



GUAM ELECTION COMMISSION

Kumision Ileksion Guåhan

Your **VOTE** is your voice. ✓ **BOTA** ya un ma kuenta.



Request for Letters of Interest

Notice is hereby given that Guam Election Commission is seeking letters of interest from qualified vendors to provide about 5,000 sq. ft. of commercial office space within three (3) miles of driving distance from the Guam Election Commission office located at 241 Farenholt Avenue, Tamuning, Guam 96913, for five months from July 1, 2022 to November 30, 2022 to conduct early voting.

The location and building should project a professional and aesthetically pleasing appearance externally and internally. All exterior walls and roof must be concrete, steel, or other industry standard material. Building must have adequate means of ingress and egress. The building shall meet all local building codes and statutes, i.e., building, fire, safety, ADA, OSHA.

Building must have:

- a. Reliable 24-hour power and water supply and a 24-hour backup power and water supply in case of power or water outages. The backup power must be of sufficient capacity to run the air conditioning for the entire office space and all equipment necessary to conduct the early voting process.
- b. Suitable separate toilet facilities for men and women, including necessary sewage facilities, for the employees of GEC and the visiting public.
- c. Janitorial services and supplies to maintain such facilities if these facilities are part of the building's common area.
- d. On-site building maintenance office with a full-time maintenance staff immediately available Monday through Friday during normal working hours. Optional service level pricing for various levels of service (i.e., response times, minor construction services, other value-added services, etc.). Should there be an emergency during afterhours, a contact person should be provided.
- e. Maintenance of office space that will include minor repairs due to normal wear and tear, replacement of burnt-out bulbs, window cleaning, draining of sewage, draining of flood water due to pipe break or natural disaster, toilet and urinal backups, necessary ground maintenance, and other necessary modifications.
- f. Daily access to commercial rubbish containers to dispose of trash.
- g. At least one (1) working passenger elevator if building is more than 1-story accessible to employees of GEC and its visitors.
- h. 24-hour security services to include video surveillance and regular roving foot patrols.
- i. At least twenty (20) parking stalls for voters and GEC staff.

A letter of interest, together with general information of the business firm and commercial office space should be addressed to:

Maria I.D. Pangelinan, Executive Director
Guam Election Commission
241 Farenholt Ave., Oka Bldg., Ste. 202
Tamuning, Guam 96913

Questions: Any questions or requests for further information must be submitted in writing to the Executive Director noted above no later than 1:00 p.m., March 4, 2022, to vote@gec.guam.gov.

Submission Deadline: Letters of interest will be accepted at the office listed below until 4:00 p.m., March 17, 2022.

Rights Reserved: GEC reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all submittals.

Maria I.D. Pangelinan
Executive Director

241 Farenholt Avenue Oka Building, Suite 202 • Tamuning, Guam 96913

Tel: 671-477-9791 • Fax: 671-477-1895

Email: vote@gec.guam.gov • Website: <http://gec.guam.gov>

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