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**Department of Education
Procurement Records
for
OPA Case No.
OPA-PA-11-002**

Document Management Services
GDOE IFB 022-2010

February 4, 2011

Book 1



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Document Management Services
GDOE IFB 022-2010

February 4, 2011

Book 2

EXHIBIT 1

March 19, 2010 Correspondence from John Thos. Brown
Re: Procurement Protest

March 31, 2010 Letter to Honorable Felix P. Camacho
Re: Declaration of Emergency for Document Management Services
For Period of: April 01, 2010 – April 30, 2010

April 02, 2010 Addendum 1 Fax Confirmation Sheet - Job Number 227

April 05, 2010 Addendum 2 Fax Confirmation Sheet – Job Number 253

April 05, 2010 Procurement Protest: REMINDER from John Thos. Brown

April 07, 2010 Correspondence from Xerox Re: Response to Informal Request for Quote

April 09, 2010 Correspondence from Legal Counsel to John Thos. Brown Re: Protest Letter
filed March 19, 2010

April 12, 2010 Letter of Intent to Xerox Fax Confirmation Sheet – Job Number 703

April 29, 2010 Purchase Order Issued to: Younis Art Studio, Inc.

May 21, 2010 Memorandum to Attorney General of Guam Subject: Approval of Contracts

June 29, 2010 Letter to Honorable Felix P. Camacho
Re: Declaration of Emergency for Document Management Services
For Period of: July 01, 2010 – July 31, 2010

July 02, 2010 Transmittal Sheet from Office of the Governor’s Legal Counsel

July 07, 2010 Letter to Honorable Felix P. Camacho
Re: Declaration of Emergency for Document Management Services
For Period of: July 01, 2010 – July 31, 2010

July 07, 2010 Memorandum to Ray Haddock, Esq. Subject: Document Management Services
Attached: Scope of Services

July 16, 2010 Memorandum to Ray Haddock, Esq. Subject: Certificate of Emergency

Aug. 30, 2010 Correspondence to: Potential Vendor, Re: Draft Specifications for Document
Management Services

EXHIBIT 2

Sept. 09, 2010	Facsimile from Marianas Variety	Advertising Order / Invoice Display Ads Fax Confirmation Sheet – Job Order Number 454, 462 & 471
Sept. 09, 2010	Letter to Mr. Roland Franquez, General Manager- Island Business Systems	Fax Confirmation Sheet – Job Number 441
Sept. 09, 2010	Fax Acknowledgement from IBSS	Job Number 7753
Sept. 09, 2010	Letter to Ms. Margaret Tyquiengco, General Manager – Xerox Corp.	
Sept. 10, 2010	Local Media Advertisement – Marianas Variety	
Sept. 10, 2010	Bid Package Set:	GDOE IFB 022-2010 Document Management Services Issue Date: Sept. 10, 2010 Opening Date: Oct. 01, 2010 Time: 10:00am
Sept. 10, 2010	Bid Register	GDOE IFB 022-2010 Bid Opening: Oct. 01, 2010 Time: 10:00am
Sept. 10, 2010	Payment Receipt from:	Island Business Systems Xerox G4S Security Services
Sept. 16, 2010	Correspondence from Island Business Systems - Re: GDOE IFB 022-2010 Request for Pre-Bid Conference-Questions and Concerns Xerox – Response	
Sept. 17, 2010	Amendment No. 1	GDOE IFB 022-2010 Acknowledge Receipt from: IBSS, Xerox
Sept. 17, 2010	GDOE Email	GDOE IFB 022-2010 Amend #1
Sept. 21, 2010	IFB 022-2010 Sign in Sheet for Pre-Bid Conference	
Sept. 21, 2010	Email Correspondence	

EXHIBIT 3

Sept. 21, 2010 Correspondence from Island Business Systems Subject: GDOE IFB 022-2010; Pre-Bid Conference-Additional Questions

Sept. 21, 2010 Facsimile Transmittal Cover Sheet-To: Central Files cfd-0910 0857

Sept. 21, 2010 Letter to Honorable Felix P. Camacho
Re: Declaration of Emergency for Document Management Services
For Period of: Oct. 01, 2010 – Oct. 31, 2010

Sept. 23, 2010 Fax Correspondence from Xerox – Re: Questions for GDOE IFB 022-2010
Fax Confirmation Sheet – Job number 904

Sept. 23, 2010 Fax Correspondence from Xerox – Re: Question on Amendment 2

Sept. 23, 2010 Fax Confirmation Sheet – Job Number 921

Sept. 23, 2010 Email Correspondence to IBSS, G4S

Sept. 23, 2010 Amendment No. 2 Confirmation Sheet-Send Failed-Job Number 888

Sept. 23, 2010 Fax Confirmation Sheet – Job Number 888

Sept. 23, 2010 Acknowledge Receipt from Xerox, IBSS

Sept. 24, 2010 Correspondence to Prospective Bidders; Re: Amendment #3

Sept. 24, 2010 Faxed Correspondence to Xerox, IBSS

Sept. 24, 2010 Fax Confirmation Sheet – Job Number 937

Sept. 27, 2010 Invitation for Bid signed by Ms. Tyquiengco

Sept. 27, 2010 Memorandum To: File Subject: Ratification Document Management Services

Sept. 28, 2010 Correspondence from Island Business Systems – Subject: Answers to Pre-Bid Conference Questions; Request for Extension

Sept. 28, 2010 Copy of Correspondence from Island Business Systems – Subject: Answers to Pre-Bid Conference Questions; Request for Extension; Received by Maher & Thompson, P C

Sept. 30, 2010 Amendment #3; Prospective Bidders-GDOE IFB 022-2010, Document Management Services

EXHIBIT 4

Sept. 30, 2010 Fax Confirmation Sheet – Job Number 189

Sept. 30, 2010 Acknowledge Receipt from Xerox and IBSS

Sept. 30, 2010 Email to IBSS; Re: IFB 022-2010 Amend #3 and Acknowledge Receipt from IBSS

Sept. 30, 2010 Email from Taling Taitano

Oct. 05, 2010 Email from Christopher Anderson Re: Questions from Xerox Survey Processing Analysis

Oct. 05, 2010 Amendment #4; Prospective Bidders-GDOE IFB 022-2010, Document Management Services

Oct. 06, 2010 Fax Confirmation Sheet – Job Number 306

Oct. 06, 2010 Email from Taling

Oct. 06, 2010 Fax Transmittal Cover Sheet To: Fred Nishihira, AG's Office

Oct. 06, 2010 Fax Confirmation Sheet – Job Number 307

Oct. 06, 2010 Email from Christopher Anderson Re: Questions from Xerox Survey Processing Analysis

Oct. 07, 2010 Memorandum to Superintendent; Re: Small Multifunction Copier IFB and IFB 022-2010 Technical Specification Corrections

Oct. 07, 2010 Acknowledge Receipt from IBSS; Amendment #4- GDOE IFB 022-2010 Document Management Services

Oct. 07, 2010 Fax Confirmation Sheet – Job Number 310

Oct. 07, 2010 Fax Confirmation Sheet – Job Number 312

Oct. 07, 2010 Payment Receipt from J & B Modern Tech.

Oct. 08, 2010 Fax Correspondence from Xerox; Re: Answers and Questions for GDOE IFB 022-2010

Oct. 08, 2010 Correspondence from IBSS; Re: DOE IFB 022-2010

Oct. 08, 2010 Correspondence from IBSS; Re: DOE IFB 022-2010 w/notes

EXHIBIT 5

Oct. 11, 2010 Email Correspondence to Fred; Re: Questions to Doc. Mgmt. Services

Oct. 12, 2010 Amendment #5; Prospective Bidders-GDOE IFB 022-2010, Document Management Services

Oct. 12, 2010 Fax Confirmation Sheet – Job Number 354 and 355

Oct. 12, 2010 Faxed Acknowledge Receipt from IBSS; Re: Amendment #5

Oct. 13, 2010 Correspondence from IBSS; Subject: Amendment #5 – Bid Extension

Oct. 13, 2010 Acknowledge Receipt from: Xerox Corp.; Re: Amendment #5

Oct. 14, 2010 Email Correspondence from Taling Taitano; Re: Posting of Answers for Document Management and Custodial Contracts

Oct. 14, 2010 Faxed, Acknowledge Receipt: Island Business Systems and Xerox Corp.

Oct. 14, 2010 Amendment No. 6; Prospective Bidders-GDOE IFB 022-2010, Document Management Services

Oct. 14, 2010 Fax Confirmation Sheet – Job Number 395 and 396

Oct. 14, 2010 Faxed, Acknowledge Receipt: J & B Modern Tech.

Oct. 15, 2010 Bid Register

Oct. 18, 2010 Correspondence from Island Business Systems, Re: DOE IFB 022-2010 Clarification of Answers on Amendment 4 (2); and Amendment 6

Oct. 18, 2010 Facsimile copy of Correspondence from Island Business Systems, Re: DOE IFB 022-2010 Clarification of Answers on Amendment 4 (2); and Amendment 6

Oct. 19, 2010 Facsimile Correspondence from: Xerox Corp.; Re: Amendment 6: Answers to Questions for GDOE IFB 022-2010

Oct. 19, 2010 Email to Vince, FSAIS and response from Vince

Oct. 21, 2010 Clarification #1; GDOE IFB 022-2010; Amendment 4 (2) To: Prospective Bidders

Oct. 21, 2010 Correspondence from Island Business Systems; Re: DOE IFB 022-2010, Subject: Clarification 1

EXHIBIT 6

Oct. 21, 2010 Fax Acknowledge Receipt: from Island Business Systems

Oct. 21, 2010 Fax Correspondence from Xerox Corp.

Oct. 21, 2010 Fax Confirmation Sheet – Job Number 467

Oct. 22, 2010 Memorandum to: File, Subject: IFB 022-2010 to G4S

Oct. 22, 2010 Clarification No. 2 Issued with Questions and Answers.

Oct. 22, 2010 Group send of Clarification 2 to 477-7660, 472-3844 and 646-0589. Job Number: 489

Oct. 22, 2010 Group Send Report Job Number 489. Send failed for 646-0588. Subject: Clarification 2.

Oct. 22, 2010 Correspondence from Mike Salas at Xerox Re: Clarifications No. 1 and 2: Answers to Questions for GDOE IFB 022-10

Oct. 22, 2010 Correspondence of Clarification 2 to 646-0589 Job Number: 490.

Oct. 22, 2010 Acknowledgement Copy: IBBS Subject: Clarification 2

Oct. 22, 2010 Acknowledgement Copy: Xerox Subject: Clarification 2
Clarification No. 3 Issued with Questions and Answers.

Oct. 22, 2010 Group send of Clarification 3 to 477-7660, 472-3844 and 646-0589. Job Number: 489

Oct. 22, 2010 Group Send Report Job Number 495.
Subject: Clarification 3.

Oct. 22, 2010 Acknowledgement Copy: IBBS
Subject: Clarification 3.

Oct. 22, 2010 Acknowledgement Copy: Xerox
Subject: Clarification 3.

Oct. 26, 2010 Bid Submission Register. IBBS and Xerox Corporation
Submitted Bids.

Oct. 26, 2010 Bid Submission from: Xerox Corp.

Oct. 26, 2010 Proprietary Documents from Xerox Corp.

EXHIBIT 7

Oct. 26, 2010 Abstract of Bidders: Xerox Corporation and IBSS.

Oct. 29, 2010 Bid Status: Bid is recommended for award to Xerox

Oct. 29, 2010 Correspondence to IBSS
Subject: Bid Status
Job Number: 574

Oct. 29, 2010 Letter of Intent
Re: Document Management Services

Oct. 29, 2010 Correspondence to Xerox
Re: Letter of Intent
Job Number: 575

Nov. 15, 2010 Letter to Governor of Guam
RE: Declaration of Emergency.

Nov. 15, 2010 Certificate of Emergency.

No Date Certificate of Emergency. Signed by Dr. Underwood and Governor-Acting.

Nov. 16, 2010 RPO – GDOE IFB 022-2010- Xerox Response and Services & Solutions.

Nov. 16, 2010 Purchase Order to Xerox for \$862,264.50.

Nov. 17, 2010 Letter to Governor
RE: Declaration of Emergency

Nov. 22, 2010 Correspondence to Island Business Systems and Supplies.
Subject: Notice of Stay of Procurement
RE: RFQ dated Nov. 17, 2010.

Nov. 22, 2010 Correspondence to Xerox Corp.
Subject: Notice of Stay of Procurement
RE: RFQ dated Nov. 17, 2010.

Nov. 22, 2010 Correspondence to J & B Modern Tech., Subject: Notice of Stay of Procurement

EXHIBIT 8

Nov. 24, 2010 Fax to Frank Cruz at IBSS RE: Bid Status/Confirmation Report.

Dec. 3, 2010 Correspondence from Xerox to Taling Taitano
RE: Xerox Services and Equipment.

Dec. 7, 2010 Correspondence from Xerox to Taling Taitano and Mr. Garcia.
RE: Xerox Purchase Order Modifications.

Dec. 13, 2010 Letter to Xerox
Subject: Change Order
RE: Document Management Services

Dec. 14, 2010 Handwritten note
First Line—In to DOE
Correspondence from Xerox to Taling Taitano
RE: Xerox Purchase Order Modifications and Instructions to move
forward with delivery.
Correspondence from Xerox to Taling Taitano
RE: Xerox Purchase Order Modifications and Instructions to move
forward with delivery. With Concur to change initials.

Dec. 16, 2010 Letter from John Thos Brown to Superintendent
RE: Procurement Protest: Copiers IFB #022-2010
Page 3 of 3, Note from Mr. Randy Romero, Re: Review of Purchase Order
201100024

Dec. 17, 2010 Procurement Meeting Notes
Purchase Order to Xerox with notes.
Company: Xerox
Purpose of Meeting: Discuss History of IFB 022-2010

Dec. 17, 2010 Letter to Xerox
STOP WORK ORDER

Dec. 17, 2010 Acknowledgement Copy: Xerox
STOP WORK ORDER

Dec. 17, 2010 Confirmation Report
RE: STOP WORK ORDER
Job Number: 207

EXHIBIT 9

Dec. 17, 2010 Letter to Xerox
STOP WORK ORDER/Corrected

Dec. 17, 2010 Confirmation Report
RE: STOP WORK ORDER/Corrected
Job Number: 240

Dec. 20, 2010 Letter from Xerox to Taling Taitano and Mr. Romero
RE: Stop Work Order and Direction

Dec. 20, 2010 Letter from Xerox to Taling Taitano and Mr. Romero
RE: Freedom of Information Request for Copies of All Documents
Related to IFB 022-2010

Dec. 22, 2010 Letter from Xerox to Taling Taitano and Mr. Romero
RE: Freedom of Information Request for Copies of All Documents
Related to IFB 022-2010
With Handwritten Note

Dec. 23, 2010 Letter from Xerox to Taling Taitano and Mr. Romero
RE: AMENDED Freedom of Information Request for Copies of All
Documents Related to IFB 022-2010

Dec. 23, 2010 Work centre 24 Transmission Report
RE: AMENDED Freedom of Information Request for Copies of All
Documents Related to IFB 022-2010

Dec. 27, 2010 Facsimile Transmission from Carlsmith Ball LLP
RE: Entry of Appearance in DOE IFB-022-2010.

Dec. 30, 2010 Letter from Carlsmith Ball LLP via Hand Delivery
RE: Response to Letter from IBSS

Jan. 03, 2011 Letter from John Thos. Brown via Hand Delivery
RE: Procurement Protest

Jan. 14, 2011 Letter to Xerox
Subject: Notice of Extension of Stop Work Order.

Jan. 14, 2011 Acknowledgement Copy: Xerox
Subject: Notice of Extension of Stop Work Order

EXHIBIT 10

Jan. 14, 2011 Transmission Report
Correspondence to Xerox
Subject: Notice of Extension of Stop Work Order.

Jan. 26, 2011 Letter to John Thomas Brown/IBSS
Subject: IBSS Procurement Protest

Jan. 27, 2011 Transmission Report
Letter to John Thomas Brown/IBSS
Subject: IBSS Procurement Protest

Jan. 27, 2011 Cover Letter
To IBSS
Comment: Please acknowledge receipt of doc.

Jan. 28, 2011 Letter to Xerox
Subject: NOTICE OF EXTENSION OF STOP WORK ORDER.

Jan. 28, 2011 Acknowledgement Copy: Xerox
Subject: NOTICE OF EXTENSION OF STOP WORK ORDER.

Jan. 28, 2011 Transmission Report
Subject: NOTICE OF EXTENSION OF STOP WORK ORDER

Jan. 28, 2011 Correspondence to Laura J. Mooney from Doris Flores Brooks
RE: Appeal No. OPA-PA-11-002: Notice of Receipt of Appeal and
Conflicts Check Information.

Jan. 28, 2011 Transmission Report
RE: Appeal No. OPA-PA-11-002: Notice of Receipt of Appeal and
Conflicts Check Information