

Eddie Baza Calvo
Governor



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration

Ray Tenorio
Lieutenant Governor

Christine W. Baletto
Director
Dept. of Administration

148 Route 1 Marine Corps Drive, Piti, Guam 96915
Tel: (671) 475-1707 Fax Nos: (671) 475-1727 / 472-4217

Joseph L.G. Rios, Jr.
Deputy Director
Dept. of Administration

September 2, 2016

GENERAL SERVICES AGENCY CIRCULAR NO.: 2016- 010

TO: All Department and Agency Heads
FROM: Chief Procurement Officer
SUBJECT: **Restriction on Premium Grade Fuel**
Ref: **Government-wide Fuel Contract No. GSA-118-11**

Hafa Adai! This serves as a reminder to all government of Guam Fleet and/or Container Gas Cardholders pursuant to the Government-wide Fuel Contract No. GSA-118-11 with the current fuel provider, IP&E Holdings dba: IP&E Shell, that there is a restriction on the purchase of "Premium" grade fuel. Gas cards are for Regular Gas and/or Diesel Fuel purchases.

The purchase of "Premium" grade fuel is allowable only if justification has been submitted to the General Services Agency (GSA) regarding the agency/department's requirement for such fuel and subsequent authorization has been agreed upon by GSA. Currently, "Premium" grade fuel is authorized only for the fueling of government of Guam boats and ambulances authorized on the respective agency/department's fleet list – primarily to prolong its usable life and reduce maintenance cost.

As part of our government-wide effort to reduce, control and monitor government spending, all departments, autonomous agencies and non-autonomous agencies who are participants of the automated fuel card purchase program (Fleet and/or Container Gas Cards) as referenced above, are required to strengthen their internal controls to ensure that only Regular Gas and/or Diesel Fuel purchases are made.

Please be advised that failure to comply with this instruction will result in the cardholder being held responsible for payment of the "Premium" grade fuel.

If you have any questions, please contact Marissa D. Leon Guerrero @ 475-1707/20.

Dangkolo na Si Yu'os Ma'ase'



CLAUDIA S. ACFALLE