with respect to the services being procured. This coverage is to include Premises/Operations Liability, products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractors Protective Liability, and Personal Injury Liability.
8. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
9. **SUBCONTRACTS:** No portions of the work shall be subcontracted without prior written consent of the purchasing office. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing office the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
10. **WORKPLACE DAMAGES:** Any damage to existing utilities, equipment, or finished surfaces resulting from the performance of this contract shall be repaired to the University's satisfaction at the Contractor's expense.
11. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that UOG shall be bound here-under only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
12. **CANCELLATION OF CONTRACT:** UOG reserves the right to cancel and terminate this contract, in part or in whole, without penalty, upon 30 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
13. The Contractor warrants that neither in the delivery of the services nor in its employment practices will it discriminate against any individual(s), on the basis of race, color, creed, national origin, sex, age (except as permitted by law), disability, citizenship status (except as permitted by law) and that it will comply in every respect with all provisions of federal and territorial law regarding this obligation.
14. Contractor certifies that contractor's corporation complies with all of the requirements as outlined in 17GCA & 41208(c).



GUAM CLEANING MASTERS



Tel: (671) 646-2002 Fax: (671) 646-4707
 PO Box 9500 Dededo, Guam 96929
 guamcleaningmasters@yahoo.com
 www.guamcleaningmasters.com

Invoice

Date	Invoice #
8/31/2006	246

Bill To
University of Guam 303 University Drive UOG Station Mangilao, Guam-96923

Ship To

P.O. No.	Terms	Due Date	Job
P1061797	Nct 15	9/15/2006	

Quantity	Description	Rate	Amount
30	Custodial services from August 1st to 31 St Monday to Sunday	105.36666	3,161.00

Account are due and payable on or before the 15th of the month following the service completion date. Customer understands and agrees that interest of 1% per month shall accrue on all accounts remaining unpaid after thirty (30) days from date of original invoice. If customer's account is placed in the hands of an attorney, collection agency, or is suit is brought on the same, then an additional amount of thirty three and one third (33-1/3) of the amount found due shall be added to the original account as collection fees.

Total	\$3,161.00
Received By:	
Print & Sign <i>NORMA SPOVANA</i>	Date <i>9/01/06</i>

Contractor: *Rand Coffman* 12/14/05
Rand Coffman Date
 Asmyao Community School

Address: P.O. Box 7514
 Tamuning, Guam 96931

SSN: 263-84-0063
 Guam Business License #: 9910044
 Exp. Date:

University of Guam:
Daniel Guerrero 12/14/05
Daniel Guerrero Contract Manager Date
Helen Whippy 12/16/05
Helen Whippy SYP, Academic & Student Affairs Date
Harold Allen 12/28/05
Dr. Harold Allen President Date

Approved as to Form:

Victorina Renacia 12/21/05
Victorina Renacia Date
 Legal Counsel

Certified Funds Available:

Certifying Officer: *anahy* *[initials]* Date: 12/19/05

Job Order Number/Account Number: 32-W-840300-X-53239

at 45532
 BC 060106

ENCUMBERED

12/19/05

[initials]

Asmyao Initials *JA*



RECEIVED
APR 21 AM 11:55
Enrollment Management and Student Services
Student Housing and Residence Life Office

RECEIVED

UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
MEMORANDUM

TO: Dr. Harold L. Allen, President
VIA: Dr. Helen J.D. Whippy, Senior Vice-President, Academic & Student Affairs
VIA: Dr. Julie Ulloa-Heath, Dean, EMSS
FROM: Todd A. Inman, Director, Residence Halls
DATE: April 5, 2005
SUBJECT: Contract with Asmuyao Community School for Custodial Services at the Residence Halls

Please approve the attached contract with Asmuyao Community School for custodial services at the Residence Halls from February 1, 2005 to September 30, 2005. The money for this contract was appropriated in the FY 2004 Student Housing Budget approved by the Board of Regents.

We have contracted with Asmuyao Community School (a non-profit organization that trains and hires persons with disabilities) to clean the Residence Halls since December 1998. The quality of their work has varied from excellent to mediocre (though, overall, their work has been much better than the service we had when we had in-house staff doing the work). At the end of the last fiscal year, the Director of Asmuyao informed me that he would be required by law to raise the salaries of his employees. As I have no additional monies to pay higher wages, Asmuyao has had to cut back on the hours of service provided to us. Consequently, I waited on finalizing a contract for FY 2005, until I had time to assess whether they are able to fulfill the requirements of the contract with their current workforce. Their service has been adequate. We have paid Asmuyao by Direct Payment through January 31, 2005, so this Contract is for February 1, 2005 through September 30, 2005.

Should we decide in the future that we need to replace this organization, there is provision in the contract that we may cancel the contract on thirty (30) days notice. I am hopeful that such action will not be necessary.

This contract is vital to keeping the residence halls clean.

Approve / Disapprove

[Signature]
Dr. Harold L. Allen, President, University of Guam

UNIVERSITY OF GUAM
UNIBETSIDAT GUAHAN
 UOG Station
 Mangilao, Guam 96923

April 5, 2005

The University of Guam (hereinafter UOG) hereby enters into a contract with Asmuyan Community School (hereinafter Contractor).

I. Contractor agrees to perform the following:

HOUSEKEEPING: The Contractor will be responsible for all aspects of the Residence Hall housekeeping operation in the Residence Hall offices and common areas. This excludes the residential rooms. This includes, but is not limited to, the daily cleaning of public areas including restrooms, hallways, lobbies, vending rooms, laundry rooms, stairwells, entryways, balconies, porches, patios, trash rooms, equipment rooms, lounges, kitchens, study rooms, offices, and conference and meeting rooms, as well as twice daily cleaning of community bathrooms and kitchens (as needed) in Gumata Hall and Iya-Faini Hall. Mechanical rooms, electrical closets, and storage rooms will be maintained in a neat and orderly manner and will be thoroughly cleaned at least semiannually.

The Contractor will also be responsible for keeping the grounds (the yard, parking lots, and walkways) surrounding the Residence Halls clean and free of trash.

Major cleaning of all areas will be done on an annual basis in the summer to prepare for the opening of the Halls for the Fall semester. The magnitude of the annual cleaning requires that all work be completed at least two weeks before opening day to allow for touch up and early arrivals.

I. Housekeeping Operations: The Contractor will:

- A. Provide the necessary labor for all required routine and project type cleaning according to the standards listed below.
- B. Develop and implement an on-going training program that will:
 - 1. Maximize the skill levels of all housekeeping employees.
 - 2. Train housekeeping employees to report maintenance deficiencies, such as burned out lights, missing fire extinguishers, broken or missing exit signs, etc.
 - 3. Certify all affected employees in the handling of hazardous waste.
- C. Develop and implement personnel management programs:
 - 1. Which will keep absenteeism and turnover at minimum levels.
 - 2. Insure high levels of productivity and effectiveness from the housekeeping employees.
- D. Perform cleaning tasks on a preventive basis, to reduce the need for tasks such as stripping and refinishing, carpet shampooing, wall washing/repainting; window washing, etc.
- E. Schedule projects and maintain accurate records for each building. These records will define what projects are to be performed, when they are scheduled, the estimated size of the project and the estimated man-hours required to complete each project. Additionally, this project schedule will indicate when each project has been completed.
- F. Remove all trash at the time of collection to areas designated by the University.

II. Performance Standards for Routine Work: The following sections are standard routine cleaning descriptions, which may require certain exceptions. These exceptions, however, should be controlled carefully to prevent long term drifting of standards.

A. Trash Receptacles:

Asmuyan Initials

ARC

All waste receptacles and other trash containers within the area should be emptied and returned to their initial location. Boxes, cans, papers, etc. placed near a trash receptacle should be removed. All waste from such trash receptacles should be removed from the area and emptied into a designated trash dumpster or recycle container in such a manner as to prevent the adjacent area from becoming littered by such trash.

In areas where food may be disposed of daily, large trash receptacles should be centrally located for collection of such waste and should be emptied daily or twice-daily, as needed. Trash receptacles in public areas and rest rooms should be emptied daily or as needed.

The exterior of waste receptacles should be free of evident soil. All plastic liners, which are torn or obviously soiled, should be removed from trash receptacles and replaced with new plastic liners as needed. The liners should be folded back over the rim of the receptacle.

B. Drinking Fountains:

Remove all obvious soil, streaks, smudges, etc. from the drinking fountains and cabinets; then, disinfect all porcelain and polished metal surfaces including the orifices and drain. After cleaning, the entire drinking fountain should be free of streaks, stains, spots, smudges, scale, and other removable soil.

C. Building and Furniture Surfaces:

Remove all dust, lint, litter, dry soil, cobwebs and insects etc. from the surfaces of desks, chairs, upholstered furniture, file cabinets, and other types of furniture and equipment and from ledges, window sills, blinds, hand rails, HVAC vents, light fixtures, etc. Clean chalkboards, whiteboards and bulletin boards as required. Items on desktops are not to be disturbed. After regular dusting, all such surfaces should have a uniform appearance, be free of streaks, smudges, dust, lint, litter, cobwebs, insects, etc. Dusting should be accomplished by removal of soil from the area -- not by rearranging it from one surface to another.

Remove fingerprints, stains, smudges, marks, streaks, etc. from washable surfaces of walls, partitions, doors, windows, furniture, fixtures, appliances, etc. Germicidal detergent should be in use in rest rooms and drinking fountains. After spot cleaning, there should be no streaks, spots, or other evidence of removable soil. This includes both sides of glass in exterior doors and vestibules and in offices.

Remove spots, stains, spills from upholstered surfaces as they occur to avoid or limit permanent damage. Schedule on a rotating basis to clean all upholstered surface furniture *at least* semi-annually.

All surfaces of furniture, walls, floors, windows, and lights shall be thoroughly cleaned at least annually, or as needed, to coordinate with the opening of the Falls for the Fall semester.

After cleaning all furniture, equipment and accessories should be returned to their appropriate location.

D. Non-Carpeted Floors:

All non-carpeted floors, stairways, patios, and walkways should be cleaned thoroughly to remove dust, dry soil, other litter, gum, tar, sticky substances, other spills, and obvious soil. Chairs and trash receptacles should be tilted or moved where necessary to sweep underneath. After the floor has been swept, the floor surface, including corners and abutments, should be free of streaks, litter, and spots caused by spills or tracking.

Carpet-type entrance mats should be vacuumed with an upright carpet vacuum to remove sod and grit and to restore the resiliency of the carpet pile. Rubber, polyester and other entrance mats should be swept, vacuumed, or washed to remove sod and grit. All entrance mats should be tilted to remove sod and moisture underneath and should then be returned to their normal location.

Mop to remove all obvious soil and non-permanent stains from all floors, stairways, patios, and walkways. The neutral detergent solution should be changed periodically and remain clear. Trash receptacles, chairs, etc. should be moved when necessary to mop underneath. After being mopped, the floor should have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil. There should be no splash marks or mop streaks on furniture, walls, baseboards, etc., nor should there be any mop shreds remaining in the area. In rest rooms, trash rooms, laundry rooms, and other damp or food preparation areas a germicidal detergent solution should be used in lieu of neutral detergent solution.

At least semi-annually, strip and apply several layers of wax of sufficient depth to allow for a uniform gloss to be maintained throughout the year with periodic spray buffing touch ups. Periodically spray buff floors to restore a uniform gloss and protective finish to resilient tile. Chairs, trash receptacles, etc. should be tilted and moved where necessary to buff underneath. After spray-buffing, the entire floor should have a uniform, glossy appearance, free of scuff marks, heel marks,

APC

In addition to the normal cleaning routines specified, it is expected that special attention will be given to kitchens prior to the start of the Fall semester. This shall include, but not be limited to, cleaning the interior and exterior of all kitchen cabinets and appliances, degreasing walls, ceilings and exhaust fans/hoods and cleaning all surfaces of the dining furniture and floors. After cleaning all furniture and appliances should be returned to the specified place and all surfaces should be free of streaks, spots, mold, mildew, grease, fingerprints, litter, and soil.

H. Groundskeeping:

All walkways should be cleaned thoroughly to remove dirt, dry soil, other litter, gum, tar, sticky substances, other spills and stains (especially betelnut), and obvious soil.

All trash, leaves, and other debris should be picked up from all grounds adjacent to the Residence Halls, including the yard, parking lots, porches, patios, and walkways.

2. In consideration, UOG will pay the Contractor up to **thirty-two thousand dollars (\$32,000.00)** for **eight (8) months** (from February 1, 2005 to September 30, 2005) in the following manner:
The workplace shall be divided into thirty (30) service areas:

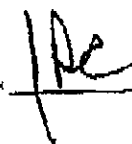
- 1-4. Four (4) Kitchens;
- 5-16. Twelve (12) residential bathrooms;
- 17-24. Eight (8) hallways (four wings of two floors each), to include all surfaces in the hallways, stairways, and laundry areas;
- 24-28. Four (4) sets of common areas (viz., first-floor Guma'ta, second-floor Guma'ta, first-floor Iya-Hami, second-floor Iya-Hami);
- 29. Residence Hall Grounds;
- 30. Residence Hall Offices (to include the office kitchen and bathroom).

The unit cost for each section will be broken down as follows:

Service Areas	Units	Unit cost/month	Total Cost/month
Kitchens	4	\$125.00	\$500.00
Residential Bathrooms	12	\$125.00	\$1,500.00
Hallways (including stairs and windows)	8	\$150.00	\$1,200.00
1 st & 2 nd Floor Common areas	4	\$100.00	\$400.00
Residence Hall Grounds	1	\$300.00	\$300.00
Housing Offices	1	\$100.00	\$100.00
Maximum Total	30		\$4,000.00

The Contractor will submit monthly invoices to the Student Housing Office with the total amount owed to the Contractor equaling the number of areas serviced (up to a maximum of thirty service areas, but fewer when areas are closed off as unoccupied or unused) times the unit cost for each respective service area, for a **maximum monthly payment of four thousand dollars (\$4,000.00)**.

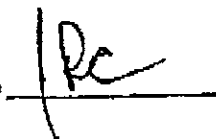
3. The Contractor will be evaluated by Todd A. Inman, Director of Housing or his authorized representative with final approval given by Todd A. Inman, Director of Housing. The Contractor agrees that no payment is due from UOG until Contractor's work has been approved by the proper parties.

Asst. Sec. Initials


4. The Contractor is an independent contractor and not an agent, employee or alter ego of UOG. Contractor is not entitled to the rights, privileges or benefits that UOG provides for its employees.
5. The Contractor agrees to indemnify, hold harmless from and defend UOG against any and all claims of damage, injuries, and death arising from negligent acts/omission of Contractor in the performance of this agreement.
6. Contractor agrees to indemnify and hold harmless the University of Guam, its agents, servants and employees from any and all claims arising out of any alleged failure on the part of Contractor to honor this obligation.
7. **INSURANCE:** The Contractor will have the following insurance coverages at the time work commences. The Contractor further certifies that it and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Guam.

INSURANCE COVERAGES REQUIRED:

1. Worker's Compensation - Statutory requirements and benefits.
 2. Commercial General Liability - \$300,000.00 combined single limit. The University of Guam is to be named as an additional insured with respect to the services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability, and Personal Injury Liability.
8. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
 9. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing office. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing office the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
 10. **WORKPLACE DAMAGES:** Any damage to existing utilities, equipment, or finished surfaces resulting from the performance of this contract shall be repaired to the University's satisfaction at the Contractor's expense.
 11. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that UOG shall be bound here-under only to the extent of the funds available or which may hereafter become available for the for the purpose of this agreement.



12. CANCELLATION OF CONTRACT: UOG reserves the right to cancel and terminate this contract, in part or in whole, without penalty, upon 30 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

13. The Contractor warrants that neither in the delivery of the services nor in its employment practices will it discriminate against any individual(s), on the basis of race, color, creed, national origin, sex, age (except as permitted by law), disability, citizenship status (except as permitted by law) and that it will comply in every respect with all provisions of federal and territorial law regarding this obligation.

14. Contractor certifies that contractor's corporation complies with all of the requirements as outlined in 17 GCA §41208(e).

Contractor: Rand Coffin
Rand Coffin
Asmyayao Community School Date
Address: P.O. Box 7514
Tamuning, Guam 96931
SSN: 263-84-0063
Guam Business License #: 9910044
Exp. Date:

University of Guam: Todd A. Inman 4/5/05
Todd A. Inman
Contract Manager Date
Dr. Helen J.D. Whippy 4/18/05
Senior Vice President, A & SA Date
Dr. Harold L. Allen 4/19/05
President Date

Approved as to Form:

Victorina Renacia 4/13/05
Victorina Renacia Date
Legal Counsel

Certified Funds Available:

Certifying Officer: awaly hw Date: 4/7/05
Job Order Number/Account Number: 32X840300X53239

BC050211
443532

ENCUMBERED
41-7-1-1
jw

Asmyayao Initials

PC



FILE COPY

UNIVERSITY OF GUAM
UNIBETSEDÄT GUAHAN

Enrollment Management and Student Services
Student Housing and Residence Life Office

TO: Bobbie Molarte, Accounting Supervisor, Business Office

VIA: Dr. Julie Ulloa-Heath, Dean, EMSS

FROM: Dan Guerrero, Acting Residence Life Officer

DATE: May 12, 2006

SUBJECT: Transfer of Funds (Account No. 32W84030053239)

We have monies encumbered for Asmuyao Community School regarding custodial services. We recently cancelled the custodial contract with them and their last day of service will be on May 30, 2006. Consequently, we request that the monies be encumbered (Account No. 32W84030053239) for payment of custodial services to "Guam Cleaning Masters," the new custodial contractor. They are scheduled to begin work on June 1, 2006.

Should you have any questions or comments, do not hesitate to contact me at 735-2260/61. Thank you.



PURCHASE ORDER University of Guam

U.O.G. STATION
MANGILAO, GUAM 96923

**PURCHASE ORDER
NUMBER** #2061797

Tel: (671) 735-2925 Cable: UNIV. GUAM
Fax: (671) 734-3118/6768

G.I.
ACCOUNT NO

32-W-840300-X-5423

VENDOR Guam Cleaning Masters P.O. Box 9500 Dededo, GU 96929	VENDOR NO 87277	BILLING INSTRUCTIONS NO PAYMENT WILL BE MADE UNLESS THE PURCHASE ORDER NUMBER SHOWN ABOVE IS INDICATED ON ALL INVOICES, PACKAGES AND CORRESPONDENCE.	SHIPPING INSTRUCTION SHIP TO: Student Housing Office University of Guam UOG Station Mangilao, GU 96923
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Guam is a territory of the United States of America and is part of the U.S. banking and postal systems.	Date of Expiration:	Invitation/Contract No.:	Discount Terms:	SHIP VIA:
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ARTICLES OR SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT
1. Custodial Services for the Residence Halls for the month of June, July, and August 2006.	3	month	\$3161.00	\$9483.00

5 85 00

Justification:
Payment will be made on a monthly basis.

NOTICE:
It is the policy of the University of Guam to provide equality of opportunity in higher education both in the educational mission and as employer. The University is committed to comply with all federal and local statutes, rules and regulations which prohibit discrimination in its policies and practices and direct affirmative action, including but not limited to Titles VI, Order 11246, and the Equal Pay Act of 1964 (as amended). The University shall provide a full realization of equal opportunity through a positive continuing program, including a requirement that those doing business with the University also are equal opportunity employers.

Dr. Julie Wilco-Heath, Dean, EMSS

SPECIAL INSTRUCTIONS TO VENDOR A. SEND CERTIFIED ORIGINAL AND (3) COPIES OF INVOICES TO THE OFFICE OF FINANCIAL AFFAIRS: UNIVERSITY OF GUAM 303 UNIVERSITY DRIVE UOG STATION Mangilao, Guam 96926 Tel: (671) 735-2900 B. PAYMENT WILL BE PROCESSED UPON RECEIPT OF MERCHANDISE IN GOOD CONDITION C. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE D. ON ALL AIR SHIPMENTS HAVE AIRFREIGHT COMPANY CALL THE UNIVERSITY OF GUAM UPON ARRIVAL OF GOODS.	ESTIMATED-FREIGHT CHARGES	Do not fill this order if your total cost exceeds 10% of this total	\$9483.00
	TOTAL		
	REQUESTING OFFICER	Acting Res. Life Office	
	PROCUREMENT OFFICER	DATE	
CERTIFYING OFFICER	<i>WBF 5/3</i>		
APPROVING OFFICER	<i>[Signature]</i>		

Advance Payment Authorization Payment Enclosed

ACKNOWLEDGEMENT COPY

Guam Cleaning Masters

PO BOX 9500-DEDED0-GU-96929

PHONE: 646-2002 FAX: 646-4707

CELL: 898-1337

www.guamcleaningmasters.com

February 1, 2006

UOG Dormitory
Phone: (671) 735-2260

ATTENTION: Ms. Norma Guevarra

Subject: Proposal for Janitorial Services

Dear Ms. Guevarra,

Thank you for giving Guam Cleaning Masters the opportunity to submit a quote for your janitorial and custodial services. We are pleased to provide the following proposal for a three (3) month contract.

LOCATION: University of Guam Dormitories II and III

DAILY SCOPES OF WORK FOR: Hallways, common areas, kitchens (and outdoor), restrooms,

- Sweep and mop all vinyl floors and sanitize
- Vacuum carpets and sanitize
- Clean stairways, hand rails, and sanitize
- Clean walls and sanitize
- Clear lint, wipe laundry machines and sanitize areas
- Empty and relinc indoor and outdoor waste baskets and sanitize
- Clean kitchen tables, chairs, counters, and sinks
- Clean stainless steel on restroom stall doors and kitchen sinks
- Clean shower stall and floor tiles
- Clean restroom sinks, counters, and toilets
- Sanitize kitchens and restrooms
- Pick up trash around buildings

WEEKLY SCOPES OF WORK FOR: Hallways, common areas, kitchens

- Clean window glass and louvers
- Clean and sanitize couches
- Clean stoves and hoods, refrigerators and microwaves inside and out, and sanitize

MONTHLY SCOPE OF WORK:

- Clean off dust, cob webs, etc... on ceilings
- Clean air condition vents

BI-ANNUALLY OR AS NEEDED SCOPE OF WORK (every six months):

- Clean light fixtures

"AS NEEDED" SCOPES OF WORK:

- Refill soap, paper towel, and toilet paper dispensers
- Clean window screens
- Clean restroom window ledges
- Clean restroom light fixtures
- Clean restroom ceilings
- Clean debris and sweep outdoor side walks

GENERAL REQUIREMENTS:

1. We at Guam Cleaning Masters shall provide equipment necessary to perform the detailed scope of work for janitorial, custodial and grounds maintenance services.
2. Safety equipment will be provided by GMC to insure the safety of GMC and Dormitory Employees and tenants.
3. Equipment should be in compliance to approved standards.
4. Develop and implement an on-going training program as per section "A" of Housekeeping Operations.
5. Develop and implement personnel management programs as per section "B" of Housekeeping Operations.
6. Perform cleaning tasks on a preventive basis to cut cost on materials and labor, as per section "C" of Housekeeping Operations.
7. Schedule projects and maintain accurate records to define what projects are to be performed and scheduled, project size, estimated man-hours to complete project, and when projected will be completed, and a copy of the work schedule to be provided to the Office of Student & Residence Life as required per section "D" of Housekeeping Operations.

TOTAL PRICE FOR MONTHLY SERVICES WITH SUPPLIES PROVIDED BY UOG: \$3,161.00 (Based on 84 man hours per week) Schedule will consist of two (2) shifts: 7:30am to 1:30pm and 12:30pm to 6:30pm daily, Sunday through Saturday.

TOTAL PRICE FOR MONTHLY SERVICES WITH SUPPLIES PROVIDED BY GCM: \$4,011.00 (Based on 84 man hours per week) Schedule will consist of two (2) shifts: 7:30am to 1:30pm and 12:30pm to 6:30pm daily, Sunday through Saturday.

ATTN: NORMA 734-7514

ONE TIME PRICE FOR STRIPPING AND WAXING REQUIRED EVERY SIX MONTHS: \$1,580.00 (Based on 64 man hours)

ONE TIME ROTARY STEAM CARPET CLEANING REQUIRED EVERY THREE MONTHS: \$160.00 (Based on 6 man hours)

UNIT COST FOR EACH SECTION

Service areas	Units	Unit cost/month	Total cost/month
Kitchens	4	20.00	80.00
Residential Bathrooms	8	25.00	200.00
Hallways (including stairs & windows)	8	150.00	1200.00
1 st & 2 nd Floor Common Areas	4	136.22	1344.88
Residence Hall Grounds	1	200.00	200.00
Housing Office	1	136.12	136.12
Maximum Total	26	\$667.34	\$3161.00
NOTE: ADD \$850.00 IF GCM PROVIDES SUPPLIES			\$4011.00

Terms of Contract:

- 1) Term shall be for three (3) months with the option to renew if previous contract was of satisfactory acceptance.
- 2) Additional charges will be added in the event of a natural disaster (storms, flooding, etc...).

Dear Ms. Guevarra,

I thank you for allowing us the opportunity in sharing our services with you. Our satisfied clientele will solidify the quality of work that Guam Cleaning Masters has provided. Our staff is qualified and trained to provide and uphold a professional service that Guam Cleaning Masters is known for. GCM will be responsible and will take liability pertaining to its employees should any injury occur. To ensure the safety of your establishment during off hours, a supervisor or Team Leader is always assigned.

If there are any additional questions, comments, or suggestions that you may have, please feel free to contact me at the numbers listed above.

Sincerely,

Frank Preuc
Sales Manager

6:30 AM - 6:30 PM
Daily

By signing below, I agree to this proposal.

Sign:
Cleaning services Dan Guerrero

Date: 5-25-06

PADS → \$35 x 4 pgs/mo.
 Dispenser: window ± 1 yr.
 K/R \$4 mos.

ISLA CHEMICAL SUPPLIES BUTCHER COMMAND CENTER SYSTEM

PRODUCT	CASE COST	DILUTION	MUSE COST PER GALLON	MUSE COST PER 32 OZ	YIELD 1 1/2 GALLON	YIELD CASE 2 - 1 1/2 GALLON
SPEEDBALL #1 Heavy Duty Spray and Wipe Cleaner	\$141.00	1.6	\$6.71	\$2.06	10.8	21
GLASS #2 Glass and Surface Cleaner	\$133.00	1.32	\$1.34	\$0.42	49.5	99
ANTIBACTERIAL #16 Acid Free Disinfectant Washroom Cleaner	\$137.67	1.12	\$3.83	\$1.19	19.5	39
TRIPLE TEAM #19 Heavy-Duty Acid Washroom Cleaner	\$152.89	1.22	\$1.64	\$0.39	49.5	99
BREAKDOWN #38 Enzyme-Fortified Odor Eliminator	\$150.53	1.32	\$0.77	\$0.19	97.5	195
SUNDANCE #4 Non-Alkaline Daily Cleaner	\$125.23	1.256	\$0.16	\$0.04	385.5	771
BROADCAST #18 High Intensity Deodorant	\$192.97	1.2	\$1.57	\$0.39	61.5	123
LEMON FIELD II #9 Full-Fragrance Disinfectant Cleaners	\$45.42	1.64	\$0.23	\$0.06	97.5	195

- * PRICES SUBJECT TO CHANGE WITHOUT NOTICE
- * NO CHARGE FOR DISPENSING EQUIPMENT
- * TRAINING TO BE PROVIDED

Stainless Steel Polish 12/16.5oz @ 62.40'
 Kling Acid Bathroom Dine 12/1qt @ 46.98



UNIVERSITY OF GUAM

Enrollment Management and Student Services


UNIBETSEDAT GUAHAN

Student Housing and Residence Life Office

MEMORANDUM

TO: Bobbie Molarte, Accounting Supervisor

VIA: Dr. Julie Ulloa-Heath, Dean, EMSS

FROM: Dan Gutierrez, Acting Residence Life Officer 

DATE: August 24, 2006

SUBJECT: Amendment to Purchase Order P1061797 – Dorm Custodial Services

Regarding the above subject matter, we wish to extend the custodial services of Guam Cleaning Masters for another month (September 1, 2006 to September 30, 2006). This would afford us some time to pursue an alternative custodial services arrangement.

Our justification is based on the results of UOG Bid Order No. P32-06 which essentially indicated that the lowest bid of \$61,977.00 (without supplies) is roughly \$10,000 higher than our current budget. Moreover, the purchase of supplies and materials is estimated at an additional \$8,000.

Should you have any questions or concerns on this important matter, please do not hesitate to contact me or Norma at X2260/61.



PO or CONTRACT ADJUSTMENT

(FORM PROC-05)
FILE

UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN

Administration and Finance
Consolidated Procurement Office

DATE: 8/28/2006

TO: Supply Management Administrator

FROM: Dan Guerrero *[Signature]* Student Housing Office
UNIT DIRECTOR UNIT'S NAME

Dr. Julie Ulloa-Heath, Dean, EMSS

Your immediate action is hereby requested to adjust the following:

PO or CONTRACT No. P1061797 ACCOUNT No.: 32-W-840300-X-53239

VENDOR or CONTRACTOR Name: Guam Cleaning Master

1. INCREASE DECREASE
 AMOUNT: From \$9,483.00 To \$12,644.00 ADJUST \$3,161.00
2. CHANGE OF VENDOR
 From: See above To: _____
3. CANCEL in its entirety.
4. CANCEL the balance \$ _____ and consider the purchase order closed.
5. Other: _____

JUSTIFICATION/REASON:

See attached justification

~~~~~ INFORMATION TO BE COMPLETED BY BUSINESS OFFICE AFTER THIS LINE ~~~~~

Procurement Adjustment No. \_\_\_\_\_

Certifying Officer: \_\_\_\_\_ Date \_\_\_\_\_

Copies:  
Procurement/Accounting/Units



UOG STATION  
MANGILAO, GUAM 96923

**PURCHASE ORDER  
NUMBER**

P1070027

Tel: (671) 735-2925 Cable: UNIV. GUAM  
Fax: (671) 734-3118/6768

G.I.  
ACCOUNT NO

32-X-840300-X-53239

|                                               |                            |                                                                                                                                                                               |                                                                                                                                |
|-----------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>VENDOR</b><br><br>Asmuyao Community School | <b>VENDOR NO.</b><br>43532 | <b>BILLING INSTRUCTIONS</b><br>NO PAYMENT WILL BE MADE<br>UNLESS THE PURCHASE<br>ORDER NUMBER SHOWN<br>ABOVE IS INDICATED ON ALL<br>INVOICES, PACKAGES AND<br>CORRESPONDENCE. | <b>SHIPPING INSTRUCTION</b><br>SHIP TO:<br>Student Housing Office<br>University of Guam<br>UOG Station<br>Mangilao, Guam 96923 |
|                                               |                            |                                                                                                                                                                               |                                                                                                                                |

|                                                                                                         |                    |                          |                |           |
|---------------------------------------------------------------------------------------------------------|--------------------|--------------------------|----------------|-----------|
| Guam is a territory of the United States of America and is part of the U.S. banking and postal systems. | Date of Expiration | Invitation/ Contract No. | Discount Terms | SHIP VIA: |
|---------------------------------------------------------------------------------------------------------|--------------------|--------------------------|----------------|-----------|

| ARTICLES OR SERVICES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | QTY. | UNIT  | UNIT PRICE | AMOUNT    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|------------|-----------|
| <b>1. Custodial Services for the month of October 01 to 31, 2006</b><br><br>Note: Asmuyao is NonProfit Organization that fall under LAW GCA CH5 Article 3 Section 5217<br><br><u>Justification:</u><br>See attached email fr. Frances Quinto to cut a PO while were waiting for contract to be signed by Vicky Renancia ANORTE Pres.<br><small>It is the policy of the University of Guam to provide equality of opportunity in higher education, both in the educational mission and as employer. The University is committed to comply with all federal and local statutes, rules and regulations which prohibit discrimination in its policies and practices and direct affirmative action, including but not limited to Titles VII Order 11246, and the Equal Pay Act of 1964 (as amended). The University shall promote a full realization of equal opportunity through a positive continuing program, including a requirement that those doing business with the University also are equal opportunity employers.</small> | 1    | month | \$3500.00  | \$3500.00 |

ENCUMBERED  
10/6/06

SEP - 10

*[Signature]*  
Dr. Julie Wilco-Heath, Dean, EMSS

**SPECIAL INSTRUCTIONS TO VENDOR**

A. SEND CERTIFIED ORIGINAL AND (3) COPIES OF INVOICES TO THE OFFICE OF FINANCIAL AFFAIRS:  
UNIVERSITY OF GUAM  
303 UNIVERSITY DRIVE  
UDG STATION  
Mangilao, Guam 96923  
Tel: (671) 735-2900

B. PAYMENT WILL BE PROCESSED UPON RECEIPT OF MERCHANDISE IN GOOD CONDITION.

C. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.

D. ON ALL AIR SHIPMENTS HAVE AIRFREIGHT COMPANY CALL THE UNIVERSITY OF GUAM UPON ARRIVAL OF GOODS.

Advance Payment Authorization     Payment Enclosed

**ESTIMATED FREIGHT CHARGES**

Do not fill this order if your total cost exceeds 10% of this total

**TOTAL** \$3,500.00

Insert changes and return this order for amendment

REQUESTING DEPT. \_\_\_\_\_ DATE 10/02/06

**Norma Guevarra**  
PROCUREMENT OFFICER

**V. Borja**  
CERTIFYING OFFICER

**Fel Alvarez**  
APPROVING OFFICER

**Robbie Molarte**

ORIGINAL - VENDOR COPY



UNIVERSITY OF GUAM  
UNIBETSEDAT GUAHAN

Enrollment Management and Student Services  
Student Housing and Residence Life Office

MEMORANDUM

TO: Dr. Harold L. Allen, President

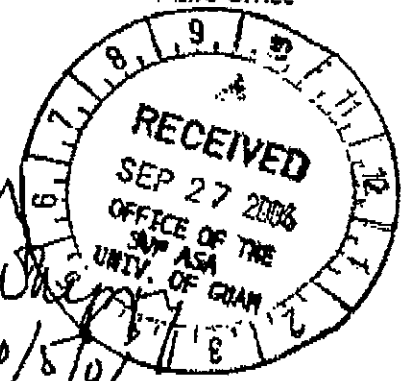
VIA: Dr. Helen J.D. Whippy, SVP, Academic & Student Affairs  
 Recommend Approval     Recommend Disapproval

VIA: Dr. Julie Ulloa-Heath, Dean, EMSB  
 Recommend Approval     Recommend Disapproval

FROM: Norma G. Guevarra, Administrative Assistant

DATE: September 13, 2006

SUBJECT: Custodial Services with Asmuyao Community School



*Helen Whippy*  
*Julie Ulloa-Heath*  
*10/5/06*  
*Guevarra*

Based on the Bid No. P32-06, for Student Housing Custodial Services the lowest bid provided was from J.J. International Services at \$61,977.00 without supplies and \$70,377.00 with supplies. Though the lowest bid exceeds our budget by \$10,000 we opted to obtain Asmuyao Community School for their custodial services. The annual cost would be \$42,000.00 for six to eight workers assigned to the Residence Halls.

OCT 12 06

Request approval to contract Asmuyao Community School, for custodial services from October 01, 2006 to September 30, 2007. Custodial services have been appropriated in the FY 2007 Student Housing Budget which was approved by the Board of Regents on August 17, 2006.

Residence Halls is a 24/7 operation. This contract is vital in keeping the dormitory, offices, kitchens, restrooms, grounds, and common areas clean.

Should we decide in the future that we need to replace this organization; there is a provision in the contract that allows cancellation with a thirty (30) days notice.

Approve / Disapprove

SEP 28 06

*Harold Allen 10/11/06*  
 Dr. Harold L. Allen, President University of Guam

ENCUMBERED  
101-121-16

Certify Funds By: *H. Jimb 10/2/06*  
 32-X-850300-X-53239

DCO 700 K # 43572

**UNIVERSITY OF GUAM**  
**UNIBETSIDAT GUAHAN**  
 UOG Station  
 Mangilao, Guam 96923

September 13, 2006

The University of Guam (hereinafter UOG) hereby enters into a contract with Asmuyao Community School (hereinafter Contractor).

1. The Contractor agrees to perform the following:

**HOUSEKEEPING:** The Contractor will be responsible for all aspects of the Student Housing & Residence Life housekeeping operations. This excludes the residential rooms. This includes, but it is not limited to, the daily cleaning of public areas including restrooms, hallways lobbies, vending rooms, laundry rooms, stairwells, entryways, ceilings, walls, balconies, porches, patios, trash rooms, equipment rooms, lounges, kitchens, study rooms, offices, and conference and meeting rooms, as well as twice daily cleaning of community bathrooms and kitchens (as needed) in Gumata Hall and Iya-Hami Hall. Mechanical rooms, electrical closets, and storage rooms will be maintained in a neat and orderly manner and will be thoroughly cleaned at least semiannually.

The Contractor will also be responsible for keeping the grounds (the yard, parking lots, and walkways) surrounding the office and housing facilities clean and free of trash and debris.

Major cleaning of all areas will be done on bi-annual basis (before the start of Fall and Spring semesters) to prepare for the beginning of classes. The magnitude of the annual cleaning requires that all work be completed at least two weeks before opening day to allow for touch up and early arrivals.

**I. HOUSEKEEPING OPERATIONS:**

The Contractor will provide the necessary labor for all required routine and project type cleaning according to the standards listed below.

- A. Develop and implement an on-going training program that will:
  1. Maximize the skill levels of all housekeeping employees.
  2. Train housekeeping employees to report maintenance deficiencies, such as burned out lights, missing fire extinguishers, broken or missing exit signs, etc.
  3. Certify all affected employees in the handling of hazardous waste.
- B. Develop and implement personnel management programs:
  1. Which will keep absenteeism and turnover at minimum levels.
  2. Ensure high levels of productivity and effectiveness from the housekeeping employees.
- C. Perform cleaning tasks on a preventive basis, to reduce the need for tasks such as stripping and refinishing, carpet shampoo; carpet shampooing; wall washing/repainting; window washing, etc.
- D. Schedule projects and maintain accurate records for each building. These records will define what projects are to be performed, when they are scheduled, the estimated size of the project and the estimated man-hours required to complete each project. Additionally, this project schedule will indicate when each project has been completed. A copy of the work schedule shall be provided to the Office of Student Housing & Residence Life.

Asmuyao Initials

E. Remove all trash at the time of collection to areas designated by the University.

**II. PERFORMANCE STANDARD FOR ROUTINE WORK:** The following sections are standard routine cleaning descriptions, which may require certain exceptions. These exceptions, however, should be controlled carefully to prevent long term drifting of standards.

**A. Trash Receptacles:**

All waste receptacles and other trash containers within the area should be emptied and returned to their initial location. Boxes, cans, papers, etc. placed near a trash receptacles should be removed. All waste from such trash receptacles should be removed from the area and emptied into a designated trash dumpster or recycle container in such a manner as to prevent the adjacent area from becoming littered by such trash.

In areas where food may be disposed of daily, large trash receptacles should be centrally located for collection of such waste and should be emptied three times daily (after breakfast, lunch, and dinner hours). Trash receptacles in public areas and rest rooms should be emptied daily or as needed.

The exterior of waste receptacles should be free of evident soil. All plastic liners will be installed as needed. The liners should be folded back over the rim of the receptacle.

**B. Drinking Fountains:**

Remove all obvious soil, streaks, smudges, etc. from the drinking fountains and cabinets; then disinfect all porcelain and polished metal surfaces included the orifices and drain. After cleaning, the entire drinking fountain should be free of streaks, stains, spots, smudges, scale, and other removable soil.

**C. Building and Furniture Surfaces:**

Remove all dust, lint, litter, dry soil, cobwebs and insects etc. from the surfaces of desks, chairs, upholstered furniture, file cabinets, and other types of furniture and equipment from the ledges, window sills, blinds, and rails, HVAC vents, light fixtures, etc. Clean chalkboards, whiteboards and bulletin boards as required. Items on desktops are not to be disturbed. After regular dusting, all such surfaces should have a uniform appearance, be free of streaks, smudges, dust, lint, litter, cobwebs, insects, etc. Dusting should be accomplished by removal of soil from the area - not by rearranging it from one surface to another.

Remove fingerprints, stains smudges, marks streaks, etc. from washable surfaces of walls, ceilings, partitions, doors, windows, furniture, fixtures, appliances, etc. Germicidal detergent should be in use in rest rooms and drinking fountains. After spot cleaning, there should be no streaks, spots, or other evidence of removable soil. This includes both sides of glass in exterior doors and vestibules and in offices.

Remove spots, stains, spills from upholstered surfaces as they occur to avoid or limit permanent damage. Schedule on a rotating basis to clean all upholstered surface furniture *at least semi-annually*.

All surfaces of furniture, walls, floors, windows, and lights shall be thoroughly cleaned at least bi-annually, or as needed, to coordinate with the opening of the Halls for the Fall and Spring Semester.

After cleaning all furniture, equipment and accessories should be returned to their appropriate location.

**D. Non-Carpeted Floors:**

All non-carpeted floors, stairways, patios, and walkways should be cleaned thoroughly to remove dust, dry soil, other litter, gum, tar, sticky substances, other spills, and obvious soil. Chairs and trash receptacles should be tilted or moved where necessary to sweep underneath. After the floor has been swept, the floor surface, including corners and abutments, should be free of streaks, litter, and spots caused by spills or tracking.

Carpet type entrance should be vacuumed with an upright carpet vacuum to remove sod and grit

and to restore the resiliency of the carpet pile. Rubber, polyester and other entrance mats should be swept, vacuumed, or washed to remove sod and grit. All entrance mats should be lifted to remove sod and moisture underneath and should then be returned to their normal location.

Mop to remove all obvious soil and non-permanent stains from all floors, stairways, patios, and walkways. The neutral detergent solution should be changed periodically and remain clear. Trash receptacles, chairs, etc. should be moved when necessary to mop underneath. After being mopped, the floor should have the uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil. There should be no splash marks or mop streaks on furniture, walls, baseboards, etc., nor should there be any mop shreds remaining in the area. In rest rooms, trash rooms, laundry rooms, and other damp or food preparation areas germicidal detergent solution should be used in lieu of neutral detergent solution.

At least semi-annually, strip and apply several layer of wax of sufficient depth to allow for a uniform gloss to be maintained throughout the year with periodic spray buffing touch ups. Periodically spray buff floors to restore a uniform gloss and protective finish to resilient tile. Chairs, trash receptacles, etc. should be tilted and moved where necessary to buff underneath. After spray-buffing, the entire floor should have a uniform, glossy appearance, free of scuff marks, heel marks, and other stains, and should have a uniform coating of floor finish. All spray-buff solution be removed from baseboards, furniture, and trash receptacles.

#### E. Carpeted Floors:

Vacuum to collect sod, grit and litter from all areas accessible to the carpet vacuum. Chairs and trash receptacles should be tilted or moved where necessary to vacuum underneath. Additionally, as necessary, to prevent any visible accumulations of soil or litter in carpeted areas inaccessible to an upright carpet vacuum, a crevice tool and brush attachment should be used. After the carpeted floor has been completely vacuumed, it should be free of all visible litter, soil, and embedded grit.

Spot clean all carpeted surfaces to remove stains, sticky substances, gum, etc., as needed, to avoid or limit permanent damage. Shampoo/steam clean all carpets at least annually. After shampooing, all carpets should free of visible stains and stains and smells and any shampoo residue removed from adjoining baseboards, wall surfaces, furniture, etc.

At least bi-annually, in preparation for the opening of the Halls for Fall and Spring semesters, all carpets should be shampooed or steam cleaned.

#### F. Bathrooms:

Using germicidal detergent solution, clean and disinfect all surfaces of fixtures, walls, partitions, doors, floors, ceilings, etc. After cleaning all surfaces should be free of stains, streaks, spots, mold, mildew, and soil. In addition, to the normal cleaning routines specified below, it is expected that special attention will be given to the bathrooms prior to the start of the Spring semester. This shall include, but not limited to, cleaning the grout, re-grouting where necessary, caulking, replacing shower curtains, removal of graffiti, and cleaning drains.

#### Clean and Disinfect Wash Basins, Toilets, Urinals and Showers:

Apply germicidal detergent solution to all the basins and to the wall area beside and between the basins. Clean the tops, sides, insides, piping underneath and wall areas between the basins. Clean the tops, sides, insides, piping underneath and wall areas between the basins. Wipe the metal surfaces dry to prevent spotting.

Apply germicidal detergent solution to all the urinals and to the wall area between and below the urinals. Clean the insides of urinal including the underside of the flushing rim. Wipe metal surfaces dry to prevent spotting. Clean under the urinal if wall hung.

Apply germicidal detergent solution to the insides of the commodes and to the wall areas beside them. Clean the seat, outside of the fixture, and wall beside fixture. Clean the inside of the fixture including under the flushing rim. Wipe the top of the seat and the metal surfaces dry to prevent spotting.



Apply germicidal detergent solution to use in cleaning the walls and floors in shower stalls. Stalls should be free of mold, mildew, soap, scum, and soil. A special effort should be made to keep the grout clean. Shower curtains should be cleaned and free of all mold, mildew, soap scum, and soil or should be replaced with a new curtain. Remove all debris from the shower drain.

**De-scale Toilets and Urinals:** Remove scale, scum, mineral deposits, rust stains, etc. from toilet bowls and urinals. After descaling, the entire surface should be free from streaks, stains, scale, scum, mineral deposits, rust stains, etc. Caution must be used to prevent damage to adjacent surfaces caused by spills if acid type bowl cleaner is used.

**Clean Urinal Drains or Floor Drains in Rest Rooms:** Remove the drain cover and/or strainer. Remove scum, scale, and other soil from the inside of the drain pipe and from the drain cover and then flush with hot water and germicidal detergent. Replace strainer or drain cover. Pour at least one quart of germicidal detergent into the drain at least once per week.

**Apply Deodorants:** After cleaning, apply deodorants to urinals, sinks, toilets, and floor areas in two (2) hour intervals.

**Refill Paper Towels, Toilet Tissue, and Hand Soap Dispenser.** All dispensers should be completely filled to the proper level. The paper supplies and hand soap should be placed in the dispenser and adjacent surfaces should be wiped to remove spillage.

#### G. Kitchens:

Remove all spills, stains, grease, dust, crumbs, and other litter and sticky substances from counter tops, walls, appliance surfaces and floors. Using germicidal detergent solution, clean and disinfect all surfaces of fixtures, walls partitions, doors, floors, etc. Deep clean ovens, stove tops, including overflow burner pans, as needed, and at least monthly. After cleaning, all surfaces should be free of streaks spots, mold, mildew, grease, fingerprints, and soil.

Refrigerators should be cleaned thoroughly, removing all food substances and other items, and using mild soap, washing the interior shelves and compartments, monthly. After cleaning, refrigerators should be free of mold, mildew and odors and left operating. If turned off, all refrigerator door must be left open to avoid damage from mold and mildew.

In addition to the normal cleaning routines specified, it is expected that special attention will be given to kitchens prior to the start of Fall and Spring semester. This shall include, but not be limited to, cleaning the interior and exterior of all kitchen cabinets and appliances, degreasing walls, ceilings and exhaust fans/hoods and cleaning all surfaces of the dining furniture and floors. After cleaning all furniture and appliances should be returned to the specified place and all surfaces should be free of streaks, spots, mold, mildew, grease fingertips, litter, and soil.

#### H. Groundskeeping:

All walkways should be cleaned thoroughly to remove dirt, dry soil, other litter, gum, tar, sticky substances, other spills and stains (especially betelnut) and obvious soil.

All trash, leaves, and other debris should be picked up from all grounds adjacent to Office of Student Housing & the Residence Life, including the yard, parking lots, porches, patios, and walkways. This task shall be conducted frequently, or as needed.

2. In consideration, UOG will pay the Contractor up to forty two thousand dollars (\$42,000.00) for twelve (12) months (from October 01, 2006 to September 30, 2007) in the following manner: The workplace shall be divided into (26) service areas:


- 1-4. Four (4) Kitchens;
- 5-12. Eight (8) residential bathrooms;

Asimuyao Initials





6. Contractor agrees to indemnify and hold harmless the University of Guam, its agents, servants and employees from any and all claims arising out of any alleged failure on the part of Contractor to honor this obligation.
7. **INSURANCE:** The Contractor will have the following insurance coverages at the time work commences. The Contractor further certifies that it and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Guam.  
**INSURANCE COVERAGES REQUIRED:**
  1. Worker's Compensation - Statutory requirements and benefits.
  2. Commercial General Liability - \$300,000.00 combined single limit. The University of Guam is to be named as an additional insured with respect to the services being procured. This coverage is to include Premises/Operations Liability, products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractors Protective Liability, and Personal Injury Liability.
8. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
9. **SUBCONTRACTS:** No portions of the work shall be subcontracted without prior written consent of the purchasing office. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing office the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
10. **WORKPLACE DAMAGES:** Any damage to existing utilities, equipment, or finished surfaces resulting from the performance of this contract shall be repaired to the University's satisfaction at the Contractor's expense.
11. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that UOG shall be bound here-under only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
12. **CANCELLATION OF CONTRACT:** UOG reserves the right to cancel and terminate this contract, in part or in whole, without penalty, upon 30 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
13. The Contractor warrants that neither in the delivery of the services nor in its employment practices will it discriminate against any individual(s), on the basis of race, color, creed, national origin, sex, age (except as permitted by law), disability, citizenship status (except as permitted by law) and that it will comply in every respect with all provisions of federal and territorial law regarding this obligation.
14. Contractor certifies that contractor's corporation complies with all of the requirements as outlined in 17GCA & 41208(e).

  
Asmuyao Initials

Contractor:

Rand Coffman 9/25/06  
Rand Coffman Date  
Asmuyao Community School

University of Guam

Dr. Julie Ulloa-Heath 10/2/06  
Dr. Julie Ulloa-Heath, Dean, EMSS Date

Rand Coffman 9/25/06  
Rand Coffman Date  
Asmuyao Community School  
Address: P.O. Box 7514  
Tamuning, Guam 96931

Helen Whippy  
Dr. Helen Whippy, SVP, ASA Date

SSN: 263-84-0063  
Guam Business License #: 9910044  
Exp. Date:

Approved

Dr. Harold L. Allen 10/11/06  
Dr. Harold L. Allen, President Date

Victorina Renaora 10/9/06  
Victorina Renaora Date

Certification of Funds: 32-X-840300-X-53239

Certifying Officer: JMB 10/2/06  
Date:



PURCHASE ORDER  
**University of Guam**

U.O.G. STATION  
MANGILAO, GUAM 96923

**PURCHASE ORDER NUMBER**

73350027

Tel: (671) 735-2925 Cable: UNIV. GUAM  
Fax: (671) 734-3118/ 6768

G.I. ACCOUNT NO

22-A-241000-T-13279

|                                          |                   |                                                                                                                                                                |                                                                                                                                 |
|------------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>VENDOR</b><br>Anayao Community School | <b>VENDOR NO.</b> | <b>BILLING INSTRUCTIONS</b><br>NO PAYMENT WILL BE MADE UNLESS THE PURCHASE ORDER NUMBER SHOWN ABOVE IS INDICATED ON ALL INVOICES, PACKAGES AND CORRESPONDENCE. | <b>SHIPPING INSTRUCTION</b><br>SHIP TO:<br>Student Services Office<br>University of Guam<br>UOG Station<br>Mangilao, Guam 96923 |
|------------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                         |                    |                          |                |           |
|---------------------------------------------------------------------------------------------------------|--------------------|--------------------------|----------------|-----------|
| Guam is a territory of the United States of America and is part of the U.S. banking and postal systems. | Date of Expiration | Invitation/ Contract No. | Discount Terms | SHIP VIA: |
|---------------------------------------------------------------------------------------------------------|--------------------|--------------------------|----------------|-----------|

| ARTICLES OR SERVICES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | QTY. | UNIT  | UNIT PRICE   | AMOUNT    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|--------------|-----------|
| <p>1. Custodial Services for the month of October 01 to 31, 2006</p> <p>Source: Anayao La Kankrolik Organization<br/>that fall under 48 CFR 412 Article 3<br/>Section 5217</p> <p><i>DRS 10-11-06</i></p> <p><b>Justification:</b><br/>See attached email fr. Frances Quinto to out a PO while were waiting for contract to be signed by Ricky Romanita and Office.</p> <p>It is the policy of the University of Guam to provide equality of opportunity in higher education, both in the educational mission and its employer. The University is committed to comply with all federal and local statutes, rules and regulations which prohibit discrimination in its policies and practices and direct affirmative action, including but not limited to Titles VII Order 11246, and the Equal Pay Act of 1964 (as amended). The University shall promote a full realization of equal opportunity through a positive recruiting program, including a requirement that those doing business with the University also are equal opportunity employers.</p> | 1    | month | 33,300.00    | 33,300.00 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |       | <b>TOTAL</b> | 33,300.00 |

**SPECIAL INSTRUCTIONS TO VENDOR**

A. SEND CERTIFIED ORIGINAL AND (3) COPIES OF INVOICES TO THE OFFICE OF FINANCIAL AFFAIRS:  
UNIVERSITY OF GUAM  
303 UNIVERSITY DRIVE  
UOG STATION  
Mangilao, Guam 96923  
Tel: (671) 735-2900

B. PAYMENT WILL BE PROCESSED UPON RECEIPT OF MERCHANDISE IN GOOD CONDITION.

C. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.

D. ON ALL AIR SHIPMENTS HAVE AIRFREIGHT COMPANY CALL THE UNIVERSITY OF GUAM UPON ARRIVAL OF GOODS.

Advance Payment Authorization     Payment Enclosed

**ESTIMATED FREIGHT CHARGES**

Do not fill this order if your total cost exceeds 10% of this total

Insert changes and return this order for amendment

REQUESTING DEPT. **DATE**  
UNIV. GUAM 10/02/06

PROCUREMENT OFFICER:  
M. ERICA

CERTIFYING OFFICER:  
M. ERICA

APPROVING OFFICER:  
M. ERICA

**red D to clean**  
**P.O.Box 5227 Hagatna, Guam 96932**  
**482-7141/477-4442**

*Hi Susan,  
From SHD for  
the Dean. Emergency  
P.O. C.M.*

May 22, 2007

**Mr. Charles McAllister**  
**Director**  
**Student Housing**  
**University of Guam**

Dear Mr. McAllister:

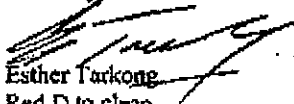
Hafa Adai from red D to clean services.  
I would like to thank you for our meeting on Tuesday regarding a cleaning proposal for your student housing buildings in Mangilao. I appreciate your consideration with our company.

The following is the cleaning proposal per your request:

|                        |                                                                                                                                                                                                                                                                                                                 |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location:</b>       | <b>Iya-haimi (dormitory 2) and Gama'ta (dormitory 3)</b><br><b>University of Guam. Student Housing in Mangilao</b>                                                                                                                                                                                              |
| <b>Scope</b>           | <b>General cleaning to include sweeping, mopping, hallways</b><br><b>Cleaning of the kitchen areas, stairways</b><br><b>Cleaning of the male/female restrooms and showers</b><br><b>Disposing trash and replacing trashliners</b><br><b>Sweeping of the leaves &amp; trash outside of the common areas only</b> |
| <b>Staff</b>           | <b>2 red D to clean staff</b>                                                                                                                                                                                                                                                                                   |
| <b>Day/Time</b>        | <b>Daily/Monday thru Sunday 1:00pm-6pm</b>                                                                                                                                                                                                                                                                      |
| <b>2x year</b>         | <b>Buff/strip and wax hallway floors</b>                                                                                                                                                                                                                                                                        |
| <b>Chemicals/Equip</b> |                                                                                                                                                                                                                                                                                                                 |
| <b>Trashliner only</b> | <b>Provided by red D to clean</b>                                                                                                                                                                                                                                                                               |
| <b>Total</b>           | <b>\$3,200.00 (per month)</b>                                                                                                                                                                                                                                                                                   |

Thank you again for your time and consideration on our proposal.

Sincerely,

  
Esther Tarkong  
Red D to clean  
482-7141



# UNIVERSITY OF GUAM

U.O.G. STATION  
MANGILAO, GUAM 96923

Tel: (671) 735-2925 Cable: UNIV. GUAM  
Fax: (671) 734-3118/6768

**PURCHASE ORDER  
NUMBER** 88070097

88070097

G.I. ACCOUNT NO

3239  
328840300X55250

|                                                                                               |                            |                                                                                                                                                                              |                                                                                                                              |
|-----------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>VENDOR</b><br>red D. to clean<br>P.O. Box 5227<br>Fagatna, Guam 96932<br>482-7141/477-4442 | <b>VENDOR NO.</b><br>94276 | <b>BILLING INSTRUCTIONS</b><br>NO PAYMENT WILL BE MADE<br>UNLESS THE PURCHASE<br>ORDER NUMBER SHOWN<br>ABOVE IS INDICATED ON ALL<br>INVOICES/PACKAGES AND<br>CORRESPONDENCE. | <b>SHIPPING INSTRUCTION</b><br>SHIP TO:<br>Student Housing<br>Attn: Charles McAlister<br>Iyahami Hall, Dorm II<br>725-2260/1 |
|-----------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                    |                    |                          |                |           |
|----------------------------------------------------------------------------------------------------|--------------------|--------------------------|----------------|-----------|
| Guam is a territory of the United States of America and is part of the banking and postal systems. | Date of Expiration | Invitation/ Contract No. | Discount Terms | SHIP VIA: |
|----------------------------------------------------------------------------------------------------|--------------------|--------------------------|----------------|-----------|

| ARTICLES OR SERVICES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | QTY. | UNIT | UNIT PRICE | AMOUNT                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|------------|---------------------------------|
| Janitorial Cleaning Services @ \$3,200.00 x 12 months<br>Please see attached quotations with scope of work<br><br>Start Date: 7/5/07<br><i>Completed 10/1/07</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3    |      | \$3,200.00 | 9,600.00<br><del>9,600.00</del> |
| <b>Justification: URGENT!!</b><br>This is an emergency request in order to meet the demands for the coming semesters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |      | 6 26 07    |                                 |
| <b>NOTICE</b><br>It is the policy of the University of Guam to provide equality of opportunity in higher education, both in the educational mission and as employer. The University is committed to comply with all federal and local statutes, rules and regulations which prohibit discrimination in its policies and practices and direct affirmative action, including but not limited to Title VII, Order 11246, and the Equal Pay Act of 1964, (as amended). The University shall promote a full realization of equal opportunity through a positive continuing program, including a requirement that those doing business with the University also are equal opportunity employers. |      |      |            |                                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SPECIAL INSTRUCTIONS TO VENDOR</b><br><b>A. SEND CERTIFIED ORIGINAL AND (3) COPIES OF INVOICES TO THE OFFICE OF FINANCIAL AFFAIRS:</b><br>UNIVERSITY OF GUAM<br>303 UNIVERSITY DRIVE<br>UOG STATION<br>Mangilao, Guam 96923<br>Tel: (671) 735-2900<br><b>B. PAYMENT WILL BE PROCESSED UPON RECEIPT OF MERCHANDISE IN GOOD CONDITION.</b><br><b>C. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.</b><br><b>D. ON ALL AIR SHIPMENTS HAVE AIRFREIGHT COMPANY CALL THE UNIVERSITY OF GUAM UPON ARRIVAL OF GOODS.</b> | <b>ESTIMATED FREIGHT CHARGES</b>                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Do not fill this order if your total cost exceeds 10% of this total                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>TOTAL</b> \$36,400.00                                                                                                                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Insert charges and return this order for amendment                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | REQUESTING DEPT. DATE<br>Charles McAlister / Jeff Ulloa-Dean<br>PROCUREMENT OFFICER<br>Ben Borja<br>CERTIFYING OFFICER<br>Fel Alvarez<br>APPROVING OFFICER<br>Francis Quinto, Comptroller |
| <input type="checkbox"/> Advance Payment Authorization <input type="checkbox"/> Payment Enclosed                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                           |



# Cleaning Services

P.O. Box 7271 Tamuning, Guam 96931 Tel. 653-2537 Fax: 637-6714 e-mail: dubal@ite.net

May 30, 2007

Mr. Charles McCallister  
Director  
UOG Dorm Facilities  
Tel. # (671) 735-2261

**Subject: Proposal for Space Cleaning.**  
(Iyahami Hall and Guma-Ta Hall)

Dear Mr. McCallister,

I am respectfully submitting my proposal for space cleaning Building Iyahami Hall and Guma-Ta Hall. Scope of work would include the following.

- |                                |              |
|--------------------------------|--------------|
| 1. Vacuum Carpet               | Daily        |
| 2. Sweep or Dust Mop Floor     | Daily        |
| 3. Mop Floor                   | Daily        |
| 4. Trash Removal               | Daily        |
| 5. Clean Kitchen               | Daily        |
| 6. Clean and Sanitize Restroom | Daily        |
| 7. Clean Glass Entrances       | Daily        |
| 8. Ground Policing             | Once a week  |
| 9. Machine Buff Floor          | Twice a Year |
| 10. Strip and Wax Floor        | Twice a Year |
| 11. Shampoo Carpet             | Twice a Year |

**Total for one year..... \$105,314.48**

Should there be any question or concerns, please do not hesitate to call me at (671) 653-2537 or at 888-7983

Sincerely,

Dubidato SM Conlu Jr.  
Owner, K Cleaning Services

8,776.20  
MONTHLY





... a general service provider  
RESIDENTIAL • COMMERCIAL • INDUSTRIAL

June 1, 2007

Dave Mcalister  
UNIVERSITY OF GUAM  
Tel:#734-2260/2261

**Re: JANITORIAL SERVICES FOR STUDENT HOUSING**

Dear Mr. McCallister,

On behalf of JJ International /Janitorial Services, we would like to thank you for allowing us to present this proposal for Janitorial Service to be provided to you establishment.

**Scope of Work:**

- |                                            |            |
|--------------------------------------------|------------|
| 1. Total Proposed Price with supplies:     | \$5,649.37 |
| 2. Total Proposed Price with out supplies: | \$4,745.47 |

JJ Janitorial Service is highly qualified and has the proper equipment and staff to accommodate you needs and provide you with professional Janitorial Services

Should you have questions or concerns please feel free to contact me at the numbers indicated below.

Sincerely,

  
Joe Leon Guerrero  
Operation Manager

*MONTHLY*

Approved and Accepted: \_\_\_\_\_

Date: \_\_\_\_\_



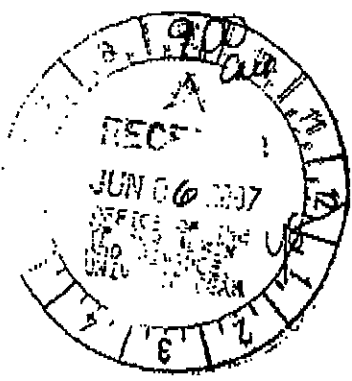
UNIVERSITY OF GUAM  
UNIBETSEDAT GUAHAN

Administration and Finance  
Consolidated Procurement Office

June 5, 2007

To: Ms. Francis Quinto, Comptroller  
From: Vicente T. Borja, Supply Management Administrator *VB*  
Subject: Purchase order ICO janitorial services

Asmuyao Community School pulled out of the Student Housing effective May 31, 2007. This is an urgent purchase order so that daily cleaning services can be started again. The purchase order is only for three months. The main reason that Asmuyao Community School pulled out was due to non-payment by UOG.



11080145



# PURCHASE ORDER

## University of Guam

UOG STATION  
MANGILAO, GUAM 96923

# PURCHASE ORDER

NUMBER: 11080145

Tel: (671) 735-2925 Cable: UNIVAGUAM  
Fax: (671) 734-3111/6789

ACCOUNT NO: 320840300X54243

|                                                                                                       |                            |                                                                                                                                                                |                                                            |
|-------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>VENDOR</b><br>BJ's Quality Carpet Janitorial Services<br>P.O. Box 25979 GMT<br>Barrigada, GU 96921 | <b>VENDOR NO.</b><br>73098 | <b>BILLING INSTRUCTIONS</b><br>NO PAYMENT WILL BE MADE UNLESS THE PURCHASE ORDER NUMBER SHOWN ABOVE IS INDICATED ON ALL INVOICES, PACKAGES AND CORRESPONDENCE. | <b>SHIPPING INSTRUCTION</b><br>SHIP TO:<br>Residence Halls |
|-------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|

|                                                                                                         |                    |                         |                |                    |
|---------------------------------------------------------------------------------------------------------|--------------------|-------------------------|----------------|--------------------|
| Guam is a territory of the United States of America and is part of the U.S. banking and postal systems. | Date of Expiration | Invitation/Contract No. | Discount Terms | SHIP VIA:<br>26/70 |
|---------------------------------------------------------------------------------------------------------|--------------------|-------------------------|----------------|--------------------|

| ARTICLES OR SERVICES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | QTY. | UNIT | UNIT PRICE                                                                                                               | AMOUNT                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Janitorial Cleaning Services. See attached price quote and scope of work (Exhibit A) for Residence Halls facilities.<br><i>Completed 2/20/08</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 3    | mos  | <del>\$9,200.00</del><br>10/07-11/07 3,200<br>11/07-12/07 6,400<br>12/07-1/08 3,200<br>Adjusted 0,960<br>1/08-2/08 3,200 | <del>\$9,600.00</del><br>3,200<br>6,400<br>3,200<br>0,960<br>3,200<br>3,200 |
| Emergency: Plant Maintenance is short of custodial assistance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |      |                                                                                                                          |                                                                             |
| <b>Justification:</b><br>In order to comply with Public Health sanitation regulations and for the health and safety of residents and staff<br><b>NOTICE</b><br>It is the policy of the University of Guam to provide equality of opportunity in higher education, both in the educational mission and as employer. The University is committed to comply with all federal and local statutes, rules and regulations which prohibit discrimination in its policies and practices and direct affirmative action, including but not limited to Titles VII, Order 11246, and the Equal Pay Act of 1964 (as amended). The University shall promote a full realization of equal opportunity through a positive continuing program, including a requirement that those doing business with the University also are equal opportunity employers. |      |      |                                                                                                                          |                                                                             |

DR. FELIE ULLOA-BEATE  
Dean, EMSS

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                        |                                                |                  |                                            |          |                                    |          |                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------|--------------------------------------------|----------|------------------------------------|----------|--------------------------------------------------|
| <b>SPECIAL INSTRUCTIONS TO VENDOR</b><br>A. SEND CERTIFIED ORIGINAL AND (3) COPIES OF INVOICES TO THE OFFICE OF FINANCIAL AFFAIRS:<br>UNIVERSITY OF GUAM<br>303 UNIVERSITY DRIVE<br>UOG STATION<br>Mangilao, Guam 96923<br>Tel: (671) 735-2900<br>B. PAYMENT WILL BE PROCESSED UPON RECEIPT OF MERCHANDISE IN GOOD CONDITION.<br>C. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.<br>D. ON ALL AIR SHIPMENTS HAVE AIRFREIGHT COMPANY CALL THE UNIVERSITY OF GUAM UPON ARRIVAL OF GOODS. | <b>ESTIMATED FREIGHT CHARGES</b><br>Do not fill this order if your total cost exceeds 10% of this total.<br><b>TOTAL</b> \$9,680.00                                                                                                                                                                                                                                    |                                                |                  |                                            |          |                                    |          |                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <table border="1"> <tr> <td>REQUESTING DEPT.<br/>MR. CHARLES McALISTER, XRO</td> <td>DATE<br/>10/10/07</td> </tr> <tr> <td>PROCUREMENT OFFICER<br/>MR. V.T. BORJA, SMA</td> <td>10/17/07</td> </tr> <tr> <td>CERTIFYING OFFICER<br/>GFELIA ALVIZ</td> <td>10/17/07</td> </tr> <tr> <td>APPROVING OFFICER<br/>FRANCIS QUINTO, Comptroller</td> <td></td> </tr> </table> | REQUESTING DEPT.<br>MR. CHARLES McALISTER, XRO | DATE<br>10/10/07 | PROCUREMENT OFFICER<br>MR. V.T. BORJA, SMA | 10/17/07 | CERTIFYING OFFICER<br>GFELIA ALVIZ | 10/17/07 | APPROVING OFFICER<br>FRANCIS QUINTO, Comptroller |
| REQUESTING DEPT.<br>MR. CHARLES McALISTER, XRO                                                                                                                                                                                                                                                                                                                                                                                                                                              | DATE<br>10/10/07                                                                                                                                                                                                                                                                                                                                                       |                                                |                  |                                            |          |                                    |          |                                                  |
| PROCUREMENT OFFICER<br>MR. V.T. BORJA, SMA                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 10/17/07                                                                                                                                                                                                                                                                                                                                                               |                                                |                  |                                            |          |                                    |          |                                                  |
| CERTIFYING OFFICER<br>GFELIA ALVIZ                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10/17/07                                                                                                                                                                                                                                                                                                                                                               |                                                |                  |                                            |          |                                    |          |                                                  |
| APPROVING OFFICER<br>FRANCIS QUINTO, Comptroller                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                        |                                                |                  |                                            |          |                                    |          |                                                  |
| <input type="checkbox"/> Advance Payment Authorization <input type="checkbox"/> Payment Enclosed                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                        |                                                |                  |                                            |          |                                    |          |                                                  |



# ADJUSTMENT (FORM PROC-05)

UNIVERSITY OF GUAM  
UNIBETSEDAY GUAHAN

Administration and Finance  
Consolidated Procurement Office

DATE: January 16, 2008

TO: Supply Management Administrator *Bo 1/29*

VIA: Dean, EMSS *[Signature]*

FROM: Charles McAlister, RHO Residence Halls, EMSS  
UNIT DIRECTOR UNIT'S NAME

Your immediate action is hereby requested to adjust the following:

PO or CONTRACT No. P1080145 ACCOUNT No. 32W840300X54243

VENDOR or CONTRACTOR Name: BJ Quality Carpet Janitorial Services

1.  INCREASE  DECREASE

AMOUNT: From \$ 9,600.00 To \$ 12,800.00 ADJUST \$ 3,200.00

2.  CHANGE OF VENDOR

From: \_\_\_\_\_ To: \_\_\_\_\_

3.  CANCEL in its entirety.

4.  CANCEL the balance \$ \_\_\_\_\_ and consider the purchase order closed.

5.  Other:

JUSTIFICATION/REASON:

Extend one (1) more month for the current 3-mos contract (expires January 21, 2008), pending the completion of the bid in progress for cleaning services.

~~~~~ INFORMATION TO BE COMPLETED BY BUSINESS OFFICE AFTER THIS LINE ~~~~~

Procurement Adjustment No. A08-160

Certifying Officer: *Waly W*

Date 1/31/08

ENCUMBERED
1/31/08

Copies:
Procurement/Accounting/Units



ABSTRACT SUMMARY

(FORM PRCG-02)

Reference: Requisition No. _____ Manual _____ PO No. _____
 UOG Department: Residence Halls, EMSS

UNIVERSITY OF GUAM
 UNIVERSITY OF GUAM

Administration and Finance
 Consolidated Procurement Office

I CERTIFY THAT THE FOREGOING STATEMENT OF INFORMAL QUOTATION IS TRUE AND CORRECT AND PRICES CHARGED ARE JUST, FAIR, AND REASONABLE, AND THE BEST OBTAINABLE FOR THE DESCRIBED BELOW.

Ann Leon Guerrero, MA *[Signature]* 10/18/07
 UOG Staff Name and Date

REMARK(S): Janitorial Services to comply w/ Public Health sanitation regulations and for the health and safety of residents and staff.

| | | | | | | |
|---|---|-------------------------------------|---------------------------------|------------------------------------|--|---|
| Date quote was obtained
10/09/07 | Quality Carpet & Janitorial Services | Date quote was obtained
10/09/07 | Vendor Name: B.J's & Janitorial | Vendor Name: Guam Cleaning Masters | Date quote was obtained
No Response | Vendor Name: MTO |
| Quoted by:
Customer Service
Phone #: 648-5752 | Quoted by:
Customer Service
Phone #: 648-5752 | Quoted by: | Quoted by: | Quoted by:
Phone #: | Quoted by: No Response | Quoted by: No Response
Phone #: 649-7184 |
| DELIVERY: | DELIVERY: | DELIVERY: | DELIVERY: | DELIVERY: | DELIVERY: | DELIVERY: |

| DESCRIPTION | QTY | UNIT | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount |
|------------------------------|-----|------|------------|--------------|------------|--------------|-------------|--------------|
| Janitorial Cleaning Services | 3 | Moos | \$3,200.00 | \$9,600.00 | \$4,666.98 | \$13,999.98 | No Response | No Response |
| MAT. COSTS | | | | \$9,600.00 | | \$13,999.98 | | No Response |
| AMT. DISC. | | | | 0.00 | | | | |
| NET TOTAL | | | | \$9,600.00 | | \$13,999.98 | | No Response |

Advance payment: Yes / No /
 C/L Account Number:
 328340360X64243



REQUEST FOR QUOTATION (FORM PROC-01)

NOTE: THIS IS NOT AN ORDER

UNIVERSITY OF GUAM
UNIVERSITY OF GUAM

Administration and Finance
Consolidated Procurement Office

Today's Date: 10/01/07

TO
Vendor: BJ's
Phone#: 4825326
Email: bjsquality@hotmail.com

FROM: UOG
Point of contact: Ann Leon Guerrero
Email Address: sho@guam.uog.edu
Phone: (671) 735-2260 Fax: (671) 735-2262

PLS RESPOND NO LATER THAN: 3:00p.m., Wed, 10/3/07 DELIVERY DATE REQUIRED FOR THIS QUOTE: ASAP

~~~~~ INFORMATION TO BE COMPLETED BY VENDOR AFTER THIS LINE ~~~~~

NOTES: (1) Please furnish price quote, delivery time and terms based on f.o.b. destination for the items listed below. (2) The Government of Guam encourages use of "earth friendly" products.

| Quoted by (Print Name): <u>BENJAMIN PET CORTEZ</u> |          | Quote Date: <u>OCT 3-07</u>                                                                                                                                                                                          | Phone Number: <u>032-8887</u> |            |                                                       |  |
|----------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------|-------------------------------------------------------|--|
| Terms: <u>3 MONTHS</u>                             |          | Offering Recyclable products: ( ) YES ( ) NO                                                                                                                                                                         |                               |            |                                                       |  |
| Prices good for: <u>15 Days Expires 24 OCT 07</u>  |          | Offering Biodegradable products: ( ) YES ( ) NO                                                                                                                                                                      |                               |            |                                                       |  |
| Delivery Date Offered: <u>OCT 3-07</u>             |          | Please separate your offer of recyclable and/or biodegradable products from regular products.                                                                                                                        |                               |            |                                                       |  |
| ITEM                                               | QUANTITY | DESCRIPTION                                                                                                                                                                                                          | AVAILABILITY                  | UNIT PRICE | TOTAL PRICE                                           |  |
| 1                                                  |          | Please provide separate quote for 3 mos; 6 mos; 12 mos.                                                                                                                                                              |                               |            |                                                       |  |
| 2                                                  |          | Location: UOG Student Housing: Dorms 2(Iyahami) and 3 (Gunata)                                                                                                                                                       |                               |            |                                                       |  |
| 3                                                  |          | Scope of Work:<br>1. General cleaning and sanitize kitchens, stairways, hallways, male & female restrooms and showers, lounge rooms, laundry rooms, office, to include sweeping, mopping and vacuuming (once-a-week) | See ATTACH                    |            | \$3200.00<br>MONTHLY<br><del>1500.00</del><br>1500.00 |  |
| 4                                                  |          | 2. Dispose trash and replace trash liners in all areas within location                                                                                                                                               |                               |            |                                                       |  |
| 5                                                  |          | 3. Sweep leaves and trash outside of the common areas only                                                                                                                                                           |                               |            | 7 DAYS<br>RT of HAS<br>ALW 100%                       |  |
| 6                                                  |          | 4. Strip, wax and buff floors once a month                                                                                                                                                                           |                               |            | CARPET EN<br>THRU                                     |  |
| 7                                                  |          | 5. Shampoo Office Carpet once every 3 mos                                                                                                                                                                            |                               |            |                                                       |  |
| 8                                                  |          | 6. Provide cleaning agents and supplies to scrub and remove hard stains, disinfect and sanitize all areas especially bathrooms and kitchens.                                                                         |                               |            |                                                       |  |
| 9                                                  |          | 7. Provide proper equipment and staff for professional janitorial services.                                                                                                                                          |                               |            |                                                       |  |
| TOTAL                                              |          |                                                                                                                                                                                                                      |                               |            |                                                       |  |


### EXHIBIT A

### SCOPE OF WORK

- We will be using industry standard soil extraction Shampoo solutions, Sanitized and Deodorized.
- Will consist of moving of any furniture perceived to complete the aforementioned carpet cleaning.
- Will also buff and sanitized the storage area.
- Will also buff and sanitized the restrooms.

#### Hallways and Common Areas / Director Office

| <u>TASK</u>                               | <u>Frequency per Scheduled date</u> |
|-------------------------------------------|-------------------------------------|
| <u>OFFICE</u>                             |                                     |
| Clean all blinds/shields                  | daily                               |
| Clean all glass windows IN/OUT            | daily                               |
| Clean all ceiling fans                    | daily                               |
| Clean kitchen area                        | daily                               |
| Clean all sinks/toilet/urinals/mirrors    | daily                               |
| Clean all walls/doors                     | daily                               |
| Empty all trash receptacles               | daily                               |
| Sanitized/Deodorized                      | daily                               |
| Refill all dispensers                     | daily                               |
| Vacuum carpet                             | daily                               |
| Polish all stainless steel fixtures       | monthly                             |
| Strip floors                              | monthly                             |
| <u>COMMON AREAS</u>                       |                                     |
| Clean Study Hall/Conference/Lounge        | daily                               |
| Clean Laundry areas (Washer/Dryer)        | daily                               |
| Clean all windows/blinds/shields          | daily                               |
| Clean all glass windows IN/OUT            | daily                               |
| Empty all trash receptacles               | daily                               |
| Sweep/Mop Hallways/Stairways              | daily                               |
| Clean all ceiling fans                    | daily                               |
| <u>KITCHEN</u>                            |                                     |
| Clean all glass windows IN/OUT            | daily                               |
| Clean Sinks/Counter Tops/Microwaves/Ovens | daily                               |
| Clean Floors                              | daily                               |
| Clean Table/Chairs                        | daily                               |
| Empty all trash receptacles/sanitized     | daily                               |
| Sweep/Mop                                 | daily                               |
| Clean Oven/Sanitized                      | Monthly                             |
| Defrost Refrigerators/Sanitized           | Monthly                             |

3 months \$ 3000 per month  
 6 months \$ 3200 per month  
 12 months \$ 3000 per month  


KITCHEN OUTDOOR

|                                       |       |
|---------------------------------------|-------|
| Clean Table/Chairs                    | daily |
| Clean Floors                          | daily |
| Empty all trash receptacles/sanitized | daily |
| IMPROVE OUTDOOR AREA                  | FREE  |

RESTROOMS

|                               |         |
|-------------------------------|---------|
| Clean all sinks/toile/urinals | daily   |
| Clean all walls/doors         | daily   |
| Sanitized/Deodorized          | daily   |
| Refill all dispensers         | daily   |
| Clean all mirrors             | daily   |
| Strip floors                  | monthly |
| Polish all stainless steel    | monthly |
| Wash all curtains (if any)    | monthly |

MONTHLY

|                                |         |
|--------------------------------|---------|
| Clean all AC/Central Air Vents | Monthly |
|--------------------------------|---------|

QUARTERLY

|                                      |                |
|--------------------------------------|----------------|
| Strip/Seal Floors (Hallways/Stairs)  | every semester |
| Strip/Seal Restrooms                 | every semester |
| Shampoo/Sanitized/Deodorized         | quarterly      |
| Strip/Seal ALL Floors (Vintle Tiles) | every semester |
| Carpet/Sofas Office chairs           | (FREE SERVICE) |

GROUNDS

|                          |       |
|--------------------------|-------|
| Clean/flush all entrance | daily |
| Sweep all sidewalks      | daily |

ADDITIONAL (NO COST)

|                                      |                  |
|--------------------------------------|------------------|
| Beautify Dorm premises               | as needed        |
| Clean Dorm premises                  | daily            |
| Clean all furniture/disinfect/polish | weekly as needed |
| Cut grass                            | weekly as needed |
| (Plants/Flower)                      |                  |
| Water all plants                     | daily            |
| POST GENERAL CLEANING                | upon vacant      |
| VACANT ROOM per Main Office          |                  |





# REQUEST FOR QUOTATION (FORM PROC-01)

NOTE: THIS IS NOT AN ORDER

UNIVERSITY OF GUAM  
UNIBTSEDAT GUAHAN

Administration and Finance  
Consolidated Procurement Office

Today's Date: 10/01/07

TO  
Vendor: Guam Cleaning Masters  
Phone:  
Email: guamcleaningmasters@yahoo.com

FROM: UOG  
Point of contact: Ann Leon Guerrero  
Email Address: [aho@guam.uog.edu](mailto:aho@guam.uog.edu)  
Phone: (671) 735-2260 Fax: (671) 735-2262

PLS RESPOND NO LATER THAN: 3:00p.m., Wed, 10/3/07 DELIVERY DATE REQUIRED FOR THIS QUOTE: ASAP

\*\*\*\*\* INFORMATION TO BE COMPLETED BY VENDOR AFTER THIS LINE \*\*\*\*\*

NOTES: (1) Please furnish price quote, delivery time and terms based on L.o.b. destination for the items listed below. (2) The Government of Guam encourages use of "earth friendly" products.

| Quoted by (Print Name):<br><b>ALEX THOMAS</b>                                                         |          | Quote Date:<br><b>10-04-07</b>                                                                                                                                                                                       | Phone Number:<br><b>646-2002</b> |            |             |
|-------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------|-------------|
| Terms: <b>Net 30 Days</b>                                                                             |          | Offering Recyclable products: ( ) YES ( ) NO                                                                                                                                                                         |                                  |            |             |
| Prices good for: <b>30</b> Days                                                                       |          | Offering Biodegradable products: ( ) YES ( ) NO                                                                                                                                                                      |                                  |            |             |
| Delivery Date Offered:                                                                                |          | Please separate your offer of recyclable and/or biodegradable products from regular products.                                                                                                                        |                                  |            |             |
| ITEM                                                                                                  | QUANTITY | DESCRIPTION                                                                                                                                                                                                          | AVAILABILITY                     | UNIT PRICE | TOTAL PRICE |
| 1                                                                                                     |          | Please provide separate quote for 3 mos; <del>4200 sq. ft. floors</del>                                                                                                                                              |                                  | 4,666.66   | \$13,999.98 |
| 2                                                                                                     |          | Location: UOG Student Housing: Dorms 2 (Iyhami) and 3 (Gumata)                                                                                                                                                       |                                  |            |             |
| 3                                                                                                     |          | Scope of Work:<br>1. General cleaning and sanitize kitchens, stairways, hallways, male & female restrooms and showers, lounge rooms, laundry rooms, office, to include sweeping, mopping and vacuuming (once-a-week) |                                  |            |             |
| 4                                                                                                     |          | 2. Dispose bins and replace trash liners in all areas within location                                                                                                                                                |                                  |            |             |
| 5                                                                                                     |          | 3. Sweep leaves and trash outside of the common areas only                                                                                                                                                           |                                  |            |             |
| 6                                                                                                     |          | 4. Strip, wax and buff floors once a month                                                                                                                                                                           |                                  |            |             |
| 7                                                                                                     |          | 5. Shampoo Office Carpet once every 3 mos                                                                                                                                                                            |                                  |            |             |
| 8                                                                                                     |          | 6. Provide cleaning agents and supplies to scrub and remove hard stains, disinfect and sanitize all areas especially bathrooms and kitchens.                                                                         |                                  |            |             |
| 9                                                                                                     |          | 7. Provide proper equipment and staff for professional janitorial services.                                                                                                                                          |                                  |            |             |
| PRICE FOR THREE MONTHS THIRTEEN THOUSAND NINE HUNDRED NINE and 98/100 ONLY — All above Scope of work. |          |                                                                                                                                                                                                                      |                                  | TOTAL      | 13999.98    |

Attention: Procurement  
2 pages to attach to P.O.  
for BJ Anality Corp + Jani-King  
services

**Ann M. Leon Guerrero**

**From:** "Ann M. Leon Guerrero" <sho@guam.uog.edu>  
**To:** <mtomaint@ie.net>  
**Sent:** Monday, October 01, 2007 4:10 PM  
**Subject:** Re: Price Quote

Please provide 3 separate quotes for 3mos, 6mos and 12mos.

Thank you.

Ann Leon Guerrero

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

**From:** Ann M. Leon Guerrero  
**To:** mtomaint@ie.net  
**Sent:** Monday, October 01, 2007 3:45 PM  
**Subject:** Price Quote

Please provide price quote for the attached.

Thank you.

Ann Leon Guerrero

No response; phone numbers listed in directory  
are no longer working; email sent failed.

J Guerrero

Page 1



# REQUEST FOR QUOTATION (FORM PROC-01)

NOTE: THIS IS NOT AN ORDER

UNIVERSITY OF GUAM  
UNIBETSÉDÁT GUAHAN

Administration and Finance  
Consolidated Procurement Office

Today's Date: 10/01/07

TO  
Vendor: MTO  
Phone#: 649-7154  
Email: mtomaint@ite.net

FROM: UOG  
Point of contact: Ann Leon Guerrero  
Email Address: aho@guam.uog.edu  
Phone: (671) 735-2260 Fax: (671) 735-2262

PLS RESPOND NO LATER THAN: 3:00p.m., Wed, 10/3/07 DELIVERY DATE REQUIRED FOR THIS QUOTE: ASAP

----- INFORMATION TO BE COMPLETED BY VENDOR AFTER THIS LINE -----

NOTES: (1) Please furnish price quote, delivery time and terms based on L.o.b. destination for the items listed below. (2) The Government of Guam encourages use of "earth friendly" products.

| Quoted by (Print Name):      |          | Quote Date:                                                                                                                                                                                                          | Phone Number: |            |             |
|------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------|-------------|
| Terms: _____                 |          | Offering Recyclable products: ( ) YES ( ) NO                                                                                                                                                                         |               |            |             |
| Prices good for: _____ Days  |          | Offering Biodegradable products: ( ) YES ( ) NO                                                                                                                                                                      |               |            |             |
| Delivery Date Offered: _____ |          | Please separate your offer of recyclable and/or biodegradable products from regular products.                                                                                                                        |               |            |             |
| ITEM                         | QUANTITY | DESCRIPTION                                                                                                                                                                                                          | AVAILABILITY  | UNIT PRICE | TOTAL PRICE |
| 1                            |          |                                                                                                                                                                                                                      |               |            |             |
| 2                            |          | Location: UOG Student Housing: Dorms 2(tyahami) and 3 (Gumata)                                                                                                                                                       |               |            |             |
| 3                            |          | Scope of Work:<br>1. General cleaning and sanitize kitchens, stairways, hallways, male & female restrooms and showers, lounge rooms, laundry rooms, office, to include sweeping, mopping and vacuuming (once-a-week) |               |            |             |
| 4                            |          | 2. Dispose cans and replace trash liners in all areas within location                                                                                                                                                |               |            |             |
| 5                            |          | 3. Sweep leaves and trash outside of the common areas only                                                                                                                                                           |               |            |             |
| 6                            |          | 4. Strip, wax and buff floors once a month                                                                                                                                                                           |               |            |             |
| 7                            |          | 5. Shampoo Office Carpet once every 3 mos                                                                                                                                                                            |               |            |             |
| 8                            |          | 6. Provide cleaning agents and supplies to scrub and remove hard stains, disinfect and sanitize all areas especially bathrooms and kitchens.                                                                         |               |            |             |
| 9                            |          | 7. Provide proper equipment and staff for professional janitorial services.                                                                                                                                          |               |            |             |
|                              |          |                                                                                                                                                                                                                      |               | TOTAL      |             |

Page 2

\*no response, phone numbers are not working, email message failed

**Ann M. Leon Guerrero**

---

**From:** "Mailer-Daemon" <MAILER-DAEMON@guam.uog.edu>  
**To:** "Ann Leon Guerrero" <sho@guam.uog.edu>  
**Sent:** Monday, October 01, 2007 5:37 PM  
**Subject:** Message status from e-mail system

----- Transcript of session follows -----

Reason: Fatal error sending message: Permanent error with Rcpt To: 550 cuda\_nsu unknown user

Sending message to [mtomaint@ie.net](mailto:mtomaint@ie.net)

-----First 8192 bytes of-----

----- Unsent message enclosed after this line -----

Received: by guam.uog.edu from localhost  
(router,SLmail V5.1); Mon, 01 Oct 2007 17:13:42 +1000  
for <[mtomaint@ie.net](mailto:mtomaint@ie.net)>  
Received: from STUDENTAFFRS [168.123.69.17]  
by guam.uog.edu [192.149.202.122] (SLmail 5.5.0.4433) with SMTP  
id 392C0C8F92CE4ED78A5ECD0BF33E8048  
for <[mtomaint@ie.net](mailto:mtomaint@ie.net)>; Mon, 01 Oct 2007 16:10:02 1000  
Message-ID: <003301c803f15c24f2eb0\$11457ba8@STUDENTAFFRS>  
Reply-To: "Ann M. Leon Guerrero" <[sho@guam.uog.edu](mailto:sho@guam.uog.edu)>  
From: "Ann M. Leon Guerrero" <[sho@guam.uog.edu](mailto:sho@guam.uog.edu)>  
To: <[mtomaint@ie.net](mailto:mtomaint@ie.net)>  
Subject: Re: Price Quote  
Date: Mon, 1 Oct 2007 16:10:26 +1000  
MIME-Version: 1.0  
Content-Type: multipart/alternative;  
boundary="====\_NextPart\_000\_0030\_01C80445.93F65CB0"  
X-Priority: 3  
X-MSMail-Priority: Normal  
X-Mailer: Microsoft Outlook Express 6.00.2900.3138  
X-MimeOLE: Produced By Microsoft MimeOLE V6.00.2900.3138  
X-SLUIDL: 975BDDA1-D88F4DA9-AB4BB3D9-CFA92692

This is a multi-part message in MIME format.

====\_NextPart\_000\_0030\_01C80445.93F65CB0

Content-Type: text/plain;  
charset="iso-8859-1"  
Content-Transfer-Encoding: quoted-printable

Please provide 3 separate quotes for 3mos, 6mos and 12mos.

Thank you.

Ann Leon Guerrero

----- Original Message -----20