

LOURDES A. LEON GUERRERO
GOVERNOR



JOSHUA F. TENORIO
LT. GOVERNOR

UFISINAN I MAGA'HÅGAN GUÅHAN
OFFICE OF THE GOVERNOR OF GUAM

VIA ELECTRONIC MAIL: jrazzano@rwtguam.com

January 4, 2022

Mr, Joseph C. Razzano
Pan American Building
139 Murray Boulevard, Suite 100
Hagåtña, Guam 96910

RE: Sunshine Act Request for Documents

Hafa Adai Mr. Razzano:

This office is in receipt of your request for documents under the provisions of the Freedom of Information Act (FOIA) dated December 28, 2021 as follows:

- “The procurement record for the procurement of “commemorative pins” for COVID-19 frontliners identified in the attached picture.”

Pursuant to the Sunshine Reform Act of 1999, please find the enclosed documents as requested.

Senseramente,

A handwritten signature in blue ink, appearing to read "Jean S. Taitano".

Jean S. Taitano, Special Assistant
Executive Management Office

Enclosure(s)



AMERICAN PRINTING CORPORATION

256 Chalan San Antonio Rd.
Tamuning, Guam 96913 U.S.A.
Tel: (671) 646-7873/4/1262/5308
Fax: (671) 649-0712 • E-mail: apc@teleguam.net

CH NO. 135546

CHARGE INVOICE

M GOVERNOR'S OFFICE

POC: VENIDO TORRES 473-1125 /CELL. 929-3477

DATE JUN 17 2021
TERM: BY 10TH OF THE MONTH OR WITHIN 30 DAYS

Table with columns: ISSUED BY (JQ), SALES REP., ACCOUNT NO., PURCHASE ORDER NO. (P216A03312), QUANTITY (4,968), UNIT (EA), DESCRIPTION (COVID RECOGNITION LAPEL PIN), AMOUNT (\$6,706.80), and TOTAL (\$6,706.80).

TERMS: Net 30 days Overdue accounts will be charged 1.5% per month 18% per annum. All legal and court costs to collect are to be added to all charges.

I hereby certify that the above is just and correct and that payment therefore has not been received.

Signed JEANA

RECEIVED THE ABOVE ARTICLES IN GOOD ORDER AND CONDITION.

By: VENIDO TORRES (signature)
PRINT NAME / SIGNATURE 6/17/2021

PREMIUM
HOURS
AMOUNT

ART APPROVAL

PLEASE REVIEW YOUR ART LAYOUT BELOW.

PRODUCTION BEGINS NEXT BUSINESS DAY AFTER APPROVAL IS RECEIVED



CS NA artv1

CUSTOMER # C0000002588

ORDER# 826469

1" brass die struck pin

1.00"



- recessed antique gold
- raised antique gold



PJL edited Reviewed by: _____
 Created by: _____
 Checked by: _____
 Approved by: _____
 QC Reviewed by: _____

ACTUAL SIZE



Enlarged for viewing and spelling. Must approve actual size

***PLEASE MAKE SURE ART & SPELLING IS CORRECT ***

* PLEASE NOTE: IN SOME CASES ARTWORK MAY BE ALIGNED * PLEASE NOTE: COLORS MAY NOT BE ACCURATE ON SCREEN DEPENDING ON MONITOR AND / OR PRINTER SETUP FOR MANUFACTURING PURPOSES

* PLEASE NOTE: WHEN EMAILING THIS FORM BACK YOU ACKNOWLEDGE THE LAYOUT IS CORRECT AS SHOWN AND AUTHORIZE TO PROCEED WITH PRODUCTION



PURCHASE ORDER
 GENERAL SERVICES AGENCY
 DEPARTMENT OF ADMINISTRATION
 GOVERNMENT OF GUAM

148 Route 1
 Marine Drive
 Piti, Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. 2216A03312

MUST APPEAR ON ALL INVOICES
 PACKING SLIPS, PACKAGES, B/L,
 CORRESPONDENCE ETC

DATE: 4/23/2021 JOB ORDER NO: 020019001230

OBJECT: 230

FOR: ** APPROPRIATE CONTACT INFORMATION

TO:

AMERICAN PRINTING CORPORATION
 256 CHALAN SAN ANTONIO ROAD
 TAMUNING, GU 96911-0256

Telephone: 671 646-7873 Fax: 671 649-0712
 Email: APC@APC-GUAM.COM

VENDOR

A0666601

CONSIGNEE DESIGNATION & MARKING

GOVERNORS OFFICE
 P.O. BOX 2950
 HAGATNA, GU 96932-0000

EXECUTIVE DIRECTION

AUTHORITY: 3111(c)	** INVITATION NO:	** CONTRACT NO.:	TIME FOR DELIVERY: SEE BELOW	EXPIRING:	DISCOUNT TERMS:
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TELE	ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	PAC
	* * * * * VENDOR ACKNOWLEDGMENT * * * * *						
	RETURN TO SUPPLY MANAGEMENT DIVISION						
	DATE OF RECEIPT OF THIS ORDER: APR 28 2021						
	SIGNATURE: <u>[Signature]</u>						
	* * * * * RECEIVING REPORT COPY * * * * *						
	I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN.						
	DATE RECEIVED: <u>6/22/21</u> SIGNATURE: <u>[Signature]</u>						

Inv-135546
\$16,706.⁸⁰

SPECIAL INSTRUCTIONS TO VENDOR

- B. SEND WRITTEN ORIGINAL AND THREE COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, PO BOX 344, HAGATNA, GUAM 96911
- C. INVOICE IN THREE (3) DAYS - RETURN RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION
- D. THIS ORDER SUBJECT TO CONDITIONS OF REVERSE SIDE
- E. THIS ORDER IS SUBJECT TO FEDERAL PROCUREMENT AND FEDERAL TERMS AND CONDITIONS APPLICABLE TO THIS ORDER
- F. LIST ALL APPLICABLE TERMS AND CONDITIONS COMPANY LATE THE NUMBER OF THIS PURCHASE ORDER

6750.00

A. **RECEIVED BY THE CONTRACTOR**
 RECEIVED BY THE CONTRACTOR
 EXCLUDED FROM TOTAL

↑ TOTAL ↑

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.
 SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

REVENUE PAYMENT AUTHORIZATOR:

WHETHER ENCLOSED

SIGNATURE:

[Signature]

CLAUDE S. ADALLE

Chief Procurement Officer



PURCHASE ORDER
 GENERAL SERVICES AGENCY
 DEPARTMENT OF ADMINISTRATION
 GOVERNMENT OF GUAM

148 Route 1
 Marine Drive
 Piti, Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER
No. P216A03312

MUST APPEAR ON ALL INVOICES
 PACKING SLIPS, PACKAGES, B/L,
 CORRESPONDENCE ETC.

F.O.B.	* AIR FREIGHT TEL. CONTACT	SHIP VIA	DATE 4/23/2021	JOB ORDER NO. 020019001230	OBJCT 230
PREPAID SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE.					

VENDOR	TO:	VENDOR	CONSIGNEE, DESTINATION & MARKING		
	AMERICAN PRINTING CORPORATION 256 CHALAN SAN ANTONIO ROAD TAMUNING, GU 96911-0256 Telephone: 671 646-7373 Fax: 671 649-0712 Email: ACCT@APC-GUAM.COM	A0666601	GOVERNORS OFFICE P.O. BOX 2950 HAGATNA, GU 96932-0000 EXECUTIVE DIRECTION		

AUTHORITY 3111(c)	** INVITATION NO.	** CONTRACT NO.	TIME FOR DELIVERY SEE BELOW	EXPIRING	DISCOUNT TERMS:
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ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC.
1	COVID RECOGNITION LAPEL PINS SIZE: 1" BRASS DIE STUCK. THICKNESS: 1.2MM, MILITARY CLUTCH. FINISH: ANTIQUE BRASS. PACKING: 1.25" SQUARE LUCITE BOX. QUANTITY: (1 LOT) 5,000 PCS. DELIVERY: 4-6 WEEKS UPON APPROVAL OF LAYOUT. IT IS THE VENDOR'S REPONSIBILI- LITY TO INFORM THE GOVERNOR'S OFFICE OF ANY REASON OR CAUSE FOR DELAYS IN PERFORMANCE OR DELIVERY OF GOODS. NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES 6101(9) (a) OF THE GAR.	1	LOT	6750.000	6750.00	0210200081	

--cont. to next page

SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION: GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. ** THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		XXXXXXXXXXXX	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL.
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CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.	ADVANCE PAYMENT AUTHORIZATION <input type="checkbox"/> PAYMENT ENCLOSED	SIGNATURE: <i>C. Acalle</i> Claudia S. Acalle Chief Procurement Officer
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American Printing Corporation
 256 Chalan San Antonio
 Tamuning, Guam 96913
 Phone: 671-646-7873/4
 Fax: 671-649-0712
 Email: apc@teleguam.net

Estimate

No. **E#79937**

Date 4/13/2021

Customer P.O. No.

363
 Executive Direction
 Governors Office
 P.O. Box 2950
 Hagatna
 96932

QUANTITY	DESCRIPTION	AMOUNT
5,000	PROMO: Covid Recognition Lapel Pin, Size: 1", Brass Die Stuck, Thickness: 1.2mm, Military Clutch, Finish: Antique Brass, Packing: 1.25" Square Lucite Box, Digital Ready	6,750.00
<p>PROMO: 4-6 weeks Sales Rep: Lily Yu Taken by: Betty 50% Deposit Required for COD Customers. Local Delivery: After Approval of Layout/Color Proof, 1-2 Weeks. Off-Island Delivery: After Approval of Layout/Color Proof, ____ Weeks. Color Proof in 2 working days for Digital Ready Art. This estimate is good for 30 days. Please call us if you have any questions.</p>		

Sunny Plaza Suite 107
125 Tun Jesus Crisostomo St.
Tamuning, Guam 96913

Date	Quote No.
4/8/2021	2021-1774

Tel: 649-3117/8, Fax: 649-2468

We Believe in Quality Customer Care!

Name/ Address
Jon Junior Calvo Coy Torres 929-3477 jon.calvo@guam.gov

Think. Support. Buy. Local Guam!
"When you shift away 10% from spending On-Line. On-Base and Off-island you help keep more money on island to support our local economy."



Deivery Time	Rep
8-10 Weeks	

Qty	Item	Description	Rate	Total
200	Custom coins	1" diameter Die struck metal with raised relief and recessed background textures, Antique brass polished finish, Butterfly Clutch (back attachment).	1.44	288.00
250	Custom coins	1" diameter Die struck metal with raised relief and recessed background textures, Antique brass polished finish, Butterfly Clutch (back attachment).	1.41	352.50
300	Custom coins	1" diameter Die struck metal with raised relief and recessed background textures, Antique brass polished finish, Butterfly Clutch (back attachment).	1.38	414.00
5,000	Custom coins	1" diameter Die struck metal with raised relief and recessed background textures, Antique brass polished finish, Butterfly Clutch (back attachment).	1.32	6,600.00
1	Mold Charge	Mold Charge (Discarded after 2 Years of no use)	150.00	150.00
1	Shipping and Han...	Shipping and handling	95.00	95.00

IF CAMERA-READY ARTWORK IS NOT PROVIDED BY CLIENT, ADD \$60.00 PER HOUR FOR ARTWORK CHARGE.

****TERMS & CONDITIONS****

Signed Quotation & 50% Deposit are required prior to order processing. Remaining Balance is due upon pickup of items.

Total \$7,899.50

Deposit Required 50%

1. It is understood that an underrun or overrun of not more than 10% , to be billed pro-rata, if acceptable by customer.
2. Price subject to change without prior notice due to fluctuation of factory raw materials. Will advise if any changes upon notifications from factory.
3. Unscheduled shipping delays are beyond the control of Promotions Specialties and we will not be held liable for such.
4. Cancellation Fee of a minimum, but not limited to, \$50 will be assessed to cover processing cost, artwork, and factory charges.
5. I agree that Promotions Specialties/Representatives may use photographs of this item(s) for the sole purpose of publicity, illustration, advertising, web control and social media sites.
6. SHIPPING, HANDLING & INSURANCE CHARGES ARE NOT INCLUDED UNLESS OTHERWISE INDICATED ABOVE.

*****QUOTATIONS ARE VALID FOR 30 DAYS*****

Approved By:	Date Approved:
Print Name:	Date recieved by Promotions:



Invoice

Think. Support. Buy. Local Guam!

"When you shift away 10% from spending On-Line, On-Base and Off-island you help keep more money on island to support our local economy."

Date: April 13, 2021

To

Office of the Governor

c/o Coy Torres

Account Executive	Delivery Method	Processing Time	Delivery Date	Payment Terms	Due Date
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Jessie Rosario

Item	Description	Qty	Unit Price	Total
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Lapel Pins	- Custom lapel pin (design provided by customer) - Die struck metal with raised relief and recessed background textures			
COVID-19 Government Employees and Community Recognition Program	- Antique brass polished finish - 1" diameter - Butterfly Clutch (back attachment) - Clear Plastic Box encasement - 5,000 pcs.	5,000		\$17,700.00

TOTAL \$17,700.00

Thank you for the opportunity to bid on your business. If you would like to discuss the quote in more detail please contact our office.

This is a quotation on the goods named, subject to the conditions noted below:

I have read and fully understand the terms, conditions, and printing trade customs and agree on the above specifications for printing. Should I have any corrections needed to files provided or final GCI proof, additional charges will be added. GCI compatible programs: MAC CS-5, Microsoft Office products and some publishers require additional GCI additional system time. Additional charges will be added for any GC system time.

Quotation prepared by: Jessie Rosario 

To accept this quotation, sign here and return: _____ Print: _____ Date: _____

Thank you for your business!

167 Serenu Ave Tamuning, Guam 96913
Phone: (671) 472-3072/3 • Fax: (671) 472-3074
E-mail: sales@gciguam.com



PURCHASE ORDER
 GENERAL SERVICES AGENCY
 DEPARTMENT OF ADMINISTRATION
 GOVERNMENT OF GUAM

148 Route 1
 Marine Drive
 Piti, Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. P216A03312

MUST APPEAR ON ALL INVOICES
 PACKING SLIPS, PACKAGES, B/L,
 CORRESPONDENCE ETC.

F.O.B.	* AIR FREIGHT TEL. CONTACT	SHIP VIA:	DATE 4/23/2021	JOB ORDER NO. 020019001230	OBJCL 230
PREPAID SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE					

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TO:

AMERICAN PRINTING CORPORATION
 256 CHALAN SAN ANTONIO ROAD
 TAMUNING, GU 96911-0256

Telephone: 671 646-7873 Fax: 671 649-0712
 Email: ACCT@APC-GUAM.COM

VENDOR

A0666601

**S
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I
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T
O**

CONSIGNEE DESTINATION & MARKING

GOVERNORS OFFICE
 P.O. BOX 2950
 HAGATNA, GU 96932-0000

EXECUTIVE DIRECTION

AUTHORITY 3111 (c)	** INVITATION NO	** CONTRACT NO.	TIME FOR DELIVERY SEE BELOW	EXPIRING	DISCOUNT TERMS:
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TEM	ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	PURSUANT TO EXECUTIVE ORDER 2020-03 EMERGENCY RESPONSE TO COVID-19. * * * * * AUTHORIZED PERSONNEL: VENIDO S. TORRES CATHERINE CABRERA *** NOTHING FOLLOWS *** NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION §101(9) (a) OF THE GAR.						

SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION; GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. ** THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.	6750.00	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL. INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.
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CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.	ADVANCE PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/>	SIGNATURE: <i>C. Acfalle</i> Claudia S. Acfalle Chief Procurement Officer
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PURCHASE ORDER
 GENERAL SERVICES AGENCY
 DEPARTMENT OF ADMINISTRATION
 GOVERNMENT OF GUAM

148 Route 1
 Marine Drive
 Piti, Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER
No. P216A03312

MUST APPEAR ON ALL INVOICES
 PACKING SLIPS, PACKAGES, B/L,
 CORRESPONDENCE ETC.

F.O.B.	* AIR FREIGHT TEL. CONTACT	SHIP VIA:	DATE 4/23/2021	JOB ORDER NO. 020019001230	OBJCL 230
PREPAID SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE					

VENDOR	TO:	VENDOR	CONSIGNEE, DESTINATION & MARKING		
	AMERICAN PRINTING CORPORATION 256 CHALAN SAN ANTONIO ROAD TAMUNING, GU 96911-0256 Telephone: 671 646-7373 Fax: 671 649-0712 Email: ACCT@APC-GUAM.COM	A0666601	SHIP TO	GOVERNORS OFFICE P.O. BOX 2950 HAGATNA, GU 96932-0000 EXECUTIVE DIRECTION	
AUTHORITY 3111(c)	** INVITATION NO.	** CONTRACT NO.		TIME FOR DELIVERY SEE BELOW	EXPIRING

ITEM	ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:						
	1. Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.						
	2. No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.						
	3. Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.						
	4. Shipments must be identified as "PARTIAL" or "COMPLETE".						
	5. Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specifications are not met, material shall be returned at seller's expense.						
	6. In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.						
	7. Overshipments, unless specifically authorized, will not be accepted.						
	8. In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.						

SPECIAL INSTRUCTIONS TO VENDOR:	6750.00	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL.
B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION; GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910.	↑ TOTAL ↑	← INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.
C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.		
D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.		
E. ** THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.		
F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.	ADVANCE PAYMENT AUTHORIZATION	SIGNATURE: <i>C. Acfalle</i>
	PAYMENT ENCLOSED <input type="checkbox"/>	NAME: Claudia S. Acfalle TITLE: Chief Procurement Officer



PURCHASE ORDER
 GENERAL SERVICES AGENCY
 DEPARTMENT OF ADMINISTRATION
 GOVERNMENT OF GUAM

148 Route 1
 Marine Drive
 Piti, Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER
No. P216A03312

MUST APPEAR ON ALL INVOICES
 PACKING SLIPS, PACKAGES, B/L,
 CORRESPONDENCE ETC.

F.O.B.	* AIR FREIGHT TEL CONTACT	SHIP VIA	DATE	JOB ORDER NO	OBJCL
			4/23/2021	020019001230	230
EMPAID SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE					

VENDOR	TO:	VENDOR	SHIP TO	CO-SIGNEE DESIGNATION & MARKING
	AMERICAN PRINTING CORPORATION 256 CHALAN SAN ANTONIO ROAD TAMUNING, GU 96911-0256 Telephone: 671 646-7873 Fax: 671 649-0712 Email: ACCT@APC-GUAM.COM	A0666601		GOVERNORS OFFICE P.O. BOX 2950 HAGATNA, GU 96932-0000 EXECUTIVE DIRECTION

AUTHORITY	** INVITATION NO.	** CONTRACT NO.	TIME FOR DELIVERY	EXPIRING	DISCOUNT TERMS
3111 (c)			SEE BELOW		

ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
* * * * * VENDOR ACKNOWLEDGMENT * * * * *						
RETURN TO SUPPLY MANAGEMENT DIVISION						
DATE OF RECEIPT OF THIS ORDER APR 28 2021						
SIGNATURE						
* * * * * RECEIVING REPORT COPY * * * * *						
I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN.						
DATE RECEIVED: _____ SIGNATURE: _____						

SPECIAL INSTRUCTIONS TO VENDOR B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 394, AGANA, GUAM 96910. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. ** THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS P.O. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		6750.00 ↑ TOTAL ↑	A. DO NOT FILE THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL. ← INSERT CHANGES AND RETURN THIS ORDER OR AMENDMENT
CONTRACTOR PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.		ADVANCE PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/>	SIGNATURE: Claudia S. Acalle, Chief Procurement Officer

E-MAILED
APR 21 2021

REQUISITION

REQUISITION #: Q210200081
APPROPRIATION: 5100A190200GA001230

TO: PROCUREMENT FACILITIES MGMT. DIVISION ADMINISTRATOR

ENCUMBERED DATE
APR 21 2021

SUBMITTED BY:

Torres, Venido S. - Governors Office
AUTHORIZED DEPARTMENT REPRESENTATIVE

SIGNATURE

APR 21 2021

DATE

DEPARTMENT/DIVISION: OFFICE OF THE GOVERNOR


REQUEST DATE: 4/21/2021

ITEM NO.	DESCRIPTION OF ITEM	UOM	QTY	UNIT PRICE	AMOUNT
1	COVID RECOGNITION LAPEL PINS SIZE: 1" BRASS DIE STUCK. THICKNESS: 1.2MM, MILITARY CLUTCH. FINISH: ANTIQUE BRASS. PACKING: 1.25" SQUARE LUCITE BOX. DELIVERY: 4-6 WEEKS UPON APPROVAL OF LAYOUT. IT IS THE VENDOR'S RESPONSIBILITY TO INFORM THE GOVERNOR'S OFFICE OF ANY REASON OR CAUSE FOR DELAYS IN PERFORMANCE OR DELIVERY OF GOODS. ** PURSUANT TO EXECUTIVE ORDER 2020-03 EMERGENCY RESPONSE TO COVID-19.	LOT	1	6750.00	6750.00

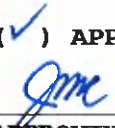
TOTAL -----> 6750.00

JUSTIFICATION:

SUGGESTED VENDOR: AMERICAN PRINTING CORP POC: BETTY OR JEANNA TEL# 646-7873
EMAIL: APC@TELEGUAM.NET

** PRINT NAME & SIGN

RECEIVED BY
(CERTIFYING OFFICER)

4/21/2021
DATE

() APPROVAL () DISAPPROVAL

APPROVING AUTHORITY (DIRECTOR)

REQUISITION

REQUISITION #: Q210200081
APPROPRIATION: 5100A190200GA001230

TO: PROCUREMENT FACILITIES MGMT.DIVISION ADMINISTRATOR **ENCUMBERED DATE**

SUBMITTED BY:

Torres, Venido S. - Governors Offic _____
 AUTHORIZED DEPARTMENT REPRESENTATIVE SIGNATURE DATE

DEPARTMENT/DIVISION: OFFICE OF THE GOVERNOR REQUEST DATE: 4/21/2021

ITEM NO.	DESCRIPTION OF ITEM	UOM	QTY	UNIT PRICE	AMOUNT
	** AUTHORIZED PERSONNEL: VENIDO S. TORRES CATHERINE CABRERA **				

TOTAL =====> 6750.00

JUSTIFICATION:

SUGGESTED VENDOR: AMERICAN PRINTING CORP POC: BETTY OR JEANNA TEL# 646-7873
 EMAIL: APC@TELEGUAM.NET

** PRINT NAME & SIGN

() APPROVAL () DISAPPROVAL

 RECEIVED BY DATE
 (CERTIFYING OFFICER)

 APPROVING AUTHORITY (DIRECTOR)