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DEPARTMENT OF ADMINISTRATION

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GENERAL SERVICES AGENCY DIVISION
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LOURDES A. LEON GUERRERO
Governor (Maga'hâga)
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Lt. Governor (Sigundo Maga'lâhi)

July 1, 2024

Invitation For Bid
GSA-016-24
12 Month Lease Agreement for Multifunctional Color Copier/Printer/Scanner/Fax (DPW)

Questions and Concerns received from Xerox Corporation on June 21, 2024.

1. The bid indicates the requested lease is for a period of "one (1) year with the option to renew on a year to year basis for four (4) additional years." The total number of possible years for the lease is 5 years (1 + 4 option years). Question/Request: Will the exercising of the option years be solely dependent on availability of funding and satisfactory vendor performance?
   Response: Yes.

2. The Government of Guam is eligible to use US Federal GSA contracts and has used US Federal GSA contracts in the past to obtain special pricing and terms that federal agencies enjoy. All the potential manufacturers represented on Guam have GSA schedules.
   • Ricoh- GSA Contract No. GS-03F-0085U
   • Canon GSA Contract No. Contract : GS-03F-046DA
   • Konica Minolta GSA Contract No. GS-35F-166DA
   • Sharp GAS Contract No. GS-25F-0037M
   • Kyocera GSA Contract No. GS-03F-045DA
   • Xerox GSA Contract No. GS-03F-137DA
   Question/Request:: In light of the ability for each of the represented manufacturers to offer US Federal GSA contract pricing, will GSA consider bid responses offered under a US Federal GSA contract?
   Response: Yes.

3. The bid specifications indicate a requirement of "Copier/ Printer/Scanner/Fax (10 units)" and a "monthly pooled black print allowance: 2000 and "monthly pooled color print allowance: 200". Question/Request: Is the indicated 2000 black and 200 color print allowance per unit? And if so, will the total requested pool allowance shared between the 10 units be 20,000 black and 2,000 color prints per month?
   Response: Yes, the number of print allowance is per unit.

4. The bid includes a line for Unit Cost and Total Cost as well as Optional Print Allowance
   Question/Request A: Will the unit and total cost (12 mos. x unit cost) in Item No. 1.0 be used solely in comparing/evaluating costs offered by responding vendors to determine the lowest offered cost/price?
   Response: Yes.

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Question/Request B: Are the amounts to be entered into the lines provided in the Optional Print Allowance section (Item No. 1.1) to be based on the monthly unit cost for each print allowance tier? E.g. for Optional Print Allowance, a. Black print allowance of 2000 prints per month with color print allowance of 200 prints per month, vendors should respond with a monthly unit cost to include 2000 black and 200 color print allowance per month; and so forth with each requested monthly print allowance.
Response: Yes.

5. The bid specifications indicate a requirement of "File Types PDF, TIFF, JPEG". Question/Request: Does this specification refer to the required available file format types for scanning? And if so, can you please clarify what types of PDF formats are required? (E.g. Image only PDF, Searchable PDF, Password protected/Secure PDF)
Response: Yes, all of the above.

6. The bid specifications indicate a requirement of "Fax Capabilty". Question/Request: What types of fax capability are being requested? (E.g. Walk-up fax, Fax from PC/LAN Fax, Fax forward to email or server folder)
Response: Walk-up Fax.

Questions and Concerns received from All Star dba: Guam Copier on June 21, 2024.

1. **Please verify the requirement to support 12" x 18" paper size for this bid.** ***Does any GovGuam customer have the requirement for the 12" x 18" paper size because they actually use that paper size?*** Please consider that NO Government of Guam leased copier has ever printed any thing out on 12" x 18" paper as we have questioned all of them and did not get a single positive response. Second consideration is that NO paper supplier, including Xerox, sells 12" x 18" paper to the Government of Guam (and no one carries that paper or has ever carried it... including us). We are not asking this question for ourselves as our copiers support this unwanted paper size but Sharp and Canon do not. The effect of this requirement is the elimination of two of Guam's four copier companies from this bid. We respectfully request that the requirement to "Support 12" x 18" paper size" be removed from this bid.
Response: See Amendment #1.

2. **Do you need a scanning speed of exactly 141 images per minute or can it be much faster?** Our copiers scan at 220 images per minute. To really limit the number of competitors, we respectfully request that you increase the scan speed to 220 images per minute. Of course, we'd be the only bidder. How about 180 ipm? At that speed, the Canon dealer can offer a bid as well.
Response: See Amendment #1.

3. **Please explain what you mean by Anti-virus Protection?** Do you mean that the copier has an anti-virus protection system but **MAY** be able to be infected by an older, or newer, virus **or** must the copier be **UNABLE** to be infected by a software virus or any virus? We respectfully request that the specification to be changed to say that the copier must be ***UNABLE to be infected by a virus, malware, or ransomware***. You might add the terminology that the successful bidder will accept all financial responsibility for the damages caused by any "virus" that beats this protection. Docomo Pacific recently switched to our copiers for this exact reason. They now understand the difference between Anti-virus Protection and the inability to be infected by a virus.... although these terms sound similar, they are not the same. We suspect that they suffered great financial costs to learn this distinction.
Response: See Amendment #1.

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4. **Do you have any punishments for copiers that fail to function during the lease period or remedies for that matter?** For instance, if a copier fails to be repaired within four working days, the copier must be replaced with a similar or better model. We respectfully request that you add detailed punishments if the successful bidder fails to provide services. We'd be happy to supply a list of industry standard services, and punishments for service failure, now available in the commercial market on Guam and the Marianas Islands.
   Response: Refer to item 41 under the "General Terms and Conditions", page 27 of 35.

5. **If GSA falls behind on the monthly payments, is the winning bidder still required to supply toner and services?** For instance, the GMHA is having a serious problem with this very issue (not to mention actual machine failures). You might ask them about their satisfaction with their current lease. ***You are procuring the services and YOU have the right to set the conditions of service.*** We respectfully request that terms and conditions be added that the successful bidder must continue to provide all the products and services in this lease ***EVEN*** if the government fails to stay current with payments on these services.
   Response: Yes. Once contracted, the vendor must provide supplies and services for the duration of the contract.

6. Isn't it better for GovGuam when you have competitors, for your copier leases, bidding on industry standard specifications and providing the best products in the market at the best price? Let's hope the answer is yes.
   Response: Yes.

Please Note: Follow up/Clarification to the Questions and Concerns responses dated 07/01/2024 must be submitted to the General Services Agency via email to gsaprocurement@gsadoa.guam.gov no later than 5pm, Wednesday, July 03, 2024.

Andriana Quitugua
Acting Chief Procurement Officer

Please Print
Acknowledgement Copy (Email to GSA)
Received By: _____
Date: _____
Company Name: _____
Email to: gsaprocurement@gsadoa.guam.gov

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