

RECEIVED

By Arlene Quifunas at 9:07 am, Nov 22, 2022



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUÅHAN
P.O.BOX 2977 • HAGÁTÑA, GUAM U.S.A. 96932-2977

FAX TRANSMITTAL COVER LETTER

DATE: 11/21/2022

ATTENTION: Diligent Board Member Services Inc.

Tel: 973-299-1000

Fax: 983-299-5500

P.O: 31265

Note: PLEASE SIGN EACH PAGE OF PURCHASE ORDER, to include Cover Letter & RETURN" AS SOON AS POSSIBLE @ (671) 648-3165 OR VIA EMAIL. Should your company require an ORIGINAL COPY by postal, kindly inform our office.

DocuSigned by:
Received By: (Signature) Daniel O Donovan
E750081927854D3...

Print Name: Daniel O Donovan

Date: November 21, 2022 | 11:54 AM EST

Si Yu'us Ma'ase.

Confidentiality Notice: The information in this facsimile is intended for the named recipients ONLY. It may contain instructions requiring the immediate attention of the addressee. If you receive this facsimile in error, or if there is a transmission error, please notify us immediately

Number of pages: 05

Sent by: Arlene Quifunas
Procurement Office 648-3045

SHIP TO: RECEIVING SECTION: GUAM POWER AUTHORITY P.O. BOX 2977 HAGATNA, GUAM 96932 TELEPHONE: (671) 648-3054/55 Information Technology <div style="border: 1px solid black; padding: 2px; width: 100px; float: left;">SMTAIJERON</div> <div style="text-align: center; margin-top: 10px;"> </div>		PURCHASE ORDER GUAM POWER AUTHORITY ATURIDAT ILEKTRESEDAT GUAHAN P.O. Box 2977 Hagatna, Guam 96932 TELEPHONE: (671) 648-3054/5 FAX: (671) 648-3165		THIS PURCHASE ORDER NUMBER 31265 MUST APPEAR ON ALL INVOICES. PACKING SLIPS, PACKAGES, B/L, CORRESPONDENCE, ETC.	
				PO DATE 11/17/2022	JOB ORDER NO./OBJ 31900.935000.32

V E N D O R	Vendor Number: 5191301 DILIGENT BOARD MEMBER SERVICES INC. 39 WEST 37TH ST. 8TH FLOOR NEW YORK, NY 10018 TEL: (973) 299-1000 FAX: (983) 299-5500 EMAIL: billing@diligent.com	AUTHORITY: 3112 INVITATION NO.: CONTRACT NO.: TIME FOR DELIVERY: COMPLETION: EXPIRATION: 11/27/2023 DISCOUNT TERMS: REQUISITION NO.: 36990 OR
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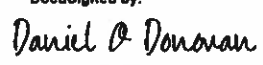
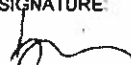
COPY


NO.	DESCRIPTION / SUPPLIER ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1.0			L		\$24,850.36
To provide the Guam Power Authority, Consolidated Commission on Utilities (CCU) with Boardbooks SW Annual Subscription Fee Renewal for the period from November 28, 2022 to November 27, 2023. Ref.: Agreement Number: Q-1013896 COST BREAKDOWN: Subscriptions: Description: Minutes Module Start Date: November 28, 2022 End Date: November 27, 2025 Quantity: 1 Annual Price Per: \$3,858.75 Total Annual Price: \$3,858.75 Description: Sites Start Date: November 28, 2022 End Date: November 27, 2025 Quantity: 1 Annual Price Per: \$3,704.40 Total Annual Price: \$3,704.40 Description: Committees/Meeting Groups Start Date: November 28, 2022 End Date: November 27, 2025 Quantity: 2 Annual Price Per: \$77.18					

Page 1 of 4

INSTRUCTIONS TO VENDOR: SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO GUAM POWER AUTHORITY, PO BOX 2977 HAGATNA, GUAM 96932 PAYMENT UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION	<div style="border: 1px solid black; padding: 5px; width: 50px; margin: 0 auto;">TOTAL</div>	<< DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL
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ACKNOWLEDGED BY: <u>Daniel O. Donovan</u> DATE: _____ <small>Signature of Vendor</small> RETURN TO PROCUREMENT DIVISION VIA FACSIMILE AT (671) 648-3165	SIGNATURE: <u>John M. Benavente</u> for _____ 11/18/2022 JOHN M. BENAVENTE, P.E., General Manager Date Delegated Authority
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SHIP TO: RECEIVING SECTION: GUAM POWER AUTHORITY P.O. BOX 2977 HAGATNA, GUAM 96932 TELEPHONE: (671) 648-3054/55 Information Technology SMTAIJERON		PURCHASE ORDER  GUAM POWER AUTHORITY ATURIDAT ILEKTRESEDAT GUAHAN P.O. Box 2977 Hagatna, Guam 96932 TELEPHONE: (671) 648-3054/5 FAX: (671) 648-3165		THIS PURCHASE ORDER NUMBER 31265 MUST APPEAR ON ALL INVOICES. PACKING SLIPS, PACKAGES, B/L, CORRESPONDENCE, ETC. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PO DATE 11/17/2022</td> <td style="width: 50%;">JOB ORDER NO./OBJ 31900.935000.32</td> </tr> </table>		PO DATE 11/17/2022	JOB ORDER NO./OBJ 31900.935000.32																																														
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">NO.</th> <th style="width: 55%;">DESCRIPTION / SUPPLIER ITEM</th> <th style="width: 10%;">QUANTITY</th> <th style="width: 5%;">UNIT</th> <th style="width: 15%;">UNIT PRICE</th> <th style="width: 10%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td colspan="6">Total Annual Price: \$154.36</td> </tr> <tr> <td colspan="6"> Description: Committee/Meeting Groups - No Charge Start Date: November 28, 2022 End Date: November 27, 2025 Quantity: 1 Annual Price Per: \$0.00 Total Annual Price: \$0.00 </td> </tr> <tr> <td colspan="6"> Description: Administrators Start Date: November 28, 2022 End Date: November 27, 2025 Quantity: 1 Annual Price Per: \$926.10 Total Annual Price: \$926.10 </td> </tr> <tr> <td colspan="6"> Description: Users (Board Members/Executives) Start Date: November 28, 2022 End Date: November 27, 2025 Quantity: 15 Annual Price Per: \$1,080.45 Total Annual Price: \$16,206.75 </td> </tr> <tr> <td colspan="6">Total Annual Subscription Fee: \$24,850.36</td> </tr> <tr> <td colspan="6"> FY 2023 OP. NO.: 31265 11/28/2022 - 11/27/2023: 1st. Year Subscription of 3 Year Subscription </td> </tr> <tr> <td colspan="6"> RESTRICTION AGAINST SEX OFFENDERS: 5 GCA Section 5253, enacted by P.L 28-24 and amended by P.L. 28-98: </td> </tr> </tbody> </table>						NO.	DESCRIPTION / SUPPLIER ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT	Total Annual Price: \$154.36						Description: Committee/Meeting Groups - No Charge Start Date: November 28, 2022 End Date: November 27, 2025 Quantity: 1 Annual Price Per: \$0.00 Total Annual Price: \$0.00						Description: Administrators Start Date: November 28, 2022 End Date: November 27, 2025 Quantity: 1 Annual Price Per: \$926.10 Total Annual Price: \$926.10						Description: Users (Board Members/Executives) Start Date: November 28, 2022 End Date: November 27, 2025 Quantity: 15 Annual Price Per: \$1,080.45 Total Annual Price: \$16,206.75						Total Annual Subscription Fee: \$24,850.36						FY 2023 OP. NO.: 31265 11/28/2022 - 11/27/2023: 1st. Year Subscription of 3 Year Subscription						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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COPY

NO.	DESCRIPTION / SUPPLIER ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	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 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.				



NOTE TO VENDOR:

1. Delivery is no later than the date indicate above.
2. All late deliveries and acceptance are subject to the

Page 3 of 4

INSTRUCTIONS TO VENDOR: SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO GUAM POWER AUTHORITY, PO BOX 2977 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
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V
E
N
D
O
R

Vendor Number: 5191301

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39 WEST 37TH ST. 8TH FLOOR
NEW YORK, NY 10018

TEL: (973) 299-1000
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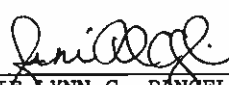
AUTHORITY: 3112
INVITATION NO.:
CONTRACT NO.:
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COMPLETION:
EXPIRATION: 11/27/2023
DISCOUNT TERMS:
REQUISITION NO. 36990 OR

COPY

NO.	DESCRIPTION / SUPPLIER ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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- 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: Notwithstanding the fact that this contract was written by one (1) party, it will be construed that it was written by two (2) parties.

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

REVIEWED BY:  11/18/2022
JAMIE LYNN C. PANGELINAN Date
Supply Management Administrator

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INSTRUCTIONS TO VENDOR:

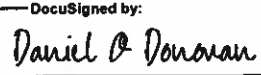
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PO BOX 2977 HAGATNA, GUAM 96932

PAYMENT UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION

\$24,850.36

TOTAL

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

ACKNOWLEDGED BY:  DATE: _____

RETURN TO PROCUREMENT DIVISION VIA FACSIMILE AT (671) 648-3165

SIGNATURE:

 for 11/18/2022
JOHN M. BENAVENTE, P.E., General Manager Date
Delegated Authority