

Eddie Baza Calvo

Governor



Anthony C. Blaz

Director, Dept. of Admin.

GENERAL SERVICES AGENCY

Government of Guam

148 Route 1 Marine Drive Corp

Piti, Guam 96915

Ray Tenorio

Lt. Governor

Deputy Director

February 03, 2016

INVITATION FOR BID GSA-014-16
60 Month Lease Agreement
Multifunctional Device Copier/Printer/Scanner/Fax

Questions submitted by Xerox Corporation dated January 15, 2016

Question 1:

Can you please confirm that a total of 24 units are being requested?

Response: 12 Units Only. Please refer to "Amendment #1" dated 1/22/16

Question 2:

The statement in the specifications "Note: Charges for overage copies exceeding the monthly allowance prints:"

A. What is the monthly allowance for the machines?

Response: Item# 1, 2, 3 to include monthly black print allowance of 107,000 and color print allowance of 25,000

B. Are the machines to share an allowance? i.e. a "Pooled" Allowance?

Response: Yes. See attached "Amendment #3"

Question 3:

Throughout the bid, there is a requirement for "Selectable Image Format on the device: TIFF, Password Protected PDS, and Searchable PDF Formats"

A. Is "Password protected PDS" supposed to be "Password Protected PDF"

Response: See attached "Amendment #3"

Questions submitted by AllStar dated January 15, 2016

Question 1:

The bid states that it is a "60 Month Lease Agreement". As a document solutions provider, we recommend GSA and the end user to request for a 36 Month Lease with an option to renew for the additional 24 Months upon satisfactory performance from the vendor.

Response: 60 Month Lease Agreement will remain the same.

Question 2:

Given the size of this bid (24 total copiers with accessories) we humbly request GSA and the end user to hold a pre-bid conference to discuss and clear any questions.

Response: 12 Units Only. Refer to "Amendment #1" dated 1/22/16

Question 3:

After reviewing the bid we noticed that the following services were not included in the bid packet:

- Fixed pricing for the lease term
- Full service and maintenance of copiers to include on-site and on phone technical support, all parts and labor (lease price will cover the cost of parts).
- Lease to provide unlimited telephone and on-site technical support.
- 24/7 telephone technical support over the telephone
- All consumable replacement supplies (i.e. toner, drums, imaging unit, maintenance kits, developer, waste container, fusers, staples for convenient stapler, staples for finisher/booklet maker and paper) are include without additional costs to the enduser.
- Loan machine should be provided (upon request) in the event the Machine is down or malfunction for more than two business days.
- Enduser will be credited in the amount of \$25 for every business day the machine is down or malfunction.
- Enduser will be given print credits for prints created by the technicians as well as damaged/unacceptable prints created by the enduser due to machine malfunction.
- Support for delivery (including excess rigging and steps with no additional charge), setup, initial installation of copier on a network and Professional training to the enduser.
- Initial setup to include printer driver installation on all the workstation, scan-to-email set-up, scan-to-pc set-up, Fax set-up, accounting (user codes, copy/print limitations) set-up, etc.
- Machine replacement guarantee if not satisfied with performance throughout the lease term.
- Pickup of all used consumables supplies for recycling.
- Proactive Solution – the copier will automatically send email notification to the vendor in case of service calls or supplies are needed.
- Mandatory Preventive Maintenance visits on quarterly basis (a log sheet will be provided to the enduser to track the preventive maintenance).
- Monthly reports to include meter read, list of ordered supplies and list of request service calls.

Please note that the above services were not included in the bid packet. As a complete document solution provider, AllStar humbly requests GSA and the enduser to add the above services in to the contract and as a part of the lease price. These services should be covered with the fixed monthly lease price and should not be charged separately.

Response: See attached "Amendment #3"

Question 4:

The bid packet does not specify monthly pooled allowance for the paper, staples for off-line stapler and staples for finisher/booklet maker. A document solutions company that provides high end copiers should also be responsible for providing consumables such as paper and staples. As a complete document solutions provider, AllStar requests GS and the enduser to add a monthly allowance for paper (letter, legal or ledger), staples for off-line stapler and staples for finisher/booklet maker. This allowance of paper and staples should not be a separate charge but should be included in the monthly lease price.

Response: See attached "Amendment #3"

Question 5:

Section 7 of the item 1.1 (45 page per minute copier) requests for Automatic Document Feeder capacity of 130 sheets. We kindly request GSA and enduser to request for an Automatic Document Feeder with minimum capacity to 100 sheets for the following reasons:

- a. 130 sheets Automatic Document Feeder is too specific to one brand. Requesting for 130 sheets Automatic Document Feeder limits fair competition. To promote open and fair competition we kindly request GSA to accept minimum of 100 sheets Automatic Document Feeder. This will allow vendors to offer different brands of copiers.

b. Since scanning function such as "continuous Scan" lets the user scan larger (more than 200 pages) documents and send them or store them as one single document, reducing the sheet capacity from 130 to 100 will have little or no effect on the productivity.

Response: Refer to "Amendment #1". "Revised 1/22/16" specifications

Question 6:

Please note that sections 1, 3, 4, 6, & 7 state "Up to 20 Amp Line Conditioner" and sections 5 & 8 state "15 Amp Line Conditioner". Please note that not all copiers specifically require 20 amp or 15 amp line conditioner. Copiers in section 1,2, 4, 6, & 7 can meet all the mentioned requirements and can easily operate on a 15 amp line conditioner (instead of a 20 amp that is required). Instead of requesting for a specific line conditioner, we request GSA and the enduser to change all the specs pertaining to Line Conditioner to the following:

Appropriate or Suitable Line Conditioner for the copier

Response: See attached "Amendment #3"

Question 7:

Sections 1, 2, 3, 4, 6, & 7 state "Up to 1200 x 2400 dpi true print resolution (not interpolated or emulated)". This print resolution is very specific to Xerox brand. This limits other copier vendors to participate in the copier bids (Since Xerox is the only one with this bid specification). To promote open and fair competition we kindly request GSA and the enduser to accept a minimum print resolution of 600 x 600 dpi. This will open the bid to more than one vendor.

Response: See attached "Amendment #3"

Question 8:

Sections 1, 2, 3, 4, 6, & 7 state "On board anti-virus protection". We request GSA and enduser to clarify if this is referring to the Anti-Virus Software that will be installed on the workstations connected to the copier. Please clarify.

Response: On board anti-virus protection is to protect scanned document stored in the machine. No changes to be made.

Question 9:

The bid packet does not specify any monthly pooled allowance for Color or B&W prints. We kindly request GSA and the enduser to specify the monthly pooled allowance for Color and B&W.

Response: See attached "Amendment #3"

Question 10:

In regards to "Charges for overage of Copies exceeding the monthly allowance print". Will this rate/charge be fixed for the year or can it change every year?. Please advice?

Response: The price offered by the bidder for the "Charges for overage of copies exceeding the monthly allowance print" must remain the same throughout the contract period.

Question 11:

Sections 1, 2, 3, 4, 6, & 7 state "Supports 16 to 110 lb. (60 to 330gsm) Paper Weights". The paper weight 110 lb. cover equals to 300gsm and not "330gsm". We kindly request GSA and the enduser to change "330gsm" to 300gsm

Response: See attached "Amendment #3"

Question 12:

Sections 1, 2, 3, 4, 6, & 7 state "Off-Line up to 50 Sheet convenience Stapler with work shelf". Please note that our copiers have off-line stapler built into the finisher and so there is no need for a shelf to place the off-line convenient stapler. To promote fairness, we kindly request GSA and the enduser to change the spec to the following:

Off-line up to 50 sheet convenience stapler with work shelf (work shelf can be excluded if the off-line convenient stapler is built into the finisher).

Response: See attached "Amendment #3"

Question 13:

Sections 1, 2, 3, 4, 6, & 7 state "Password protected PDS". We kindly request GSA and the enduser to confirm if this is referring to "Password Protected PDF". Please clarify.

Response: Yes, see attached "Amendment #3"

Question 14:

Section 2 states the finishing options twice. Please clarify why the finishing option were stated twice in section 2. If this was by error, we kindly request GSA and the enduser to eliminate the second mention of the finishing options in section 2.

Response: See attached "Amendment #3"

Question 15:

Sections 5 & 8 states "Minimum 1000 sheets Two-sided Automatic Document Feeder". We kindly request GSA and the enduser to change the spec to accept a minimum of 100 sheet two-sided Automatic Document Feeder.

Response: See attached "Amendment #3"

Question 16:

Sections 5 & 8 states "320 GB Hard Drive with Image Overwrite". To promote open and fair competition we request GSA and the enduser to mention the requirement of a Hard Drive instead of requesting for specific size of Hard Drive. We request GSA and the enduser to change the spec to mention Hard Drive with Image Overwrite.

Response: See attached "Amendment #3"

Question 17:

Sections 5 & 8 states "Stapling". We would like GSA and the enduser to clarify if this is referring an off-line stapler of an in-line stapler connected to the copier. Please clarify.

Response: See attached "Amendment #3"

Question 18:

Sections 5 & 8 do not state whether the copier is a color printing copier or black & white. Please clarify if the required copier under section 5 & 8 is required to have color printing or black & white printing.

Response: See attached "Amendment #3"

Questions submitted by IBSS dated January 28, 2016

Question 1: (Concern)

Amend to change "Bid Opening" from January 25, 2016 at 9:00am to now read February 4, 2016 at 10:00am.

Request to be changed to 10:00am February 11, 2016

Question 2: (Concern)

"Revised 1/22/15 pages 29 thru 33 (attached) Page 33 Specifications: Line 7, Minimum 1000 sheet two-sided Automatic Document Feeder

Request to change to Minimum 100 sheet two-sided Automatic Document Feeder.

Response: The deadline for any questions and concerns was on January 15, 2016 before the close of business. Please refer to page 2 of the "Acknowledgement Receipt Form"


CLAUDIA S. ACFALLE
Chief Procurement Officer