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May 8, 2025

Invitation for Bid  
GSA-028-25

**AMENDMENT #3**

Janitorial and Grounds Maintenance for Hesler Building - DOA

- 1.) Amend and replace page 38 of 40 with the attached “**Revised page 38 of 40**” dated 05/07/2025.

Andriana Quitugua  
Acting Chief Procurement Officer

Please Print  
**ACKNOWLEDGMENT COPY**  
Received By: \_\_\_\_\_  
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Email To: [gsaprocurement@gsadoa.guam.gov](mailto:gsaprocurement@gsadoa.guam.gov)

Item No.	Description	QTY	UOM	Unit Cost	Total
1.0	Janitorial Services for DOA Hesler Building	12	Mos.	\$ _____	\$ _____

**As per the following specifications:**

**SPECIFICATIONS:**

**LOCATION:** Department of Administration Building  
155 Hesler Plaza, Hagatna, Guam 96910

**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.

**JANITORIAL SERVICES:**

**Work Requirement of the 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:**

**Full-Time Attendant** to ensure a Clean and Sanitize areas highly touched and trafficked by the General public and employees. All main joints of entrances and exits doors, jambs, knobs, windows, lobby areas, seats, armrests, tabletops, etc.

**Trash Management:** Empty trash cans and insert new disposable plastic liners; empty all cigarette receptacles at designated smoking areas.

**Floor Management:** Sweep and mop the common floor area tiles with a sanitizing solution.

**Customer Service Areas:** Clean and sanitize customer service areas, including all glass door entrances, hinges, frames, and door jambs.

**Kitchenette:** Clean and sanitize all kitchenette surface areas, including Microwave and Refrigerator.

**Restrooms:**

- Empty trash receptacles and insert disposable plastic liners, sweep, mop, and sanitize floor areas.
- Clean and sanitize sinks, toilet fixtures, stall walls, and urinals. Drainage is free and clear.
- Clean and wipe down mirrors and glass windows, including screens and frames.

**General Incident Response:** Address accidental or as-needed situations promptly, including but not limited to spills (e.g., coffee, beverages, food) or other unforeseen cleaning requirements. Ensure affected areas are cleaned and sanitized to maintain safety and cleanliness.

**Weekly Requirements:**

**Carpets:** Vacuum all carpeted areas.

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

**Twice-A-Week Requirements:** Spot clean/wipe down walls, electrical switches, outlets, A/C receptacles (intake and return vents), door vents, knobs, and jambs.

**Monthly Requirements:** Dust and wipe down window blinds and clean all Split Type Air-conditions filters.

**Quarterly Requirements:** Clean and sanitize all interior and exterior windows, and pest control using basic over-the-counter products, DOA Point of Contact shall be informed of any pest(s) issues.

**GENERAL PERFORMANCE STANDARDS**

**Work Inspection:**

The DOA 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.

**BIDDING ON / REMARKS:**