
GUAM POLICE DEPARTMENT

Request for Proposal

Issue Date: June 15, 2011

RFP/GPD-019-11

GUAM POLICE DEPARTMENT

Request for Proposal

Guam Police Department

P. O. Box 23909

Barrigada, Guam 96921

or

233 Central Avenue

Tiyan, Guam 96913

Telephone 671-475-8447 ▪ Fax 671-472-9704

Email: michael.hunt@gpd.guam.gov

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LEASE OF OFFICE SPACE

(for)

GUAM POLICE DEPARTMENT's
MARINE PATROL SECTION

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OFFICE SPACE REQUIREMENTS

1.1 LOCATION: The preferred location is central villages of Guam; Hagatna & Agat.

The office space must meet the following general requirements:

1. Be in compliance with the American with Disabilities Act (ADA); together with all applicable laws of Guam;
2. Have access to an ADA accessible bathroom for employees and visitors;
3. Have access to ADA accessible parking stall(s), and for use by employees and visitors;
4. Have power, water/sewer, telephone and Internet access infrastructure (i.e., fiber optics, etc.)

1.2 SPECIFICATIONS:

If office facilities is not limited to ground level and is a multi-story building, then building must have operational elevators or escalators which operate reliably during power outages. Total building space facilities shall be **3000 to 4000 square feet** which is inclusive of common areas such as waiting areas, public and staff restrooms as follows:

1. Approximately 4000 square feet of office for Administrative and Operations.

1.3 BUILDING SIGNAGE:

Directional and location signage for the Guam Police Department's Marine Patrol Section office site shall be provided. Signage can be attached to the building or free standing within close proximity of the building; must be acrylic or plexi-glass of at least 2 feet x 4 feet to be designed and approved by the Guam Police Department and visible to the public.

1.4 TELEPHONES/NETWORK CONNECTIVITY:

Telephone jacks must be immediately available. The Guam Police Department will incur all cost for telephone services and the activation of services.

2.1 PARKING STALLS:

Parking stalls shall accommodate a minimum of nine (9) vehicles that include employees privately owned vehicles, official vehicles, and public parking. Minimum of two (2) parking stalls shall be accessible for the disabled with one (1) being van accessible. Parking stalls shall be clearly marked on asphalt concrete or similar pavement material.

2.2 BUILDING CODES:

The building must meet all current local building codes and statutes (i.e., building, fire, safety, OSHA, etc.)

2.3 EMERGENCY DISASTER / EVACUATION PLAN:

The Guam Police Department shall be provided with an emergency disaster plan, to include, but not limited to, emergency lighting, building evacuation, and landlord's emergency contact number.

2.5 TYPHOON CONDITION READINESS:

The landlord shall secure entire building. These procedures shall include items such as, for example, checking that back-up generators are operational, putting up typhoon shutters; Post-Disaster procedures shall include, for example, opening typhoon shutters, cleaning away all debris, cleaning windows and floors, checking internal damage, ensuring proper drainage both internal and external to the building or buildings. The Guam Police Department should be able to begin operations within twenty-four (24) hours after the disaster concludes.

2.6 RENOVATION / MODIFICATIONS:

All renovations/modifications of the building shall be made to the satisfaction of the Guam Police Department within reason of the total square footage desired. Renovation/modifications shall be approved by the Guam Police Department.

3.1 NO SECURITY DEPOSIT:

No security deposit shall be required. No last month's rent shall be required in advance of occupancy.

3.2 LEASE TERM:

Lease term is for a period of two (2) years with the option to renew for four (4) additional years, upon availability of funds, and not to exceed four (4) years. Term may be renewed yearly with no charge in monthly rate throughout the duration of the lease term.

3.3 RENTAL COST TO THE GOVERNMENT SHALL INCLUDE THE FOLLOWING:

- a) Utilities (power and/or water)
- b) Central Air or Split Air Conditioning Units (Must be sufficient for entire office space requirement)
- c) Pest Control Services (Shall be done at least once every quarter)
- d) Building Maintenance (To include replacement of burnt out bulbs, drainage of sewage, urinal backups, normal repairs, alteration/renovations including doors, windows and door locks)
- e) Security (Includes cost for security alarm systems and electrical locks and codes on main and existing doorways)
- f) Air Conditioning Maintenance (Full service maintenance shall be conducted at least once a quarter)
- g) Grounds Maintenance (Clearing of the surrounding areas of the facilities, such as grass cutting, trimming of plants, etc.)

4.1 PROPOSAL PACKETS:

Interested vendors may obtain and sign for a copy of the RFP between the hours of 8am – 5pm, Monday thru Friday (excluding official Government of Guam holidays), at the:

Guam Police Department
Recreational Boating Safety office
2nd floor, Bldg. 235 Central Avenue
Tiyan, Guam 96913

5.1 PROPOSAL SUBMISSION:

Proposals will be submitted to Mr. Michael Hunt, Program Coordinator at the following physical address:

Guam Police Department
Federal Programs Section
2nd floor, Bldg. 235 Central Avenue
Tiyan, Guam 96913

or mailed to him at:

Guam Police Department
Federal Programs Section
P.O. Box 23909
Barrigada, Guam 96921-3909

To be considered, proposals submitted must contain one (1) original and three (3) copies each of the proposal, along with any supplementary materials and one (1) electronic format using Microsoft Word or PDF. The proposal shall be signed by an official authorized to obligate the firm. All submissions must be received in a sealed envelope or package with the following clearly indicated on the outside:

GPD Marine Patrol Office Space Lease RFP – OFFER OR PROPOSAL

Proposals must be received no later than 5:00 pm, on July 1, 2011.

Failure to submit proposal prior to the deadline will cause the proposal to be disqualified.

6.1 PROCUREMENT GUIDELINES AND CONDITIONS:

6.1.1 Preparation of Proposal

Proposals must be prepared to conform by means of all instructions, conditions, and requirements included in the RFP. Firms are required to examine all documentation. Failure to observe all terms and conditions will be at the firm's risk.

6.1.2 Cost of Proposal Preparation

There is no expressed or implied obligation for the government of Guam to reimburse responding firms for any expenses incurred in preparing any proposal in response to the RFP.

6.1.3 Type of Contract

It is contemplated that a firm fixed price contract will be awarded. In addition to the provisions of the RFP; any additional clauses or provisions required by the laws and regulations of the government of Guam that is in effect at the time of execution of the contract will be included.

6.1.4 Revisions to the RFP

The department has the right to amend the RFP at any time. If an amendment is issued, it will be provided to all who have picked up a copy of the RFP. Acknowledgement of receipt of all issued amendments shall be required from all firms.

6.1.5 Cancellation of the RFP

The department may cancel the RFP, in whole or in part at any time, or reject any or all proposals submitted in response to the RFP. When such action is taken, it is determined to be fiscally advantageous to the department, in other words, in the best interest of the department.

6.1.6 Duration of Proposal Validity

Proposals will be valid for one-hundred twenty (120) days following the closing date of the RFP. This period may be extended by written mutual agreement between the firm and the government of Guam.

6.1.7 Submission of Proposals

See Section 1.3 for explanation.

6.1.8 Modification of Proposals

It is the responsibility of the respondent to deliver the proposal modifications on or before the date and time of the RFP receipt deadline. Proposals will not be accepted after the date and time of closing under any circumstances.

6.1.9 Late Proposals

Any proposals received after the date and time specified in Section 1.3 will not be considered. The receipt of all proposals will be the date and time stamped.

6.1.10 Withdrawal of Proposals

Proposals may be withdrawn by written or facsimile notice or email received by the department at any time prior to award. Proposals may be withdrawn in person by a firm or the firm's authorized representative, provided that the identification of the representative is verified and a receipt for the proposal is signed by the representative.

6.1.11 Oral Discussion / Location Presentations

Vendor may be required to participate in oral discussion(s) and / or onsite visit(s) of the location contained in their proposal. Should the department elect to conduct such events for the purpose of proposal clarification, this will be accomplished by a mutually agreeable time. Vendor should, however, present proposals which are complete and comprehensive in all ways since the department reserves the right to award a contract without further discussions.

6.1.12 Proposal Acceptance

The department reserves the right to accept or reject any or all proposals, in whole or in part received as a result of the RFP; to waive minor irregularities, in any manner necessary; which serves in the best interest of the department.

Proposals should be submitted on the most favorable terms available to the department from a price and technical standpoint. It is understood that proposals will become part of the official file, except for those sections of the proposal that are specifically requested to be kept *confidential* to the department.

6.1.13 Unsuccessful Vendors

The department will notify all vendors of any award issued as a result of the RFP. Unsuccessful vendors will be notified in writing no later than thirty (30) days after the award of a contract to the successful firm.

7.1 Contractual Conditions:

7.1.1 Scope of Agreement

The agreement resulting from the RFP supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the retainment of the firm by the department and contains all of the covenants and agreements between the parties with respect to such retainment in any manner whatsoever. Each party to the agreement acknowledges that no representation, inducements, promises, or agreements; orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which, are not embodied herein, and that no other agreement, statement, or promise not contained in the agreement shall be valid or binding. Any modification of the agreement will be effective only if it is in writing signed by the party to be charged. For the purposes of this paragraph and the entire agreement, the signature of the Chief of Police or his representative, of the Guam Police Department, is the only signature that will bind the department.

7.1.2 Responsibility of the Vendor

The firm shall be responsible for the professional and technical accuracy of all work and materials furnished under the contract. The firm shall, without additional cost to the department, correct or revise all errors or deficiencies in his/her work identified during the term of the agreement.

The department's review, approval, acceptance of, and payment of fees for services required under the contract, shall not be construed to operate as a waiver of any rights under the agreement or of any cause of action arising out of the firm's failure of performance, and the firm shall be and remain liable to the department for all direct costs which may be incurred by the department as a result of the firm's negligent performance of any of the services performed under the agreement.

7.1.3 Assignment of Agreement

The firm may not assign the agreement, or any sum becoming due to the firm under the provisions of the agreement, without the prior written consent of the department.

7.1.4 General Compliance with Laws

The firm shall be required to comply with all federal and territorial laws and ordinances applicable to work.

7.1.5 Retention and Access to Records and Other Review

The firm, including subcontractors, if any, shall maintain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred and to make such materials available at their respective offices at all reasonable times during the contract period for three (3) years from the date of final payment under the contract; for inspection by the department. Each subcontract by the firm pursuant to the agreement shall include a provision containing the conditions of the section.

7.1.6 Severable Provisions

If any provision of the agreement shall be deemed by a court of competent jurisdiction to be invalid, then such provision shall be deemed stricken from the agreement and the agreement shall be enforced according to its valid and subsisting terms and provisions.

7.1.7 Governing Law

The validity of this agreement and of any of its terms or provisions, as well as the rights and duties of the parties to this agreement, shall be governed by the laws of the Territory of Guam.

7.1.8 Effective Date of Agreement

This agreement shall take effect upon the date it is signed by the government of Guam and the date of this agreement shall be the date upon which to governor affixes his signature.

7.1.9 Invoices

Invoices shall be submitted to:

Guam Police Department
Federal Programs Section
P.O. Box 23909
Barrigada, Guam 96921-3909

or

Guam Police Department
Federal Programs Section
233 Central Avenue
Tiyan, Guam 96913

Telephone: (671) 475-8447/8461
Fax no.: (671) 472-9704

Invoices shall contain the following information:

- A. Firm's name and date of invoice.
- B. Contract no. or other authorization, for the delivery of products or services.
- C. A detailed description of services actually delivered.
- D. The name, title, phone number, and complete mailing address of the official and office where payment is to be sent.
- E. Firm's Federal Tax Identification Number.

Failure to provide the above information may result in the department withholding payment.