

GVB IFB 2025-002
COPIER LEASE & MAINTENANCE SERVICES

QUESTIONS AND RESPONSES
and
ADDENDUM NO. 2

AUGUST 13, 2025

GVB OFFICIAL RESPONSE TO QUESTIONS POSED BY 12:00 P.M. ON MONDAY, AUGUST 11, 2025:

Question 1. Page 5 table showing the IFB schedule indicates "August 29, 2025; 12:00pm ChSt" as the Deadline to submit bids: IFB bid opening. However, a note states "all bids must be stamped received and dated prior to 3:00 p.m. Can you please clarify? Is the 3:00pm deadline a typo and it should read 12:00pm?

GVB Response: REFER TO ADDENDUM NO. 1 ISSUED ON AUGUST 12, 2025.

Question 2. 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 3. Page 7, Section II, No. 5 mentions a Past Performance Questionnaire (Section IX) to be completed by companies on a project reference list. How many references are required? Are 2 references sufficient?

GVB Response: GVB does not require a specific number of PPQ's for a submission. The PPQ, received from other companies you have served, 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 other companies who have this information to share with GVB.

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. 2 attached.

Question 5. Page 11, No. 24 Contract Term and Section X No. 1 indicate that the contract begins October 1, 2025. Bid responses are due on August 29, 2025. Anticipating that award/issuance of contract will be made September 1, 2025 at the soonest...and the required delivery date (page 36 Delivery Requirements) is "60 calendar days from issuance of contract," will GVB consider that the contract term shall begin UPON INSTALLATION of the equipment?

GVB Response: PLEASE SEE ADDENDUM NO. 2 attached.

Question 6. Page 16, Section IV Paragraphs 4 through 6 mention a Performance Bond. Will a Performance Bond form be provided for completion after award??

GVB Response: Section IV of the Invitation for Bid provides clear guidance on the requirements of a Performance Bond, which states that the contractor is to furnish a Performance Bond.

Question 7. Page 33, Section X Duty Cycle Units A, B, C. Can you please confirm that the monthly pooled black and color print allowances of 14,000 black prints and 22,000 color prints are to be reconciled quarterly (amounting to a pooled 42,000 black and 66,000 color print allowances for each quarter?

GVB Response: Yes. GVB requires the calculations be performed and compiled at the end of each quarter, total 42,000 black prints, and 66,000 color prints.

Question 8. Page 33, Section X Hard Drive Units A, B, C 250GB (min). The Guam Electronic Data Protection Act of 2012 requires that digital copier machines have the capability to erase storage data (Hard Drive). Can you please confirm that proposed Devices must have a feature to erase or overwrite the Hard Drive?

GVB Response: Yes.

Question 9. Page 33, Section X Device Memory Units A, B, C 8GB (min). In order to make more potential models available for a response at a lower cost to GVB, would GVB consider that the minimum device memory be reduced from 8GB (min) to 4GB (min)?

GVB Response: Yes. 4GB minimum is acceptable.

Question 10. Page 33, Section X Print Resolution Units A, B, C minimum 1200 x 2400 dpi. Can you please clarify if 1200 x 2400 dpi print resolution is "true/unenhanced" print resolution? Would GVB accept 1200 x 1200 dpi print resolution?

GVB Response: Unenhanced. Yes. 1200 x 1200 is acceptable.

Question 11. Page 34. Section X Fax Features. Can you please confirm if walkup fax (single line) is required for Units A and B?

GVB Response: Yes.

Question 12. Page 34. Section X Optional Fax Features. Can GVB confirm if the optional fax features are required as features of the proposed devices? If required, can GVB clarify if one walkup fax line is required on each fax capable device or are two walkup fax lines required per device?

GVB Response: Yes, optional fax features are required, but only one fax line is required per unit.

Question 13. Page 35, Section X Paper Capacity Units A, B.

A. Beyond the standard paper tray configuration amounting to a minimum paper capacity of 2500 sheets, can GVB clarify if an additional large capacity tray is required for Units A&B?

GVB Response: Yes.

B. Can GVB clarify what is meant by "two auxiliary paper trays." Do you mean Units A&B should have a minimum of 2 additional trays with a large capacity tray (i.e. 3 trays minimum for units A&B)? Would GVB consider that the minimum large capacity tray capacity be reduced from 3000 to 2000 sheets?

GVB Response: Yes, and 2000 sheets capacity is an acceptable minimum.

Question 14. Page 35, Section X Finishing Options. Can GVB clarify if by "a more standard finisher" for Units A & C, does this mean a 50-sheet automatic multi-position stapler?

GVB Response: Yes.

Question 15. Page 35, Section X General Specifications b. Other Feature (all units). Can GVB confirm if a “convenience stapler” is a 50-sheet offline stapler and is required to be included for all units?

GVB Response: Yes. One (1) offline stapler for units A, B, C.

Question 16. Page 36, Section X General Specifications c. Maintenance/Supplies (Units A, B, C.). Can GVB clarify if all supplies, including staples (except paper) are required to be provided as part of the lease?

GVB Response: Staples are required as part of the lease.

Question 17. Page 51, Section XI Bid Schedule. Can GVB insert lines into the bid schedule for bidders to cite the manufacturer, make and model of proposed devices for Units A, B, & C?

GVB Response: GVB will not alter the original bid schedule. Offeror has the option to cite manufacturer, make and model for units A, B, and C in their proposal.

**ADDENDUM No. 2
COPIER LEASE AND MAINTENANCE SERVICES
GVB IFB 2025-002**

August 13, 2025

THIS ADDENDUM SHALL FORM A PART OF THE CONTRACT DOCUMENTS. FAILURE BY ANY BIDDER TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN AND INCLUDE IN THE BID SUBMISSION SHALL BE GROUNDS FOR DISQUALIFICATION.

The Guam Visitors Bureau (GVB) advises that Addendum No. 2 is issued to ensure fair and transparent specifications for GVB IFB 2025-002: Copier Lease and Maintenance Services.

GVB issues this correction pursuant to 5GCA §5233, relative to Disclosure of Major Shareholders, which will supersede and replace Item No. 18 in Section II Notice/Instructions to Bidders as follows:

18. DISCLOSURE OF MAJOR SHAREHOLDERS AFFIDAVIT

As a condition of bidding, any partnership, sole proprietorship or corporation doing business with the Government of Guam shall submit an affidavit executed under oath that lists the name and address of any person who has held more than ten percent (10%) of the outstanding interest or shares in said partnership, sole proprietorship or corporation at any time during the twelve (12) month period immediately preceding submission of a bid. The affidavit shall contain the number of shares or the percentage of all assets of such partnership, sole proprietorship or corporation, which have been held by each such person during the twelve (12) month period.

In addition, affidavit shall contain the name and address of any person who has received or is entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or the bidder and shall also contain the amounts of any such commission, gratuity or other compensation. The affidavit shall be open and available to the public for inspection and copying. All bidders are required to submit a current affidavit in the form attached disclosing required information. Failure to do so will mean disqualification and rejection of the bid.

CONTRACT START DATE AMENDMENT. GVB further advises that Section II, Notice/Instructions to Bidders (24. Contract Term) and Section X, Scope of Work and General Specifications (1. Intent), shall be amended to change the contract start date to allow for adequate time for shipping, delivery and installation of equipment:

FROM: October 1, 2025
TO: Upon Installation of Equipment


RÉGINE BISCOE LEE
President and CEO

FOR POTENTIAL BIDDERS

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/ACKNOWLEDGEMENT OF ADDENDUM NO. 1 AND THAT THIS CORRECTION SHALL BE USED FOR BID SUBMISSION

Printed Name

Company Name

Signature

Date