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INVITATION FOR BID GSA-073-17
**60 MONTHS LEASE AGREEMENT FOR MULTIFUNCTIONAL
COLOR COPIER/PRINTER/SCANNER/FAX**

Questions received from Xerox Corporation 08/21/17

Question: 1

The paper handling requirements state "Minimum of 250 sheet capacity top/tray document feeder for automatically scanning documents?"

- a. Can you please confirm if this requirement refers to a 250 sheet capacity Document Feeder for automatically scanning documents?

Response: Yes, the 250 sheet capacity top/tray document feeder is for automatically scanning documents.

Question: 2

The scanning feature requirements state "Scan Area up to 12" x 18"

- a. Xerox requests that the scan area be reduced from 12" x 18" to 11" x 17" as 11" x 17" is the copier industries typical maximum scannable paper size on an A3 multifunction machine.

Response: See attached "Amendment #4"

Questions received from AllStar Business System 08/21/17

Question: 1

The agency requires a Monthly Black Print Allowance of 5,000 and Monthly Color Print Allowance of 2,500. Is the vendor required to provide these prints free of charge every month? So, the 5,000 and 2,500 are to generate no invoice and are not to be misinterpreted as just having a plan to "allow these prints" each month.

Response: The monthly black print allowance of 5000 and monthly color print allowance of 2500 is inclusive in the monthly charge for the term of the lease.

Question: 2

The bid requires "Fixed Pricing for the term of the lease". Does this specification also include the Cost Per Copy Plan Rates.

Response: Yes, all prices are fixed for the term of the lease.

Question: 3

Machine Replacement Guarantee.

- a) Does the "Machine Replacement Guarantee" require the device to be replaced with a "NEW" or "USED" device?
b) What is the time limit to replace the device upon receipt of request from the vendor?

**Response: a) See attached "Amendment #4"
b) Vendor to work with agency**

Question: 4

Network Connectivity. What are the requirements for this specification?

Response: a) See attached "Amendment #4"

Question: 5

The agency requires "Delivery and Installation, Initial Training and Initial Network Setup".

- a) Does the agency require all this to be included at no charge?
- b) If not, will a separate invoice suffice upon delivery?

Response: a) Yes, it should be inclusive in the lease agreement
b) Refer to response to question 5a

Question: 6

Training to include IT Support.

Is the training to be provided only during initial installation or periodically as needed by the agency?

Response: Training to be provided during initial installation and periodically as needed by the agency.

Question: 7

Convenience Stapler.

- a) What is the stapling capacity of this device?
- b) What type of information is required for this device? Brochures, Safety Data Information? Engineering specifications?

Response: a) See attached "Amendment #4"
b) Days to Day handling of office documents.

Question: 8

Pick up of all used consumable supplies for recycling?

- a) What is the timetable for this process?
- b) If used supplies are not picked up what are the ramifications?

Response: a) Agency will contact vendor to schedule pickup of recyclable materials on an as needed basis.
b) If the vendor does not pickup recyclable protocol and/or guidance from government agencies specializing in handling and disposing such supplies.

Question: 9 (Paper Handling)

Input – up to 12 x 17 (through bypass tray – posters, etc.)

- a) Did the specification intend to read 12 x 18 or 11 x 17?
- b) Does this mean you need a device that can print on 11 x 17 / 12 x 18?

Response: See attached "Amendment #4"

Question: 10 (Print Features)

Two-Sided printing with maximum 12 x 17.

- a) Is this specification meant to read 11 x 17 or 12 x 18?

Response: See attached "Amendment #4"

Question: 11 (Printing Features/Mobile Printing)

- a) Is this a required feature to be installed prior to installation?
- b) Is Wi-Fi printing also required for this device?

Response: a) Yes
b) No, Wi-Fi printing is not required

Question: 12 (Scanning Features)

Black and Color Scan speed range 75 – 200 images per minute?

Is this meant to read that the minimum scan speed is 75 ipm and the maximum scan speed is 200 imp?

Response: Yes.

Question: 13 (Scanning Features)

Scan to Folder and Mailbox.

Is Scan to Email also a requirement?

Response: See attached "Amendment #4"

Question: 14 (Scanning Features)

Scan Mixed Originals

While devices can scan mixed originals is the device also required to print mixed sized copies and print same sized copies as a result?

Response: See attached "Amendment #4"

Question: 15 (Scanning Features)

Scan area up to 12 x 18.

a) Can the minimum requirement for scanning be listed at 11 x 17 to allow for more vendors to participate?

Response: See attached "Amendment #4"

Question: 16 (Fiery Controller)

The specifications require an EFI Fiery Controller.

What are the specifications required for the use of this Server/Controller?

Response: The Dept. of Chamorro Affairs requires the use of the fiery controller, but not limited to Document preparation for printing multiple pages in a booklet style using any file format; Enhance Image quality of pictures and produce color quality documents; etc.

Question: 17 (Consumable Supplies/Cost Per Copy Plan)

Consumable Supplies.

a) Are consumable supplies such as toner, developer, fuser units, drum units, waste bottles, and Ozone Filters to be provided/included free of charge to the agency?

b) Is the delivery of consumable items to be provided/included free of charge to the agency?

Response: a) Yes.

b) Yes.

Question: 18 (Service and Repairs)

a) What is the service plan that is required for this bid?

Response: To repair and service as needed to include all parts and labor.

b) Is the Service Maintenance Plan to be included/provided free of charge to the agency?


Response: Yes.

c) What is the response time required to be onsite for service calls placed?

Response: Between 24 – 36 hours

d) What is the remedy for devices that are hard-down for more than 24 business hours?

Response: See attached "Amendment #4"

 9/1/17
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