



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	_____ Others
_____ Typewriter Maintenance Services	Heavy Equipment Rental

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.: Q230299066 APPROPRIATION NO.: 5101H230299FM105290

Arceo, JoyJean R. - GSA 6/27/2023  
BUYER DATE

REMARKS:  
3113 (EMERGENCY PROCUREMENT)  
PURSUANT TO EXECUTIVE ORDER NUMBER 2023-05  
TYPHOON MAWAR

EXPIRING ON 6/30/23 OR UPON EXHAUSTION OF FUNDS WHICHEVER  
OCCURS FIRST.

Vendor No: B0012108	Vendor No:	Vendor No:
Vendor Name:	Vendor Name:	Vendor Name:
BUENA VISTA ENVIRONMENTA		
643 CHALAN SAN ANTONIO		
STE.102B		
TAMUNING, GU 96913		
Point of Contact:	Point of Contact:	Point of Contact:
SALES		
Date: 6/27/2023	Date:	Date:
Phone: 671 649-0880	Phone:	Phone:
Fax #: 671 646-8403	Fax #:	Fax #:
Delivery:	Delivery:	Delivery:

DESCRIPTION	QTY	UNIT	QTY	UNIT PRICE	EXTENSION	QTY	UNIT PRICE	EXTENSION	QTY	UNIT PRICE	EXTENSION
EMERGENCY PROCUREMENT	1	LOT	1	30000.000	30000.00	* * N O Q U O T E * *	* * N O Q U O T E * *				
SUPPLEMENTAL FUND: Q230299029					Selected						
FOR HEAVY EQUIPMENT RENTAL											
SERVICES WITH OPERATOR 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											
AUTHORIZED PERSONNEL:											
MAYOR JESSE ALIG											
MAYOR ROBERT HOFFMAN											
MAYORS COUNCIL ADMINISTRATOR											
ANGEL SABLAN											
JOEL VALENZUELA (OHS)											
PETER CRISOSTOMO (OHS)											
PURSUANT TO EXECUTIVE ORDER											
NO. 2023-05 TYPHOON MAWAR											
FOR THE DEBRI MANAGEMENT AND											
CLEARING OF ACCESS ROADS											
ISLAND WIDE DUE TO TYPHOON											
MAWAR											
	Mat. Costs			30000.00							
	Amt. Disc.										
	Loc.Pref.10										
	Loc.Pref.15										
	Net Total			30000.00							

ASSIGNED BUYER: GSAARCEJ

REQUISITION BLANKET PA

REQUISITION #: Q230299066

APPROPRIATION: 5101H230299FM105290

TO: PROCUREMENT FACILITIES MGMT.DIVISION ADMINISTRATOR

ENCUMBERED DATE

6/26/2023

SUBMITTED BY:

Quenga, Marie T. -Office of Homeland S

AUTHORIZED DEPARTMENT REPRESENTATIVE

SIGNATURE

DATE

DEPARTMENT/DIVISION: FEMA EXPENDITURES (GHS)

REQUEST DATE: 6/26/2023

ITEM NO.	DESCRIPTION OF ITEM	UOM	QTY	UNIT PRICE	AMOUNT
1	EMERGENCY PROCUREMENT HEAVY EQUIPMENT RENTAL SERVICE SUPPLEMENTAL REQUISITION  TO BE DRAWN ON AS NEEDED BASIS FOR HEAVY EQUIPMENT RENTAL SERVICES TO INCLUDE OPERATOR PURSUANT TO EO-2023-05 FOR DEBRI MANAGEMENT COLLECTION AND CLEARING OF ACCESS TO SECONDARY ROADS.  AUTHORIZED PERSONNEL MAYOR JESSE ALIG MAYOR ROBERT HOFFMAN ANGEL SABLAN EXECUTIVE DIR.	EA	1	30000.00	30000.00

TOTAL =====>

30000.00

JUSTIFICATION:

FOR HEAVY EQUIPMENT RENTAL SERVICE  
EO-2023-05 FOR DEBRI MANAGEMENT  
SECONDARY ROADS.

TO INCLUDE OPERATOR PURSUANT TO  
COLLECTION AND CLEARING ACCESS TO  
SUGGESTED VENDOR - BUENA VISTA PLEASE

\*\* PRINT NAME & SIGN

( ) APPROVAL

( ) DISAPPROVAL

RECEIVED BY

DATE

(CERTIFYING OFFICER)

APPROVING AUTHORITY (DIRECTOR)

ASSIGNED BUYER: GSAARCEJ

REQUISITION BLANKET PA

REQUISITION #: Q230299066

APPROPRIATION: 5101H230299FM105290

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\*\* PRINT NAME & SIGN

( ) APPROVAL

( ) DISAPPROVAL

RECEIVED BY

DATE

(CERTIFYING OFFICER)

APPROVING AUTHORITY (DIRECTOR)



# GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)

GOVERNMENT OF GUAM

P.O. Box FG, Agana, Guam 96910

148 Route 1 Marine Drive, Piti, Guam 96925

Tel: (671) 475-1707; Fax: 475-1727 / 475-1716

DATE: 6/30/2023

ADJUSTMENT NO.: \_\_\_\_\_

## MEMORANDUM

To: Certifying Officer, **CLAUDIA RAY**

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	ADJUST
<input checked="" type="checkbox"/> Buena Vista Enviromental Q230299066			
Purchase Order No.: P236E00134			
Allotment Account No. 5101H230299105230			

Remarks: ARTICLES OF AMENDMENT TO BE CHANGE TO NO READ "EXPIRATION DATE 7/5/23".

\*\*\*\* ALL OTHERS REMAIN UNCHANGED \*\*\*\*

Should you require and additional info, please contact Marie Quenga at 478-0205

AGENCY USE

Funds certified by:

**MARIE T. QUENGA, Admin Svcs Officer**  
CERTIFYING OFFICER

06/30/29

DATE

☒ Approved

☐ Disapproved

**CHARLES ESTEVES, ADMINISTRATOR**  
APPROVING OFFICIAL

06/26/23

DATE

**CLAUDIA RAY**  
GSA REPRESENTATIVE

Attachment(s)

## INSTRUCTIONS

1. Certify and detach "**AGENCY'S COPY**" for your files.
2. Original and Copies should be submitted to General Services Agency after certification.  
**Note: Quality Control Approval is not required.**
3. This form shall be used only for adjustment of encumbrance on transactions made within the current fiscal year, otherwise, regular requisition form, Form No. FCN-2-4-4 shall be used.

Code . . . . . : 130 Convert Requisition to Encumbrance  
Date . . . . . : 6 27 2023  
Batch . . . . . : 92  
Account number . . : 5101H230299FM105290 TYPHOON MAWAR RECOVERY  
Job order number . : 029923105290  
Trans number (TNO) : P236E00134  
Prior reference . : Q230299066  
Vendor number . . : B0012108 BUENA VISTA ENVIRONMENTAL,LLC  
Invoice date . . . : Invoice number . . :  
Discount days . . : Discount percentage: .00  
Discount amount . :  
Discount taken ? . :  
Reversal ? . . . . :  
Trans key. . . . . : 8482464  
Month end date . . : Trans sign :  
Distributed rev? . :

More ...

Enter=Continue F3=Exit

F12=Cancel

Roll=Next/Prev Rcd