GUAM POWER AUTHORITY

ATURIDÅT ILEKTRESEDÅT GUAHAN

P.O.BOX 2977 • AGANA, GUAM U.S.A. 96932-2977

December 11, 2018

Memorandum

2018 DEC 14 AM 10:10

To: Speaker of I Liheslaturan Guahan

Fr: General Manager

Subject: P.L. 34-35/ 5GCA §5213 Documents Relative to Small Purchases

Provided is a listing of all Small Purchase procurement not exceeding Twenty-Five Thousand Dollars ($25,000) for supplies or services, and not exceeding One Hundred Thousand Dollars ($100,000) for construction made for the month of November 2018, in accordance with small purchase procedures promulgated by the Policy Office.

OP Number	Vendor	Description	Dollar Amount
26109	Dewitt Records Management	Document Destruction	$15,782.00

Please see attached purchase order.

Concurred by: _____

Beatrice (Tricee) P. Limtiaco
Assistant General Manager-Administration

Approved by: _____

for John M. Benavente, P.E.

Vice Speaker Therese M. Terlaje
34GL-18-2647
DEC 14 2018
Time: 9:18 am
Received by: _____

2647

DANIELR dr

COPY

PURCHASE ORDER

GUAM POWER AUTHORITY
P.O. Box 2977
Hagatna, Guam 96932

TELEPHONE: (671) 648-3054/5
FAX: (671) 648-3165

THIS PURCHASE ORDER NUMBER
No. 26109 OP
MUST APPEAR ON ALL INVOICES. PACKING SLIPS, PACKAGES, B/L, CORRESPONDENCE, ETC.

PO DATE	JOB ORDER NO./OBJ
11/06/18	42100.923000.43

VENDOR
DEWITT RECORDS MANAGEMENT
P.O. BOX 12788
TAMUNING GU 96931

TEL: (671) 648-1848
TEL: (671) 646-2106

VENDOR
5068362

SHIP TO
RECEIVING SECTION:
GUAM POWER AUTHORITY

P.O. BOX 2977
HAGATNA, GUAM 96932
TELEPHONE: (671) 648-3054/5
Chief Financial Officer

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

DESCRIPTION / SUPPLIER ITEM	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER
LINE ITEM NO.: 1.0 Document Destruction		L	$.000	$5,800.00	32389OR 10/09/18

To provide the Guam Power Authority, Finance Division with Document Destruction for Financial Documents which have passed the mandated retention period.

Services shall include the following:
1. Labor, palletizing, shrink wrapping and transportation of boxes - 10"W x 12"W x 15"D
2. Proper document destruction to include continuous shred of 5/8 inch width (max) - vertical feed and indefinite length.
3. Certificate of Destruction upon completion shall be addressed to Mr. John J. Kim, Chief Financial Officer for record purposes.
4. Vendor must remove all staples, plastic, glue on manual books (if any) and dispose of all cardboard boxes after completion of shredding and destruction.
5. Minimum of 500 boxes and not exceed 550 boxes.

Completion Time: 8 weeks After Receipt of Order (02/14/2019)

GPA Point of Contact (Finance):
Lenora Sanz at telephone no.: 648-3122
Winnie Sharma at telephone no.: 648-3080

INSTRUCTIONS TO VENDOR:
SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO GUAM POWER AUTHORITY, PO BOX 2977, CODE 33, HAGATNA, GUAM 96932

PAYMENT UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION

TOTAL

<< DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL

ACKNOWLEDGED BY: Jerry Jeff L. Cuenca DATE: 2018.11.19
SIGNATURE OF VENDOR

RETURN TO PROCUREMENT DIVISION AT ABOVE ADDRESS

SIGNATURE:

JOHN M. BENAVENTE, P.E., General Manager 11/5/18
Delegated Authority **Date**

DANIELR bp

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DESCRIPTION / SUPPLIER ITEM	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER
LINE ITEM NO.: 2.0					32389OR
Document Destruction 2 EACH 40' CONTAINERS		L	$.000	$9,982.00	10/09/18

To provide the Guam Power Authority with Document Destruction for Customer Service & Financial Documents which have passed the mandated retention period.

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Services shall include the following:

1. Labor, palletizing, shrink wrapping and transportation of boxes - 10"W x 12"W x 15"D
2. Proper document destruction to include continuous shred of 5/8 inch width (max) - vertical feed and indefinite length.
3. Certificate of Destruction upon completion shall be addressed to Mr. John J. Kim, Chief Financial Officer for record purposes.
4. Vendor must remove all staples, plastic, glue on manual books (if any) and dispose of all cardboard boxes after completion of shredding and destruction.
5. Vendor must participate in the site visit to determine the amount of documents for destruction.

GPA T&D Pole Yard - 2 each 40' containers.

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Completion Time: 8 weeks After Receipt of Order (02/14/2019)

GPA Point of Contact:
James Borja at telephone no.: 648-3134

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RETURN TO PROCUREMENT DIVISION AT ABOVE ADDRESS

SIGNATURE:
JOHN M. BENAVENTE, P.E., General Manager 12/8/18
Delegated Authority Date

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Kenneth Gutierrerz at telephone no.: 648-3219

RESTRICTION AGAINST SEX OFFENDERS:

5 GCA Section 5253, enacted by P.L 28-24 and amended by P.L. 28-98:

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The service provider warrants that no person in its employment who has been convicted of a sex offense under the provisions of Chapter 25 of Title 9 of the Guam Code Annotated, or of an offense defined in Article 2 of Chapter 28 of Title 9 of the Guam Code Annotated, or who has been convicted of an offense with the same elements as heretofore defined in any other jurisdiction, or who is listed on the Sex Offender Registry shall provide services on behalf of the service provider while on government of Guam property, with the exception of public highways. If any employee of the service provider is providing services on government property and is convicted subsequent to an award of a contract, then the service provider warrants that it will notify the Government of the conviction within twenty-four (24) hours of the conviction, and will remove immediately such convicted person from providing services on government property. If the service provider is found to be in violation of any of the provisions of this paragraph, then the Government will give notice to the service provider to take corrective action. The service provider shall take corrective action within twenty-four (24) hours of notice from the Government, and the service provider

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SIGNATURE:
JOHN M. BENAVENTE, P.E., General Manager
Delegated Authority
Date 12/6/18

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shall notify the Government when action has been taken. If the service provider fails to take corrective steps within twenty-four (24) hours of notice from the Government, then the Government in its sole discretion may suspend temporarily any contract for services until corrective action has been taken.
INDEMNIFICATION CLAUSE: Contractor agrees to indemnify and hold harmless Guam Power Authority, its Directors, Officers, and Employees, from and against any liability, claims, judgements, costs and demands of whatever nature arising from any act, omission or negligence of the Contractor, Subcontractor, Licensees, Agents, or Employees, or arising from any accident, injury or damage whatsoever caused to any person, or to the property of any person, occurring during the term and performance of this contract.

NOTE TO VENDOR:
1. Delivery is no later than the date indicate above.
2. All late deliveries and acceptance are subject to the Liquidated Damages Clause in Section 6-101.09.01 of the Guam Procurement Regulations.
3. All Requests for Delivery Extensions will be closely scrutinized as all items/services are crucial to new customer installation, maintenance, and on-going projects.
4. NOTE: Not withstanding the fact that this contract was written by one (1) party, it will be construed that it was written by two (2) parties.

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RETURN TO PROCUREMENT DIVISION AT ABOVE ADDRESS

SIGNATURE:
JOHN M. BENAVENTE, P.E., General Manager
Delegated Authority
11/8/18
Date

DANIEL R. hh

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PAYMENT TERMS:
NET THIRTY (30) DAYS after receipt of ORIGINAL invoice for goods received and/or services rendered.

REVIEWED BY: 11/07/18
JAMIE LYNN C. PANGELINAN Date
for Supply Management Administrator

INSTRUCTIONS TO VENDOR:
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PAYMENT UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION

$15,782.00
TOTAL

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ACKNOWLEDGED BY: Jennyza L. Cuenca DATE: 2018.11.19
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SIGNATURE:
JOHN M. BENAVENTE, P.E., General Manager 12/8/18 Date
Delegated Authority