Guam Legislature Clerks <clerks@guamlegislature.org>

Messages and Communications for Doc. No. 36GL-22-1899*

1 message

Committee on Rules 36GL <cor@guamlegislature.org> Tue, Apr 12, 2022 at 3:36 PM
To: Clerks <clerks@guamlegislature.org>, Rennae Meno <rennae@guamlegislature.org>
Cc: "Speaker Therese M. Terlaje" <speaker@guamlegislature.org>

Håfa Adai Clerks,

Please see attached M&C Doc. No. 36GL-22-1899 for processing:

36GL-22-1899	P.L. 35-99, Notification of Prior Year Obligation to DNA, Inc.* Request to pay Prior Year Obligation to DNA, Inc.*	Department of Integrated Services for Individuals with Disabilities

Si Yu'os Ma'åse',

COMMITTEE ON RULES
Vice Speaker Tina Rose Muña Barnes
36th Guam Legislature
I Mina'trentai Sais Na Liheslaturan Guåhan
163 Chalan Santo Papa Hågatña Guam 96910
Email: cor@guamlegislature.org

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---------- Forwarded message ---------
From: **Speaker Therese M. Terlaje** <speaker@guamlegislature.org>
Date: Tue, Apr 12, 2022 at 10:36 AM
Subject: Messages and Communications for 36GL-22-1899
To: Legislative Secretary Amanda Shelton <officeofsenatorshelton@guamlegislature.org>, Committee on Rules 36GL <cor@guamlegislature.org>

Håfa Adai,

Please see attached M&C Doc. No. 36GL-22-1899*

36GL-22-1899	P.L. 35-99, Notification of Prior Year Obligation to DNA, Inc.*	Department of Integrated Services for Individuals with Disabilities

Si Yu'os Ma'åse',

Marie Cruz
Community Relations Liaison

Office of Speaker Therese M. Terlaje
Committee on Health, Land, Justice and Culture
I Mina'trentai Sais na Liheslaturan Guåhan
36th Guam Legislature
Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910
T: (671) 472-3586 F: (671) 989-3590 Email: senatorterlajeguam@gmail.com
website: www.senatorterlaje.com

---------- Forwarded message ---------
From: **Virjulynn L. Rogolofoi** <Virjulynn.Rogolofoi@disid.guam.gov>
Date: Tue, Apr 12, 2022 at 9:30 AM
Subject: DISID - Prior Year Obligation
To: speaker@guamlegislature.org <speaker@guamlegislature.org>
Cc: Phyliss LeonGuerrero <Phyliss.LeonGuerrero@disid.guam.gov>, Michelle Perez <Michelle.Perez@disid.guam.gov>

Håfa Adai Madam Speaker,

Kindly see the attached documentation in pursuant to Public Law 35-99 for notification of DISID's prior year obligation.

If you may have any questions or concerns, please do not hesitate to contact us.

Puedi ha todo maolek/ Have a nice day,

Virjulynn Rogolofoi

238 Archbishop Flores Street DNA Bldg. Suite 602
Hagatna, Guam 96910
T: (671) 475-5735/38 | F: (671) 475-4661

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36GL-22-1899.pdf
466K

Speaker Therese M. Terlaje <speaker@guamlegislature.org>

DISID - Prior Year Obligation

30

Virjulynn L. Rogolofoi Tue, Apr 12, 2022 at 9:20 AM
<Virjulynn.Rogolofoi@disid.guam.gov>
To: "speaker@guamlegislature.org" <speaker@guamlegislature.org>
Cc: Phyliss LeonGuerrero <Phyliss.LeonGuerrero@disid.guam.gov>, Michelle Perez <Michelle.Perez@disid.guam.gov>

Håfa Adai Madam Speaker,

Kindly see the attached documentation in pursuant to Public Law 35-99 for notification of DISID's prior year obligation.

If you may have any questions or concerns, please do not hesitate to contact us.

Puedi ha todo maolek/ Have a nice day,

Virjulynn Rogolofoi

Doc Type: 36GL-22-1899
OFFICE OF THE SPEAKER
THERESE M. TERLAJE
04 12 2022
Time: 9:30am
Received:

238 Archbishop Flores Street **DNA Bldg. Suite 602**
Hagatna, Guam 96910
T: (671) 475-5735/38 | F: (671) 475-4661

COMMITTEE ON RULES
RECEIVED:
April 12, 2022
10:36 A.M.

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DISID - Prior Year Obligation.pdf
321K

Phyliss Leon Guerrero
DIRECTOR
Michelle Perez
DEPUTY DIRECTOR

Department of Integrated Services for Individuals with Disabilities

Dipåttamenton Prugrama Para I Maninutet
Government of Guam
Division of Support Services for Individuals with Disabilities

Lourdes A. Leon Guerrero,
GOVERNOR
Joshua F. Tenorio
LIEUTENANT GOVERNOR

MEMORANDUM

To: Speaker, 36th Guam Legislature

From: Acting Director, Department of Integrated Services for Individuals with Disabilities (DISID)

SUBJECT: Request to pay Prior Year Obligation

Date: April 11, 2022

Hafa Adai!

Pursuant to P.L. 35-099, DISID is requesting to for five months of office space rental for May 2018 to September 2018 for the DISID Director's Office and the Division of Support Services (DSS). The total amount due to DNA Inc., is $51,810.00 and will paid out of account number 5101112026001B101-233

Funds were identified and approved by BBMR to cover this obligation. The payment of the prior year obligation will not negatively impact the current operational needs of the department.

Should you have any questions regarding this submission, please feel free to contact our office at 671-475-4624.

Sincerely,

MICHELLE PEREZ

138 East Marine Corps Drive J&G Commercial Plaza Suite C101 Hagatna, Guam 96910
Phone: (671) 475-4624 | Fax: (671) 477-2892

From: Arthur Mariano <art.mariano@bbmr.guam.gov>
Sent: Friday, April 1, 2022 8:53 AM
To: Michelle Perez <Michelle.Perez@disid.guam.gov>
Cc: Katherine Parkinson <katherine.parkinson@bbmr.guam.gov>
Subject: Re: Reminder - Outstanding rental costs for DNA Bldg. Office Space.

Good Morning Michelle,

Funds have been loaded and account info. is below. Please note that the Direct Payment should reflect 5101H202600IB101-**233** and not **230** as the costs are for office space rental. A reminder that a copy of the invoices and lease agreement that was in effect at the time should also be attached as support documentation.

Please confirm receipt of this email.

Regards,
Art

Opt Account No	Account name	Object Description
Total Approp	YTD Allot - (Expend + Encumb) =	Fund Avail
5101H202600IB101 233 FY20 IA OPS OFFSET #12 (DISID) BLDG RENT		
51,810.00	51,810.00	51,810.00

GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
FINANCIAL MANAGEMENT SYSTEM

REQUEST FOR DIRECT PAYMENT

DOCUMENT NO.: D222600-047

☐ URGENT - EXPEDITE PAYMENT ☐ KEY & RELEASE - A S A DATE: 04-Apr-22

PAYEE:
DNA, INC.
238 AFC FLORES STREET
SUITE 1002
HAGATNA, GUAM 96910-238

VENDOR NUMBER:
D0096803

PURPOSE:
Payment of office space rental for DISID-Director's Office.

TRAN CODE	ACCOUNT NUMBER	AMOUNT	INVOICE NUMBER / MONTH	INVOICE DATE
190	5101H202600IB101233	$ 10,362.00	5183	05/17/18
190	5101H202600IB101233	10,362.00	5215	06/12/18
190	5101H202600IB101233	10,362.00	5247	7/19/18
190	5101H202600IB101233	10,362.00	5282	8/16/18
190	5101H202600IB101233	10,362.00	5316	9/17/18
	TOTAL:	$ 51,810.00		

CHECK APPROPRIATE BOX BELOW:

☒ ACCOUNT NUMBER IS CORRECT ☐ JOB ORDER NUMBER IS CORREC ☐ INSUFFICIENT FUNDS

☐ PRIOR REFERENCE IS CORRECT ☒ VENDOR NUMBER IS CORRECT

☐ OVERRIDE IS AUTHORIZED ☒ SUFFICIENT FUNDS

☒ I CERTIFY THAT GOODS/SERVICES SPECIFIED HAVE BEEN RECEIVED AND THAT PAYMENT IS PROPER AS PER THE ATTACHED D

☐ I CERTIFY THAT A VALID LIABILITY EXIST BY REASON OF WITHHOLDING, OVERPAYMENT OR DEPOSIT AND THAT PAYMENT IS PROPER AS PER THE ATTACHED DOCUMENTS.

Charina Canlas	[signature]	04/04/22
PREPARED BY:	Signature	Date
Michelle Perez, Acting Director	[signature]	4/6/2022
APPROVING OFFICIAL:	Signature	Date
Michelle Perez, Acting Director	[signature]	4/6/2022
CERTIFICATION OF FUNDS AVAILABLE:	Signature	Date

Form ACC-DPA001 *Revised 12-2012*

EMAILED 04/08/22

DNA; INC.

P.O. Box 2830
Hagatna, Guam 96932
Phone # (671) 477-9053/ 9054

Invoice

Date	Invoice #
5/17/2018	5183

Bill To
Dept. of Integrated Services (DISID) Attn: Rita Sotomayer Suite 601 DNA Bldg. 238 AFC Flores St Hagatna, GU 96910

Due Date
5/31/2018

Description	Amount
Rent for the month of May 2018 for Director's Office and Division of Support Services. (5,181 sq.ft.)	4,921.95
Prorata Operating Charges for the month of May 2018 for Director's Office and Division of Support Services.	5,440.05
I HEREBY CERTIFY THIS INVOICE TO BE TRUE AND CORRECT AND THAT PAYMENT FOR THE SAME HAS NOT BEEN RECEIVED. _____ 05/17/2018 LETITIA S LUJAN, General Manager Approved for payment: 5/30/18	
REFERENCE Purchase Order No. P186A00140. VENDOR No. D0096803	**Total** $10,362.00

DNA, INC.

P.O. Box 2830
Hagatna, Guam 96932
Phone # (671) 477-9053/ 9054

Invoice

Date	Invoice #
6/12/2018	5215

Bill To

Dept. of Integrated Services (DISID)
Attn: Rita Sotomayer
Suite 601 DNA Bldg.
238 AFC Flores St
Hagatna, GU 96910

Due Date
6/30/2018

Description	Amount
Rent for the month of June 2018 for Director's Office and Division of Support Services. (5,181 sq.ft.)	4,921.95
Prorata Operating Charges for the month of June 2018 for Director's Office and Division of Support Services.	5,440.05
I HEREBY CERTIFY THIS INVOICE TO BE TRUE AND CORRECT AND THAT PAYMENT FOR THE SAME HAS NOT BEEN RECEIVED.	
_____ 06/12/2018 LETITIA S LUJAN, General Manager	
Approved for Payment 6/13/18	
REFERENCE Purchase Order No. P186A00140. VENDOR No. D0096803	**Total** $10,362.00

DNA, INC.

P.O. Box 2830
Hagatna, Guam 96932
Phone # (671) 477-9053/ 9054

Invoice

Date	Invoice #
7/19/2018	5247

Bill To
Dept. of Integrated Services (DISID) Attn: Rita Sotomayer Suite 601 DNA Bldg. 238 AFC Flores St Hagatna, GU 96910

Due Date
7/31/2018

Description	Amount
Rent for the month of July 2018 for Director's Office and Division of Support Services. (5,181 sq.ft.)	4,921.95
Prorata Operating Charges for the month of July 2018 for Director's Office and Division of Support Services.	5,440.05
I HEREBY CERTIFY THIS INVOICE TO BE TRUE AND CORRECT AND THAT PAYMENT FOR THE SAME HAS NOT BEEN RECEIVED. _____ 07/19/2018 LETITIA S LUJAN, General Manager Approved for payment 8/2/18	
REFERENCE Purchase Order No. P186A00140. VENDOR No. D0096803	**Total** $10,362.00

DNA, INC.

P.O. Box 2830
Hagatna, Guam 96932
Phone # (671) 477-9053/ 9054

ORIGINAL

Invoice

Date	Invoice #
8/16/2018	5282

Bill To
Dept. of Integrated Services (DISID) Attn: Rita Sotomayer Suite 601 DNA Bldg. 238 AFC Flores St Hagatna, GU 96910

Due Date
8/31/2018

Description	Amount
Rent for the month of DAugust 2018 for Director's Office and Division of Support Services. (5,181 sq.ft.)	4,921.95
Prorata Operating Charges for the month of August 2018 for Director's Office and Division of Support Services.	5,440.05
I HEREBY CERTIFY THIS INVOICE TO BE TRUE AND CORRECT AND THAT PAYMENT FOR THE SAME HAS NOT BEEN RECEIVED. 08/16/2018 LETITIA S LUJAN, General Manager Approved for payment 8/17/18	
REFERENCE Purchase Order No. P186A00140. VENDOR No. D0096803	**Total** $10,362.00

DNA, INC.

P.O. Box 2830
Hagatna, Guam 96932
Phone # (671) 477-9053/ 9054

Invoice

Date	Invoice #
9/17/2018	5316

Bill To
Dept. of Integrated Services (DISID) Attn: Rita Sotomayer Suite 601 DNA Bldg. 238 AFC Flores St Hagatna, GU 96910

Due Date
9/30/2018

Description	Amount
Rent for the month of September 2018 for Director's Office and Division of Support Services. (5,181 sq.ft.)	4,921.95
Prorata Operating Charges for the month of September 2018 for Director's Office and Division of Support Services.	5,440.05
I HEREBY CERTIFY THIS INVOICE TO BE TRUE AND CORRECT AND THAT PAYMENT FOR THE SAME HAS NOT BEEN RECEIVED. _____ 09/17/2018 LETITIA S LUJAN, General Manager	
REFERENCE Purchase Order No. P186A00140. VENDOR No. D0096803	**Total** $10,362.00

DNA INC

LEASING • COMMERCIAL SPACE • OFFICE SPACE • RESIDENTIAL

November 8. 2019

PHYLISS LEON GUERRERO
Director
Department of Integrated Services
for Individuals with Disabilities
Suite 601 DNA Building
238 Archbishop F.C. Flores St
Hagåtña, Guam 96910

Subject: DISID's request to extend office space lease on month to month basis.

Dear Ms. Leon Guerrero:

Hafa Adai!

In response to your request on November 6, 2019, DNA, INC. agrees to allow the Department of Integrated Services for Individuals with Disabilities (DISID) to continue its lease for Suites 601, 602, 702 and 703 on a month to month basis.

Thank you,

for LETITIA S. LUJAN
General Manager

Cc: Rita Sotomayor. ASO, DISID

P.O. BOX 2830 HAGATNA, GUAM 96932 TEL. (671) 477-9052-4 • FAX. (671) 477-9055

DNA INC

LEASING • COMMERCIAL SPACE • OFFICE SPACE • RESIDENTIAL

June 6, 2018

Benito S. Servino
Director
Department of Integrated Services
for Individuals with Disabilities
Suite 602 DNA Building
238 Archbishop F.C. Flores St
Hagåtña, Guam 96910

Subject: Request to extend office space lease on month to month basis.

Dear Mr. Servino:

Hafa Adai!

In response to your April 20, 2018 request, DNA, INC. agrees to allow DISID to continue its lease for Suite 601, 602, 702 and 703 on a month to month basis.

Thank you,

LETITIA S. LUJAN
General Manager

Cc: Rita Sotomayor, ASO, DISID

Department of Integrated Services for Individuals with Disabilities

Benito S. Servino
Director

Eddie Baza Calvo
Governor

Ray Tenorio
Lieutenant Governor

COPY

Mr. Marion Lujan
DNA General Manager
DNA Inc.
Suite 1003 DNA Building
237 Archbishop Flores Street
Hagatna, Guam 96910

Hafa Adai!

This memorandum is to request for the continuation of our office space lease on a month to month rental agreement basis for the Department of Integrated Services for Individuals with Disabilities (DISID) Offices located in Suites 601 & 602 and 702 & 703 while we work out the procurement renewal process.

We appreciate your continued assistance with our office space rental needs.

Should you have any questions or concerns, please feel free to contact me or Rita Sotomayor, Administrative Services Officer, at 475-4642-4.

Your favorable approval is greatly appreciated.

Si Yu'os Ma'ase,

BENITO S. SERVINO
Director

RECEIVED
DNA INC
Date: 4/20/18
Time: 2:34pm
By:

238 Archbishop FC Flores St., DNA Bldg., Ste 602, Hagåtña, Guam 96910
Phone: 475-4642-4 · Fax: 477-8958

8. Nuisance: Tenant shall not permit on the Premises any unlawful acts, or any condition, act or thing constituting a public or private nuisance.

9. Maintenance and Repairs: Landlord shall, at its sole cost and expense, keep and maintain the Premises and appurtenances and every part thereof in good and sanitary order, condition and repair. All normal maintenance of the Premises including, without limitation, the Building, parking area, driveways, entrances and exits, will be carried out by Landlord.

Notwithstanding the foregoing, however, all damage or injury to the Building, or its fixtures, glass, appurtenances, electric wiring, and equipment caused by the abuse, carelessness, omission, neglect, improper conduct, or other cause of Tenant, its servants, employees, agents, visitors, or licenses, shall be repaired, restored, or replaced promptly by Tenant to the satisfaction of Landlord, at Tenant's sole cost and expense.

Landlord shall have the right to temporarily close or restrict access to any of the Land and to make changes including, without limitation, changes in the location of driveways, entrances, exists, parking areas and traffic flow.

In the event that Landlord shall have to temporarily close or restrict access to any part of the premises, Landlord shall give Tenant reasonable notice, and conduct any closure or restriction of access so as to minimize any disruption to Tenant's business. If any closure is deemed by the Tenant to interfere with its generations, the Tenant shall have the right to terminate this agreement without penalty.

10. Holding Over: If Tenant shall remain in possession of the Premises after the expiration of the Term or any Extension Term of this lease, such possession shall be as a month-to-month Tenant. During such month-to-month tenancy, Rent shall be payable monthly under the same terms and conditions set forth in this lease for the payment of Rent, at a monthly rate equal to the Rent rate payable during the Term or last Extended Term of the lease.

11. Utilities: Landlord shall be solely liable for and shall pay for, as the same become due, all utilities including, without limitation, power (electricity) and water furnished to the Premises or used by Tenant during the hours between Air conditioning must be on-line seven days a week Notwithstanding the foregoing, however, Tenant shall be solely liable for and shall pay for (a) all utilities related to Tenant's telephone, data and communications, and (b) all other utility usage during hours outside of the Business Hours. Landlord, at Landlord's sole expense, shall install the necessary metering system and timing device to track utility usage during Business Hours and non-Business Hours.

12. Condition of Premises: Prior to the commencement of the Term of this lease, Tenant inspected the Premises, and Tenant is fully informed and aware of their condition and state of repair. Tenant hereby accepts the Premises and every part thereof "as is" in their existing condition.

Renovation/Modifications as stated in the "Invitation for Bid GSA-038-13 . All renovations/modifications of the building shall be made to the satisfaction of the Department of Integrated Services for Individuals with Disabilities within reason of the total square footage desired. Renovation/Modifications shall be approved and inspected by Tenant (DISID).