



**INVITATION FOR BID
COPIER EQUIPMENT LEASE
OPA-IFB-002-19**

**QUESTIONS & RESPONSES
Wednesday, November 20, 2019**

We itemized below all the questions received from potential bidders as of 12:00 P.M., November 15, 2019.

Questions Received from SBS Guam, Inc. on Wednesday, November 13, 2019

1. On page 4 of the IFB, under Specifications: k) Stapling capability.

Question: Is it specific to inline or can it be either option of inline or offline stapling?

Answer: Bidders may provide options for either inline or offline stapling.

2. On page 4 of the IFB, under Specifications: l) Automatic document feeder and bypass tray that can hold a minimum of 100-sheets DSPF.

Question Is this limited to DSPF (Duplexing Single-Pass Document Feeder) or can RSPF (Reversing Single-Pass Document Feeder) be considered as another option?

Answer: We will consider only DSPF.

3. On page 5 of the IFB, under Specifications: n) Allows for one-sided or two-sided printing, multiple-up (2, 4, or 6 individual documents on one sheet of paper), booklet creation, print flip short or long edge, copy bound originals, etc.

Question: Does booklet creation require folding and/or stapling?

Answer: Booklet folding and/or stapling is not required.

Questions Received from Xerox Corporation on Thursday, November 14, 2019

1. The IFB package indicates that the current lease of the Xerox device is for 36 months with an option to renew for up to three (3) additional 1-year periods.

Question: Can you please confirm what lease term is being requested for the new equipment? Longer lease terms typically result in lower monthly lease costs.

Answer: On page 6 of the IFB, under General Terms and Conditions no. 3, the lease term shall be for 36 months beginning January 1, 2020 through December 30, 2022, with an option to renew for up to 36 additional 1-month periods through a letter of extension by OPA, subject to availability of funds.

2. On page 5 of the IFB, under Bidder's Price Section.

Question: Are vendors allowed to respond with a monthly lease price based on a longer lease term as an alternate offer?

Answer: Bidders are expected to respond with a monthly lease price based on a 36-months term (the original term). The price for the optional renewal period (up to an additional 36 months) may or may not be the same.

3. The specifications indicate a requirement of printing capability.

Question: What print driver support is requested? PCL or PostScript print drivers?

Answer: PCL

4. On page 4 of the IFB, under Specifications: m) Minimum of three trays that are able to hold paper sizes ranging from 5.5" x 8.5" to 11" x 17".

Question: What minimum total paper sheet capacity is required?

Answer: We require total paper sheet capacity of at least 4000.

5. 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. GS-02F-0008V
- Konica Minolta GSA Contract No. GS-03F-135DA
- Sharp GSA Contract No. GS-25F-0037M
- Kyocera GSA Contract No. GS-03F-045DA
- Xerox GSA Contract No. GS-03F-137DA

Question: In light of the ability for each of the represented manufacturers to offer US Federal GSA contract pricing, will the OPA consider bid responses offered under a US Federal GSA contract?

Answer: OPA may consider bid responses offered under the US Federal GSA contract as long as the bid meets the requirements and criteria set forth in the OPA-IFB-002-19. The contract is to be awarded to the lowest responsible and responsive bidder.



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