



ADMINISTRATIVE SERVICES  
 BUSINESS OFFICE | FACILITIES & MAINTENANCE | PROCUREMENT & PROPERTY MANAGEMENT  
**UPDATES:** OFFICE OF THE VP FOR ADMINISTRATIVE SERVICES

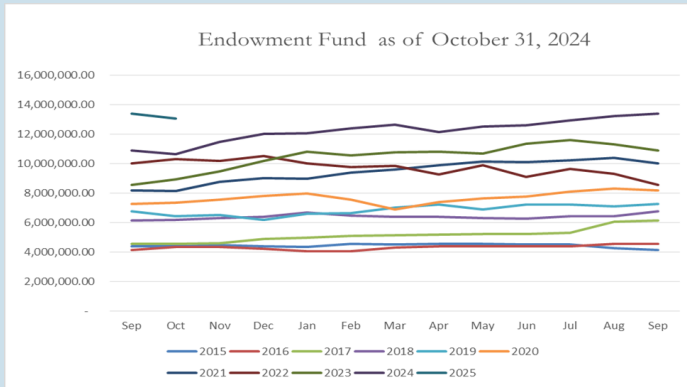


**UPDATES: FACILITIES & MAINTENANCE OFFICE**



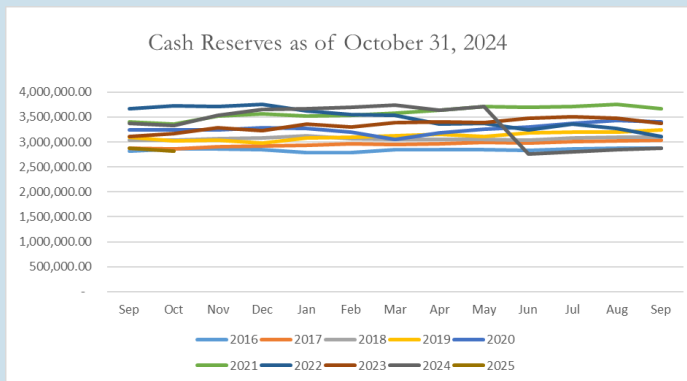
**BUSINESS OFFICE**

**Endowment Fund:** The endowment fund experienced a 2% decrease, amounting to \$328K unrealized market loss at the start of fiscal year 2025.



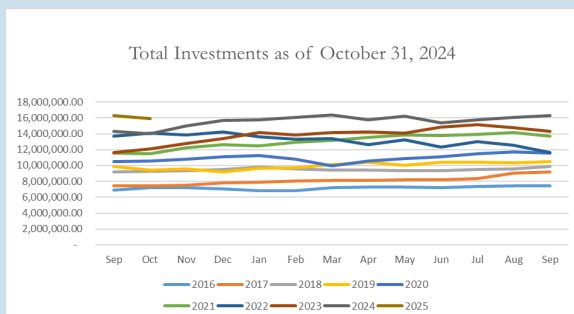
**Cash Reserves**

The cash reserves fund experienced a 2% unrealized market loss in the amount of \$65K at the start of fiscal year 2025.



**Total Investments**

At the start of FY2025, the total investment experienced a 2% unrealized market loss of \$394K.



**FACILITIES AND MAINTENANCE**

The Director of Maintenance attended an Infrastructure Workshop at the FSM Capital to discuss the prioritization of infrastructure development projects. The prioritization process relies heavily on Project Briefing Notes (PBNs) prepared by project proponents. The Project Management Unit (PMU) recommended that the National Government establish an Infrastructure Planning and Implementation Committee (IPIC) to review these PBNs.

A virtual meeting was held on October 29, 2024, to discuss the allocation of \$1.0 million in Infrastructure Maintenance Funds (IMF) to be shared by the National Government and COM-FSM. The Office of Compact Management is currently anticipating the grant award from the Office of Insular Affairs (OIA). Upon receiving the funds, COM-FSM will need to request an allotment from the National Government for its share of the IMF.

**CTEC Multi Technical Building**

The CTEC Multi-Technical Building was completed and turned over on November 1, 2024. However, civil work on the lower parking lot and generator building is scheduled for completion by January 2025.

The walkway connecting the lower and upper campus has been delayed due to the discovery of unexploded ordnance (UXO) in the area. The US Embassy is assisting the Project Management Unit (PMU) in coordinating a team to locate and remove the UXO. A preliminary survey team visited the site in October 2024 and will return in early 2025 to conduct the necessary work.



Opening Ceremony



## ADMINISTRATIVE SERVICES

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The following projects will be advertised for design services:

1. **CTEC Administration and Library Building:** This building will be located at the current site of the CTEC Mechanics Shop and Construction Shop.
2. **Construction and Mechanics Shops:** These shops will be relocated to the National Campus, adjacent to the soccer field.

**National Campus Teaching Clinic:**

Construction of the building is progressing well. Interior work, such as floor tiling, window installation, ceiling work, and wall finishing, is nearing completion. Exterior work, including the parking lot, access road, walkway, and site grading, is also progressing. The project is approximately 80% complete and is on track to be finished by December 31, 2024, ahead of the original February 18, 2025 deadline.

**National Campus Student Center:**

Canton construction project has recently placed an order for the steel roofing structure, which is expected to arrive in February 2025. This may potentially delay the project completion to June 2025.

**Kosrae Multi-Purpose Building:**

According to the FSM PMU office, the project has been approved for construction bidding. Funding for the project will come from the FY2024 and FY2025 IDP funds.

**Kosrae Campus Power Improvement:**

Electrical supplies for the Kosrae Campus power improvement project have arrived. The next step is to connect the library, SBDC building, and maintenance building to the power supply. The Maintenance Office will work with the campus to find a local contractor to minimize costs.

**Bid Opening for COM-FSM Kosrae Multipurpose Building**

A public bid was issued on October 2nd, 2024, by the FSM Department of Transportation, Communications, and Infrastructure (DTC&I) for the construction of a multipurpose building at the COM-FSM Kosrae Campus. Bidders were required to submit their proposals by October 31st.

A correction was made to the bid documents, including changes to bid validity, construction period, and bid security requirements.

The bid opening was conducted online via Zoom, with representatives from four construction companies. The lowest bid submitted was \$5,541,087 and highest at \$13,488,088. VCS Ltd was selected as the lowest responsible bidder and a request has been sent to the Office of Compact Management to award the project.

The multi-purpose building will consolidate administrative, student services, IT, Learning Resources, and health services functions. This will result in enhancing other spaces on campus for student learning.

**FSM-Fisheries Maritime Institute Project:**

**Donor:** Japan Government

**Recipient:** FSM Government for FSM FMI

Japan's Grant Aid (FY 2020) to enhance the capacities of FSM FMI through construction of the following facilities:

1. 2 story classroom building - 4 classrooms (2 each Navigation; 2 each Marine Engineering)
2. 2 story Dormitory building - 8 rooms for 16 students occupancy (furniture for both buildings included)

Japan International Cooperation System (JICS) is an agency of the Japanese government to oversee this project, similar to JICA.

Contractor: NBK Corporation, Japan

Sub-contractor: Centerlane Construction Company, Yap State

Commence Date of Project: September 7, 2024 - October 2025



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**FSM-Fisheries Maritime Institute Project:**

This project complements the JICA project - JICA's Technical Cooperation of The Project for Maritime Education and Training Capacity Enhancement - (Development of Class 4 Master and Class 4 Engineer to begin Fall 2025).



**Pending Projects:**

- Replacement of National Campus classrooms generator
- Replacement of National Maintenance Office generator
- Residence hall water pump installations
- FY2024 COM-FSM IMF projects

**Infrastructure Maintenance Fund (IMF):**

Yap Campus			
FY2024	Student Center Bldg "E"	Door replacement and repair windows; Replace deteriorate exterior and interior doors; remove and replace window sealer	12,000
	Classroom Bldg "F"	Replacement of windows and doors; Replace windows in classrooms with awning windows to improve natural air circulation; replace deteriorate doors and reseal windows	29,000
	Faculty Bldg "E"	Replace tiles and replace wall with concrete; Remove and replace floor tiles 1,300 sq ft; Remove wood frame wall and replace with CMU wall 450 sq ft; plaster and paint wall	7,500
FY2025	Bldg. "A"	Replace floor boards, retiling and repair floor steel pillars; repaint exterior & interior including roof; replace gutter and down spouts. Replace plumbing fixtures and lavatory counters.	50,000
<b>Total</b>			<b>98,500</b>
CTEC			
FY2024	Classroom 1-4 Bldg "D"	Roofing sheet replacement, 8,065 sq ft; Replace roofing sheets, repair damaged ceiling and install ceiling insulations	40,000
	Student Center Bldg "L"	Replace Roof, 7321 sq. ft; Replace roofing sheets and install insulations	52,000
	Gym Bldg "G"	Exterior/interior repainting, repair 20,000 sq. ft; Pressure wash and paint exterior and interior walls and grills	60,000
FY2025	Bldg. "A"	Replace floor boards, retiling and repair floor steel pillars; repaint exterior & interior including roof; replace gutter and down spouts. Replace plumbing fixtures and lavatory counters.	50,000
	Bldg. "F"	Replace roofing sheets and damaged ceiling; Repaint interior and exterior walls; install new LED shop lights.	25,000
	Bldg. "M"	Repair leaking roof and damaged ceiling; Repaint interior and exterior walls; install new LED shop lights.	15,000
	Bldg. "E"	Replace Roofing sheets, repaint interior and exterior.	13,000
<b>Total</b>			<b>255,000</b>

**2024-2025 COM-FSM IDP Projects Timeline:**

PBN Number	Project Name/Component	Latest Estimate	Funding Year	Fiscal Year & Project
COM-FSM 01	Kosrae Campus Multi-Purpose Building	\$5,600,000	2024-2025	
COM-FSM 02	COM-FSM Infrastructure Planning and Implementation	\$370,000	2025	
COM-FSM 03	National Campus Water Improvement Project	\$350,000	2025	<b>\$6,320,000</b>
COM-FSM 04	National Campus Construction Classrooms and Shops	\$1,994,000	2026	
COM-FSM 05	National Campus Mechanics Classrooms and Shops	\$1,994,000	2026	
COM-FSM 06	National and CTEC IT Shop Renovation and upgrade	\$400,000	2026	<b>\$4,388,000</b>
COM-FSM 07	Yap Campus Multi Technical Classroom and Maintenance Shop	\$1,182,720	2027	
COM-FSM 08	Kosrae Campus Multi Technical Classroom and Maintenance Shop	\$1,182,720	2027	
COM-FSM 13	FSM-FMI Infrastructure Rehabilitation and Upgrade	\$1,303,000	2027	<b>\$3,668,440</b>
COM-FSM 09	Rehabilitation of Yap Campus Administration, Library and IT Office	\$2,512,000	2028	
COM-FSM 10	Rehabilitation of CTEC Administration and Library Building	\$1,994,000	2028	<b>\$4,506,000</b>
COM-FSM 11	National Campus Faculty & Staff	\$7,830,000	2029 to 2030	<b>\$7,830,000</b>
COM-FSM 12	Chuuk Campus Development design and construction	\$13,060,000	2031 to 2034	<b>\$13,060,000</b>
				<b>\$39,772,440</b>

**Infrastructure Maintenance Fund (IMF):**

Kosrae Campus	Description	Total
FY2024	Admin. Bldg "A" Floor slab and floor structure rehabilitation; 3200 sq ft. Install new 1/2" cement boards over existing floor and lay vinyl tiles; remove and replace rusted steel floor support pillars and studs; replace exterior ceiling panels	30,000
	SBDC Building Painting of exterior/interior walls (6000 sq ft) and misc. repairs; pressure wash exterior walls, prime, and paint	18,000
	Building "J" Roof and window repairs, replace doors, replace roof on extension; Paint exterior and interior walls and ceiling	15,000
	Building "I" Replace rusted roofing sheets, ceiling, windows, and floor tiles	12,000
FY2025	Bldg. "B" Land Replace Vinyl tiles and repaint interior and exterior of the building.	8,000
	Grant Bldg. "C" Faculty Office Replace Vinyl tiles and repaint interior and exterior of the building.	7,000
<b>Total</b>		<b>90,000</b>

Chuuk Campus			
FY2024	Dean's Office	Roof replacement and floor lift (1,300 sq. ft). Remove and replace roof structure and replace with treated lumber and pre-painted galvanized roofing sheet gauge 24 roofing; raise floor 6" above existing floor; raise walls 12" above existing walls; repaint interior and exterior walls; replace windows with sliding windows; replace plumbing and electrical fixtures	65,000
	Student Services "H" Bldg	Paint roof and repairs 1,400 sq ft; Paint roof and replace exterior ceiling	5,500
	Faculty Bldg "A"	Paint and replace tiles	18,000
	Computer Lab Bldg "I"	Roof painting and gutter repairs 2,762 sq ft	3,200
FY2025	Bldg. "B" Classroom	Repaint exterior and interior of the building, replace ceiling fans, replace window screens, rain gutters and exhaust fans.	14,000
	Bldg. "C" Classroom	Repaint exterior of building, replace ceiling fans, replace window screens, replace termite doors and door frames, repaint exterior and interior of the building.	20,000
	Bldg. "F"	Patch and paint roof, replace rain gutters, replace exterior wall facing west and repaint exterior and interior of the building.	18,000
	Bldg. "J"	Replace rusted roofing sheets, replace wooden post and re-design roof structure, construct wall to separate storage and study area, repaint interior and exterior of the building.	60,000
<b>Total</b>		<b>203,700</b>	

FSM-FMI			
FY2025	Bldg. "A" Gallery Area	Remove ventilation ducts; replace ceiling runner and tiles with 2'x2' acoustic tiles, replace light fixtures, replace floor tiles with ceramic tiles, replace dining furniture, replace doors and windows, and repaint interior walls.	45,000
<b>Total</b>		<b>45,000</b>	



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**Infrastructure Maintenance Fund (IMF):**

National Campus			
FY2024	Three Buildings (C,N,M)	Clean and paint roof with rust stop and anti-mildewcide paint; 7,500, 6,000, 6,000 sq. ft.	42,000
FY2025	Bldg. "A"	Repaint exterior and interior of the building include roof; replace lab sinks in the physical science classroom.	70,000
	Bldg. "B"	Repaint exterior and interior of the building include roof.	17,000
	Bldg. "F2"	Repaint exterior and interior of the building include roof.	24,000
	Bldg. "H"	Repaint exterior and interior of the building include roof and replace gutters and down spouts.	21,000
<b>Total</b>			<b>174,000</b>

**College Wide Generator Preventative Maintenance Program**

Generator Preventative Maintenance and Servicing of 11 units across the campuses. Six units will be checked and test-run weekly with monthly and six-month full services; Five units will be checked monthly with annual full service. Service will also be conducted during emergency and repair—**\$32,000**

**Traditional Canoe House Completed**



With the assistance of the Yap Student Organization, the traditional house was completed for the safe keeping of the sailing canoe. As part of their fundraising efforts, the YSO earned \$2,000 for their club.

**Laundry Machines for Residence Halls**

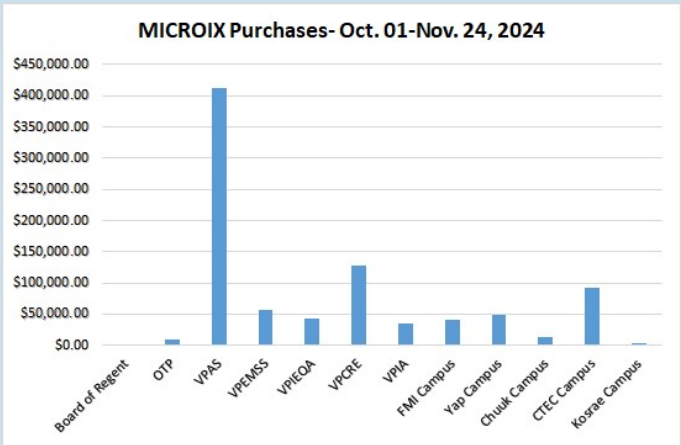


Two sets of washing machines and dryers have been purchase for each of the residence halls.

**Whirlpool 3.1 cu. ft. High-Efficiency White Front Load Commercial Washing Machine Coin Operated**

**Whirlpool 4.4 cu. ft. 240-Volt White Electric Double Stacked Commercial Dryer Coin Operated**

**FY2025 Purchases on Microix**



From October 01 to November 24, 2024, a total number of Purchase Requests/Purchase Orders were processed at a total amount of \$882,273.41. VPAS ranked high by Bookstore, Maintenance, Dining Hall, Procurement Office (Vehicle Insurance), and others.

