

Eddie Baza Calvo  
Governor



**GENERAL SERVICES AGENCY**  
**Government of Guam**  
148 Route 1 Marine Drive Corp  
Piti, Guam 96915

Ray Tenorio  
Lt. Governor

Director, Dept. of Admin.

Anisha Terlaje  
Deputy Director

February 18, 2016

**Invitation for Bid GSA-016-16**  
60 Month Lease Agreement,  
Multifunction Copier/Printer/Scan/Fax

**AMENDMENT #4**

1. Amend to replace pages 28 thru 31 with the "Revised 2/18/16 pages 28 thru 31 attached.

All others remains unchanged.

A handwritten signature in blue ink, appearing to read 'Claudia S. ACFALLE'.

1  
CLAUDIA S. ACFALLE  
Chief Procurement Officer.

ITEM NO.	DESCRIPTION	QTY	UOM	MONTHLY	ANNUAL
1.1	60 Month Lease Agreement Multifunction Copier/Printer/ Scanner/Fax as per the following specifications	60	MOS.	\$ _____	\$ _____

**NOTE: Charges for overage of Copies exceeding the monthly allowance prints:**

Black/White Print Copies	\$ _____	\$ _____
Color	\$ _____	\$ _____

**SPECIFICATIONS:**

**BIDDING ON / REMARKS:**

**Functions:**

Multifunction Copier/Printer/Scanner/Fax Machine

\_\_\_\_\_

Black/White Machine with Color Copier, Network Printer, Scanner, Fax, and Email

\_\_\_\_\_

Print Allowance of 120,000 Black/White prints per month  
**(Pooled four (4) Units)**

\_\_\_\_\_

Print Allowance of 1,000 Color prints per month  
**(Pooled two (2) Units)**

\_\_\_\_\_

Fixed Pricing for term of the lease

\_\_\_\_\_

Full Service & Maintenance Support to include the  
Following:

\_\_\_\_\_

All parts and labor

\_\_\_\_\_

Loaner machine upon request if machine is down for an extended  
period (at no additional charge with supplies all supplies (except  
paper and staples) included.

\_\_\_\_\_

Print credits for prints made by service technicians as well as  
damaged/unacceptable machine prints presented to the technician  
at time of the service call.

\_\_\_\_\_

24/7 Toll Free Technical Assistance

\_\_\_\_\_

Machine replacement guarantee if not satisfied with the performance  
throughout the lease term.

\_\_\_\_\_

Professional Training

\_\_\_\_\_

Initial Network installation support with ongoing toll free  
Telephone support

\_\_\_\_\_

**Free Installation & Delivery including excess rigging and steps  
with no additional charge.**

\_\_\_\_\_

**Any consumable supplies to include staples (except paper)**

\_\_\_\_\_

Pickup of all used consumable supply items for recycling

\_\_\_\_\_





**SPECIFICATIONS:**

**BIDDING ON / REMARKS:**

**Tax Payers Service - Quantity (1) each**

**Multifunction Device:**

**Black & White** Copier, Network Printer, Fax, Scanner  
55 Pages per minute

**75 Sheet** Two-Sided Automatic Document Feeder  
Tray Including Bypass tray with **minimum 3000** sheet total per capacity

Support for paper sizes up to 8 1/2 x 14  
Stapling

Print from and Scan to USB Memory Drive  
Scan to Folder and Scan to Email

Selectable Image Formats on the device: JPEG, TIFF, PDF, PDF/A  
Walk-Up Fax, LAN faxing, and Received Fax forward to email

PCL and PostScript Print Drivers  
Two-Sided Printing and Copying up to 8 1/2 x 14

Reduction/Enlargement from 25% up to 400%  
Network connectivity through 10/100/1000 BaseT

**Hard Drive with Image Overwrite and Encryption**  
Secure Print with password protection

Ability to restrict user access to color copying and printing, Assignable  
Volume limits for color and black printing; password protection of user  
Accounts, and reporting of users' machine utilization (Copy, Print, Fax,  
and Scan).

1 Seat License of Scan to PC Desktop Personal Edition (Paper Port,  
OmniPage, and Image Retriever)

110v, 15 Amp Electrical  
**Appropriate or Suitable Line Conditioner for the copier**  
Energy Star Certified

**Bidding On:**

Manufacturer: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Place of Origin: \_\_\_\_\_

Date of Delivery: \_\_\_\_\_ (For all four (4) copier machines)

**\*\*NOTE: THE U.S. FEDERAL GSA CONTRACT PRICING AND ITS TERMS AND CONDITIONS WILL BE CONSIDERED, IF OFFERED.**

These specifications were developed by the staff of the Guam Revenue and Taxation and approved by:  
John Camacho, Director of Guam Revenue and Taxation Department