



ADDENDUM NO. 1

AUGUST 24, 2020

GVB IFB 2020-007: COPIER LEASE & MAINTENANCE AGREEMENT

GVB OFFICIAL RESPONSE TO QUESTIONS POSED BY 3:00 P.M. ON THURSDAY, AUGUST 20, 2020:

From Xerox (received August 19, 2020; 7:11 p.m.)

Question 1. Page 6, Section II, No. 5e mentions "Equipment Data (necessary for this project)" for bid submittal. By "Equipment Data", do you mean descriptive literature provided by the manufacturer to assist GVB in determining whether proposed models meet the stated specification requirement? (e.g. brochures and other documentation/proof sources)?

GVB Response: GVB lists "equipment data necessary for this project" to include all material necessary for the administrator or users to reference as needed.

Question 2. Other Government of Guam bids that require "Descriptive Literature" have language inserted to their IFBs General Terms and Conditions. Will this required apply to this GVB IFB as well?

GVB Response: No.

Question 3. Page 7, Section II, No. 5 mentions a Past Performance Questionnaire (Appendix D) to be completed by companies on a project reference list. How many reference are required? Are 3 references sufficient?

GVB Response: GVB uses Past Performance Questionnaire's (PPQ) much like how the Federal Government uses them when performing reference checks. GVB does not require a specific number of PPQ's for a submission. The PPQ is used as an indicator of the offeror's ability to perform. The PPQ questions are broad with the intent to determine an offeror's work experience, reliability and dependability from others companies who have this information to share with GVB. Refer to the IFB, Section II: Notice/Instructions to Bidders, Item #5g.

Question 4. Page 9, Section II, Item #18 Disclosure of Major Shareholders Affidavit mentions listing the "name and address of any person who has held more than fifteen percent (15%) of the outstanding interest or shares. Is the ownership amount 15% or 10%? The Affidavit Disclosing Ownership and Commission form (in Section VIII) indicates a threshold of 10%.

GVB Response: Please see Addendum No. 1 attached.

Question 5. Can you please clarify when is a copy of the insurance policies to be provided to GVB? After award?

GVB Response: A copy of such policy or policies shall be furnished to the GVB at the time prescribed in the contract documents, as stated in Section III, General Provisions, Item No. 15.

Question 6. Will a Performance Bond form be provided for completion after award??

GVB Response: Please refer to Section IV of the Invitation for Bid.

Question 7. Beyond the standard paper tray configuration amounting to a minimum paper capacity of 2500 sheets, can you please clarify if an additional large capacity tray of 2000 sheets or greater is required for Units A & B?

GVB Response: Yes, the additional capacity tray of 2,000 sheets or more is required for both UNITS A & B.

Question 8. Can GVB insert lines into the bid schedule for bidders to cite the manufacturer, make and model of proposed devices (for Units A, B, and C)?

GVB Response: No. GVB will not alter its original bid schedule. Offeror has the option to cite manufacturer, make and model for Units A, B, and C in their proposal.

From All Star Copiers (received August 19, 2020; 9:44 p.m.)

Question 9. Is this contract based on the first one (1) year term only, the only year that is guaranteed? Or is this contract based on the full 5-year term, with all five years guaranteed?

GVB Response: Please refer to Section II, Notice/Instructions to Bidders, Item No. 24.

Question 10. What kind of paper will GVB provide?

GVB Response: GVB does not require paper to be provided by Contractor.

Question 11. Is the price fixed for the duration of the lease? If you allow bidders to offer Federal GSA (and GovGuam GSA) pricing, then the price escalation would be controlled by that contract and not this bid specification. Is it okay to offer Federal GSA (or GovGuam GSA) that have escalation costs included in them?

GVB Response: GVB is interested in securing the lowest possible rates and anticipate receipt of price bids from Federal GSA Schedule contractors and others who can provide the services as indicated in this Scope of Work and in a range not inconsistent with those found in Federal GSA Schedule(s).

Question 12. Are the copiers/MFPs requested to be New (never previously used), used, refurbished, recycled, or renewed (such as new plastic on an old copier)?

GVB Response: New.

Question 13. In order to provide responses for each line item in our proposal, could GVB provide an editable WORD (.doc) format of the Scope of Work and General Specifications?

GVB Response: No. GVB will not provide an editable version of its bid schedule. Bidders are encouraged to utilize PDF software applications at their discretion.

Question 14. Could GVB provide actual historical print volume reports for both B&W and Color for calendar year 2019?

GVB Response: No. The print pool is as stated in the IFB.

Question 15. Could GVB provide a floor plan map so we can include our guidance on placement of the new (third) copy machine in our proposal?

GVB Response: Please see Addendum No. 2 attached.

Question 16. What type and level of "Performance Guarantees" does GVB require for this contract? ... Would GVB consider adding our performance guarantees in your IFB?

GVB Response: No.

Question 17. Will GVB be allowing GSA Pricing and Terms & Conditions for this contract?

GVB Response: Please refer to Section X, Scope of Work and General Specifications, Intent and Objective. As we go through the procurement requirement to solicit for this service, it is clearly identified that GVB is interested in securing the lowest possible rates and anticipate receipt of price bids from Federal GSA Schedule contractors and others who can provide the services as indicated in this Scope of Work and in a range not inconsistent with those found in Federal GSA Schedule(s). GVB is fully aware of the requirements and responsibilities in this regard.

Question 18. Are you following Guam procurement laws? If yes, why wasn't the "local preference" affidavit offered for this bid?

GVB Response: Yes. There is no local preference affidavit offered. Please be guided by 5GCA §5008.

Question 19. Please clarify which copiers require booklet finishing.

GVB Response: Unit B.

Question 20. Will GVB be requiring automatic copier firmware updates be included in this contract?

GVB Response: No.

Question 21. Will GVB be requiring remote troubleshooting and configuration services, which greatly reduces service response time and helps maximize operational uptime?

GVB Response: Yes.

Question 22. Over the past three (3) years, has GVB experienced any substantial downtime of copy/print/scan/fax services due to hardware/software failure of leased Multi-Function copier devices?

GVB Response: No.

Question 23. If yes to question above, can GVB estimate how much productivity (as a percentage of time) was lost?

GVB Response: N/A.

Question 24. Why does GVB require a minimum processor speed of 1.4GHz?

GVB Response: GVB requires a processor that is faster than 1.2GHz, which is that of the current units.

Question 25. Will GVB require paper be included in this contract?


GVB Response: Please refer to GVB response to Question 10.

Question 26. If yes to the question above, what paper types and sizes does GVB require to be included in this contract?

GVB Response: Please refer to GVB response to Question 10.

Question 27. Will GVB require staples be included in this contract?

GVB Response: Yes.



CARL T. C. GUTIERREZ
President and CEO

THIS ADDENDUM SHALL FORM A PART OF THE CONTRACT DOCUMENTS.

FAILURE BY ANY BIDDER TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THIS BID SHALL BE GROUNDS FOR DISQUALIFICATION.

PLEASE SIGN AND INCLUDE IN THE BID SUBMISSION AS PROOF OF ACCEPTANCE.

Acknowledged by:

Printed Name

Company Name

Signature

Date