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July 15, 2025

Invitation for Bid
GSA-057-25

AMENDMENT #2

Janitorial Services for Department of Revenue and Taxation

- 1) Amend and replace page 39 to 41 with the attached "**Revised page 39 to 41**" dated 07/15/25.

All others remain unchanged.

Andriana Quitugua
Acting Chief Procurement Officer

Please Print
ACKNOWLEDGMENT COPY
Received By: _____
Date: _____
Company/Name: _____
Email To: gsaprocurement@gsadoa.guam.gov

ITEM NO.	DESCRIPTION	QTY	UOM	UNIT COST	TOTAL COST
1.1	Janitorial Services for DRT Location: 1240 Army Drive Barrigada, GU 96913 As per the following specifications:	12	Mos	\$ _____	\$ _____

SPECIFICATIONS:

DRT Barrigada:

Lobbies: 4 sections @992.8 sf = 3,971 sf

Corridors: 3 sections @660 sf = 1,980 sf

2nd Floor: 6,200 sf

(8) Restrooms: 288 sf x 8 = 2,304 sf

BIDDING ON/REMARKS

GENERAL:

The Bidder shall furnish all necessary labor, materials, equipment, Tools, and appurtenances (e.g., Trash bags, disposable liners, toilet Tissue, paper towels, soap dispenser refills or hand soap, etc.) Required to perform janitorial services as outlined below. All Services shall comply with applicable health, safety, and Environmental regulations. The Bidder shall provide supplies to DRT at all times such as trash bags, toilet tissue, paper towels, and soap dispenser refills or hand soap.

JANITORIAL SERVICES:

Work Requirement of Bidder:

Janitorial Service Hours: Five (5) Days a week; Monday – Friday

Government of Guam Holidays excluded

Commence Cleaning Services no earlier than 8:00 a.m. and no later than 5:00 p.m. daily

Daily Tasks:

Bidder shall Clean and Sanitize areas highly touched and trafficked by the General public and employees. All main joint of entrances and exits doors, jambs, knobs, lobby areas, seats, armrests, tabletops, stair case area, stair case railing etc.

Floor Management:

Sweep hallway floors, walkway, stair case, stair case area, waiting areas, restrooms, lobby area, main entrance area (In-Front of Building Under Concrete Awning). Offices/workstations are excluded and restricted to authorized personnel only.

Trash Management:

Empty all trash receptacles in offices (bidder shall knock on each office doors or any restricted area), restrooms, waiting areas, replace liners and dispose all trash daily including shredded papers.

Restrooms:

Sweep and mop floors, clean, sanitize sinks, countertops, toilets, urinals, faucets, walls, mirror, and floors at DRT Barrigada – (4) Female, (4) Male Restrooms.

Twice (2x) Daily 11:00 a.m. – 1:00 p.m. and 3:00 p.m. – 5:00 p.m.

Supplies:

Supplies shall be replenished in all restrooms daily (e.g., Trash bags, disposable liners, toilet tissue, paper towels, soap dispenser refills or hand soap, etc.)

The Bidder shall provide supplies to DRT Barrigada at all times such as trash bags (includes each DRT's offices), toilet tissue, paper towels, and soap dispenser refills or hand soap.

Storage:

DRT Barrigada will be provide bidder a daily access storage to store all cleaning supplies, brooms, mops, buckets, trash bags, disposable liners, toilet tissue, paper towels, soap dispenser refills or hand soap, etc.. The bidder shall maintain a clean and organized storage.

Weekly Requirements:

Carpets: Vacuum all carpeted areas on 2nd floor.

Window Booth: All window booth shall be wiped and sanitized weekly.

Sweep and mop hallway floors, walk way, stair case, stair case area, waiting areas, lobby area, main entrance area. Offices/workstations are excluded and restricted to authorized personnel only.

Restrooms: Dust and wipe down water lines/valves and P-traps underneath sinks.

Quarterly Requirements:**Carpet Cleaning:**

Bidder shall ensure all carpeted areas on 2nd floor are to be steam clean, deodorize, and stains are removed. To be scheduled after working hours. The bidder shall coordinate with agency.

GENERAL PERFORMANCE STANDARDS**Work Inspection:**

DRT Point of Contact will conduct periodic inspections to ensure compliance with the scope of work.

Deficiencies must be corrected no later than the end of the next work day of written notice.

Personnel Requirements:

All personnel must wear identifiable uniform while on-site.

All personnel must follow safety protocols and use personal protective equipment (PPE) as required. All PPEs are to be provided by the Bidder.

Communication and Reporting:

The Bidder shall provide a primary Point of Contact for communication with DRT.

Submit upon request a report detailing completed tasks, issue encountered, and resolution actions taken.

ITEM NO.	DESCRIPTION	QTY	UOM	UNIT COST	TOTAL COST
1.2	Janitorial Services for DRT Location: Vehicle Registration Branch Department of Public Works (DPW) Compound BLDG. B, Tamuning, GU 96913 As per the following specifications:	12	Mos	\$_____	\$_____

SPECIFICATIONS:**DRT Vehicle Registration Branch DPW Compound Bldg. B:**

Main entrance walkway, lobby area, hallway = 4,032 sf

(2) Restroom: 364 sf x 2 = 728 sf

BIDDING ON/REMARKS

GENERAL: The Bidder shall furnish all necessary labor, materials, equipment, Tools, and appurtenances (e.g., Trash bags, disposable liners, toilet Tissue, paper towels, soap dispenser refills or hand soap, etc.) Required to perform janitorial services as outlined below. All Services shall comply with applicable health, safety, and Environmental regulations. The Bidder shall provide supplies to DRT at all times (e.g., Trash bags, disposable liners, toilet Tissue, paper towels, soap dispenser refills or hand soap, etc.)

JANITORIAL SERVICES:**Work Requirement of Bidder:**

Janitorial Service Hours: Five (5) Days a week; Monday – Friday

Government of Guam Holidays excluded

Commence Cleaning Services no earlier than 8:00 a.m. and no later than 5:00 p.m. daily

Daily Tasks:

Bidder shall Clean and Sanitize areas highly touched and trafficked by the General public and employees. All main joint of entrances and exits doors, jambs, knobs, windows, lobby areas, seats, armrests, tabletops, door windows etc.

Floor Management:

Sweep hallway floors, walkway, restrooms, lobby area, and main entrance door way area.
Offices/workstations are excluded and restricted to authorized personnel only.

Trash Management:

Empty all trash receptacles in offices, restrooms and lobby area. Replace liners and collect all trash Daily. All collected trash will be placed at the designated area and bidder will inform DPW Staff. All trash will be disposed by DPW maintenance staff.

Restrooms (Inside Vehicle Registration only):

Bidder shall sweep and mop floors, clean, sanitize sinks, countertops, toilets, urinals, faucets, walls, mirror, and floors from 1pm – 3pm at DRT Tamuning – (1) Female, (1) Male Restrooms.

Supplies:

Supplies shall be replenished in all restrooms daily (e.g., Trash bags, disposable liners, toilet tissue, paper towels, soap dispenser refills or hand soap, etc.)

The Bidder shall provide supplies to DRT Tamuning at all times such as trash bags (includes each workstations), toilet tissue, paper towels, and soap dispenser refills or hand soap.

Weekly Requirements:

Sweep and mop hallway floors, walkway, lobby area, and main entrance area.
Offices/workstations are excluded and restricted to authorized personnel only.

Window Booth: All window booth shall be wiped and sanitized weekly.

Restrooms: Dust and wipe down water lines/valves and P-traps underneath sinks.

GENERAL PERFORMANCE STANDARDS

Work Inspection:

DRT Point of Contact will conduct periodic inspections to ensure compliance with the scope of work.

Deficiencies must be corrected no later than the end of the next work day of written notice.

Personnel Requirements:

All personnel must wear identifiable uniform while on-site.

All personnel must follow safety protocols and use personal protective equipment (PPE) as required. All PPEs are to be provided by the Bidder.

Communication and Reporting:

The Bidder shall provide a primary Point of Contact for communication with DRT.
Submit upon request a report detailing completed tasks, issue encountered, and resolution actions taken.

Storage:

DRT Barrigada will be provide bidder a daily access storage to store all cleaning supplies, brooms, mops, buckets, trash bags, disposable liners, toilet tissue, paper towels, soap dispenser refills or hand soap, etc.. The bidder shall maintain a clean and organized storage.

Items no. 1.1 -1.2 are “All or None”

GRAND TOTAL for Items no. 1.1 – 1.2 = _____.