



# Judiciary of Guam

Procurement and Facilities Management Division  
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Tel: (671) 475-3290/3212/3141/3393/3175 • Fax: (671) 477-8009



DANIELLE T. ROSETE, ESQ.  
ADMINISTRATOR OF THE COURTS

HON. ROBERT J. TORRES  
CHIEF JUSTICE  
HON. ALBERTO C. LAMORENA, III  
PRESIDING JUDGE

CARL DOMINGUEZ  
PROCUREMENT & FACILITIES  
MANAGEMENT ADMINISTRATOR

August 31, 2023

## MEMORANDUM:

To: All Prospective Bidders

From: Administrator of the Courts

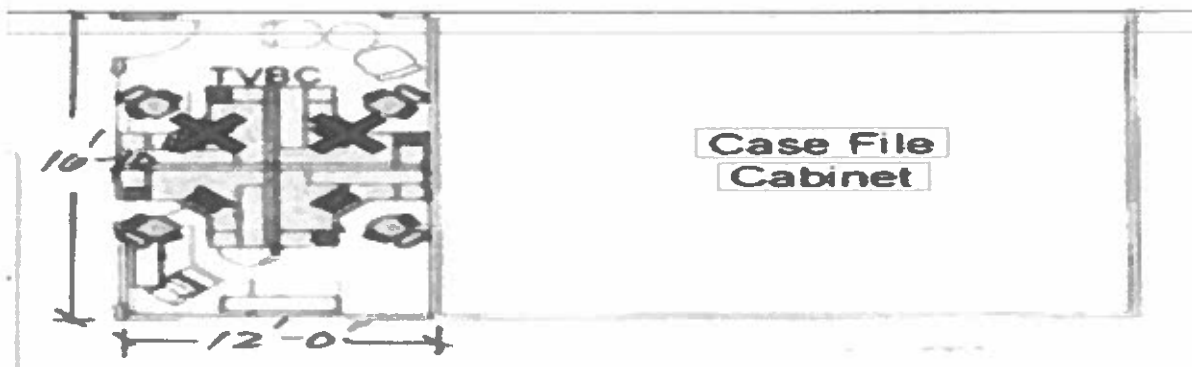
Subject: **Amendment No.3**  
**Ref: IFB 23-10; Supply, Deliver and Install Cubicle Workstations**

Below are responses to questions submitted to my office:

1. Based on our site-visit, you have mentioned that Bid Line-Item no. 1 and 2 are options for 5'x5' L-Shaped Cubicle Workstations with height difference of 42" vs. 50". These options will be used for price preference. Kindly confirm.

**Response: Bid item no. 1 and 2 are the same request except the height of the panel. The Judiciary would like for bidders to price each line item.**

2. For Bid Line-Item no. 5, as per your advice, this room will be eliminated. Please confirm if you still need 2 sets of cubicle workstations in this area.





# Judiciary of Guam

Procurement and Facilities Management Division  
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Tel: (671) 475-3290/3212/3141/3393/3175 • Fax: (671) 477-8009



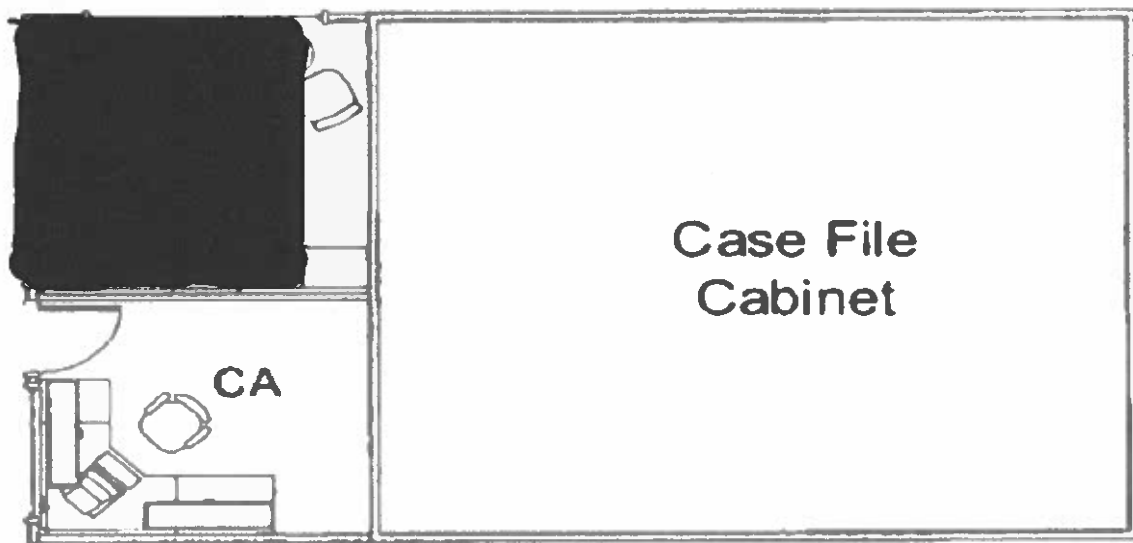
HON. ROBERT J. TORRES  
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA, III  
PRESIDING JUDGE

DANIELLE T. ROSETE, ESQ.  
ADMINISTRATOR OF THE COURTS

CARL DOMINGUEZ  
PROCUREMENT & FACILITIES  
MANAGEMENT ADMINISTRATOR

**Response: Cubicle workstation for TVBC is deleted from this IFB. Specifications for CA cubicle is changed. Bidder shall follow existing specifications. Please refer to REVISED Exhibit B – Scope of Services and Exhibit C – Pricing Sheet. Bidders shall use the attached Revised Exhibit B and C when submitting bids.**



3. For Bid Line-Item no. 6, 7, and 8, as per your request, desks in these areas should be height adjustable. Please confirm.

**Response: Yes.**

4. For Bid Line-Item no. 9, as mentioned in the site visit, you will need 4 sets of 6'x 6' x 42" (h) L-Shaped Cubicle Workstation in this area instead of 2 sets. Please confirm.

**Response: Due to increase in quantity from 2 to 4, which will no longer allow to install an L-Shape 6'x 6' cubicle workstations, Bidders are required to follow the same specifications and design as the existing.**



# Judiciary of Guam

Procurement and Facilities Management Division  
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Tel: (671) 475-3290/3212/3141/3393/3175 • Fax: (671) 477-8009



HON. ROBERT J. TORRES  
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA, III  
PRESIDING JUDGE

DANIELLE T. ROSETE, ESQ.  
ADMINISTRATOR OF THE COURTS

CARL DOMINGUEZ  
PROCUREMENT & FACILITIES  
MANAGEMENT ADMINISTRATOR

5. For your confirmation – dismantling of old cubicles, installation of electrical and internet are not included in the bid package.

**Response: Dismantling of old cubicles and installation of internet are not required in the bid package. Bidders will be required to install and/or connect electrical wiring from power source to cubicle workstations accordingly.**

6. May we request for an approval on 160 days delivery time from approval of proposed floor plan, materials and colors of the cubicles.

**Response: New delivery time is changed from 60 days to 90 days from issuance date of a Purchase Order. Should awarded bidder is unable to deliver the orders within 90 days, bidder shall follow instructions in the General Terms and Conditions item no. 41, Justification for Delay.**

7. May we request for the submission of all bid questions and concerns be extended from August 21, 2023 to August 31, 2023? This is to allow some time for our vendor sources to raise their queries and/or comments (if any).

**Response: Refer to Amendment no. 2 for new date to submit questions.**

8. May we also request for the bid submission to be extended from September 5, 2023 to September 29, 2023? This is to allow ample time for our sources to respond back with the needed details.

**Response: Refer to Amendment no. 2 for new date and time to submit bids.**

9. Bid item no. 1:

- a. Panel Finish/Type: Frame and Tile Notated to include Glass, Laminate and Metal.  
Each of these tiles come at a different price point. Can you please provide a drawing or explanation of what you would like so we can design and price accordingly?

**Response: Bidders shall follow the same panel/finish type design as the existing, except the Judiciary will select the finish and color for both the wooden and glass type.**



# Judiciary of Guam

Procurement and Facilities Management Division  
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Tel: (671) 475-3290/3212/3141/3393/3175 • Fax: (671) 477-8009



DANIELLE T. ROSETE, ESQ.  
ADMINISTRATOR OF THE COURTS

HON. ROBERT J. TORRES  
CHIEF JUSTICE  
HON. ALBERTO C. LAMORENA, III  
PRESIDING JUDGE

CARL DOMINGUEZ  
PROCUREMENT & FACILITIES  
MANAGEMENT ADMINISTRATOR

- b. At a 50" H panel, will the overhead task light be utilized under the open shelf? If so, are you requiring LED?

**Response: No.**

10. An electrical contractor's license is noted as a requirement to ensure any and all electrical is wired correctly for the workstations to the power source provided. Guam Contractor's License Board (CLB) also requires that installation of any stationary metal portion such as an office cubicle require at a minimum, C-25 Institutional and Commercial Equipment specialty Contractor's license. Will this also be required? Please see below from (CLB).

**C-25 Institutional & Commercial Equipment Contractor:** A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently install laboratory equipment, food services equipment, folding and sliding partitions, stationary metal partitions, and such other equipment and materials as are by custom and usage accepted in the construction industry as institutional and commercial equipment work. **Excluded is the work done by classification C-13 (Electrical) and C-37 (Plumbing) Contractors.**

**Response: Yes.**

11. We've noticed a discrepancy on Bid Item no. 3, as per Exhibit B – Scope of Services, it was mentioned that the requirement is for L-Shaped enclosed cubicle workstations however, in Exhibit C – Pricing Sheet, Item no. 3 mentioned U-Shape Cubicle Workstations. Please clarify this requirement.

**Response: Bidders shall follow the same shape as the existing cubicles for bid item no. 3.**

12. For Bid Line-Item no. 4, kindly clarify if you need an enclosed cubicle with a 23" x 42" desk in this area?

**Response: Bidders shall follow the same design as the existing for bid item no. 4.**



# Judiciary of Guam

Procurement and Facilities Management Division  
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Tel: (671) 475-3290/3212/3141/3393/3175 • Fax: (671) 477-8009



DANIELLE T. ROSETE, ESQ.  
ADMINISTRATOR OF THE COURTS

HON. ROBERT J. TORRES  
CHIEF JUSTICE  
HON. ALBERTO C. LAMORENA, III  
PRESIDING JUDGE

CARL DOMINGUEZ  
PROCUREMENT & FACILITIES  
MANAGEMENT ADMINISTRATOR

13. For Bid Line-Item no. 9, Exhibit B – Scope of Service mentioned that this cubicle workstation requires 4 each overhead bin with lock and receding metal flipper door. As per our source, putting 4 overhead cabinets in a 6'x6' cubicle workstation is not feasible. Kindly clarify on this requirement.

**Response:** Due to increase in quantity from 2 to 4, and will no longer allow to install an L-Shape 6'x 6' cubicle workstations, Bidders are required to follow the same specifications and design as the existing. Please use the revised Exhibit B – Scope of Services and Exhibit C – Pricing Sheet.

**Please be reminded that this Amendment shall be acknowledged in your bid. Failure to acknowledge this Amendment No. 3 shall result in disqualification from this IFB.**

Should you have any questions please contact the Procurement office at (671) 475-3393/3175 or email at [mantonio@guamcourts.gov](mailto:mantonio@guamcourts.gov) and/or [jpcepeda@guamcourts.gov](mailto:jpcepeda@guamcourts.gov).

DANIELLE T. ROSETE

Cc: P&FMD/Bid File

**EXHIBIT B**  
**REVISED - SCOPE OF SERVICES**  
**(IFB 23-10)**

In this IFB, the Judiciary seeks the following services and/or products. All services and/or products must meet the requirements of this IFB including any specific terms and conditions provided below.

**Note: This IFB is NOT an all or none bid.**

Bid Item No.	Description
1.	<b>L-Shape Cubicle Workstation with Wire Management for C&amp;M Clerk's Area</b> <b>Minimum Specifications (Stand-alone)</b>
	<b>Surface Size:</b> 5' x 5' Laminate <b>Shape:</b> L-Shape <b>Powered:</b> Yes, with multiple outlets <b>Panel Finish/Type:</b> <u>Frame and Tile – Wooden Finish or the same as the existing.</u> <b>Panel Height:</b> 42" <b>Center Work surface:</b> Curvilinear Corner <b>Pedestal:</b> 1 each Freestanding 3-Drawers (2 small & 1 large) with lock (Hanging File type) <b>Accessories:</b> 1 each Pencil Drawer and 1 each Task Light <b>Wire Management:</b> Yes, and Outlet for Data & VOIP <b>Warranty:</b> Minimum of 20 Years <b>Note:</b> Judiciary reserves the right to increase or decrease quantity. <b>See Exhibit D- Layout/floorplan</b>
2.	<b>L-Shape Cubicle Workstation with Wire Management for C&amp;M Clerk's Area</b> <b>Minimum Specifications (Stand-alone)</b>
	<b>Surface Size:</b> 5' x 5' Laminate <b>Shape:</b> L-Shape <b>Powered:</b> Yes, with multiple outlets <b>Panel Finish/Type:</b> <u>Frame and Tile – Wooden Finish or the same as the existing.</u> <b>Panel Height:</b> 50" <b>Center Work surface:</b> Curvilinear Corner <b>Pedestal:</b> 1 each Freestanding 3-Drawers (2 small & 1 large) with lock (Hanging File type) <b>Overhead Bin:</b> 1 – open shelf <b>Accessories:</b> 1 each Pencil Drawer and 1 each Task Light <b>Wire Management:</b> Yes, and Outlet for Data & VOIP <b>Warranty:</b> Minimum of 20 Years <b>Note:</b> Judiciary reserves the right to increase or decrease quantity. <b>See attached Exhibit D - Layout/floorplan</b>

3.	<b>L-Shape Enclosed Cubicle Workstation with Wire Management for C&amp;M (Supervisors)</b> <b>Minimum Specifications (Stand-alone)</b>
	<b>Surface Size:</b> 8' x 12' Laminate <b>Door:</b> Frosted Sliding Door <b>Shape:</b> L-Shape <b>Powered:</b> Yes, with multiple outlets <b>Panel Finish/Type:</b> Frame and Tile – Top panel (1) clear glass, Middle panel (3) frosted glass and bottom panel (1) solid panel. Color to be selected by the Judiciary. <b>Center Work surface:</b> Curvilinear Corner <b>Pedestal:</b> 2 each 48" 2-drawer lateral file cabinet <b>Overhead Bin:</b> 2 each 48" with lock and 1 each 30" with lock. <b>Accessories:</b> 1 each Pencil Drawer and 1 each Task Light <b>Wire Management:</b> Yes, and Outlet for Data & VOIP <b>Warranty:</b> Minimum of 20 Years <b>Note:</b> Judiciary reserves the right to increase or decrease quantity. <b>See attached Exhibit D - Layout/floorplan</b> <b>Note:</b> Follow existing design/layout.
4.	<b>Workstation with Wire Management for NCIC</b>
	<b>Surface Size:</b> 23" x 42" Laminate <b>Door:</b> Wood Swinging Door <b>Powered:</b> Yes, with multiple outlets <b>Wire Management:</b> Yes, and Outlet for Data & VOIP <b>Warranty:</b> Minimum of 20 Years <b>Note:</b> Judiciary reserves the right to increase or decrease quantity. <b>See attached Exhibit D - Layout/floorplan</b> <b>Note:</b> Follow existing design/layout.
5.	<b>L-Shape Enclosed Cubicle Workstation with Wire Management for C&amp;M (Court Archivist)</b> <b>Minimum Specifications (Stand-alone)</b>
	<b>Surface Size:</b> 8' x 12' Laminate <b>Door:</b> Wood Swinging Door <b>Shape:</b> L-Shape <b>Powered:</b> Yes, with multiple outlets <b>Panel Finish/Type:</b> Frame and Tile – Top panel (1) clear glass, Middle panel (3) frosted glass and bottom panel (1) solid panel. Color to be selected by the Judiciary. <b>Center Work surface:</b> Curvilinear Corner <b>Pedestal:</b> 2 each 48" 2-drawer lateral file cabinet <b>Overhead Bin:</b> 2 each 48" with lock and 1 each 30" with lock. <b>Accessories:</b> 1 each Pencil Drawer and 1 each Task Light <b>Wire Management:</b> Yes, and Outlet for Data & VOIP <b>Warranty:</b> Minimum of 20 Years <b>Note:</b> Judiciary reserves the right to increase or decrease quantity. <b>See attached Exhibit D - Layout/floorplan</b> <b>Note:</b> Follow existing design/layout.

6.	<b>24" x 55" -50" (h) Cubicle Workstation with Wire Management for Intake Counter Cubicle Workstation with Wire Management for C&amp;M (Intake Counters) Minimum Specifications</b>
	<b>Surface Size &amp; Panel Size: 24" x 55" -50" (h)</b> <b>Accessories:</b> 1 each Pencil Drawer <b>Wire Management:</b> Yes, and Outlet for Data & VOIP <b>Powered:</b> Yes, with multiple outlets <b>Warranty:</b> Minimum of 20 Years <b>See attached Exhibit D - Layout/floorplan</b> <b>Note:</b> Follow existing design/layout.
7.	<b>24" x 48" -78" (h) Cubicle Workstation with Wire Management for Intake Counter Cubicle Workstation with Wire Management for C&amp;M (Intake Counters) Minimum Specifications</b>
	<b>Surface Size &amp; Panel Size: 24" x 48" -78" (h)</b> <b>Accessories:</b> 1 each Pencil Drawer <b>Wire Management:</b> Yes, and Outlet for Data & VOIP <b>Powered:</b> Yes, with multiple outlets <b>Warranty:</b> Minimum of 20 Years <b>See attached Exhibit D - Layout/floorplan</b> <b>Note:</b> Follow existing design/layout.
8.	<b>24" x 60" – 50" (h) Cubicle Workstation with Wire Management for Intake Counter Cubicle Workstation with Wire Management for C&amp;M (Intake Counters) Minimum Specifications</b>
	<b>Surface Size &amp; Panel Size: 24" x 60" – 50" (h)</b> <b>Accessories:</b> 1 each Pencil Drawer <b>Wire Management:</b> Yes, and Outlet for Data & VOIP <b>Warranty:</b> Minimum of 20 Years <b>See attached Exhibit D - Layout/floorplan</b> <b>Note:</b> Follow existing design/layout.
9.	<b>L-Shape Cubicle Workstation with Wire Management for Office of Public Guardian Minimum Specifications (Stand-alone)</b>
	<b>Size:</b> 6' Work Surface with Wire Management <b>Powered:</b> Yes <b>Panel Finish/Type:</b> Fabric and Tackable. Color to be selected by the Judiciary. <b>Panel Height:</b> 72" <b>Overhead Bin:</b> 1 each with door and lock <b>Pedestal:</b> 1 each Freestanding 3-Drawers with lock <b>Accessories:</b> 1 each Pencil Drawer and 1 each Task Light <b>Warranty:</b> Minimum of 20 Years <b>Note:</b> Following existing design/layout.



**EXHIBIT C**  
**REVISED - Pricing Sheet**  
**(Ref: IFB 23-10)**

By submitting a bid price below and signing this IFB, Bidder declares that the instructions, requirements and specifications contained herein have been carefully examined and are fully understood and that Bidder agrees to furnish all labor, materials, tools, supervision, equipment, and to sustain all expenses incurred in performing the work, including bond and insurance fees, in strict accordance with the details and specifications which are made a part thereof at the following prices offered by Bidder. Bidder further agrees to complete the services within the completion time specified herein.

Bid Item #	Description	Qty.	Bid Price	Total Bid Price
1.	5' (w) x 5' (d) x 42" (h) L-Shape Cubicle Workstation with Wire Management for Clerk's Area	50 Set	\$ _____	\$ _____
2.	5' (w) x 5' (d) x 50" (h) L-Shape Cubicle Workstation with Wire Management for Clerk's Area	50 Set	\$ _____	\$ _____
3.	30" x 96" x 68"-80" (h) U-Shape Cubicle Workstation with Wire Management for C&M Supervisors	11 Set	\$ _____	\$ _____
4.	23" x 42" Workstation with Wire Management for NCIC	1 Set	\$ _____	\$ _____
5.	L-Shape Enclosed Cubicle Workstation with Wire Management for C&M (Court Archivist) Minimum Specifications (Stand-alone)	1 Set	\$ _____	\$ _____
6.	24" x 55" -50" (h) Workstation with Wire Management for Intake Counter	2 Set	\$ _____	\$ _____
7.	24" x 48" – 78" (h) Workstation with Wire Management for Intake Counter	3 Set	\$ _____	\$ _____
8.	24" x 60" – 50" (h) Workstation with Wire Management for Intake Counter	2 Set	\$ _____	\$ _____
9.	6' Cubicle Workstation with Wire Management for OPG (Fabric Type Panel)	4 Set	\$ _____	\$ _____

**Note:** The Judiciary reserves the right to increase or decrease the quantity.