EDWARD M. BIRN
*Director (Direktot)*
ELIZABETH T. FISHER
*Deputy Director (Sigundo Direktot)*

**DEPARTMENT OF ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY DIVISION
*(Ahension Setbision Hinirat)*
Telephone (*Telifon*): (671) 475-1705/1712/1713

LOURDES A. LEON GUERRERO
*Governor (Maga'håga)*
JOSHUA F. TENORIO
*Lt. Governor (Sigundo Maga'låhi)*

January 31, 2025

Invitation for Bid
GSA-007-25
12-Month Lease Agreement for Multifunctional Color Copier/Printer/Scanner/Fax

**Questions and Concerns received from Xerox Corporation on January 23, 2025.**

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: Extensions and renewals will be at the "Sole Discretion of the Government".**

2. The bid specifications indicate a requirement of "12-Month Lease Agreement for a Multifunction Color Copier/Printer/Scanner/Fax (5 units)" and a "Monthly Black Print Allowance for 20,000" and "Monthly Color Print Allowance: 2,000". Question/Request: Is the indicated 20,000 black and 2,000 color print allowance per unit? Or is it an aggregate "pooled" print allowance to be shared between the 5 units (4000 black and 400 color print allowance for each of the 5 units)?
   **Response: The monthly print allowance for both black and color prints will be shared between the five (5) units.**

3. The bid specifications indicate a requirement of "Up to 5 trays including bypass tray with a total capacity of up to 3140 sheets." Question/Request: Can you please clarify the term "up to"? Do you mean "a minimum of 5 paper tray including bypass tray with a minimum total capacity of 3140 sheets"?
   **Response: See Amendment #2.**

4. The bid specifications indicate a requirement of "Up to 50 sheet multi-position stapler, 2 and 3 hole punching, booklet making with saddle stitch." Question/Request: Can you please clarify the term "up to"? Do you mean "a minimum of 50 sheet multi-position stapler, 2 and 3 hole punching, booklet making with saddle stitch"?
   **Response: See Amendment #2.**

5. The bid specifications indicate a "Print Resolution 1200 x 2400 dpi" Question/Request: Can you please clarify if the 1200 x 2400 dpi print resolution is "true/ unenhanced" print resolution?
   **Response: Yes.**

6. The bid includes a line for Monthly Cost and Annual Price
   Question/Request A: Are the "Monthly Cost" and "Annual Price" lines to be completed with the offered price for each unit or aggregate total price for 5 units?
   **Response: The monthly cost and annual price should reflect aggregate total price for the five (5) units.**

   Question/Request B: Will the Annual (12 mos. x monthly 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.**

Please Note: Follow up/Clarification to the Questions and Concerns responses dated 1/31/2025 must be submitted to the General Services Agency via email to gsaprocurement@gsadoa.guam.gov no later than 5pm, Monday, February 3, 2025.

Andriana Quitugua
Acting Chief Procurement Officer

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