



**JUDICIARY OF GUAM**  
**Administrative Office of the Courts**



**120 West OBrien Drive Hagatna Guam 96910**  
**Tel: (671) 475-3544**  
**Fax: (671) 477-3184**

*Katherine A. Maraman*  
Chief Justice

*Alberto C. Lamorena III*  
Presiding Judge

*Robert S. Cruz*  
Acting Administrator of the Courts

*Gloria J. Long*  
Procurement & Fac. Mgt. Administrator

May 2, 2017

To: All Prospective Bidders

From: Acting Administrator of the Courts

Re: **Amendment no. 1**  
**IFB No. 17-07; Lease of Copier Machines**

This serves as a response to the questions submitted to my office:

- 1.) The Bid Submission Checklist Licensing section on page 2 indicates a requirement for “a copy of a valid contractor’s license.”

**Question:** Can you please confirm if a copy of a valid business license is sufficient in lieu of a valid contractor’s license?

**Response:** A copy of your business license is sufficient.

- 2.) The Bid Submission Checklist Samples section on page 2 indicates a requirement for “Specific sample of the item as requested in the specification”.

**Question:** What samples are requested?

**Response:** Brochures on the machines and supplies to be provided and any specific contract terms required.

- 3.) The Instruction to Bidders form indicates bid should be submitted in “quintuplicate” while Section III Instructions and procedures for Bidders, D. Preparation and submissions of proposals, indicates a requirement of One (1) Original and Six (6) copies of each proposal.

**Question:** Can you please clarify how many originals and copies are required?

**Response:** 7 copies are required as stated in 3C and 3D. 1 original plus 6 copies.

- 4.) Section I: Introduction indicates “Purchase Requirements: 29 total machines desired”.
- A.) **Question:** Can you please confirm if the Courts are looking at a 60 month lease or purchase of the specified equipment?  
**Response:** 60 months as stated in opening paragraph.
- B.) **Question:** Can you please clarify how many units are required in each speed band? This section indicates 29 total machines required but the breakdown totals 27 and in General requirements No. 10, indicates 25 machines in a pool.  
**Response:** 29 units as follows: 17 at 25-35ppm; 8 at 50-65ppm; 1 at 100-110 ppm; 3 BW/Color Combination. General requirements no. 10 should read 29 not 25 which is a typo.
- 5.) Section I, IA: Minimum Equipment Requirements No. 15 indicates “Copier memory minimum 256-1GB RAM; Hard drive 10GB up to 40GB”.
- Question:** Can you please confirm minimum RAM is 256MB and minimum Hard Drive size is 10 GB? I.e. you will accept a device with RAM equal to or greater than 256MB and a Hard drive size equal to or greater than 10GB.  
**Response:** 256 RAM or greater and 10GB Hard drive or greater.
- 6.) Section I, IA: Minimum Equipment Requirements No. 22 indicates “Automatic sorting and stapling; Option for saddle stitch (saddle stitch up to 75 page booklet); multi staple finisher (multi-positional single, dual, quad) Provide maximum stapling capacity by machine.”
- A.) **Question:** Can you please confirm if by “Option”, you mean the devices must have the “saddle stitch” feature at delivery/installation?  
**Response:** Option means it is an option to add on at a later date and not required at delivery/installation.
- B.) **Question/Request:** Xerox requests that the requirement for saddle stitching up to 75 page booklet be designated only for the requested production device (i.e 100-110 ppm machine) and the requirement for saddle stitching up to 75 page booklet be reduced to 60 page booklet for the other devices.  
**Response:** Your proposal should specify what you are offering and not request a change in the specifications. Proposals will be evaluated and clarified prior to submission of the final priced proposals.
- C.) **Question/Request:** Xerox requests that the requirement for multi-positional stapling be limited to single and dual stapling (and quad stapling not required.)  
**Response:** See 6b above.

7.) Section I, IA: Minimum Equipment Requirements No. 16 indicates "Paper Capacity: four trays minimum 500 sheets per tray, adjustable to handle 8 ½ x 11, 8 ½ x 14, 11 x 17; Option for envelope feeder; machine sheet capacity 1,000 to 4,500 sheets.

A.) **Question:** Can you please confirm if by "Option", you mean the devices must have the "envelope feeder" feature at delivery/installation?

**Response:** See 6A.

B.) **Question/Request:** Xerox requests that the requirement for "envelope feeder" be designated only for the requested office devices (i.e those devices less than 100-110 ppm)

**Response:** See 6 B.

C.) **Question:** Can you please clarify what minimum paper sheet capacity is required for each print speed band?

**Response:** 500 is the minimum your proposal can indicate options for larger capacity trays.

8.) Section I, IA: Minimum Equipment Requirements No. 23 indicates requirement for "Electrical Line conditioning equipment".

**Question/Request:** Xerox requests that the requirement for "Electrical Line conditioning equipment" be designated only for the requested office devices (i.e those devices less than 100-110 ppm)

**Response:** See 6B.

9.) Section I, IA: Minimum Equipment Requirements No. 27 indicates requirement for "Optional add on for V folding; 2-4 hole punch; Booklet Finish"

A.) **Question:** Can you please confirm if by "Optional", you mean the devices must have the "envelope feeder" feature at delivery/installation?

**Response:** See 6A.

B.) **Question/Request:** Xerox requests that the requirement for "2-4 punch" be amended to "2-3 hole punch".

**Response:** See 6B.

10.) The bid calls for a 100-110ppm machine. In the copier industry, this speed band is typically found in "production equipment". Speeds slower than 100 ppm are found in "office equipment". Capabilities and Features of Office equipment and Production equipment are very different.

A.) **Question/Request:** Xerox requests that the following features be made "optional" or not required for the speed band 100 - 110ppm (production equipment category):

- a. A. Minimum Equipment Requirements No. 1; fax capability
- b. A. Minimum Equipment Requirements No. 9 "33.6kps Walkup, LAN faxing (and/or server based faxing support) and faxing forwarding to email
- c. A. Minimum Equipment Requirements No. 11; "On board anti-virus protection"
- d. A. Minimum Equipment Requirements No. 16; "Option for envelope feeder"
- e. A. Minimum Equipment Requirements No. 24; "Electrical line conditioning equipment"

**Response:** See 6B.

Should you have any questions please contract Ms. Gloria J. Long, Procurement & Facilities Management Administrator at 475-3433/3393/3175 or email at [glong@guamcourts.org](mailto:glong@guamcourts.org) . Thank you.



ROBERT S. CRUZ

Cc: P&MFA/IFB File