



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

**QUESTIONS & RESPONSES #2
Wednesday, October 4, 2023**

We itemized below all the questions received from Xerox Corporation at 3:59 PM on September 27, 2023, and 9:01 AM on October 2, 2023.

Questions Received from Xerox Corporation on Wednesday, September 27, 2023

1. **Question:** “With regard to the answer to question 4 of the initial submitted questions, the OPA had indicated a minimum paper capacity of 4000 sheets. Will you accept a total paper sheet capacity of 3100 sheets? This lower paper capacity will have minimal effect on the ability of the machine to print 6000 copies per month. Having a paper capacity of 4000 sheets would typically require vendors to reply with an additional high-capacity paper tray at additional cost. Savings can be realized if the OPA finds a paper capacity of 3600 sheets acceptable.”

Answer: We may consider revising the minimum capacity in the future. At the moment, we encourage a capacity more in-line with the original amount of 4,000.

2. **Question:** “With regard to the OPA’s response to the delivery date under question 6 indicating “the duration for the use of the temporary copier equipment shall not exceed beyond December 1, 2023,” Xerox, as part of its service offering, provides a free loaner upon award while equipment is on order. Xerox requests for the duration for use of temporary copier extended to 1/1/24. The additional time is necessary as supply chain challenges will likely delay order beyond the 35 days being provided by the OPA for delivery (assuming decision is being made on October 25, 2023).”

Answer: Please see Amendment #3, stating “the duration for the use of the temporary copier equipment shall not exceed beyond January 1, 2024.”

Questions Received from Xerox Corporation on Tuesday, October 2, 2023

3. **Question:** In completing the required affidavits in response to OPA-IFB-001-23, we at Xerox found 2 forms:
 - a. Major Shareholders Disclosure Affidavit
 - b. Affidavit Disclosing Ownership, Influence, Commissions and Conflicts of Interest

In other Government of Guam bids, the Major Shareholders Disclosure Affidavit was replaced with the more current Affidavit Disclosing Ownership, Influence, Commissions and Conflicts of Interest.

Are both affidavits required for responses to OPA-IFB-001-23?

Answer: The “Major Shareholders Disclosure” Affidavit is not required for OPA-IFB-001-23. Please see Amendment #3 noting the deletion of the affidavit enclosed within the IFB package.

All else remains the same.

A handwritten signature in blue ink, appearing to read 'Benjamin J.F. Cruz', with a stylized flourish at the end.

BENJAMIN J.F. CRUZ
Public Auditor