



**INVITATION FOR BID
COPIER EQUIPMENT LEASE
OPA-IFB-001-23**

**QUESTIONS & RESPONSES
Friday, September 22, 2023**

We itemized below all the questions received from potential bidders as of 12:00 P.M., September 22, 2023.

Questions Received from Xerox Corporation on Monday, September 18, 2023

1. **Question:** Can you please confirm if notarized affidavits are needed with technical submissions or is it with the price submissions?

Answer: Notarized affidavits are needed with technical submissions. Please note that the technical bid deadline is for Tuesday, October 10, 2023, at 10:00 a.m. (See Amendment 2, p.1)

2. The IFB package indicates Under Section 3 of the General Terms and Conditions “CONTRACT TERM: The lease term shall be for thirty-six (36) months beginning October 1, 2023 through September 30, 2026, with the option to renew for up to thirty-six (36) additional 1-month periods (or up to a total of three years) through a letter of extension of OPA, subject to the availability funds.

Page 12 indicates “Format 1: Lease to Own for 36 months”

Question:

- a.) Can you please confirm if the OPA will own the device after month 36 of the lease?

Answer: The OPA will not own the device after month 36 of the lease. The lease term shall be for thirty-six (36) months beginning October 1, 2023 through September 30, 2026, with the option to renew for up to thirty-six (36) additional 1-month periods (or up to a total of three years) through a letter of extension of OPA, subject to the availability funds (See OPA-IFB-001-23, p. 6, #3).

- b.) And if the OPA will **NOT** own the unit additional 1-month periods up to 36 months:

- a. Will the decision to extend beyond the 36-month period be subject solely to the availability of funds?

Answer: A new Copier Equipment Lease IFB will be issued.

- b. Are vendors allowed to respond with a monthly lease price based on a longer lease term as an alternate offer E.g. Primary response for a 36-month lease term price and alternate response for a 72-month lease term price subject to the availability of funds each fiscal year? (The monthly payment on a 72-month lease is drastically lower than a 36-month lease and both are subject to continuance based on availability of funds.)

Answer: Bidders are expected to respond with a monthly lease price based on a 36-month term (the original term) (See OPA-IFB-001-23, p.6). 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 is requested? PCL and PostScript print drivers?

Answer: We are requesting PCL print drivers.

4. The specifications indicate a minimum of 3 trays (Section m, page 4)

Question: What minimum total paper sheet capacity is required?

Answer: We require a minimum total paper sheet capacity of 4,000, but expect the machine to be able to copy and print a volume of 6,000 copies per month (See OPA-IFB-001-23, p.4, Item C).

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. Contract: GS-02F-008V
- Konika 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 and the fact that many if not all other Government of Guam agencies have accepted US Federal GSA Contract offer (especially for the very competitive 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 so long as the bid meets the requirements and criteria outlined in OPA-IFB-001-23. We will award the contract to the contract to the lowest responsible and responsive bidder.

6. The Bid requires delivery on or before October 5, 2023

Question/Request: Xerox requests a 90-day delivery period as supply chains are still being affected by post-pandemic challenges and geopolitical pressures.

Answer: We acknowledge that the circumstances may pose unique challenges. In the event that the winning bidder is unable to provide the OPA with the specified device, it is imperative that the winning bidder provides, installs, and offers training for a temporary copier with similar specifications, at the same monthly rate (See OPA-IFB-001-23, p.4). The duration for the use of the temporary copier equipment shall not exceed beyond December 1, 2023 (See Amendment 2, p.2, #6).

7. On Page 12, section 14e EVALUATION OF UNPRICED TECHNICAL OFFERS, No. 4

Question: Can you please confirm that this section (highlighted below) is not applicable to the bid?

e) **EVALUATION OF UNPRICED TECHNICAL OFFERS:**

OPA will first review the technical bid submissions against the list of specifications to determine if the submissions meet the minimum specifications. The unpriced technical offers submitted by the bidders shall be evaluated solely in accordance with the criteria set forth in the Invitation for Bids. The unpriced technical offers shall be categorized as:

- 1) Acceptable;
- 2) Potentially acceptable, that is, reasonably susceptible of being made acceptable; or
- 3) Unacceptable. The Procurement Committee shall record in writing the basis for finding an offer unacceptable and make it part of the procurement file.

Once all submissions are reviewed, OPA may contact tenant references to further substantiate the determination of potentially acceptable bidders. After on-site visits of proposed office spaces and determination of the most responsive and responsible bidder(s), OPA will request price bids only from those bidders deemed acceptable.

Answer: The highlighted section is not applicable to the bid.



Benjamin J.F. Cruz
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