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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY DIVISION
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LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

March 19, 2025

Invitation for Bid
GSA-021-25

AMENDMENT #2
Relocation of Office Furniture and Equipment

- 1.) Amend and replace pages 38 – 41 with attached “Revised pages 38 – 41” dated 3/19/25.

All others remain unchanged.

Andriana Quitugua
Acting Chief Procurement Officer

Please Print
Acknowledgement Copy (Email to GSA)

Received By: _____
Date: _____
Company Name: _____
Email to: procurement@gsa.guam.gov

ITEM NO.	DESCRIPTION	QTY	UOM	UNIT COST	TOTAL COST
1.1	To Relocate HON Panel Cubicle Workstations As per the following specifications:	1	Lot	\$ _____	\$ _____

SPECIFICATIONS:

Bidder shall provide moving services to relocate, disassemble and reassemble all office items to include packing of all items from different offices/divisions between office buildings.

Bidder shall provide labor, equipment, and materials to perform various assembly and disassembly of items including reconfigurations, additions, changes and/or office move related services. Provide post-move services such as one-time removal of used packing materials incurred during the move.

Bidder must ensure reconfiguration of electrical, data, and telephone lines

Bidder shall unpack items with efficiency and care and with consideration of all safety requirements

Bidder shall load and transport items from ITC Building (2nd, 7th, 8th, and 9th floors) to newly leased Bank of Hawaii building in Hagatna

Bidder shall coordinate pick-up schedule with Office of the Attorney General. If the bidder is unable to meet the date and time, the bidder shall notify the agency twenty-four (24) hours in advance.

Bidders moving services shall be performed during Office of the Attorney General normal workdays and hours unless a different schedule is specifically requested by the agency.

Bidder shall be responsible to repair and restore all damages to the premises caused by the bidder during the duration of service.

Installation and configuration must be performed by an authorized service provider

Bidder shall packed and moved include but not limited to:
See attachment A

BIDDING ON/REMARKS

ITEM NO.	DESCRIPTION	QTY	UOM	UNIT COST	TOTAL COST
2.1	To Relocate Office Furniture, Equipment and Miscellaneous Items As per the following specifications:	1	Lot	\$ _____	\$ _____

SPECIFICATIONS:

BIDDING ON/REMARKS

Bidder shall provide moving services to relocate, disassemble and reassemble all office items to include packing of all items from different offices/divisions between office buildings.

Bidder shall provide labor, equipment, and materials to perform various assembly and disassembly of items including reconfigurations, additions, changes and/or office move related services. Provide post-move services such as one-time removal of used packing materials incurred during the move.

Bidder shall provide boxes and durable tape for the packaging of all office and loose items. All items that require special handling shall be marked and/or tagged.

Bidder shall provide tamper proof tape for the packing of all office files.

Bidder shall unpack items with efficiency and care and with consideration of all safety requirements.

Bidder shall load and transport items from ITC Building (2nd, 7th, 8th, and 9th floors) to newly leased Bank of Hawaii building in Hagatna

Bidder shall coordinate pick-up schedule with Office of the Attorney General. If the bidder is unable to meet the date and time, the bidder shall notify the agency twenty-four (24) hours in advance.

Bidders moving services shall be performed during Office of the Attorney General normal workdays and hours unless a different schedule is specifically requested by the agency.

Bidder shall be responsible to repair and restore all damages to the premises cause by the bidder during the duration of service.

Bidder shall packed and moved include but not limited to:
See attachment B

These specifications were prepared by the staff of the Office of the Attorney General, and approved by Thomas Paulino, Acting Deputy Chief of Staff.

ATTACHMENT A

Cubicle Workstations

Moving Phase	From ITC Building Division\Floor	To Bank of Hawaii Building Destination	Size	Qty HON Panel 2-Drawers	Locking 3-Drawer	Locking 2-Drawer	Overhead Storage w/ task lighting	Center Drawer	Tabletop	Sliding Door
4th phase	Admin 9th Floor	4th floor	77"x82"x65"	15	15	15	30	15	15	15
4th phase	Admin 9th Floor	4th floor	77"x83"x65"	3	3	3	6	3	3	3
1st phase	General Crimes 8th Floor	3rd floor	82"x104"x79.5"	15	15	15	30	15	15	15
1st phase	General Crimes 8th Floor	3rd floor	75"x83"x65"	24	24	24	48	24	24	24
2nd phase	Family 7th Floor	3rd floor	78"x80"x65"	7	7	7	14	7	7	7
2nd phase	Family 7th Floor	3rd floor	106"x100.5"x80"	2	2	2	4	2	2	2
3rd phase	Civil 8th Floor	3rd floor	75"x77"x79.5"	7	7	7	14	7	7	0
5th phase	Gov't Corruption 2nd Floor	3rd floor	79"x84"x79.5"	10	10	10	20	10	10	10
Total				83	83	83	166	83	83	76

ATTACHMENT B

Moving Phase	From ITC Building Division\Floor	To Bank of Hawaii Building Destination	Non-stackable chairs (including roller chairs)	Stackable chairs (including folding chairs)	Filing Cabinets	Filing Drawers	Boxes	Shredders	Folding Tables	Tables (Conference)	Desks	Computer Workstations	Shelves (metal/wooden)	Standing Fans
5th phase	Gov't Corruption 2nd Floor	3rd floor	29	26	7	6	0	0	4	0	3	10	3	0
2nd phase	Family 7th Floor	3rd floor	27	0	20	25	275	2	3	4	5	9	22	2
1st phase	General Crimes 8th Floor	3rd floor	66	0	47	69	595	2	7	26	0	39	58	0
3rd phase	Civil - Litigation 8th Floor	3rd floor	50	4	71	65	320	2	23	23	5	7	19	10
4th phase	Administration 9th Floor	4th floor	50	38	28	26	75	3	2	9	13	24	19	2
Total:			222	68	173	191	1265	9	39	62	26	89	121	14

Misc. Inventory

Moving Phase	From ITC Building Division\Floor	To Bank of Hawaii Building	Misc. Inventory	Misc. Inventory	Misc. Inventory	Misc. Inventory	Misc. Inventory	Misc. Inventory
5th phase	Gov't Corruption 2nd Floor	3rd floor	safe	pinboard	scanner			
2nd phase	Family 7th Floor	3rd floor	locker	scanner	binding machine	(2) bulletin board		
1st phase	General Crimes 8th Floor	3rd floor	water dispenser	(2) microwaves	binding machine	couch		
3rd phase	Civil - Litigation 8th Floor	3rd floor	file rack	binding machine	(4) roller carts	(2) typewriters	(2) reffridgerato	
4th phase	Administration 9th Floor	4th floor	weight scale	(2) air purifier	water dispenser	(1) typewriter	couch	(2) reffridgerators