

GHURA

Guahan Housing and Urban Renewal Authority
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IFB GHURA-26-006

Janitorial and Grounds Maintenance Services for GHURA Main Office in Sinajana Response to Inquiries No. 4

This Addendum and Response to Request for Information (RFI) is issued to modify the previously issued bid documents and/or given for informational purposes and to the extent the responses below modify the bid documents, please treat them as an amendment to the Bid. The following responses are in response to RFIs received from potential bidder on December 18, 2025.

REF:	QUESTION/ INQUIRY AS SUBMITTED:	GHURA RESPONSE:
Questions from December 18, 2025		
	<u>A. BUILDING SIZE & LAYOUT (JANITORIAL)</u>	
1.	What is the total interior square footage of the GHURA Main Office building? If available, please identify the square footage of serviceable areas only (excluding mechanical rooms, IT closets, or non-serviced spaces).	1. Total area is approximately 6,000 square feet (3,000 square feet for each floor).
2.	How many total floors are included in the janitorial scope of work? The SOW references 1st and 2nd floors; please confirm if any additional interior areas are included or excluded.	2. There is a total of two (2) floors included in the janitorial scope of work.
3.	What is the approximate breakdown of flooring types by area? - Carpeted areas - Tiled / hard floor areas: This is needed to properly size vacuuming and mopping requirements described in the SOW.	3. Most of the first floor has hard floors with the exception of Section 8 and FSS offices, which has carpeted flooring. All the areas on the second floor have carpeted wooden floors. The interior stairwell has carpeted hard floors. In addition, the first floor stair well landing and lobby area have rugs. Entrances and exits may have door mats.
	<u>B. RESTROOM CONFIGURATION</u>	
1.	How many restrooms are located on each floor? The SOW references restrooms on both the 1st and 2nd floors; please confirm the total count.	1. The first floor has one (1) male, one (1) female, and (1) one all-gender restrooms. The second floor has one (1) male and one (1) female restrooms.
2.	Do restrooms utilize standard or jumbo toilet tissue and paper towel dispensers? This information is required to accurately estimate paper product replenishment "as needed."	2. Yes, all restrooms utilize jumbo toilet tissues and paper towel dispensers.

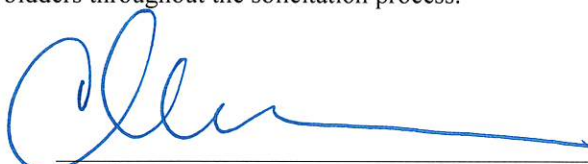
	<p><u>C. OFFICES, CONFERENCE ROOMS & PUBLIC AREAS</u></p> <p>1. How many individual offices, cubicles, or workstations are serviced under this contract? The SOW requires emptying trash receptacles in all offices daily.</p> <p>2. How many conference rooms are included on each floor? The SOW specifies daily cleaning of conference rooms.</p> <p>3. How many interview rooms and lobby areas are included in the janitorial scope? Please confirm if these are located on one or both floors.</p> <p><u>D. TRASH & WASTE COLLECTION</u></p> <p>1. Approximately how many trash receptacles are located throughout the building, including: - Office / cubicle trash cans - Restroom trash bins - Kitchen trash containers - Lobby / common area receptacles This information is necessary to size daily trash removal and liner usage as required by the SOW.</p> <p>2. Are desk-side office trash cans small (7–13 gallon) or large (33–45 gallon)? This affects liner sizing and material costs.</p> <p><u>E. GROUNDS CONFIGURATION (OUTDOOR)</u></p> <p>1. What is the approximate size of the grounds area included in the Grounds Maintenance scope? - Square footage or acreage (preferred)</p> <p>2. Does the grounds scope include landscaped areas, or is it limited to debris pickup and hardscape areas only? - The SOW references debris and green waste pickup but does not specify mowing or trimming.</p> <p>3. Please confirm the approximate size of exterior hardscape areas requiring sweeping or pressure washing, including: - Sidewalks - Walkways - Parking areas - Exterior stairways</p>	<p>1. There are a total of ten (10) offices and 57 cubicles that will be serviced in this contract.</p> <p>2. There is only one (1) conference room and it is located on the first floor.</p> <p>3. The only one (1) lobby area and all seven (7) interview rooms are located on the first floor.</p> <p>1. There are approximately 72 trash receptacles.</p> <p>2. Desk side office trash receptacles are 7-13 gallons.</p> <p>1. The property is approximately 0.33 acres or 14,374.8 square feet.</p> <p>2. Please refer to Bid Item No. 2 (Page 8) of the Bid Packet.</p> <p>3. The property is approximately 0.33 acres or 14,374.8 square feet.</p>
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	<p><u>F. SERVICE & OCCUPANCY ASSUMPTIONS</u></p> <p>1. Is the GHURA Main Office considered a public-facing facility with daily walk-in traffic?</p> <ul style="list-style-type: none"> - If so, is there an estimated average daily visitor volume? - How many office-based employees are there in GHURA currently? 	<p>1. Yes, the GHURA Main Office is considered a public facing facility.</p> <ul style="list-style-type: none"> -The average daily visitor volume is 120 people. -There are currently 76 employees based in the GHURA main office.
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Bidders are also notified to visit GHURA website: www.ghura.org to ensure that addenda to the bid, answers to questions, and reminders are communicated to all bidders throughout the solicitation process.

12.31-2025

Date:



Antonio C. Camacho
Housing Procurement Administrator

CONCURRED:

12/31/2025

Date:



Elizabeth F. Napoli
Executive Director