

LOURDES A. LEON GUERRERO
GOVERNOR



JOSHUA F. TENORIO
LT. GOVERNOR

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

Via Hand Delivery
and E-mail to: speaker@guamlegislature.org

May 21, 2023

HONORABLE THERESE M. TERLAJE
Speaker
I Mina 'trentai Siette Na Liheslaturan Guåhan
37th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagåtña, Guam 96910

RE: EXECUTIVE ORDER NO. 2023-02

Hafa Adai Madame Speaker:

Pursuant to Public Law 34-16, transmitted herewith is the following Executive Order:

**EXECUTIVE ORDER NO. 2023-02: RELATIVE TO DECLARING A STATE OF
EMERGENCY IN ANTICIPATION OF THE APPROACH OF TROPICAL STORM
MAWAR**

Thank you.

Sensgemente,

A handwritten signature in blue ink, appearing to read "Leslie A. Travis".

LESLIE A. TRAVIS
Legal Counsel

Enclosure: Executive Order No. 2023-02

cc via email: *Maga'hågan Guåhan*
Sigundo Maga'låhen Guåhan
Hon. Robert J. Torres, Jr., Chief Justice of Guam
Compiler of Law
Central Files
Cabinet Members



ISLAND OF GUAM
OFFICE OF THE GOVERNOR
HAGATNA, GUAM 96932
U.S.A.

EXECUTIVE ORDER NO. 2023-02

**RELATIVE TO DECLARING A STATE OF EMERGENCY IN
ANTICIPATION OF THE APPROACH OF TROPICAL STORM
MAWAR**

WHEREAS, on May 21, 2023, the National Weather Service, Guam Weather Forecast Office ("NWS"), forecast that Tropical Storm Mawar (formerly Tropical Depression 02W), which is located approximately 570 miles south-southeast of Guam, is steadily intensifying and maintaining a track toward Guam and the Mariana Islands; and

WHEREAS, while a Typhoon Watch remains in effect for Guam, projecting the possibility of damaging winds of 39 mph or more within 48 hours, NWS states that there is a high likelihood for Tropical Storm to Typhoon impacts, with possible winds up to 74 mph, and heavy rainfall of at least 5-9 inches throughout the Marianas. Tropical Storm Mawar is expected to further intensify into a typhoon by the time it arrives in our region. Tropical-Storm-Force winds are presently anticipated from early Tuesday, May 23, 2023 through late Wednesday, May 24, 2023, and dangerous surf is possible as early as Monday, May 22, 2023; and

WHEREAS, on Saturday, May 20, 2023 at 1:00 p.m., I placed the island in Condition of Readiness 3, in anticipation of damaging winds and rains within forty-eight (48) hours. At 8:00 p.m. on May, 21, 2023, I placed the island in Condition of Readiness 2; and

WHEREAS, based upon current forecasts and modeling, the strength and track of Tropical Storm Mawar represent an imminent, credible, and significant threat to the health, safety and welfare of Guam; and

WHEREAS, in anticipation of Mawar's closest approach, the Offices of Homeland Security and Civil Defense ("GHS/OCD") and other territorial agencies are instructed to take precautionary and proactive steps in order to secure the safety of the island and to reduce the potential destruction of property and loss of life; and

WHEREAS, an emergency situation exists such that in order to safeguard the community, critical infrastructure, and the general welfare of the island against the impending dangerous onset of destructive winds and rains forecast to strike Guam, it is critical that timely precautions be taken and resources be immediately identified, mobilized and deployed as contemplated in the GHS/OCD-FEMA 2018 Guam Catastrophic Typhoon Plan and in the 2016 Guam Comprehensive Emergency Management Plan.



ISLAND OF GUAM
OFFICE OF THE GOVERNOR
HAGATNA, GUAM 96932

NOW, THEREFORE, I, LOURDES A. LEON GUERRERO, *I Maga'hågan Guåhan*, Governor of Guam, and by virtue of the authority vested in me by the Organic Act of Guam, as amended, and the laws of Guam, do order as follows:

1. **Declaration of State of Emergency.** A state of emergency is hereby declared for the island of Guam in anticipation of the approach of Tropical Storm Mawar.
2. **Emergency Procurement and Emergency Expenses.** Pursuant to Section 5215 of Title 5, Guam Code Annotated, authorizing emergency procurement upon executive order, and § 22402 of Title 5, Guam Code Annotated, I hereby authorize overtime and emergency procurement for heavy equipment rental, debris removal, nursing and medical support services for the North and Southern Community Health Centers, Guam Department of Education typhoon shelter operations, lodging for displaced residents, and the purchase of supplies, materials, goods, services or other expenditures, up to a combined total maximum of Two Hundred Fifty Thousand Dollars (\$250,000.00).
3. **GHS/OCD to be Lead Agency; Purpose of Emergency Procurement.** GHS/OCD shall be the lead agency for the emergency procurement of any goods and services relative to this Executive Order, the effective period of which shall be for thirty (30) days as provided in § 5215 of Title 5, Guam Code Annotated.
4. **Authorization for Overtime.** I further authorize the payment of overtime, for exempt and non-exempt Government of Guam employees, to work in excess of forty (40) hours a week in order to mitigate and respond to the effects of Tropical Storm Mawar throughout Guam. The Governor's Authorized Representative, in consultation with Guam Homeland Security, the Office of Civil Defense, and the Bureau of Budget and Management Research, is authorized to determine the eligibility of overtime expenditures resulting from work performed by the government agencies, and approval shall be obtained prior to incurring any overtime or expenses. Failure to obtain prior approval may be grounds for denying reimbursement.

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ISLAND OF GUAM
OFFICE OF THE GOVERNOR
HAGATNA, GUAM 96932
U.S.A.

5. **Documentation of Expenses.** All departments and agencies are instructed to keep appropriate documentation on all emergency expenses incurred pursuant to this Executive Order for inspection by the Executive and Legislative Branches and by the Public Auditor of Guam, and in anticipation of federal disaster assistance approval by the President of the United States to be administered by the Federal Emergency Management Agency.

SIGNED AND PROMULGATED at Hagåtña, Guam, this **21st** day of **May, 2023**.

LOURDES A. LEON GUERRERO
Maga'hågan Guåhan
Governor of Guam

Attested by:

JOSHUA F. TENORIO
Sigundo Maga'låhen Guåhan
Lt. Governor of Guam





EDWARD M. BIRN
Director (Direktot)
ELIZABETH T. FISHER
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

Memorandum

To: File
From: Chief Procurement Officer
Subject: Blanket Purchase Agreement

Hafa Adai! This is a written determination for the file that awarding this purchase order through the blanket agreement is in the best interest of the government based on the various needs of the department for the following commodities since it is impossible to determine the need should it arises:

_____ Office Supplies (Not carried by the Tendan Gubetno)	_____ Tire
_____ Hardware Supplies (Not carried by the Tendan Gubetno)	_____ Floral Arrangements
_____ Computer Supplies	_____ Laundry Services
_____ Copier Supplies	_____ Drinking Water
_____ Medical Supplies	_____ Courier Services
_____ Pharmaceutical Supplies	_____ Medical Services
_____ Vehicle Parts & Supplies	_____ Oxygen/Acetylene
_____ Oil Change	_____ Printing Services
_____ Animal Feeds	_____ Locksmith
_____ Plant Nursery Supply	_____ Veterinary Services
_____ A/C Preventive Maintenance Services	_____ XXXX Others
_____ Typewriter Maintenance Services	HARDWARE & JANITORIAL SUPPLIES

Approved by:

CLAUDIA S. RAY

Revised: 04/27/2023 (on)

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.

DOCUMENT NO.: Q230299008 APPROPRIATION NO.: 5101H230299FM105230

Arceo, JoyJean R. - GSA 5/29/2023
BUYER DATE

REMARKS:
3113 (EMERGENCY PROCUREMENT)
PURSUANT TO EXECUTIVE ORDER NO. 2023-02
EXPIRING ON 6/22/23 OR UPON EXHAUSTION OF FUNDS
WHICHEVER OCCURS FIRST.

Vendor No: B0289901	Vendor No: E0016035	Vendor No: C5521011
Vendor Name:	Vendor Name:	Vendor Name:
BENSON GUAM ENTERPRISES,	ERC HARDWARE EXPRESS-DED	COST U LESS
PO BOX 6157	PO BOX 24098	615 HARMON LOOP ROAD
TAMUNING, GU 96931	BARRIGADA, GU 96921	DEDED0, GU 96929-6534
Point of Contact:	Point of Contact:	Point of Contact:
SALES	SALES	SALES
Date: 5/29/2023	Date: 5/29/2023	Date: 5/29/2023
Phone: 671 477-9288	Phone: 671 477-9288	Phone: 671 649-4744
Fax #: 671 477-0882	Fax #: 671 477-0882	Fax #: 671 649-4744
Delivery:	Delivery:	Delivery:

DESCRIPTION	QTY	UNIT	QTY	UNIT PRICE	EXTENSION	QTY	UNIT PRICE	EXTENSION	QTY	UNIT PRICE	EXTENSION
BLANKET PURCHASE AGREEMENT FOR HARDWARE & JANITORIAL TO BE DRAWN ON AN AS NEEDED BASIS COMMENCING UPON RECEIPT OF PURCHASE ORDERS AND EXPIRIN EXPIRING ON 6/22/23 OR UPON EXHAUSTIONS OF FUNDS WHICHEVER OCCURS FIRST.	3	LOT	1	15000.000	15000.00	1	15000.000	15000.00	1	15000.000	15000.00
					Selected			Selected			Selected
SUCH AS COOLERS, POP UP TENTS LANTERNS, BATTERIES, FLASH LIGHTS, TARPS, TRASH CAN, TRASH BAGS, SHOVELS, WHEEL BARRELS, MACHETE, RAKES, RED PALM GLOVES, ETC AND OTHER TS SUPLIES NEEDED FOR DEBRIS CLEAN UP.											
AUTHORIZED PERSONNEL JOHN MCDONALD MICAH MIYSAKI PETER CAMACHO JOEL VALENZUELA JSHAWN CRUZ STEPHEN CAHILL											
PURSUANT TO EXECUTIVE ORDER NO. 2023-02											
	Mat. Costs				15000.00			15000.00			15000.00
	Amt. Disc.										
	Loc.Pref.10										
	Loc.Pref.15										
	Net Total				15000.00			15000.00			15000.00

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.

DOCUMENT NO.: Q230299008 APPROPRIATION NO.: 5101H230299FM105230

Cruz, Anita

BUYER

- Restore

5/29/2023

DATE

REMARKS:
3113 (EMERGENCY PROCUREMENT)
PURSUANT TO EXECUTIVE ORDER NO. 2023-02
EXPIRING ON 6/22/23 OR UPON EXHAUSTION OF FUNDS
WHICHEVER OCCURS FIRST.

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Vendor Name:	Vendor Name:	Vendor Name:
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PO BOX 6157	PO BOX 24098	615 HARMON LOOP ROAD
TAMUNING, GU 96931	BARRIGADA, GU 96921	DEDED0, GU 96929-6534
Point of Contact:	Point of Contact:	Point of Contact:
SALES	SALES	SALES
Date: 5/29/2023	Date: 5/29/2023	Date: 5/29/2023
Phone: 671 477-9288	Phone: 671 477-9288	Phone: 671 649-4744
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Delivery:	Delivery:	Delivery:

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					Selected			Selected			Selected
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	Amt. Disc.										
	Loc.Pref.10										
	Loc.Pref.15										
	Net Total				15000.00			15000.00			15000.00

ASSIGNED BUYER: GSAARCEJ

REQUISITION IDIQ

REQUISITION #: Q230299008
APPROPRIATION: 5101H230299FM105230

TO: PROCUREMENT FACILITIES MGMT.DIVISION ADMINISTRATOR ENCUMBERED DATE
5/29/2023

SUBMITTED BY:

Quenga, Marie T. -Office of Homeland S
AUTHORIZED DEPARTMENT REPRESENTATIVE SIGNATURE DATE

DEPARTMENT/DIVISION: FEMA EXPENDITURES (GHS) REQUEST DATE: 5/29/2023

ITEM NO.	DESCRIPTION OF ITEM	UOM	QTY	UNIT PRICE	AMOUNT
1	BLANKET PURCHASE AGREEMENT TO BE DRAWN ON AS NEEDED BASIS PURCHASE MUCH NEED HARDWARE SUCH AS COOLERS, POP UP TENTS LANTERNS, BATTERIES, FLASH LIGHTS, TARPS, TRASH CAN, TRASH BAGS, SHOVELS, WHEEL BARRELS, MACHETE, RAKES, RED PALM GLOVES, ETC AND OTHER SUPLLIES NEEDED FOR DEBRIS CLEAN UP.	EA	3	15000.00	45000.00
TOTAL =====>					45000.00

JUSTIFICATION:

SUGGESTED VENDOR
ERC

BENSON
COST U LESS

** PRINT NAME & SIGN

() APPROVAL () DISAPPROVAL

RECEIVED BY DATE
(CERTIFYING OFFICER)

APPROVING AUTHORITY (DIRECTOR)

ASSIGNED BUYER: GSAARCEJ

REQUISITION BLANKET PA

REQUISITION #: Q230299008

APPROPRIATION: 5101H230299FM105230

TO: PROCUREMENT FACILITIES MGMT.DIVISION ADMINISTRATOR

ENCUMBERED DATE

5/29/2023

SUBMITTED BY:

Quenga, Marie T. -Office of Homeland S

AUTHORIZED DEPARTMENT REPRESENTATIVE

SIGNATURE

DATE

DEPARTMENT/DIVISION: FEMA EXPENDITURES (GHS)

REQUEST DATE: 5/29/2023

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TOTAL =====>

45000.00

JUSTIFICATION:

SUGGESTED VENDOR
ERC

BENSON
COST U LESS

** PRINT NAME & SIGN

() APPROVAL

() DISAPPROVAL

RECEIVED BY

DATE

(CERTIFYING OFFICER)

APPROVING AUTHORITY (DIRECTOR)



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. P236E00054

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

F.O.B.

AIR FREIGHT TEL. CONTACT SHIP VIA:

DATE

5/29/2023

JOB ORDER NO.

029923105230

OBJCL

230

PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE

**V
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R**

TO:

BENSON GUAM ENTERPRISES, INC.
PO BOX 6157
TAMUNING, GU 96931

Telephone: 671 477-9288 Fax: 671 477-0882
Email: BENSON@BENSONGUAM.COM

VENDOR

B0289901

CONSIGNEE, DESTINATION & MARKING

S H GOVERNORS OFFICE
I P.O. BOX 2950
P MAGATNA, GU 96932-0000

T O PA DR4495 GHS-OCD NCS PW00039

AUTHORITY
3113

** INVITATION NO.

** CONTRACT NO.

TIME FOR DELIVERY
SEE BELOW

EXPIRING

DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	BLANKET PURCHASE AGREEMENT FOR HARDWARE & JANITORIAL TO BE DRAWN ON AN AS NEEDED BASIS COMMENCING UPON RECEIPT OF PURCHASE ORDERS AND EXPIRING ON 6/22/23 OR UPON EXHAUSTIONS OF FUNDS WHICHEVER OCCURS FIRST. SUCH AS COOLERS, POP UP TENTS LANTERNS, BATTERIES, FLASH LIGHTS, TARPS, TRASH CAN, TRASH BAGS, SHOVELS, WHEEL BARRELS, MACHETE, RAKES, RED PALM GLOVES, ETC AND OTHER TS SUPPLIES NEEDED FOR DEBRIS CLEAN UP. AUTHORIZED PERSONNEL JOHN McDONALD 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 6101(9) (a) OF THE GAR.				15000.00	0230299008	

SPECIAL INSTRUCTION 5 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

↑ TOTAL ↑

**A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.**

INSERT CHANGES AND RETURN
THIS ORDER FOR 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

SIGNATURE:

Claudia S. Ray

Claudia S. Ray

Chief Procurement Officer

PAGE 1 OF 4

Control No.

ORIGINAL/VENDOR'S COPY



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
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TRAN CODE

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No. P236E00054

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F.O.B.

* AIR FREIGHT TEL. CONTACT

SHIP VIA:

DATE

5/29/2023

JOB ORDER NO.

029923105230

OBJCL

230

PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE

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TO:

BENSON GUAM ENTERPRISES, INC.
PO BOX 6157
TAMUNING, GU 96931

Telephone: 671 477-9288 Fax: 671 477-0882

Email: BENSON@BENSONGUAM.COM

VENDOR

B0289901

CONSIGNEE, DESTINATION & MARKING

**S
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GOVERNORS OFFICE
P.O. BOX 2950
MAGATNA, GU 96932-0000

OPA DR4495 GHS-OCD NCS PW00039

AUTHORITY
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* CONTRACT NO.

TIME FOR DELIVERY
SEE BELOW

EXPIRING

DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	MICAH MIYSAKI PETER CAMACHO JOEL VALENZUELA JSHAUN CRUZ STEPHEN CAHILL PURSUANT TO EXECUTIVE ORDER NO. 2023-02						
<p>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 Government plus for other damages, penalties, and Attorney's fees, after failure to pay accordingly. To be coordinated between the agency and vendor ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101(9) (a) OF THE GAR.</p>							

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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.

15000.00

**A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.**

**INSERT CHANGES AND RETURN
THIS ORDER FOR AMENDMENT.**

↑ TOTAL ↑

SIGNATURE:

[Signature]

**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**

Claudia S. Ray
NAME

Chief Procurement Officer
TITLE

PAGE 2 OF 4

Control No.

ORIGINAL/VENDOR'S COPY



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. P236E00054

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

F.O.B.	*AIR FREIGHT TEL. CONTACT	SHIP VIA:	DATE 5/29/2023	JOB ORDER NO. 029923105230	OBJCL 230
PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE					

V E N D O R	TO:	VENDOR	CONSIGNEE, DESTINATION & MARKING		
	BENSON GUAM ENTERPRISES, INC. PO BOX 6157 TAMUNING, GU 96931 Telephone: 671 477-9288 Fax: 671 477-0882 Email: BENSON@BENSONGUAM.COM	B0289901	SH GOVERNORS OFFICE I P.O. BOX 2950 P MAGATNA, GU 96932-0000 T OPA DR4495 GHS-OCD NCS PW00039		
AUTHORITY 3113	** INVITATION NO.	** CONTRACT NO.	TIME FOR DELIVERY SEE BELOW	EXPIRING	DISCOUNT TERMS:

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:

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15000.00

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INSERT CHANGES AND RETURN
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↑ TOTAL ↑

SIGNATURE:

Claudia S. Ray

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SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSED ☐

Claudia S. Ray
NAME

Chief Procurement Officer
TITLE

PAGE 3 OF 4

Control No.

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GENERAL SERVICES AGENCY
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THIS PURCHASE ORDER NUMBER

No. P236E00054

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

F.O.B.	AIR FREIGHT TEL. CONTACT	SHIP VIA:	DATE 5/29/2023	JOB ORDER NO. 029923105230	OBJCL 230
PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE					

V E N D O R	TO: BENSON GUAM ENTERPRISES, INC. PO BOX 6157 TAMUNING, GU 96931 Telephone: 671 477-9288 Fax: 671 477-0882 Email: BENSON@BENSONGUAM.COM	VENDOR B0289901	CONSIGNEE, DESTINATION & MARKING S H GOVERNORS OFFICE I P.O. BOX 2950 P MAGATNA, GU 96932-0000 T O PA DR4495 GHS-OCD NCS PW00039		
	AUTHORITY 3113	** INVITATION NO.	** CONTRACT NO.	TIME FOR DELIVERY SEE BELOW	EXPIRING
	DISCOUNT TERMS:				

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	* * * * * * V E N D O R A C K N O W L E D G H E N T * * * RETURN TO SUPPLY MANAGEMENT DIVISION * * * DATE OF RECEIPT OF THIS ORDER _____ * * * SIGNATURE _____ * * * NAME/TITLE _____ * * * * * *						
	* * * * * * R E C E I V I N G R E P O R T C O P Y * * * 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 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.

15000.00

A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

INSERT CHANGES AND RETURN
THIS ORDER FOR AMENDMENT.

↑ 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.

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSURE

SIGNATURE:

Claudia S. Ray

Chief Procurement Officer

PAGE 4 OF 4

Control No.

ORIGINAL/VENDOR'S COPY



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. P236E00055

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

F.O.B.

AIR FREIGHT TEL. CONTACT SHIP VIA:

DATE

5/29/2023

JOB ORDER NO.

029923105230

OBJCL

230

PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE

**V
E
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TO:

ERC HARDWARE EXPRESS-DEDEDO
PO BOX 24098
BARRIGADA, GU 96921

Telephone: 671 477-9288 Fax: 671 477-0882
Email: CHANEL@ERCTRADINGGUAM.COM

VENDOR

E0016035

CONSIGNEE, DESTINATION & MARKING

**S
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GOVERNORS OFFICE
P.O. BOX 2950
MAGATNA, GU 96932-0000

PA DR4495 GHS-OCD NCS PW00039

AUTHORITY
3113

** INVITATION NO.

** CONTRACT NO.

TIME FOR DELIVERY
SEE BELOW

EXPIRING

DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	<p>BLANKET PURCHASE AGREEMENT FOR HARDWARE & JANITORIAL TO BE DRAWN ON AN AS NEEDED BASIS COMMENCING UPON RECEIPT OF PURCHASE ORDERS AND EXPIRING ON 6/22/23 OR UPON EXHAUSTIONS OF FUNDS WHICHEVER OCCURS FIRST.</p> <p>SUCH AS COOLERS, POP UP TENTS LANTERNS, BATTERIES, FLASH LIGHTS, TARPS, TRASH CAN, TRASH BAGS, SHOVELS, WHEEL BARRELS, MACHETE, RAKES, RED PALM GLOVES, ETC AND OTHER TS SUPLLIES NEEDED FOR DEBRIS CLEAN UP.</p> <p>AUTHORIZED PERSONNEL JOHN MCDONALD</p> <p>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 6101(9) (a) OF THE GAR.</p>				15000.00	0230299008	

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.

INSERT CHANGES AND RETURN
THIS ORDER FOR AMENDMENT.

↑ TOTAL ↑

SIGNATURE:

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

Claudia S. Ray

Chief Procurement Officer

PAGE 1 OF 4

Control No.

ORIGINAL/VENDOR'S COPY



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. P236E00055

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

F.O.B.

* AIR FREIGHT TEL. CONTACT

SHIP VIA:

DATE

5/29/2023

JOB ORDER NO.

029923105230

OBJCL

230

PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE

**V
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TO:

ERC HARDWARE EXPRESS-DEDEDO
PO BOX 24098
BARRIGADA, GU 96921

Telephone: 671 477-9288 Fax: 671 477-0882

Email: CHANEL@ERCTRADINGGUAM.COM

VENDOR

E0016035

CONSIGNEE, DESTINATION & MARKING

S GOVERNORS OFFICE
H P.O. BOX 2950
I PHAGATNA, GU 96932-0000
P

T PA DR4495 GHS-OCD NCS PW00039
O

AUTHORITY

3113

** INVITATION NO.

** CONTRACT NO.

TIME FOR DELIVERY

SEE BELOW

EXPIRING

DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	MICAH HIYSAKI PETER CAMACHO JOEL VALENZUELA JSHAWN CRUZ STEPHEN CAHILL PURSUANT TO EXECUTIVE ORDER NO. 2023-02						
<p>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 Government plus for accordingly. 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 6101(9) (a) OF THE GAR.</p>							

SPECIAL INSTRUCTION 5 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.

15000.00

A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

INSERT CHANGES AND RETURN
THIS ORDER FOR AMENDMENT.

↑ TOTAL ↑

SIGNATURE:

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

Claudia S. Ray

Chief Procurement Officer

PAGE 2 OF 4

Control No.

ORIGINAL/VENDOR'S COPY



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. P236E00055

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

F.O.B.

* AIR FREIGHT TEL. CONTACT

SHIP VIA:

DATE

5/29/2023

JOB ORDER NO.

029923105230

OBJCL

230

PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE.

**V
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TO:

ERC HARDWARE EXPRESS-DEDEDO
PO BOX 24098
BARRIGADA, GU 96921

Telephone: 671 477-9288 Fax: 671 477-0882

Email: CHANEL@ERCTRADINGGUAM.COM

VENDOR

E0016035

CONSIGNEE, DESTINATION & MARKING

**S
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GOVERNORS OFFICE
P.O. BOX 2950
PHAGATNA, GU 96932-0000

PA DR4495 GHS-OCD NCS PW00039

AUTHORITY
3113

** INVITATION NO.

** CONTRACT NO.

TIME FOR DELIVERY
SEE BELOW

EXPIRING

DISCOUNT TERMS:

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:

- 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.
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15000.00

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IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

INSERT CHANGES AND RETURN
THIS ORDER FOR 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 ☐

SIGNATURE:

Claudia S. Ray
NAME

Chief Procurement Officer
TITLE

PAGE 3 OF 4

Control No.

ORIGINAL/VENDOR'S COPY



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. P236E00055

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

FOB:

*AIR FREIGHT TEL. CONTACT

SHIP VIA:

DATE

5/29/2023

JOB ORDER NO.

029923105230

OBJCL

230

PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE

**V
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TO:

ERC HARDWARE EXPRESS-DEDEDO
PO BOX 24098
BARRIGADA, GU 96921

Telephone: 671 477-9288 Fax: 671 477-0882

Email: CHANEL@ERCTRADINGGUAM.COM

VENDOR

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CONSIGNEE, DESTINATION & MARKING

GOVERNORS OFFICE

P.O. BOX 2950

PHAGATNA, GU 96932-0000

PA DR4495 GHS-OCD NCS PW00039

AUTHORITY

3113

** INVITATION NO.

** CONTRACT NO.

TIME FOR DELIVERY

SEE BELOW

EXPIRING

DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	* * * * * * V E N D O R A C K N O W L E D G H E N T * * * RETURN TO SUPPLY MANAGEMENT DIVISION * * * DATE OF RECEIPT OF THIS ORDER _____ * * * SIGNATURE _____ * * * NAME/TITLE _____ * * * * * *						
	* * * * * * R E C E I V I N G R E P O R T C O P Y * * * 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 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.

15000.00

A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

INSERT CHANGES AND RETURN
THIS ORDER FOR AMENDMENT.

↑ 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.

ADVANCE PAYMENT AUTHORIZATION

PAYMENT ENCLOSURE

SIGNATURE:

Gladia S. Ray

Chief Procurement Officer

PAGE 4 OF 4

Control No.

ORIGINAL/VENDOR'S COPY



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. P236E00056

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

F.O.B.

* AIR FREIGHT TEL. CONTACT SHIP VIA:

DATE

5/29/2023

JOB ORDER NO.

029923105230

OBJCL

230

PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE

**V
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TO:

COST U LESS
615 HARMON LOOP ROAD
DEDED0, GU 96929-6534

Telephone: 671 649-4744 Fax: 671 649-4744
Email: DSANNICOLAS@NORTHWEST.CA

VENDOR

C5521011

CONSIGNEE, DESTINATION & MARKING

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

PA DR4495 GHS-OCD NCS PW00039

AUTHORITY
3113

**** INVITATION NO.**

**** CONTRACT NO.**

TIME FOR DELIVERY
SEE BELOW

EXPIRING

DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	<p>BLANKET PURCHASE AGREEMENT FOR HARDWARE & JANITORIAL TO BE DRAWN ON AN AS NEEDED BASIS COMMENCING UPON RECEIPT OF PURCHASE ORDERS AND EXPIRING ON 6/22/23 OR UPON EXHAUSTIONS OF FUNDS WHICHEVER OCCURS FIRST.</p> <p>SUCH AS COOLERS, POP UP TENTS LANTERNS, BATTERIES, FLASH LIGHTS, TARPS, TRASH CAN, TRASH BAGS, SHOVELS, WHEEL BARRELS, MACHETE, RAKES, RED PALM GLOVES, ETC AND OTHER TS SUPPLIES NEEDED FOR DEBRIS CLEAN UP.</p> <p>AUTHORIZED PERSONNEL JOHN MCDONALD</p> <p>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.</p>				15000.00	0230299008	

SPECIAL INSTRUCTION 5 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.**
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- 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.**

**INSERT CHANGES AND RETURN
THIS ORDER FOR AMENDMENT.**

↑ TOTAL ↑

SIGNATURE:

**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**

Claudia S. Ray
NAME

Chief Procurement Officer
TITLE

PAGE 1 OF 4

Control No.

ORIGINAL/VENDOR'S COPY



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. P236E00056

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

F.O.B.

* AIR FREIGHT TEL. CONTACT SHIP VIA:

DATE

5/29/2023

JOB ORDER NO.

029923105230

OBJCL

230

PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE

**V
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TO:

COST U LESS
615 HARMON LOOP ROAD
DEDED0, GU 96929-6534

Telephone: 671 649-4744 Fax: 671 649-4744

Email: DSANNICOLAS@NORTHWEST.CA

VENDOR

C5521011

CONSIGNEE, DESTINATION & MARKING

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

T O PA DR4495 GHS-OCD NCS PW00039

AUTHORITY
3113

* INVITATION NO.

* CONTRACT NO.

TIME FOR DELIVERY

SEE BELOW

EXPIRING

DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	MICAH MIYSAKI PETER CAMACHO JOEL VALENZUELA JSHAWN CRUZ STEPHEN CAHILL PURSUANT TO EXECUTIVE ORDER NO. 2023-02						
<p>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 6101(9) (a) OF THE GAR.</p>							

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.
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F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS
IN GUAM.

15000.00

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IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

INSERT CHANGES AND RETURN
THIS ORDER FOR AMENDMENT.

↑ TOTAL ↑

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PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSED ☐

SIGNATURE:

Claudia S. Ray

Chief Procurement Officer

PAGE 2 OF 4

Control No.

ORIGINAL/VENDOR'S COPY



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. P236E00056

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

F.O.B.

* AIR FREIGHT TEL. CONTACT SHIP VIA:

DATE

5/29/2023

JOB ORDER NO.

029923105230

OBJCL

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PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE.

**V
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TO:

COST U LESS
615 HARMON LOOP ROAD
DEDED0, GU 96929-6534

Telephone: 671 649-4744 Fax: 671 649-4744
Email: DSANNICOLAS@NORTHWEST.CA

VENDOR

C5521011

CONSIGNEE, DESTINATION & MARKING

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

T OPA DR4495 GHS-0CD NCS PW00039

AUTHORITY
3113

** INVITATION NO.

** CONTRACT NO.

TIME FOR DELIVERY
SEE BELOW

EXPIRING

DISCOUNT TERMS:

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:

- 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.

15000.00

↑ TOTAL ↑

A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

← INSERT CHANGES AND RETURN
THIS ORDER FOR 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 ☒

SIGNATURE:

Claudia S. Ray

Chief Procurement Officer

PAGE 3 OF 4

Control No.

ORIGINAL/VENDOR'S COPY



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. P236E00056

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

F.O.B.

* AIR FREIGHT TEL. CONTACT

SHIP VIA:

DATE

5/29/2023

JOB ORDER NO.

029923105230

OBJCL

230

PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE

**V
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TO:

COST U LESS
615 HARMON LOOP ROAD
DEDED0, GU 96929-6534

Telephone: 671 649-4744 Fax: 671 649-4744

Email: DSANNICOLAS@NORTHWEST.CA

VENDOR

C5521011

**S
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O**

CONSIGNEE, DESTINATION & MARKING

GOVERNORS OFFICE

P.O. BOX 2950

PHAGATNA, GU 96932-0000

OPA DR4495 GHS-0CD NCS PW00039

AUTHORITY
3113

** INVITATION NO.

** CONTRACT NO.

TIME FOR DELIVERY
SEE BELOW

EXPIRING

DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	* * * * * * V E N D O R A C K N O W L E D G M E N T * * * RETURN TO SUPPLY MANAGEMENT DIVISION * * * DATE OF RECEIPT OF THIS ORDER _____ * * * SIGNATURE _____ * * * NAME/TITLE _____ * * * * * *						
	* * * * * * R E C E I V I N G R E P O R T C O P Y * * * 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 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.

15000.00

A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

INSERT CHANGES AND RETURN
THIS ORDER FOR AMENDMENT.

↑ 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.

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSURE

SIGNATURE:

Claudia S. Ray

Chief Procurement Officer

PAGE 4 OF 4

Control No.

ORIGINAL/VENDOR'S COPY

Lourdes A. Leon Guerrero
Governor



GENERAL SERVICES AGENCY
(Ahensian Setbision Hinirat)

Government of Guam

148 Rt. 1 Marine Corps Dr. Piti Guam 96915
Ph: 475-1707/1720 Fax: 475-1727/472-4217
Email: gsaprocurment@gsadoa.guam.gov

Joshua F. Tenorio
Lt. Governor

Edward M. Birn
Director, DOA

Bernadine C. Gines
Deputy Director, DOA

6/05/2023
ISSUE DATE

VENDOR: BENSON GUAM ENTERPRISES, INC.
PO BOX 6157
TAMUNING, GU 96931

Amendment No.: 2023000001

VENDOR NO.: B0289901 PHONE: 671 477-9288 FAX: 671 477-0882
EMAIL: BENSON@BENSONGUAM.COM

SUBJECT: Purchase Order No. P236E00054 Dated 5/29/2023 Document No. Q230299008

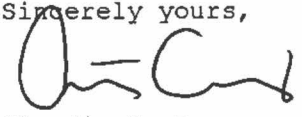
In reference to the above subject matter, please take the following action(s) upon receipt of this Pro Forma letter. (X) marked in the box opposite the action, is/are the actions to be taken:

- () Cancel in its entirety
- () The substitute item(s) is/are acceptable, proceed with the shipment
- () Cancel the balance and consider the order complete
- () Please ship VIA; A.P.P., Ocean Freight, P.P., Book Post
- (X) Others: (as stated below)

AMEND PURCHASE ORDER AMOUNT FROM: \$15,000.00 TO NOW READ: \$16,666.00 AN INCREASED AMOUNT OF \$1,666.00 DUE TO ADDITIONAL REQUIREMENTS NECESSARY TO SUPPORT OPERATIONS PURSUANT TO EO# 2023-02 TYPHOON MAWAR. TO AMEND THE TOTAL PURCHASE ORDER AMOUNT FR: \$15,000.00 TO NOW READ: \$16,666.00
ALL OTHERS REMAIN UNCHANGED

** NOTE: AMENDMENT CHANGES P/O VALUE. **
Your immediate action in this matter is requested.

Sincerely yours,

 6/05/23
Claudia S. Ray
Chief Procurement Officer

DOA 273

COMMITTED TO EXCELLENCE
COMMITTED TO EXCELLENCE

Lourdes A. Leon Guerrero
Governor



GENERAL SERVICES AGENCY
(Ahensian Setbision Hinirat)

Government of Guam

148 Rt. 1 Marine Corps Dr. Piti Guam 96915
Ph: 475-1707/1720 Fax: 475-1727/472-4217
Email: gsaprocurment@gsadoa.guam.gov

Joshua F. Tenorio
Lt. Governor

Edward M. Birn
Director, DOA

Bernadine C. Gines
Deputy Director, DOA

6/05/2023
ISSUE DATE

VENDOR: BENSON GUAM ENTERPRISES, INC.
PO BOX 6157
TAMUNING, GU 96931

Amendment No.: 2023000001

VENDOR NO.: B0289901 PHONE: 671 477-9288 FAX: 671 477-0882
EMAIL: BENSON@BENSONGUAM.COM

SUBJECT: Purchase Order No. P236E00054 Dated 5/29/2023 Document No. Q230299008

In reference to the above subject matter, please take the following action(s) upon receipt of this Pro Forma letter. (X) marked in the box opposite the action, is/are the actions to be taken:

- () Cancel in its entirety
- () The substitute item(s) is/are acceptable, proceed with the shipment
- () Cancel the balance and consider the order complete
- () Please ship VIA; A.P.P., Ocean Freight, P.P., Book Post
- (X) Others: (as stated below)

AMEND PURCHASE ORDER AMOUNT FROM: \$15,000.00 TO NOW READ: \$16,666.00 AN INCREASED AMOUNT OF \$1,666.00 DUE TO ADDITIONAL REQUIREMENTS NECESSARY TO SUPPORT OPERATIONS PURSUANT TO EO# 2023-02 TYPHOON MAWAR. TO AMEND THE TOTAL PURCHASE ORDER AMOUNT FR: \$15,000.00 TO NOW READ: \$16,666.00
ALL OTHERS REMAIN UNCHANGED

** NOTE: AMENDMENT CHANGES P/O VALUE. **
Your immediate action in this matter is requested.

Sincerely yours,

 6/05/23
Claudia S. Ray
Chief Procurement Officer

DOA 273

COMMITTED TO EXCELLENCE
COMMITTED TO EXCELLENCE

Lourdes A. Leon Guerrero
Governor



GENERAL SERVICES AGENCY
(Ahensian Setbision Hinirat)

Government of Guam

148 Rt. 1 Marine Corps Dr. Piti Guam 96915

Ph: 475-1707/1720 Fax: 475-1727/472-4217

Email: gsaprocurment@gsadoa.guam.gov

Joshua F. Tenorio
Lt. Governor

Edward M. Birn
Director, DOA

Bernadine C. Gines
Deputy Director, DOA

6/05/2023
ISSUE DATE

VENDOR: ERC HARDWARE EXPRESS-DEDED0
PO BOX 24098
BARRIGADA, GU 96921

Amendment No.: 2023000001

VENDOR NO.: E0016035 PHONE: 671 477-9288 FAX: 671 477-0882
EMAIL: CHANEL@ERCTRADINGGUAM.COM

SUBJECT: Purchase Order No. P236E00055 Dated 5/29/2023 Document No. Q230299008

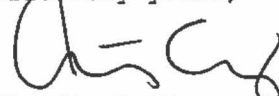
In reference to the above subject matter, please take the following action(s)
upon receipt of this Pro Forma letter. (X) marked in the box opposite the action,
is/are the actions to be taken:

- () Cancel in its entirety
- () The substitute item(s) is/are acceptable, proceed with the shipment
- () Cancel the balance and consider the order complete
- () Please ship VIA; A.P.P., Ocean Freight, P.P., Book Post
- (X) Others: (as stated below)

AMEND PURCHASE ORDER AMOUNT FROM: \$15,000.00 TO NOW READ: \$16,666.00 AN
INCREASED AMOUNT OF \$1,666.00 DUE TO ADDITIONAL REQUIREMENTS NECESSARY TO
SUPPORT OPERATIONS PURSUANT TO EO# 2023-02 TYPHOON MAWAR. TO AMEND THE TOTAL
PURCHASE ORDER AMOUNT FR: \$15,000.00 TO NOW READ: \$16,666.00
ALL OTHERS REMAIN UNCHANGED

** NOTE: AMENDMENT CHANGES P/O VALUE. **
Your immediate action in this matter is requested.

Sincerely yours,

 6/05/23
Claudia S. Ray
Chief Procurement Officer

DOA 273

COMMITTED TO EXCELLENCE
COMMITTED TO EXCELLENCE

Lourdes A. Leon Guerrero
Governor



GENERAL SERVICES AGENCY
(Ahensian Setbision Hinirat)

Government of Guam

148 Rt. 1 Marine Corps Dr. Piti Guam 96915

Ph: 475-1707/1720 Fax: 475-1727/472-4217

Email: gsaprocurement@gsadoa.guam.gov

Joshua F. Tenorio
Lt. Governor

Edward M. Birn
Director, DOA

Bernadine C. Gines
Deputy Director, DOA

6/05/2023
ISSUE DATE

VENDOR: COST U LESS
615 HARMON LOOP ROAD
DEDED0, GU 96929-6534

Amendment No.: 2023000001

VENDOR NO.: C5521011 PHONE: 671 649-4744 FAX: 671 649-4744
EMAIL: DSANNICOLAS@NORTHWEST.CA

SUBJECT: Purchase Order No. P236E00056 Dated 5/29/2023 Document No. Q230299008

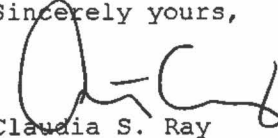
In reference to the above subject matter, please take the following action(s) upon receipt of this Pro Forma letter. (X) marked in the box opposite the action, is/are the actions to be taken:

- () Cancel in its entirety
- () The substitute item(s) is/are acceptable, proceed with the shipment
- () Cancel the balance and consider the order complete
- () Please ship VIA; A.P.P., Ocean Freight, P.P., Book Post
- (X) Others: (as stated below)

AMEND PURCHASE ORDER AMOUNT FROM: \$15,000.00 TO NOW READ: \$16,666.00 AN INCREASED AMOUNT OF \$1,666.00 DUE TO ADDITIONAL REQUIREMENTS NECESSARY TO SUPPORT OPERATIONS PURSUANT TO EO# 2023-02 TYPHOON MAWAR. TO AMEND THE TOTAL PURCHASE ORDER AMOUNT FR: \$15,000.00 TO NOW READ: \$16,666.00
ALL OTHERS REMAIN UNCHANGED

** NOTE: AMENDMENT CHANGES P/O VALUE. **
Your immediate action in this matter is requested.

Sincerely yours,

 6/05/23
Claudia S. Ray
Chief Procurement Officer

DOA 273

COMMITTED TO EXCELLENCE
COMMITTED TO EXCELLENCE



GENERAL SERVICES AGENCY

GOVERNMENT OF GUAM

DEPARTMENT OF ADMINISTRATION

148 Route 1 Marine Drive, Piti, Guam 96925

DATE: 11/30/2020

ADJUSTMENT NO.: 1

MEMORANDUM

To: Certifying Officer, ANITA T CRUZ

Via: Director of Administration

From: Chief Procurement Officer

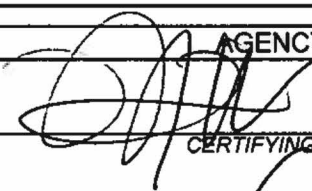
Subject: **Adjustment of Encumbrance**

Your immediate action is hereby requested to expedite transaction on your standing order.


		FROM	TO	ADJUSTED
<input checked="" type="checkbox"/> INCREASE	BENSON GUAM			
Requisition No.:	P236E00054	\$ \$15,000.00	\$ \$16,666.00	\$ \$1,666.00
Account No.	5101H230299FM105240			
<input type="checkbox"/> DECREASE				
Requisition No.:		\$	\$	\$
Account No.				

Remarks: PLEASE INCREASE BY \$1,666.00 FOR HARDWARE SUPPLY
AMENDMENT NUMBER 202100001.

AGENCY USE

Funds certified by:  CERTIFYING OFFICER

DATE: 6/5/23

☒ Approved ☐ Disapproved  APPROVING OFFICIAL

DATE: 6/5/23

Attachment(s)

GSA REPRESENTATIVE

INSTRUCTIONS

Certify and detach "AGENCY'S COPY" for your files
This form shall be used only for adjustment of encumbrance on transactions made within the current fiscal year, otherwise, regular form, Form No. FCN 2-4-4 shall be used.

"General Services Agency" copy should be submitted after certification.
Prior to submission to General Services Agency, please route to Department of Administration, Division of Accounts, Quality Control, for clearance.

ORIGINAL - GSA copy / BLUE - Division of Accounts copy / YELLOW - Agency's copy / PINK - GSA copy



GENERAL SERVICES AGENCY

GOVERNMENT OF GUAM

DEPARTMENT OF ADMINISTRATION

148 Route 1 Marine Drive, Piti, Guam 96925

DATE: 6/27/2023

ADJUSTMENT NO.: P236E00054-02

MEMORANDUM

To: Certifying Officer, Marie T. Quenga

Via: Director of Administration

From: Chief Procurement Officer

Subject: **Adjustment of Encumbrance**

Your immediate action is hereby requested to expedite transaction on your standing order.

		FROM	TO	ADJUSTED
<input type="checkbox"/> INCREASE	BENSON P236E00054 Requisition No.: <u>Q230299008</u> Account No. <u>5101H230299FM105230</u>	\$	\$	\$
<input type="checkbox"/> DECREASE	Requisition No.: _____ Account No. _____	\$	\$	\$

Remarks: AMEND PURCHASE ORDER ARTICLES OF SERVICE TO INCLUDE THE FOLLOWING VERBIAGE:
TO BE DRAWN ON AN AS NEEDED BASIS COMMENCING UPON RECEIPT OF PURCHASE ORDER AND
EXPIRING ON 6/30/23 OR UPON EXHAUSTION OF FUNDS WHICHEVER OCCURS FIRST. **ALL OTHERS
REMAIN UNCHANGED**

AGENCY USE	
Funds certified by: <u>Marie T. Quenga</u>	<u>06/27/23</u>
<u>CERTIFYING OFFICER</u>	DATE
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>06/27/23</u>
<u>CHARLES ESTEVES, OCDA</u>	DATE
<u>APPROVING OFFICIAL</u>	

Attachment(s)

GSA REPRESENTATIVE

INSTRUCTIONS	
# Certify and detach "AGENCY'S COPY" for your files	# "General Services Agency" copy should be submitted
# This form shall be used only for adjustment of encumbrance on transactions made within the current fiscal year, otherwise, regular form, Form No. FCN 2-4-4 shall be used.	<u>after</u> certification.
	# Prior to submission to General Services Agency, please route to Department of Administration, Division of Accounts, Quality Control, for clearance.

ORIGINAL - GSA copy / BLUE - Division of Accounts copy / YELLOW - Agency's copy / PINK - GSA copy



GENERAL SERVICES AGENCY

GOVERNMENT OF GUAM

DEPARTMENT OF ADMINISTRATION

148 Route 1 Marine Drive, Piti, Guam 96925

DATE: 11/30/2020

ADJUSTMENT NO.: 1

MEMORANDUM

To: Certifying Officer, ANITA T CRUZ

Via: Director of Administration



From: Chief Procurement Officer

Subject: **Adjustment of Encumbrance**

Your immediate action is hereby requested to expedite transaction on your standing order.

	FROM	TO	ADJUSTED
<input checked="" type="checkbox"/> INCREASE ERC HARDWARE EXPRESS Requisition No.: P236E00055 Account No. 5101H230299FM105240	\$ \$15,000.00	\$ \$16,666.00	\$ \$1,666.00
<input type="checkbox"/> DECREASE Requisition No.: Account No.:	\$	\$	\$

Remarks: PLEASE INCREASE BY \$1,666.00 FOR HARDWARE SUPPLY

AGENCY USE	
Funds certified by: 	DATE: 6/5/23
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved 	DATE: 6/5/23
	APPROVING OFFICIAL

Attachment(s)

GSA REPRESENTATIVE

INSTRUCTIONS

Certify and detach "AGENCY'S COPY" for your files
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"General Services Agency" copy should be submitted after certification.
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GENERAL SERVICES AGENCY

GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
148 Route 1 Marine Drive, Piti, Guam 96925

DATE: 6/27/2023
ADJUSTMENT NO.: P236E00055-02

MEMORANDUM

To: Certifying Officer, Marie T. Quenga
Via: Director of Administration
From: Chief Procurement Officer
Subject: **Adjustment of Encumbrance**

Your immediate action is hereby requested to expedite transaction on your standing order.

		FROM	TO	ADJUSTED
<input type="checkbox"/> INCREASE	ERC HARDWARE P236E00055 Requisition No.: <u>Q230299008</u> Account No. <u>5101H230299FM105230</u>	\$	\$	\$
<input type="checkbox"/> DECREASE	Requisition No.: _____ Account No. _____	\$	\$	\$

Remarks: AMEND PURCHASE ORDER ARTICLES OF SERVICE TO INCLUDE THE FOLLOWING VERBIAGE:
TO BE DRAWN ON AN AS NEEDED BASIS COMMENCING UPON RECEIPT OF PURCHASE ORDER AND
EXPIRING ON 6/30/23 OR UPON EXHAUSTION OF FUNDS WHICHEVER OCCURS FIRST. **ALL OTHERS
REMAIN UNCHANGED**

AGENCY USE

Funds certified by: Marie T. Quenga
CERTIFYING OFFICER

06/27/23

DATE

☒ Approved ☐ Disapproved

CHARLES ESTEVES, OCDA
APPROVING OFFICIAL

06/27/23

DATE

Attachment(s)

GSA REPRESENTATIVE

INSTRUCTIONS

- # Certify and detach "AGENCY'S COPY" for your files
- # "General Services Agency" copy should be submitted after certification.
- # This form shall be used only for adjustment of encumbrance on transactions made within the current fiscal year, otherwise, regular form, Form No. FCN 2-4-4 shall be used.
- # Prior to submission to General Services Agency, please route to Department of Administration, Division of Accounts, Quality Control, for clearance.

ORIGINAL - GSA copy / BLUE - Division of Accounts copy / YELLOW - Agency's copy / PINK - GSA copy



GENERAL SERVICES AGENCY

GOVERNMENT OF GUAM

DEPARTMENT OF ADMINISTRATION

148 Route 1 Marine Drive, Piti, Guam 96925

DATE: 11/30/2020

ADJUSTMENT NO.: 1

MEMORANDUM

To: Certifying Officer, ANITA T CRUZ

Via: Director of Administration

From: Chief Procurement Officer

Subject: **Adjustment of Encumbrance**

Your immediate action is hereby requested to expedite transaction on your standing order.

		FROM	TO	ADJUSTED
<input checked="" type="checkbox"/> INCREASE	COST U LESS			
Requisition No.:	P236E00056	\$ \$15,000.00	\$ \$16,666.00	\$ \$1,666.00
Account No.	5101H230299FM105240			
<input type="checkbox"/> DECREASE				
Requisition No.:		\$	\$	\$
Account No.				

Remarks: PLEASE INCREASE BY \$1,666.00 FOR HARDWARE SUPPLY

Funds certified by:

AGENCY USE

CERTIFYING OFFICER

DATE

6/5/23

☒ Approved ☐ Disapproved

APPROVING OFFICIAL

DATE

6/5/23

Attachment(s)

GSA REPRESENTATIVE

INSTRUCTIONS

Certify and detach "AGENCY'S COPY" for your files
This form shall be used only for adjustment of encumbrance on transactions made within the current fiscal year, otherwise, regular form, Form No. FCN 2-4-4 shall be used.

"General Services Agency" copy should be submitted after certification.
Prior to submission to General Services Agency, please route to Department of Administration, Division of Accounts, Quality Control, for clearance.

ORIGINAL - GSA copy / BLUE - Division of Accounts copy / YELLOW - Agency's copy / PINK - GSA copy



GENERAL SERVICES AGENCY

GOVERNMENT OF GUAM

DEPARTMENT OF ADMINISTRATION

148 Route 1 Marine Drive, Piti, Guam 96925

DATE: 6/27/2023

ADJUSTMENT NO.: P236E00056-02

MEMORANDUM

To: Certifying Officer, Marie T. Quenga

Via: Director of Administration

From: Chief Procurement Officer

Subject: **Adjustment of Encumbrance**

Your immediate action is hereby requested to expedite transaction on your standing order.

	COST U LESS	FROM	TO	ADJUSTED
<input type="checkbox"/> INCREASE	P236E00056			
Requisition No.:	Q230299008	\$	\$	\$
Account No.:	5101H230299FM105230			
<input type="checkbox"/> DECREASE				
Requisition No.:		\$	\$	\$
Account No.:				

Remarks: AMEND PURCHASE ORDER ARTICLES OF SERVICE TO INCLUDE THE FOLLOWING VERBIAGE:
TO BE DRAWN ON AN AS NEEDED BASIS COMMENCING UPON RECEIPT OF PURCHASE ORDER AND
EXPIRING ON 6/30/23 OR UPON EXHAUSTION OF FUNDS WHICHEVER OCCURS FIRST. **ALL OTHERS
REMAIN UNCHANGED**

AGENCY USE

Funds certified by:

Marie T. Quenga
CERTIFYING OFFICER

06/27/23

DATE

☒ Approved

☐ Disapproved

CHARLES ESTEVES, OCDA
APPROVING OFFICIAL

06/27/23

DATE

Attachment(s)

GSA REPRESENTATIVE

INSTRUCTIONS

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