

Reference: IFB GPA -032-08
(Document Management Service Lease Agreement)

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Felix P. Camacho
Governor



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration
Government of Guam

148 Route 1 Marine Drive, Piti, Guam 96915

Tel: (671) 475-1707 thru 1729 • Fax Nos.: (671) 472-4217/ 475-1727/ 475-1716

Michael W. Cruz, MD
Lt. Governor

Joseph C. Manibusan
Deputy Director
Department of Administration

Lourdes M. Perez
Director
Department of Administration

September 3, 2008

MEMORANDUM

TO: GUAM POWER AUTHORITY, GENERAL MANAGER

FROM: CHIEF PROCUREMENT OFFICER, (GSA)

SUBJECT: INVITATION TO BID NO. GPA-032-08; DOCUMENT MANAGEMENT
SERVICE LEASE AGREEMENT; REQUESTED UNDER THE
FREEDOM OF INFORMATION ACT

Hafa Adai! In regards to the above bid, under the Freedom of Information Act we request a copy of the original bid specifications and a copy of the abstract of the bid.

Your cooperation regarding this matter would be greatly appreciated.

If there are any questions regarding this matter, please call Pete San Nicolas at 475-1728.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Acfalle', written over a horizontal line.

CLAUDIA S. ACFALLE
Chief Procurement Officer, GSA

PURCHASES & STORES DIVISION
 GUAM POWER AUTHORITY
ABSTRACT OF BIDS

Number of Invitations Issued **4**
 Number of Bids Received **2**
 Description of Supplies or Services

ITEM NO.	QTY	1.0 A	1.0 B	1.0 C	1.0 D	1.0 E	1.0 F	1.0 G	1.0 H
Description: Document Management Service Lease									
1.		\$ 2,294.25							
Bidder: 15 Year Auction Sys. & Supplies									
Amount: Contract Code # 3012300 \$ 79,000									
Bidder: Majori Sustainability Non-Collusion									
Amount: Approximates, Business License - 1 yr									
Bidder: Delaney: 30-95 Days									
Amount: \$ 2,297.18									
Bidder: Monthly									
Amount: \$ 1,905.18									
Bidder: Monthly									
Amount: \$ 1,331.18									
Bidder: Monthly									
Amount: \$ 615.40									
Bidder: Monthly									
Amount: \$ 2,030.98									
Bidder: Monthly									
Amount: \$ 1,399.28									

I hereby certify that all bids received in response to this invitation were opened under my personal supervision, and that the number of all bids have been abstracted herein.

Submitted by Date **07/10/08**

(Signature) Date

APPROVAL OF AWARD (Initials and Printed name of Awardee)

Number of Awards (Contractors)

BASIS FOR AWARD

Lowest Responsive Bidder

Ifs Bid

Only Bid

Other Than Lowest Responsive Bidder (See classification on reverse hereof or attached)

Refer to Page 2

PURCHASES & STORES DIVISION
GUAM POWER AUTHORITY
ABSTRACT OF BIDS

Number of Invitations Issued **4**
 Number of Bids Received **2**

Description of Supplies or Services

Document Management Service Lease

BIDDER	Acceptance Time (Days)	DISCOUNT	ITEM NO.				UNIT	QTY	UNIT PRICE	TOTAL PRICE
			1.0G	1.0H	1.0I	1.0J				
A. BS Systems & Supplies			Deleted							
				Monthly Target Service \$500				\$739.-	Monthly charge references 5075	
B. Xerox Corporation			Deleted	Monthly Xerox 650504H				\$710.00	Monthly Xerox 6506750T	
				3,012.45						

I hereby certify that all bids received in response to this invitation were opened under my personal supervision, and that the names of all bidders have been referred herein.

Tabulated By: **[Signature]**
 Date: **07/10/08**
 (Seal) Date

BASIS FOR AWARD
 Lowest Responsive Bidder
 Tie Bid
 Only Bid
 Other Than Lowest Responsive Bidder (See explanation on reverse hereof or attached)
 Number of Awards (Continued)

APPROVAL OF AWARD (Minimum) and (Maximum) allowed amount



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O.BOX 2977 • AGANA, GUAM U.S.A. 96932-2977

Felix P. Camacho
Governor

Telephone Nos. (671) 648-3054/55 Fax: 648-3165

Michael W. Cruz, M.D.
Lieutenant Governor

Accountability	Impartiality	Competence	Openness	Value
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INVITATION FOR BID (IFB) NO.: GPA-032-08
DESCRIPTION: Document Management Service Lease

SPECIAL REMINDERS TO PROSPECTIVE BIDDERS

Bidders are reminded to read the Sealed Bid Solicitation and Instructions, and General Terms and Conditions attached to the IFB to ascertain that all of the following requirements checked below are submitted in the bid envelope one (1) original and duplicate copy, at the date and time for bid opening.

- (XX) BID GUARANTEE (10% OF BID AMOUNT) May be in the form of; May be in the form of;
 - a. Cashier's Check or Certified Check
 - b. Letter of Credit
 - c. Surety Bond – Valid only if accompanied by:
 - 1. Current Certificate of Authority issued by the Insurance Commissioner;
 - 2. Power of Attorney issued by the Surety to the Resident General Agent;
 - 3. Power of Attorney issued by two (2) major officers of the Surety to whoever is signing on their behalf. ✓

() STATEMENT OF QUALIFICATION;

() SAMPLES;

(XX) BROCHURES/DESCRIPTIVE LITERATURE;

(XX) NON-COLLUSION AFFIDAVIT;

(XX) AFFIDAVIT OF DISCLOSURE OF MAJOR SHAREHOLDERS – Affidavits must comply with the following requirements:

- a. The affidavit must be signed within 60 days of the date the bid is due;
- b. Date of signature of the person authorized to sign the bid and the notary date must be the same.
- c. First time affidavit must be an original – If copy, indicate Bid Number/Agency where original can be obtained.

(XX) OTHER REQUIREMENTS:

Guam Business License (applicable to IFB) and other additional requirements stated in IFB package must be submitted at the time of bid opening.

***Restriction against Sex Offenders Employed by Service Providers to Government of Guam from Working on Government of Guam Property, 5GCA Section 5253, enacted by P.L. 28-24 and amended by P.L. 28-98:

If a contract for services is awarded to the bidder or offeror, then the service provider must warrant that no person in its employment who has been convicted of a sex offense under the provisions of Chapter 25 of Title 9 of the Guam Code Annotated or of an offense defined in Article 2 of Chapter 28 of Title 9 of the Guam Code Annotated, or who has been convicted in any other jurisdiction of an offense with the same elements as heretofore defined, or who is listed on the Sex Offender Registry, shall provide services on behalf of the service provider while on government of Guam property, with the exception of public highways. If any employee of a service provider is providing services on government property and is convicted subsequent to an award of a contract, then the service provider warrants that it will notify the Government of the conviction within twenty-four hours of the conviction, and will immediately remove such convicted person from providing services on government property. If the service provider is found to be in violation of any of the provisions of this paragraph, then the Government will give notice to the service provider to take corrective action. The service provider shall take corrective action within twenty-four hours of notice from the Government, and the service provider shall notify the Government when action has been taken. If the service provider fails to take corrective steps within twenty-four hours of notice from the Government, then the Government in its sole discretion may suspend temporarily any contract for services until corrective action has been taken.

The reminder must be signed and returned in the bid envelope together with the bid. Failure to comply with the above requirements will mean a disqualification and rejection of the bid.

On this _____ day of _____ 2008, I, _____
authorized representative of _____ acknowledge receipt of this special
reminder to prospective bidders with the above referenced IFB.

Bidder Representative's Signature

BID INVITATION & AWARD

ISSUING OFFICE:

GUAM POWER AUTHORITY
PROCUREMENT MANAGEMENT MATLS. SUPPLY
GPA CENTRAL OFFICE, 1st. Floor
1911 Route 16
Harmon, Guam 96911

J. Flores 4/16/08
JOAQUIN C. FLORES, P.E. DATE
General Manager

DATE ISSUED: April 18, 2008

BID INVITATION NO.:GPA-032-08

INSTRUCTION:

This BID shall be submitted in duplicate and sealed to the issuing office above no later than (Time) 2:30 P.M.
(Date) May 6, 2008, and shall be publicly opened. Bid submitted after the time and date specified above
shall be rejected. See attached Solicitation Instructions Conditions for details.

BID FOR: Document Management Service Lease

SPECIFICATION: See attached specifications

DESTINATION: Guam Power Authority
Contract Term: Sixty (60) Month Lease

REQUIRED DELIVERY DATE: Installation & Implementation Thirty (30) Days ARO See attached

NOTE TO BIDDERS:

This bid is subject to the attached General Terms and Conditions of the Invitation For Bids.

The undersigned offers and agrees to furnish within the time specified, the articles and services at the price stated opposite the
respective items listed on the schedule provided, unless otherwise specified by the bidder. In consideration to the expense of
the Government in opening, tabulating, and evaluating this and other bids, and other considerations, the undersigned agrees
that this bid remain firm and irrevocable within one hundred twenty calendar days from the date opening to supply any
or all of the items which prices are quoted.

INDICATE WHETHER:

INDIVIDUAL

PARTNERSHIP

CORPORATION

INCORPORATED IN:

NAME AND ADDRESS OF BIDDER:

SIGNATURE AND TITLE OF PERSON AUTHORIZED
TO SIGN THIS BID:

AWARD: CONTRACT NO.:

AMOUNT:

DATE:

ACCEPTED AS TO ITEMS NUMBERED:

CONTRACTING OFFICER:

CHIEF PROCUREMENT OFFICER

NAME AND ADDRESS OF CONTRACTOR:

SIGNATURE AND TITLE OF PERSON AUTHORIZED
TO SIGN THIS CONTRACT:

Guam Power Authority
Document Management Service Lease Agreement, inclusive of
Equipments, Services, Related Consumables and Software Solutions

General Purpose:

This Invitation for Bid is issued to solicit bids from interested bidders, who are licensed to do business on Guam, for the Lease of Equipment and its Services for all Divisions of the Guam Power Authority. Bid must satisfy GPA's specification requirements: Copying, Office Printing, Data Center High Speed Printing, Scanning, Faxing, Consumables, Software Solutions and Document Management Services. Bids must satisfy GPA's requirements to digitize and streamline the workflow in a productive manner, which will enable the authority to focus on its core functions.

A. GENERAL SPECIFICATIONS – all specifications are for the term of the contract.

1. Installed Machines must be new and in accordance to manufacturer's specifications.
2. **Paper:**
235,000 sheets of plain white bond paper, size 8 ½ inches x 11 inches shall be included as part of the Document Management Services Plan. 235,000 sheets of paper will be provided every month and shall be delivered at agreed upon locations for the term of the contract.
3. **Supplies:**
For the term of the contract, all Supplies required for the operation of the product offerings shall be provided by the responsible Bidder. Supplies such as, Paper, Staples, Toners, Drums, Cartridges, Fusers, Developers. The Bidder shall coordinate the reordering and delivery of all supplies at agreed upon locations for the term of the contract. The Bidder shall maintain supply inventories and provide/review reports on a scheduled basis for the term of the contract. All used supply items must be scheduled for removal by the contractor for proper disposal.
4. **Network Support:**
The Bidder shall provide scheduled on-site Technical and Analyst support to the Authority's Internal Technical staff for each installed Digital Multifunctional unit or any Network connected device, upon installation and on an ongoing basis. The Bidder shall assist in facilitating the loading of print drivers of each workstation for device deployment for the term of the contract. Support may be requested for the physical and software interface of the controller/copier to GPA's network. Support should be made available to address GPA's operational needs.
5. **Training:**
The Bidder shall provide trained and certified personnel to conduct on-site training for all units and for the total solutions offered at no additional charge, at time of installation and on an ongoing basis for the term of the contract. The Bidder shall respond to inquiries regarding the operation of Equipment / Software Solutions as described in specifications and provide basic operator support where appropriate on an ongoing basis. Training shall be provided on the use of machine features, replenishment of supplies, light output device maintenance (key operators), at GPA's agreed upon locations and schedules, (e.g. clean device exterior, clear jams). Training on Software Solutions may be conducted in groups and may be web-based. A proposed training schedule for all users and technical staff must be provided 3 days after award of the contract and shall coordinate with GPA's designated representative.
6. **Installation & Implementation:**
The Bidder shall deliver Equipment and Software Solutions within a maximum of 30 days from the day that a fully executed contract award is provided or as defined. In order to minimize interruption of GPA's operations and to ensure a smooth process, the Bidder must coordinate and provide a detail implementation schedule describing delivery, support and training. All cost for deliveries and training shall be included in the contract. GPA will incur cost associated with non-standard deliveries such as per step charges and non-standard trainings not covered in the parameters described above.

7. Maintenance and Support:

Bidder shall provide maintenance and support and its cost shall be included in the offered bid price for the term of the contract. Maintenance and support for all units and software solutions are described as all labor repair work, all necessary parts, and preventive maintenance. Maintenance shall include any future software upgrades and product enhancements which improve the performance of the installed units / solutions. A minimum of 5 hours response time on maintenance service calls is required. The Bidder shall return all services by phone within 1 hour by phone and to arrive on-site within four hours for any problem that cannot be resolved over the phone.

If a unit does not meet its published specifications or its performance is unsatisfactory to the operations of GPA, the vendor shall replace the unit with a similar unit at no additional cost. All other cost associated with the replacement such as delivery and installation is also at additional cost to GPA. If replacement is not available, then a comparable loaner unit shall be provided. All costs associated with the loaner shall be assumed by the Bidder.

Request to replace unsatisfactory unit is described as consistent jamming, poor copy/print quality, and consistent service calls. In order to reduce maintenance calls placed, the Bidder shall conduct preventive maintenance check ups on a scheduled proactive basis for the term of the contract. Maintenance on-site service calls shall be provided by trained, certified personnel at standard hours of Monday to Friday, 8am to 5pm and must provide on-line / telephone technical support 24 hours a day, 7 days a week. A service report must be maintained monthly and reviewed with GPA on a quarterly basis. Service Report must provide information of number of service calls placed, number of "downtime" hours and "uptime" hours. Report must also include month to month usage in descriptive graph formats. The gathering of meter reads of print volumes of each unit for billing purposes must be obtained and maintained by the contractor. All approved equipment relocations/moves will be coordinated by the Bidder and with a designated GPA representative. Equipment move quotations shall be provided, upon request, to the designated GPA representative for review and approval before any action can be taken. GPA will assume all relocation cost. The Bidder will assist in making recommendations to facilitate effective utilization of the assets managed under the contract.

8. Reporting:

In order to periodically review the operational performance of the contract, reporting is required, for analysis of Equipment /Software usages and their efficiencies and to be able to easily identify opportunities for improvements. Reports must be provided in printed format. The Bidder shall maintain and provide reports on a monthly basis and shall conduct reviews of the reports with GPA on a quarterly basis. Reports shall provide information of the total contract cost, a list of the equipment, their locations, serial numbers, and feature capabilities, service performance history as described in #7, performance objectives, print volumes and feature capabilities such as copying, printing, faxing and scanning. The reports shall be managed, developed by the Bidder and may be customized and mutually agreed upon at the request of GPA. The Bidder shall document a reporting communication schedule with the designated GPA representative for ongoing quarterly report reviews.

9. Damaged Equipment and Disaster Recovery Plan:

GPA shall not incur cost due to equipment damaged by typhoons, earthquakes or other natural disasters. A written guarantee confirming this protection must be provided. In the event of a disaster, a written plan of support is required on equipment repair and/or replacement(s).

10. Document Management:

The Bidder shall be able to act as project managers by managing the contractual Equipment and Software applications.

11. Content Management:

30 Seats - The Bidder shall provide a content management solution that will provide a systematic method/process for storing, categorizing, and retrieving information. The Content Management solution will be installed at a designated GPA Division as phase one. In addition to addressing access to information and the high cost of storage of paper documents, the Solution should be able to assist GPA's employees, to locate documents, share information, facilitate secure distribution of documents, collaborate and help the organization comply with government regulations. The Bidder shall provide support to install and configure the solution on GPA's server through application testing, initial set-up, and conclude with the initial and ongoing training of the end-users identified for the assigned project area. For the designated project division, initial training may be accomplished in groups or may be web-based. An implementation schedule and report of the project must be provided.

12. Bid shall include Scanning Software Solution for 50 License Users.

IFB No.: GPA-032-08 Document Management Service Lease Agreement
 Requisition Number: 18302

Item No.	Description	Monthly	Annually
1.0	To provide the Guam Power Authority with Document Management Lease Agreement, inclusive of Equipments, Services, Related Consumables and Software Solutions.	\$ _____	\$ _____

NOTE:

Charges for overage of copies exceeding the monthly allowance of 300,000 Black/White Prints/Copies and 10,000 Color Prints/Copies.

Black/White Copy each: \$ _____
 Color Print Copy each: \$ _____

A. Stand-alone Digital Multifunctional System. Two (2) each.

Specifications:

- Digital Black and White Copy, Print, Scan and Fax
- Minimum Black and White Copy, Print Speed, 75 cpm/ppm
- Print Resolution up to 2400 x 2400 dpi
- Scan Speed – 80 scans per minute Black and White
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 250 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total Drawer Capacity of 3,000 sheets of paper and Stack Bypass Paper Tray capacity of 250 sheets with the capability of accepting up to 13 x 19 " paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting – unlimited
- FAX standard and LAN Fax
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 100 sheets capability.
- Stapler off-line staples up to 50 sheets
- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11x17 paper size.
- Paper Folding – Bi-Fold, Z Fold and C Fold of letter size. Z Fold up to 11x17 paper.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement
- USB Print
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.

- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG.
Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing.
Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing, (where fax is applicable).
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

B. Stand-alone Digital Multifunctional System. Two (2) each.

Specifications:

- Digital Black and White Copy, Print and Scan
- Minimum Copy and Print Speed, 110 copies, prints per minute
- Print Resolution up to 2400 x 2400 dpi
- Scanning capable for single sided or two-sided at 100 scans per minute
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 250 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total Drawer Capacity of 3,700 sheets of paper and Stack Bypass Paper Tray capacity of 250 sheets with the capability of accepting up to 13 X 19" paper size.
- Acceptable paper weight up to 140 lb index stock (253gsm) and shall be able to hold up to 110lb index bond in all drawers.
- Sorting - unlimited
- Automatic Decurling of prints/copies output
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 100 sheets capability.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers
- Must be able to scan documents in Color when applicable.
- Scanning - Must be able to provide scan features: Network Twain scan, Scan to email with mail delivery notification, scan in PDF and make text searchable

with the ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulation of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.

- Must provide solution which can automatically track the usage of copying.
- Must be able to provide Bates Stamping – to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

C. Stand-alone Digital Multifunctional System. Eight (8) each.

Specifications:

- Digital Black and White Copy, Print, Fax and Scan
- Minimum Copy and Print Speed, 45 copies, prints per minute
- Print Resolution up to 600 x 600 dpi
- Scanning capable at 45 prints per minute
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 50 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total paper capacity of 1000 sheets
- Acceptable paper weight up to 32 lb bond and shall be able to hold up to 32 lb index bond in all drawers.
- Paper sizes, 8 1/2 x 11 and 8 1/2 x 14
- ID card copying capability
- Sorting
- Reduction Enlargement
- Able to print on a network using multiple operating systems including Windows and Mac
- Remote printer management via the network
- Password control for copying and printing
- Memory to include 40GB of total Hard Drive space
- Must have both PCL and PostScript Drivers
- Scan to email and Scan to file and Network Scanning
- Color and Black and White Scanning
- Scan to TIFF, PDF formats

D. Stand-alone Digital High Speed Printer System. One (1) each.

Specifications:

- Digital Black and White Copy, Print and Scan
- Minimum Copy and Print Speed, 125 copies, prints per minute
- Print Resolution up to 2400 x 2400 dpi
- Scanning capable for single sided or two-sided at 100 scans per minute

- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 250 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total Drawer Capacity of 7,500 sheets of paper and Stack Bypass Paper Tray capacity of 250 sheets with the capability of accepting up to 13 x 19 " bond paper in bypass.
- Acceptable paper weight up to 140 lb index stock (253gsm) and shall be able to hold up to 110lb index bond in all drawers.
- Sorting – unlimited. Reduction Enlargement
- Automatic Decurling of prints/copies output
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 100 sheets capability.
- Paper punching, 2 and 3 holes.
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers
- Must be able to scan documents in Color when applicable.
- Scanning - Must be able to provide scan features: Network Twain scan, Scan to email with mail delivery notification, scan in PDF and make text searchable with the ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying.
- Must be able to provide Bates Stamping – to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.
- PRINT SERVER: SUN Ultra 20 M2 platform, 2 GB Memory, 160 GB, SATA Hard Drive, DVD Writer / CD Writer, Color flat panel monitor, keyboard and mouse.
- Client Environment Supported: Windows 2000 SP4/XP SP2/ Server 2003 VISTA, Macintosh OSX (10.3 Or later).
- Variable Data Printing Software
- Imposition License
- Delivers multiple queues
- LCDS enablement and IPDS enablement
- Online CUP Kit (Channel-to-Universal PC) for online channel connectivity
- Removable Hard Disk Drive
- Connectivity Native Network Environments: TCP/IP, SNMP, Novell IPX, Apple Talk, IPP

E. Stand-alone Digital Multifunctional System. Four (4) each.

Specifications:

- Digital Black and White Copy, Print, Fax and Scan
- Minimum Copy and Print Speed, 45 copies, prints per minute
- Print Resolution up to 600 x 600 dpi
- Scanning capable at 45 prints per minute
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 50 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total paper capacity of 2000 sheets
- Paper sizes, 8 1/2 x 11 and 8 1/2 x 14
- Acceptable paper weight up to 32 lb bond and shall be able to hold up to 32 lb index bond in all drawers.
- Automatic Stapling 50 sheets
- ID card copying capability
- Sorting
- Reduction Enlargement
- Able to print on a network using multiple operating systems including Windows and Mac
- Remote printer management via the network
- Password control for copying and printing
- Memory to include 40GB of total Hard Drive space
- Must have both PCL and PostScript Drivers
- Scan to email and Scan to file and Scan to Network
- Color and Black and White Scanning
- Scan to TIFF, PDF formats

F. Stand-alone Digital Multifunctional System. One (1) each.

Specifications:

- Digital Black and White and Color Copy, Print, Scan and Fax
- Minimum Black and White Copy, Print Speed, 75 cpm/ppm
- Minimum Color Copy and Print Speed 50 copies per minute
- Print Resolution up to 2400 x 2400 dpi
- Scan Speed – 80 scans per minute Black and White/50 scans per minute Color
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 250 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total Drawer Capacity of 3,000 sheets of paper and Stack Bypass Paper Tray capacity of 250 sheets with the capability of accepting up to 13 x 19 " paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting – unlimited
- FAX standard and LAN Fax
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 100 sheets capability.
- Stapler off-line staples up to 50 sheets

- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11x17 paper size.
- Paper Folding – Bi-Fold, Z Fold and C Fold of letter size. Z Fold up to 11x17 paper.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement
- USB Print
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.
- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing, (where fax is applicable).
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

G. Stand-alone Digital Multifunctional System. One (1) each.

Specifications:

- Digital Black and White Print, Scan and Fax
- Minimum Black and White Copy and Print Speed, 75 cpm/ppm
- Print Resolution up to 2400 x 2400 dpi
- Scan Speed – 80 scans per minute Black and White
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 250 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total Drawer Capacity of 3,000 sheets of paper and Stack Bypass Paper Tray capacity of 250 sheets with the capability of accepting up to 13 x 19 " paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting – unlimited
- Fax standard and LAN Fax

- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double. Up to 50 sheets capability.
- Stapler off-line staples up to 50 sheets
- Paper punching, 2 and 3 holes.
- Reduction Enlargement
- USB Print
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers
- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing.
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

H. Stand-alone Digital Multifunctional System. Seven (7) each.

Specifications:

- Digital Black and White Copy, Print, Scan and Fax
- Minimum Copy and Print Speed 50 copies, prints per minute
- Print Resolution up to 600 X 600 dpi
- Scanning capable for single sided or two-sided at 55 prints per minute
- Document Feeder Method - Automatic Document Feeder, Paper capacity of 75 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total Drawer Capacity of 4600 sheets of paper and Stack Bypass Paper Tray capacity of 100 sheets.
- Sorting - unlimited
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 30 sheets..
- Reduction Enlargement
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers

- Scanning speed of 55 scans per minute.\
- Scanning – Must be able to provide scan features: Scan to email with mail delivery notification, scan in PDF and make text searchable with the ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying.

**I. Stand-alone Multifunction System
Three (3) each.**

Specifications:

- Digital Black and White and Color Copy, Print, Fax and Scan
- Minimum Black and White Print Speed – 30 ppm
- Minimum Color Print Speeds – 20ppm
- Minimum Black and White Copier Speed – 20cpm
- Minimum Color Copier Speed – 7cpm
- Print Resolution up to 600 x 600 dpi
- Document Feeder Method – 50 sheets
- Two-sided printing and copying
- Paper Sources – Total paper capacity of 400 sheets
- Paper sizes, 8 1/2 x 11 and 8 1/2 x 14
- Fax walk up and Fax LAN
- Sorting
- Reduction and Enlargement
- Wireless Printing
- Able to print on a network using multiple operating systems including Windows and Mac
- Must have both PCL and PostScript Drivers
- Scan to email and Network Scanning and Scan to Server

**J. Stand-alone Digital Multifunctional
System. One (1) each.**

Specifications:

- Digital Black and White Copy, Print, Scan and Fax
- Minimum Black and White Copy and Print Speed, 87 cpm/ppm
- Print Resolution up to 2400 x 2400 dpi
- Scan Speed – 80 scans per minute Black and White
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 250 sheets.
- Two-sided copying, printing, and scanning

- Paper Sources – Total Drawer Capacity of 3,000 sheets of paper and Stack Bypass Paper Tray capacity of 250 sheets with the capability of accepting up to 13 x 19 " paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting – unlimited
- Fax standard and LAN Fax
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double. Up to 50 sheets capability.
- Stapler off-line staples up to 50 sheets
- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11x17 paper size.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement
- USB Print
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers
- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing.
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

DELIVERY REQUIREMENT:
INSTALLATION & IMPLEMENTATION Thirty (30) Days ARO

MANUFACTURED BY: _____

BRAND NAME: _____

PLACE OF ORIGIN: _____

EXPORT ABROAD: _____

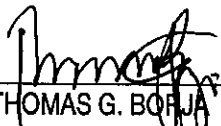
TIME OF DELIVERY AFTER
AFTER RECEIPT OF ORDER: _____

CONTRACT TERM: Sixty (60) Month Lease

NOTE: The Bid Price shall include the following:

1. Bid Price shall be fixed for a contract term of Sixty (60) months.
2. Bid Price shall include full Maintenance Service, Consumable Supplies and Management Service as described in the General Specifications.
3. Bid Price shall include allowances of 300,000 Black/White Prints/Copies per month and 10,000 Color Prints/Copies per month for all Devices/Equipment required as specified in the bid.
4. Billing Statement (Invoice) shall be provided monthly in summary format and may be customized at the request of GPA. Charges for Overages exceeding the allowances of each Black/White and Color Print/Copy shall be included in Billing Statement (Invoice).

Specifications approved by:



THOMAS G. BORJA
Manager, Facilities Division

4-15-08
DATE



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977



GOVERNMENT OF GUAM

BID BOND

NO. _____

KNOW ALL MEN BY THESE PRESENTS that _____, as Principal hereinafter called the Principal, and (Bonding Company), _____ a duly admitted insurer under the laws of the Territory of Guam, as Surety, hereinafter called the Surety are held firmly bound unto the Territory of Guam for the sum of _____ Dollars (\$ _____), for payment of which sum will and truly to be made, the said Principal and the said Surety bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for (Identify project by number and brief description) _____

NOW, THEREFORE, if the Territory of Guam shall accept the bid of the Principal and the Principal shall enter into a Contract with the Territory of Guam in accordance with the terms of such bid, and give such bond or bonds as may be specified in bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Territory of Guam the difference not to exceed the penalty hereof between the amounts specified in said bid and such larger amount for which the Territory of Guam may in good faith contract with another party to perform work covered by said bid or an appropriate liquidated amount as specified in the Invitation for Bids then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this _____ day of _____ 20 _____

(PRINCIPAL) (SEAL)

(WITNESS)

(TITLE)

(MAJOR OFFICER OF SURETY)

(TITLE)

(MAJOR OFFICER OF SURETY)

(TITLE)

INSTRUCTIONS TO PROVIDERS:

NOTICE to all Insurance and Bonding Institutions:

The Bond requires the signatures of the Vendor, two (2) major Officers of the Surety and Resident General Agent, if the Surety is a foreign or alien surety.

When the form is submitted to General Services Agency, it should be accompanied with copies of the following:

- 1. Current Certificate of Authority to do business on Guam issued by the Department of Revenue and Taxation.**
- 2. Power of Attorney issued by the Surety to the Resident General Agent.**
- 3. Power of Attorney issued by two (2) major officers of the Surety to whoever is signing on their behalf.**

Bonds, submitted as Bid Guarantee, without signatures and supporting documents are invalid and bids will be rejected.



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 • AGANA, GUAM U.S.A. 96932-2977

Felix P. Camacho
Governor

Telephone Nos. (671) 648-3054/55 Fax: 648-3165

Michael W. Cruz, M.D.
Lieutenant Governor

Accountability • Impartiality • Competence • Openness • Value

SPECIAL PROVISION FOR MAJOR SHAREHOLDERS DISCLOSURE AFFIDAVIT

All Bidders/Offerors are required to submit a current affidavit as required below. Failure to do so will mean disqualification and rejection of the bid/rfp.

Excerpt from P.L. 18-44:

Section 44. A new section 6961.3 is added to the Government Code to read.

Section 6961.3 Disclosure of Major Shareholders. 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 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 or 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, the affidavit shall 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.

1. If the affidavit is a copy, indicate the BID/RFP number and where it is filed.
2. Affidavits must be signed within 60 days of the date the bids or proposals are due.

MAJOR SHAREHOLDERS OF DISCLOSURE AFFIDAVIT

TERRITORY OF GUAM)
HAGATNA, GUAM)

I, undersigned, _____
(partner or officer of the company of, etc.)
being first duly sworn, deposes and says:

- 1. That the persons who have held more than ten percent (10%) of the company's shares during the past twelve (12) months are as follows:

<u>Name</u>	<u>Address</u>	<u>Percentage of Shares Held</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total number of shares		_____

- 2. Persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid/rfp for which this Affidavit is submitted are as follows:

<u>Name</u>	<u>Address</u>	<u>Amount of Commission Gratuity or other Compensation</u>
_____	_____	_____
_____	_____	_____

Further, affiant sayeth naught.

Date: _____

Signature of individual if bidder/offeree is a sole Proprietorship; Partner, if the bidder/offeree is a Partnership Officer, if the bidder/offeree is a corporation.

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public _____

In and for the Territory of Guam

My commission expires _____.

NON-COLLUSION AFFIDAVIT

Guam)
)ss:
Hagatna)

I, _____ first being duly sworn, depose and say:
(Name of Declarant)

1. That I am the _____ of _____
(Title) (Name of Bidding/RFP Company)
2. That in making the foregoing proposal or bid, that such proposal or bid is Genuine and not collusive or sham, that said bidder/offeror has not colluded, Conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham or to refrain from bidding or submitting a proposal and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to secure any overhead, project or cost element of said bid price, or of that of any bidder, or to secure any advantage against the GUAM POWER AUTHORITY or any person interested in the proposed contract; and
3. That all statements in said proposal or bid are true.
4. This affidavit is made in compliance with 2 Guam Administrative Rules and Regulations §§3126(b).

(Declarant)

SUBSCRIBED AND SWORN to me before this _____ day of _____, 2008

)Seal(

Notary Public



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 • AGANA, GUAM U.S.A. 96910-2977

Accountability • Impartiality • Competence • Openness • Value

LOCAL PROCUREMENT PREFERENCE APPLICATION

Based on the law stipulated below, please place a checkmark or an "X" on the block indicating the item that applies to your business:

5 GCA, Chapter 5, Section 5008, "Policy in Favor of Local Procurement" of the Guam Procurement Law states:

All procurement of supplies and services shall be made from among businesses licensed to do business on Guam and that maintains an office or other facility on Guam, whenever a business that is willing to be a contractor is:

- () (a) A licensed bonafide manufacturing business that adds at least twenty-five percent (25%) of the value of an item, not to include administrative overhead, suing workers who are U.S. Citizens or lawfully admitted permanent residents or nationals of the United States, or persons who are lawfully admitted to the United States to work, based on their former citizenship in the Trust Territory for the Pacific Islands; or
- () (b) A business that regularly carries an inventory for regular immediate sale of at least fifty percent (50%) of the items of supplies to be procured; or
- () (c) A business that has a bonafide retail or wholesale business location that regularly carries an inventory on Guam of a value of at least one half of the value of the bid or One Hundred Fifty Thousand Dollars (\$150,000) whichever is less, of supplies and items of a similar nature to those being sought; or
- () *(d) A service actually in business, doing a substantial business on Guam, and hiring at least 95% U.S. Citizens, lawfully admitted permanent residents or nationals of the United States, or persons who are lawfully admitted to the United States to work, based on their citizenship in any of the nations previously comprising the Trust Territory of the Pacific Islands.

* Bidders indicating qualification under (d) may be considered **QUALIFIED** for the Local Procurement Preference only if the Government's requirement is for service. Service is defined Pursuant to 5 GCA Government Operations Subparagraph 5030 entitled **DEFINITIONS** under Chapter 5 of the Guam Procurement Law.

1. I _____, representative for _____, have read the requirements of the law cited above and do hereby qualify and elect to be given the LOCAL PROCUREMENT PREFERENCE for Bid No. GPA _____. By filling in this information and placing my signature below, I understand that General Services Agency and GPA will review this application and provide me with a determination whether or not the 15% preference will be applied to this bid.
2. I _____, representative for _____, have read the requirements of the law cited above, and do not wish to apply for the Local Procurement Preference for Bid No. GPA _____.

Bidder Representative Signature

Date: _____

NOTE: Prospective Bidders not completing this form will automatically be not considered for Local Procurement Preference. Non-completion of this form is not a basis for rejection of the bid.

GOVERNMENT OF GUAM
GENERAL TERMS AND CONDITIONS
SEALED BID SOLICITATION AND AWARD

Only those Boxes checked below are applicable to this bid.

1. **AUTHORITY:** This solicitation is issued subject to all the provision of the Guam Procurement Act (5GCA, Chapter 5) and the Guam Procurement Regulations (copies of both are available at the Office of the Compiler of Laws, Department of Law, copies available for inspection at General Services Agency). It requires all parties involved in the Preparation, negotiation, performance, or administration of contracts to act in good faith.
2. **GENERAL INTENTION:** Unless otherwise specified, it is the declared and acknowledged intention and meaning of these General Terms and Conditions for the bidder to provide the Government of Guam (Government) with specified services or with materials, supplies or equipment completely assembled and ready for use.
3. **TAXES:** Bidders are cautioned that they are subject to Guam Income Taxes as well as all other taxes on Guam Transactions. Specific information on taxes may be obtained from the Director of Revenue and Taxation.
4. **LICENSING:** Bidders are cautioned that the Government will not consider for award any offer submitted by a bidder who has not complied with the Guam Licensing Law. Specific information on licenses may be obtained from the Director of Revenue and Taxation.
5. **LOCAL PROCUREMENT PREFERENCE:** All procurement of supplies and services where possible, will be made from among businesses licensed to do business on Guam in accordance with Section 5008 of the Guam Procurement Act (5GCA, Chapter 5) and Section 1-104 of the Guam Procurement Regulations.
6. **COMPLIANCE WITH SPECIFICATIONS AND OTHER SOLICITATION REQUIREMENTS:** Bidders shall comply with all specifications and other requirements of the Solicitation.
7. **"ALL OR NONE" BIDS:** Unless otherwise allowed under this Solicitation, "all or none" bids may be deemed to be non-responsive. If the bid is so limited, the Government may reject part of such proposal and award on the remainder.
- NOTE:** By checking this item, the Government is requesting all of the bid items to be bid or none at all. The Government will not award on an itemized basis. Reference: Section 3-301.06 of the Guam Procurement Regulations.
8. **INDEPENDENT PRICE DETERMINATION:** The bidder, upon signing the Invitation for Bid, certifies that the prices in his bid were derived at without collusion, and acknowledge that collusion and anti-competitive practices are prohibited by law. Violations will be subject to the provision of Section 5651 of that of the Guam Procurement Act. Other existing civil, criminal or administrative remedies are not impaired and may be in addition to the remedies in Section 5651 of the Government Code.
9. **BIDDER'S PRICES:** The Government will consider not more than two (2) (Basic and Alternate) item prices and the bidder shall explain fully each price if supplies, materials, equipment, and/or specified services offered comply with specifications and the products origin. Where basic or alternate bid meets the minimum required specification, cost and other factors will be considered. Failure to explain this requirement will result in rejection of the bid.
10. **BID ENVELOPE:** Envelope shall be sealed and marked with the bidder's name, Bid number, time, date and place of Bid Opening.
11. **BID GUARANTEE REQUIREMENT:** Bidder is required to submit a Bid Guarantee Bond or standby Irrevocable Letter of Credit or Certified Check or Cashier's Check in the same bid envelope to be held by the Government pending award. The Bid Guarantee Bond, Letter of Credit, Certified Check or Cashier's Check must be issued by any local surety or banking institution licensed to do business on Guam and made payable to GPA in the amount of ten percent (10%) of his highest total bid offer. The Bid Bond must be submitted on Government Standard Form BB-1 (copy enclosed). Personal Checks will not be accepted as Bid Guarantee. If a successful Bidder (contractor) withdraws from the bid or fails to enter into contract within the prescribed time, such Bid guarantee will be forfeited to the Government of Guam. Bids will be disqualified if not accompanied by Bid Bond, Letter of Credit, Certified Check or Cashier's Check. Bidder must include in his/her bid, valid copies of a Power of Attorney from the Surety and a Certificate of Authority from the Government of Guam to show proof that the surety company named on the bond instrument is authorized by the Government of Guam and qualified to do business on Guam. For detailed information on bonding matters, contact the Department of Revenue and Taxation. Failure to submit a valid Power of Attorney and Certificate of Authority on the surety is cause for rejection of bid (GPR Section 3-202.03.3).
12. **PERFORMANCE BOND REQUIREMENT:** The Bidder may be required to furnish a Performance Bond on Government Standard Form BB-1 or standby Irrevocable Letter of Credit or Certified Check or Cashier's Check payable to GPA issued by any of the local Banks or Bonding Institution in the amount equal to ONE HUNDRED PERCENT percent (100 %) of the contract prices as security for the faithful performance and proper fulfillment of the contract. In the event that any of the provisions of this contract are violated by the contractor, the Chief Procurement Officer shall serve written notice upon both the contractor and the Surety of its intention to terminate the contract. Unless satisfactory arrangement or correction is made within ten (10) days of such notice the contract shall cease and terminate upon the expiration of the ten (10) days. In the event of any such termination, the Chief Procurement Officer shall immediately serve notice thereof upon the Surety. The Surety shall have the right to take over and perform the contract, provided, however, that if the Surety does not commence performance thereof within 10 days from the date of the mailing

of notice of termination, the Government may take over and prosecute the same to complete the contract or force account for the account and at the expense of the contractor, and the contractor and his Surety shall be liable to the Government for any excess cost occasioned the Government thereby (GPR Section 3-202.03.4).

13. **PERFORMANCE GUARANTEE:** Bidders who are awarded a contract under this solicitation, guarantee that goods will be delivered or required services performed within the time specified. Failure to perform the contract in a satisfactory manner may be cause for suspension or debarment from doing business with the Government and to enforce Section 12 of these General Terms and Conditions. In addition, the Government will hold the Vendor liable and will enforce the requirements as set forth in Section 41 of these General Terms and Conditions.
14. **SURETY BONDS:** Bid and Performance Bonds coverage must be signed or countersigned in Guam by a foreign or alien surety's resident general agent. The Surety must be an Insurance Company, authorized by the Government of Guam and qualified to do business in Guam. Bids will be disqualified if the Surety Company does not have a valid Certificate of Authority from the Government of Guam to conduct business in Guam.
15. **COMPETENCY OF BIDDERS:** Bids will be considered only from the such bidders who, in the opinion of the Government, can show evidence of their ability, experience, equipment, and facilities to render satisfactory service.
16. **DETERMINATION OF RESPONSIBILITY OF BIDDERS:** The Chief Procurement Officer reserves the right for securing from bidders information to determine whether or not they are responsible and to inspect plant site, place of business; and supplies and services as necessary to determine their responsibility in accordance with Section 15 of these General Terms and Conditions (GPR Section 3-401).
17. **STANDARD FOR DETERMINATION OF LOWEST RESPONSIBLE BIDDER:** In determining the lowest responsible offer, the Chief Procurement Officer shall be guided by the following:
- a) Price of items offered.
 - b) The ability, capacity, and skill of the Bidder to perform.
 - c) Whether the Bidder can perform promptly or within the specified time.
 - d) The quality of performance of the Bidder with regards to awards previously made to him.
 - e) The previous and existing compliance by the Bidder with laws and regulations relative to procurement.
 - f) The sufficiency of the financial resources and ability of the Bidder to perform.
 - g) The ability of the bidder to provide future maintenance and services for the subject of the award.
- The compliance with all of the conditions to the Solicitation.
18. **TIE BIDS:** If the bids are for the same unit price or total amount in the whole or in part, the Chief Procurement Officer will determine award based on Section 3.202.15.2, or to reject all such bids (GPR Section 3-202.15.2).
19. **BRAND NAMES:** Any reference in the Solicitation to manufacturer's Brand Names and number is due to lack of a satisfactory specification of commodity description. Such preference is intended to be descriptive, but not restrictive and for the sole purpose of indicating prospective bidders a description of the article or services that will be satisfactory. Bids on comparable items will be considered provided the bidder clearly states in his bid the exact articles he is offering and how it differs from the original specification.
20. **DESCRIPTIVE LITERATURE:** Descriptive literature(s) as specified in this solicitation must be furnished as a part of the bid and must be received at the date and time set for opening Bids. The literature furnished must clearly identify the item(s) in the Bid. The descriptive literature is required to establish, for the purpose of evaluation and award, details of the product(s) the bidder proposes to furnish including design, materials, components, performance characteristics, methods of manufacture, construction, assembly or other characteristics which are considered appropriate. Rejection of the Bid will be required if the descriptive literature(s) do not show that the product(s) offered conform(s) to the specifications and other requirements of this solicitation. Failure to furnish the descriptive literature(s) by the time specified in the Solicitation will require rejection of the bid.
21. **SAMPLES:** Sample(s) of item(s) as specified in this solicitation must be furnished as a part of the bid and must be received at the date and time set for opening Bids. The sample(s) should represent exactly what the Bidder proposes to furnish and will be used to determine if the item(s) offered complies with the specifications. Rejection of the Bid will be required if the sample(s) do not show that the product(s) offered conform(s) to the specifications and other requirements of this solicitation. Failure to furnish the sample(s) by the time specified in the Solicitation will require rejection of the Bid.
22. **LABORATORY TEST:** Successful bidder is required to accompany delivery of his goods with a Laboratory Test Report indicating that the product he is furnishing the Government meets with the specifications. This report is on the bidder's account and must be from a certified Testing Association.
23. **AWARD, CANCELLATION & REJECTION:** Award shall be made to the lowest responsible and responsive bidder, whose bid is determined to be the most advantageous to the Government, taking into consideration the evaluation factors set forth in this solicitation. No other factors or criteria shall be used in the evaluation. The right is reserved as the interest of the Government may require to waive any minor irregularity in bids received. The Chief Procurement Officer shall have the authority to award, cancel, or reject bids, in whole or in part for any one or more items if he determines it is in the public interest. Award issued to the lowest responsible bidder within the specified time for acceptance as indicated in the solicitation, results in a bidding contract without further action by either party. In case of an error in the extension of prices, unit price will govern. It is the policy of the Government to award contracts to qualified local bidders. The Government reserves the right to increase or decrease the quantity of the items for award and make additional awards for the same type items and the vendor agrees to such modifications and additional awards based on the bid prices for a period of thirty (30) days after original award. No award shall be made under this solicitation which shall require advance payment or irrevocable letter of credit from the government (GPR Section 3-202.14.1).
24. **MARKING:** Each outside container shall be marked with the Purchase Order number, item number, brief item description and quantity. Letter marking shall not be less than 3/4" in height.

25. **SCHEDULE FOR DELIVERY:** Successful bidder shall notify the CPA Dedado Wham, Telephone Nos. 8172 or 8173, at least twenty-four (24) hours before delivery of any item under this solicitation.
26. **BILL OF SALE:** Successful Supplier shall render Bills of Sale for each item delivered under this contract. Failure to comply with this requirement will result in rejection of delivery. The Bill of Sale must accompany the items delivered but will not be considered as an invoice for payment. Supplier shall bill the Government in accordance with billing instructions as indicated on the Purchase Order.
27. **MANUFACTURER'S CERTIFICATE:** Successful bidder is required, upon delivery of any item under this contract, to furnish a certificate from the manufacturer indicating that the goods meet the specifications. Failure to comply with this request will result in rejection of delivery.
28. **INSPECTION:** All supplies, materials, equipment, or services delivered under this contract shall be subject to the inspection and/or test conducted by the Government at destination. If in any case the supplies, materials, equipment, or services are found to be defective in material, workmanship, performance, or otherwise do not conform with the specifications, the Government shall have the right to reject the items or require that they be corrected. The number of days required for correction will be determined by the Government.
29. **MOTOR VEHICLE SAFETY REQUIREMENTS:** The Government will only consider Bids on motor vehicles which comply with requirements of the National Traffic and Motor Vehicle Safety Act of 1966 (Public Law 89-563) and Clean Air Act as amended (Public Law 89-206), that are applicable to Guam. Bidders shall state if the equipment offered comply with these aforementioned Federal Laws.
30. **SAFETY INSPECTION:** All motor vehicles delivered under this contract must pass the Government of Guam Vehicle Inspection before delivery at destination.
31. **GUARANTEE:**
- a) **Guarantee of Vehicle Type of Equipment:**
The successful bidder shall guarantee vehicular type of equipment offered against defective parts, workmanship, and performance, for a period of not less than one (1) year after date of receipt of equipment. Bidder shall also provide service to the equipment for at least one (1) year. Service to be provided shall include, but will not be limited to tune-ups (change of spark plugs, contact points and condensers) and lubrication (change of engine and transmission oil). All parts and labor shall be at the expense of the bidder. All parts found defective and not caused by misuse, negligence or accident within the guarantee period shall be repaired, replaced, or adjusted within six (6) working days after notice from the Government and without cost to the Government. Vehicular type of equipment as used in this context shall include equipment used for transportation as differentiated from tractors, backhoes, etc.
- b) **Guarantee of Other Type of Equipment:**
The successful bidder shall guarantee all other types of equipment offered, except those mentioned in 31a, above, against defective parts, workmanship, and performance for a period of not less than three (3) months after date of receipt of equipment. Bidder shall also provide service to the equipment for at least three (3) months. All parts found defective within that period shall be repaired or replaced by the Contractor without cost to the Government. Repairs, adjustments or replacements of defective parts shall be completed by the Contractor within six (6) working days after notice from the Government.
- Compliance with this Section is a condition of this Bid.
32. **REPRESENTATION REGARDING ETHICS IN PUBLIC PROCUREMENT:** The bidder or contractor represents that it has not knowingly influenced and promises that it will not knowingly influence a Government employee to breach any of the ethical standards and represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities and kickbacks set forth on Chapter 11 (Ethics in Public Contracting) of the Guam Procurement Act and in Chapter 11 of the Guam Procurement Regulations.
33. **REPRESENTATION REGARDING CONTINGENT FEES:** The contractor represents that it has not retained a person to solicit or secure a Government contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business (GPR Section 11-207).
34. **EQUAL EMPLOYMENT OPPORTUNITY:** Contractors shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that employees are treated equally during employment without regards to their race, color, religion, sex, or national origin.
35. **COMPLIANCE WITH LAWS:** Bidders awarded a contract under this Solicitation shall comply with the applicable standard, provisions, and stipulations of all pertinent Federal and/or local laws, rules, and regulations relative to the performance of this contract and the furnishing of goods.
36. **CHANGE ORDER:** Any change order issued relative to awards made under this solicitation will be subject to and in accordance with the provisions of Section 6-101.03.1 of the Guam Procurement Regulations.
37. **STOP WORK ORDER:** Any stop work order issued relative to awards made under this solicitation will be subject to and in accordance with the provisions of Section 6-101.04.3 of the Guam Procurement Regulations.
38. **TERMINATION FOR CONVENIENCE:** Any termination order for the convenience of the Government issued relative to awards made under this solicitation will be subject to and in accordance with the provisions of Section 6-101.10 of the Guam Procurement Regulations.
39. **TIME FOR COMPLETION:** It is hereby understood and mutually agreed by and between the contractor and the Government that the time for delivery to final destination or the timely performance of certain services is an essential condition of this contract. If the contractor refuses or fails to perform any of the provisions of this contract within the time specified in the Purchase Order (from the date Purchase Order is acknowledged by vendor), then the contractor is in default. Defaults will be treated subject to and in accordance with the provisions of Section 6-101-08 of the Guam Procurement Regulations.

- XIV 40. JUSTIFICATION OF DELAY:** Bidders who are awarded contracts under this Solicitation, guarantee that the goods will be delivered to their destination or required services rendered within the time specified. If the bidder is not able to meet the specified delivery date, he is required to notify the Chief Procurement Officer of such delay. Notification shall be in writing and shall be received by the Chief Procurement Officer at least twenty-four (24) hours before the specified delivery date. Notification of delay shall include an explanation of the causes and reasons for the delay including statement(s) from supplier or shipping company causing the delay. The Government reserves the right to reject delay justification if, in the opinion of the Chief Procurement Officer, such justification is not adequate.
- XV 41. LIQUIDATED DAMAGES:** When the Contractor is given notice of delay or nonperformance as specified in Paragraph 1 (Default) of the Termination for Default Clause of this contract and fails to cure in the time specified, the contractor shall be liable for damages for delay in the amount of one-fourth of one percent (1%) of outstanding order per calendar day from date set for cure until either the territory reasonably obtains similar supplies or services if the contractor is terminated for default, or until the contractor provides the supplies or services if the contractor is not terminated for default. To the extent that the contractor's delay or nonperformance is excused under Paragraph 40 (Excuse for Nonperformance or Delayed Performance) of the Termination for Default Clause of this contract, liquidated damages shall not be due the territory. The contractor remains liable for damages caused other than by delay (GPR Section 6-101.09.1).
- XVI 42. PHYSICAL LIABILITY:** If it becomes necessary for the Vendor, either as principal, agent or employee, to enter upon the premises or property of the Government of Guam in order to construct, erect, inspect, make delivery or remove property hereunder, the Vendor hereby covenants and agrees to take, use, provide and make all proper, necessary and sufficient precautions, safeguards and protections against the occurrence of any accidents, injuries or damages to any person or property during the progress of the work herein covered, and to be responsible for, and to indemnify and save harmless the government of Guam from the payment of all sums of money by reason of all or any such accidents, injuries or damages that may occur upon or about such work, and fines, penalties and loss incurred for or by reason of the violations of any territorial ordinance, regulations, or the laws of Guam or the United States, while the work is in progress. Contractor will carry insurance to indemnify the government of Guam against any claim for loss, damage or injury to property or persons arising out of the performance of the Contractor or his employees and agents of the services covered by the Contract and the use, misuse or failure of any equipment used by the contractor or his employees or agents, and shall provide certificates of such insurance to the Government of Guam when required.
- XVII 43. CONTACT FOR CONTRACT ADMINISTRATION:** If your firm receives a contract as a result of this Solicitation, please designate a person whom we may contact for prompt administration.

Name: _____ Title: _____

Address: _____ Telephone: _____

GOVERNMENT OF GUAM

SEALED BID SOLICITATION INSTRUCTIONS

1. **BID FORMS:** Each bidder shall be provided with two (2) sets of Solicitation forms. Additional copies may be provided upon request. Bidders requesting additional copies of said forms will be charged per page in accordance with Section 6114 of the Government Code of Guam. All payments for this purpose shall be by cash, certified check or money order and shall be made payable to the General Services Agency (EO 88-24).
2. **PREPARATIONS OF BIDS:**
 - a) Bidders are required to examine the drawings, specifications, schedule, and all instructions. Failure to do so will be at bidder's risk.
 - b) Each bidder shall furnish the information required by the Solicitation. The bidder shall sign the Solicitation and print or type his name on the Schedule. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the issuing office.
 - c) Unit price for each unit offered shall be shown and such price shall include packing unless otherwise specified. A total shall be entered in the amount column of the Schedule for each item offered. In case of discrepancies between a unit price and extended price, the unit price will be presumed to be correct.
~~any discrepancy between a unit price and extended price shall be presumed to be correct.~~
 - d) Time, if stated as a number of days, means calendar days and will include Saturdays, Sundays, and holidays beginning the day after the issuance of a Notice to Proceed. Time stated ending on a Saturday, Sunday or Government of Guam legal holiday will end at the close of the next business day.
3. **EXPLANATION TO BIDDERS:** Any explanation desired by a bidder regarding the meaning or interpretation of the Solicitation, drawings, specifications, etc., must be submitted in writing and with sufficient time allowed for a written reply to reach all bidders before the submission of their bids. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective bidder concerning a Solicitation will be furnished to all prospective bidders in writing as an amendment to the Solicitation if such information is necessary for bidders in submitting bids on the Solicitation or if the lack of such information would be prejudicial to uninformed bidders.
4. **ACKNOWLEDGEMENT OF AMENDMENTS TO SOLICITATIONS:** Receipt of an amendment to a Solicitation by a bidder must be acknowledged by signing an acknowledgement of receipt of the amendment. Such acknowledgement must be received prior to the hour and date specified for receipt of bids.
5. **SUBMISSION OF BIDS:**
 - a) Bids and modifications thereof shall be enclosed in sealed envelopes and addressed to the office specified in the Solicitation. The bidder shall show the hour and date specified in the Solicitation for receipt, the Solicitation number, and the name and address of the bidder on the face of the envelope.
 - b) Telegraphic bids will not be considered unless authorized by the Solicitation. However, bids may be modified or withdrawn by written or telegraphic notice, provided such notice is received prior to the hour and date specified for receipt (see paragraph 6 of these instructions).
 - c) Samples of items, when required, must be submitted within the time specified, unless otherwise specified by the Government, at no expense to the Government. If not destroyed by testing, samples will be returned at bidder's request and expense, unless otherwise specified by the Solicitation.
 - d) Samples or descriptive literature should not be submitted unless it is required on this Solicitation. Regardless of any attempt by a bidder to condition the bid, unsolicited samples or descriptive literature will not be examined or tested at the bidder's risk, and will not be deemed to vary any of the provisions of this Solicitation.
6. **FAILURE TO SUBMIT BID:** If no bid is to be submitted, do not return the Solicitation unless otherwise specified. A letter or postcard shall be sent to the issuing office advising whether future Solicitations for the type of supplies or services covered by this Solicitation are desired.
7. **LATE BID, LATE WITHDRAWALS, AND LATE MODIFICATIONS:**
 - a) **Definition:** Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids at the place designated for opening is late (*Guam Procurement Regulations Section 3-202.11.1*).
 - b) **Treatment:** No late bid, late modification, or late withdrawal will be considered unless received before contract award, and the bid, modification, or withdrawal would have been timely but for the action or inaction of territorial personnel directly serving the procurement activity (*Guam Procurement Regulations Section 3-202.11.2*).
8. **DISCOUNTS:**
 - a) Notwithstanding the fact that prompt payment discounts may be offered, such offer will not be considered in evaluating bids for award unless otherwise specified in the Solicitation. However, offered discounts will be taken if payment is made within the discount period, even though not considered in the evaluation of bids.
 - b) In connection with any discount offered, time will be computed from date of delivery and acceptance of the supplies to the destination as indicated in the purchase order or contract. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the Government check.
9. **GOVERNMENT FURNISHED PROPERTY:** No material, labor or facilities will be furnished by the Government unless otherwise provided for in the Solicitation.

10. **SELLERS' INVOICES:** Invoices shall be prepared and submitted in quadruplicate (*one copy shall be marked "original"*) unless otherwise specified. Invoices shall be "certified true and correct" and shall contain the following information: Contract and order number (if any), item numbers, description of supplies or services, sizes, quantities, unit prices, and extended total. Bill of lading number and weight of shipment will be shown for shipments made on Government bills of lading.

11. **RECEIPT, OPENING AND RECORDING OF BIDS:** Bids and modifications shall be publicly opened in the presence of one or more witnesses, at the time, date, and place designated in the Invitation for Bids. The name of each bidder, the bid price, and such other information as is deemed appropriate by the Procurement Officer, shall be read aloud and recorded, or otherwise made available. The names and addresses of required witnesses shall be recorded at the opening. The opened bids shall be available for public inspection except to the extent the bidder designates trade secrets or other proprietary data to be confidential as set forth in accordance with Section 12, below. Material so designated shall accompany the bid and shall be readily separable from the bid in order to facilitate public inspection of the non-confidential portion of the bid. Prices, makes and models or catalogue numbers of the items offered, deliveries, and terms of payment shall be publicly available at the time of bid opening regardless of any designation to the contrary (*Guam Procurement Regulations Section 3-202.12.2*).

12. **CONFIDENTIAL DATA:** The Procurement Officer shall examine the bids to determine the validity of any requests for nondisclosure of trade secrets and other proprietary data identified in writing. If the parties do not agree as to the disclosure of data, the Procurement Officer shall inform the bidders in writing what portions of the bid will be disclosed and that, unless the bidders protest under Chapter 9 of the Guam Procurement Act (*P.L. 16-124*), the bids will be so disclosed. The bids shall be opened to public inspection subject to any continuing prohibition on the disclosure of confidential data (*Guam Procurement Regulations Section 3-202.12.3*).

13. **MULTI-STEP SEALED BIDDING:**
 - a) It is defined as a two-phase process consisting of a technical first-phase composed of one or more steps in which bidders submit unpriced technical offers to be evaluated by the territory, and a second-phase in which those bidders whose technical offers are determined to be acceptable during the first-phase have their priced bids considered. It is designed to obtain the benefits of competitive sealed bidding by award of a contract to the lowest responsive, responsible bidder, and at the same time obtained the benefits of the competitive sealed proposals procedure through the solicitation of technical offers and the conduct of discussions to evaluate and determine the acceptability of technical offers.
 - b) In addition to the requirements set forth in the General Terms and Conditions and the Special provisions, the following applies:
 - 1) only unpriced technical offers are requested in the first phase;
 - 2) priced bids will be considered only in the second phase and only from bidders whose unpriced technical offers are found acceptable in the first phase;
 - 3) the criteria to be used in the evaluation are those specified in the Special Provisions and the General Terms and Conditions;
 - 4) the territory, to the extent the Procurement Officer finds necessary, may conduct oral or written discussion of the unpriced technical offers;
 - 5) the bidders, may designate those portions of the unpriced technical offers which contain trade secrets or other proprietary data which are to remain confidential; and,
 - 6) the service being procured shall be furnished generally in accordance with the bidder's technical offer as found to be finally acceptable and shall meet the requirements of the invitation for Bids.
 - c) **RECEIPT AND HANDLING OF UNPRICED TECHNICAL OFFERS.**
Unpriced technical offers shall not be opened publicly, but shall be opened in front of two or more procurement officials. Such offers shall not be disclosed to unauthorized persons. Bidders may request nondisclosure of trade secrets and other proprietary data identified in writing.
 - d) **EVALUATION OF UNPRICED TECHNICAL OFFERS.**
The unpriced technical offers submitted by 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 Officer shall record in writing the basis for finding an offer unacceptable and make it part of the procurement file.

The Procurement Officer may initiate Phase Two of the procedure if, in the Procurement Officer's opinion, there are sufficient acceptable unpriced technical offers to assure effective price competition in the second phase without technical discussions. If the Procurement Officer finds such is not the case, the Procurement Officer shall issue an amendment to the invitation for Bids or engage in technical discussions as set forth in Subsection 3-202.20.5 of this Section.
 - e) Upon the completion of Phase One, the Procurement Officer shall invite each acceptable bidder to submit a price bid. Upon submission of prices, the Procurement Officer shall prepare the final evaluation and reconsideration for the Chief Procurement Officer's approval.



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977

September 4, 2008

MEMORANDUM

TO: Claudia S. Acfalle
Chief Procurment Office, GSA

FROM: Jamie C. L. Pangelinan
Supply Management Administrator

SUBJECT: IFB: GPA-032-08
Document Management Service Lease

Attached are copies of the subject Bid Package, Amendments and the Bid Abstract, per your request dated September 3, 2008.

Should you have any questions, you may contact me or Jesse Reyes at 648-3054/55.

Sincerely,

Jesse L. Reyes
for Jamie L.C. Pangelinan

Received by: _____
Print/Sign

Date



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977

July 8, 2008

AMENDMENT NO. XI

TO

INVITATION FOR BID NO.: GPA-032-08

FOR

DOCUMENT MANAGEMENT SERVICE LEASE

Prospective Bidders are hereby notified of the responses to clarification request submitted by Xerox dated July 03, 2008 and IBSS dated July 8, 2008.

Xerox questions dated July 03, 2008:

QUESTION:

1. Amendment X, Question No. 1 What is the meaning of "integrated or bundled"?

ANSWER:

Bid Specifications item 1.0 A and J; "Off-line staples should not be Internal but, on top of machine and can be either integrated or bundled". DELETE "Integrated". And shall now read as Stapler shall be located on top of the Machine, bundled and motorized with a capacity to accommodate 50 sheets. (see attached)

QUESTION:

2. Does it mean a user can take sheets of paper from anywhere and walk up to the machine and have it stapled automatically?

ANSWER:

Yes, anyone can utilize the stapler.

IBSS questions dated July 8, 2008:

QUESTION:

4. IBSS is requesting a clarification on item #12 Amendment No. X. Is it referring to the Scanning Specifications (copy attached) on Item A, B, F, J and H of the Bid?

LB

ANSWER:

Item No. 12, General Specifications, is requesting for 50 Licenses and price per as printed.

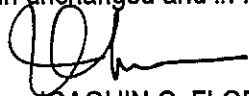
QUESTION:

5. Due to the numerous changes on the Amendment and the additional clarification IBSS is requesting can the deadline for submission be changed from 2:00 p.m. 7/10/08 to 2:00 p.m. 7/17/08?

ANSWER:

Bid extension request is denied. The Authority has extended the Bid three (3) times since the original Bid opening time/date, 2:30 p.m. May 06, 2008.

All other Terms and Conditions in the bid package shall remain unchanged and in full force.



JOAQUIN C. FLORES, P.E.
General Manager



IFB No.: GPA-032-08 Document Management Service Lease Agreement
 Requisition Number: 18302

Item No.	Description	Monthly	Annually
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1.0 To provide the Guam Power Authority with Document Management Lease Agreement, inclusive of Equipments, Services, Related Consumables and Software Solutions.

** PRICE PER LICENSE \$ _____

A. Stand-alone Digital Multifunctional System. Three (3) each.
 Total Black/White prints 70,000.

\$ _____ \$ _____

Specifications:

- Digital Black and White Copy, Print, Scan and Fax.
- Minimum Black and White Copy, Print Speed, 75 cpm/ppm.
- Print Resolution up to 1200 x 1200 dpi.
- Scan Speed 70 - 90 ppm Black and White.
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper Top Feed 50 - 250 capacity of sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources - Total Drawer Capacity of 3,000 sheets of paper and Stack. Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 11" x 17" paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting - unlimited.
- FAX standard and LAN Fax.
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, 50 - 100 sheets capability.
- • Stapler shall be located on top of the Machine, bundled and motorized with a capacity to accommodate 50 sheets.
- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11"x17" paper size.
- Paper Folding - Bi-Fold, Z Fold and C Fold of letter size. Z Fold up to 11x17 paper.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement.
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.

7/1/08

- Reduction Enlargement.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.
- Scanning speed of 55 scans per minute.
- Scanning – Must be able to provide scan features: Scan to email with mail delivery notification, scan in PDF and make text searchable with the ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying.

I. DELETED

**Stand-alone Multifunction System
Three (3) each.**

J. Stand-alone Digital Multifunctional System. One (1) each.

\$ _____ \$ _____

Total Black/White prints 50,000.

Specifications:

- Digital Black and White Copy, Print, Scan and Fax.
- Minimum Black and White Copy and Print Speed, 75 – 90 cpm/ppm
- Print Resolution up to 1200 x 1200 dpi.
- Scan Speed 60 - 90 scans per minute Black and White.
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 100 - 250 sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources – Total Drawer Capacity of 3,000 sheets of paper and Stack. Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 11" x 17" paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting – unlimited.
- Fax standard and LAN Fax.
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double. Up to 50 sheets capability.
- • Stapler shall be located on top of the Machine, bundled and motorized with a capacity to accommodate 50 sheets.
- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11x17 paper size.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977

July 03, 2008

AMENDMENT NO. X

TO

INVITATION FOR BID NO.: GPA-032-08

FOR

DOCUMENT MANAGEMENT SERVICES LEASE

Prospective Bidders are hereby notified of the response to inquiries received from Xerox Corp. dated June 26, 2008 and July 01, 2008.

Xerox questions dated June 26, 2008

QUESTION:

1. Amendment VIII, Item No. 7, "Item A and J Stapler off-line staples up to 50 sheets shall now read as "Stapler off-line staples may be integrated or bundled",
Question: We are not sure of the description of this requirement. Is it still your intention to include Off-Line stapling i.e. Convenience Stapling as a requirement of this bid?

ANSWER:

Amend Item No.7, BID SPECIFICATIONS, 1.0 A and J to read "Off-line stapler should not be Internal but, on top of machine and can be either integrated or bundled". (see attached)

QUESTION:

2. Amendment VIII, "A. GENERAL SPECIFICATIONS, Item 12. "Bid shall include Scanning Software Solutions"?
Question: Can you please describe the specific requirements of a "Scanning Software Solution"?
Question: Amendment VIII removed bid requirement, "All or None".
Since this is no longer an "All or None" bid and it is possible more than one vendor can be awarded certain units, is it GPA's intention to have more than 50 scanning solution licenses? (If not, please understand that there is a distinct possibility that GPA may have 50, 100, or 150 licenses from different vendors depending upon how many respond and are awarded machines). One vendor may provide 50, another vendor may provide another 50, and yet another vendor provides another

50. Also, all scanning solutions will be different based upon which vendor is providing the solution. Typically the number of licenses required is associated with the different machines that have scanning as a requirement.

Question: Can you amend, "A. GENERAL SPECIFICATIONS, number 12, to identify the items which require scanning software and to assign ten (10 scanning license to bid "Item No. 1.0, "A,B,F, and J"?

ANSWER:

Item 12 of GENERAL SPECIFICATIONS: A total of 50 licenses is being requested. Bidder shall provide a price per License. The Authority reserves the right to amend the amount after the bid is awarded. (see attached)

QUESTION:

3. Amendment IV, number 2, "Replace Pages 5 thru 13, Line Items 1.0 A thru F and H thru J". In this Amendment, "Item 1.0 B", the print speed of the machine was reduced from 110 ppm to a range of "100 ppm to 110 ppm".

Question: Can the print speed range requirement from "100 ppm" be amended to read "95 ppm to 110 ppm"? The speed band for these types of production machines begins at 95 ppm and by allowing the change, GPA stands to benefit with a lower cost machine that still meets its stated bid requirement.

Due to the numerous Amendments and our questions stated above, we would like to schedule a meeting with you.

ANSWER:

Item 1.0 B, change print speed from 100 – 110 to now read 95-110 ppm. (see attached).

A meeting is not required as all questions submitted is clarified in the form of this Amendment X.

Xerox questions dated July 1, 2008

QUESTION:

4. Please see below our inquiry regarding "GENERAL SPECIFICATION, Item 11. Content Management".

- 1) Please describe the Content Management Solution (CMS) project that GPA requires.
 - a. What is the scope of work for the designated projects?
 - b. Will there be a designated GPA employee project manager and core team (e.g., IT or DP Department, and other key stakeholders) who will manage the project.
- 2) What are types, quantity and condition of the documents involved?
 - a. What are the sizes of the documents? E.g., letter, legal, oversize blueprints, business cards or checks.
 - i. What percent of the total by document size? E.g., 59% legal size, 10% oversize; 41% letter.
 - b. Are any of the documents considered "delicate", therefore, requires special handling?

- c. Are there any documents that are controlled for legal, regulatory or GPA confidentiality reasons, hence, may have a different workflow than other more standard documents?
- 3) Describe the taxonomy and indexing fields or criteria? File name, category, etc. by which you will recall or search for the data.
 - a. Will all of the documents be indexed in the same manner?
 - b. Does any or all of the index information reside in a database today?
 - c. Can some or all of the indexing information be provided to the vendor in an electronic format for review and assessment?
 - d. Is the indexing information to be obtained from folders easily located on the document or file?
- 4) Will GPA provide project team stakeholders, facilities and development and testing environment for the project team at GPA?
 - a. Will the facilities and environment be available 24/7 if the project timeline requires this level of access?
 - b. Typical roles include:
 - i. System Administrator Super User
 - ii. Customer Project Manager or lead
 - iii. Focused Executive
 - iv. IT Manager
 - v. Application stakeholder
- 5) Please provide a clarification of the planned timeline:
 - a. What is the intended project start date?
 - b. What is the intended completion date for the project?
 - c. Is funding, legal or regulatory concerns that may impact or be impacted by non-completion of this project?
- 6) Is the new CMS only used for "Informational" content delivery or is also "Transactional" functionality (e.g. forms, on-line queries) required?
- 7) Are there software such as JD Edwards that should be integrated within the new CMS? Please clarify if additional functionality is needed.
 - a. Are there any proprietary or licensing concerns relative to integration with JD Edwards?
- 8) Can you describe the environment for installation, integration and development? Is the environment fixed? Must the CMS fit into this plan even if a different structure would be better to meet the business requirements of GPA?
- 9) Who are the members of the hierarchy of users?
 - a. System Administrator
 - b. Super User
 - c. Executive stakeholders
 - d. Department managers
 - e. Administrators
 - f. It is not completely clear how many persons will work with the system as authors, management staff, administrators etc. This is of specific interest because of the planned efforts and methods to train these persons and where to train them. Can you provide more details.

- 10) Is there already a concept for user management and for the placing of access rights? Will this be a function of HR to document and notify: IT to take action?
- 11) Is the implementation of a workflow management system as generally implemented by CMS systems sufficient, or is there the demand for proper workflow management system as implemented by e.g. Lotus?
- 12) Do you currently have a predetermined definition of "roles for workflow steps" for various departments? Do you have documented workflows for the departments and processes to be impacted by CMS?
- 13) What ideas does GPA have about using the CMS on GPA's website? How will GPA's website maintenance coincide with the CMS maintenance?
- 14) How many people will participate in the CMS project team fro GPA? What are their roles and expectations for CMS?
- 15) What is the bandwidth available on the network to serve CMS functionality?
 - a. Will there a be a period for testing per site as results, therefore user experience will potentially be different.
- 16) What does GPA have concerning the functional support and maintenance of the new CMS? Does GPA wish to develop in-depth knowledge of the CMS, besides just end user knowledge concerning how to use the system?

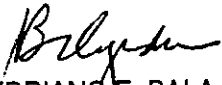
Question: Since this is no longer an "All or None" bid and it is also possible as with the Scanning Solution specification, that more than one vendor can be awarded, is it GPA's intention to have more than 30 Content Management seats? The solutions will be different based upon which vendor is providing the solution. Will there be more than one project?

Question: Can you amend to delete the specification as there is insufficient information to formulate an appropriate response. Further assessment is warranted and highly recommended.

ANSWER:

Delete Item 11 of the GENERAL SPECIFICATIONS, Contents Management Solution. (see attached)

All other Terms and Conditions in the bid packages shall remain the same and unchanged


ANDRIANO E. BALAJADIA
General Manager (A)

Guam Power Authority
Document Management Service Lease Agreement, inclusive of
Equipments, Services, Related Consumables and Software Solutions

General Purpose:

This Invitation for Bid is issued to solicit bids from interested bidders, who are licensed to do business on Guam, for the Lease of Equipment and its Services for all Divisions of the Guam Power Authority. Bid must satisfy GPA's specification requirements: Copying, Office Printing, Data Center High Speed Printing, Scanning, Faxing, Consumables, Software Solutions and Document Management Services. Bids must satisfy GPA's requirements to digitize and streamline the workflow in a productive manner, which will enable the authority to focus on its core functions.

A. GENERAL SPECIFICATIONS – all specifications are for the term of the contract.

1. Installed Machines must be new and in accordance to manufacturer's specifications.

2 DELETED

Paper:

235,000 sheets of plain white bond paper, size 8 ½ inches x 11 inches shall be included as part of the Document Management Services Plan. 235,000 sheets of paper will be provided every month and shall be delivered at agreed upon locations for the term of the contract.

3 Supplies:

For the term of the contract, all Supplies required for the operation of the product offerings shall be provided by the responsible Bidder. Supplies such as, Staples, Toners, Drums, Cartridges, Fusers, Developers. The Bidder shall coordinate the reordering and delivery of all supplies at agreed upon locations for the term of the contract. The Bidder shall maintain supply inventories and provide/review reports on a scheduled basis for the term of the contract. All used supply items must be scheduled for removal by the contractor for proper disposal.

4. Network Support:

All Machines must have minimal 10/100 Base T Ethernet connectivity. The Bidder shall provide scheduled on-site Technical and Analyst support to the Authority's Internal Technical staff for each installed Digital Multifunctional unit or any Network connected device, upon installation and on an ongoing basis. The Bidder shall assist in facilitating the loading of print drivers of each workstation for device deployment for the term of the contract. Support may be requested for the physical and software interface of the controller/copier to GPA's network. Support should be made available to address GPA's operational needs.

5. Training:

The Bidder shall provide trained and certified personnel to conduct on-site training for all units and for the total solutions offered at no additional charge, at time of installation and on an ongoing basis for the term of the contract. The Bidder shall respond to inquiries regarding the operation of Equipment / Software Solutions as described in specifications and provide basic operator support where appropriate on an ongoing basis. Training shall be provided on the use of machine features, replenishment of supplies, light output device maintenance (key operators), at GPA's agreed upon locations and schedules, (e.g. clean device exterior, clear jams). Training on Software Solutions may be conducted in groups and may be web-based. A proposed training schedule for all users and technical staff must be provided 3 days after award of the contract and shall coordinate with GPA's designated representative.

6. Installation & Implementation:

The Bidder shall deliver Equipment and Software Solutions within a maximum of 30 days from the day that a fully executed contract award is provided or as defined. In order to minimize interruption of GPA's operations and to ensure a smooth process, the Bidder must coordinate and provide a detail implementation schedule describing delivery, support and training. All cost for deliveries and training shall be included in the contract. GPA will incur cost associated with non-standard deliveries such as per step charges and non-standard trainings not covered in the parameters described above.

7. Maintenance and Support:

Bidder shall provide maintenance and support and its cost shall be included in the offered bid price for the term of the contract. Maintenance and support for all units and software solutions are described as all labor repair work, all necessary parts, and preventive maintenance. Maintenance shall include any future software upgrades and product enhancements which improve the performance of the installed units / solutions. A minimum of 5 (4+1) hours response time on maintenance service calls is required. The Bidder shall return all services by phone within 1 hour by phone and to arrive on-site within four hours for any problem that cannot be resolved over the phone. If response exceeds 5 hours, escalate to Support Manager. If a unit does not meet its published specifications or its performance is unsatisfactory to the operations of GPA, the vendor shall replace the unit with a similar unit at no additional cost. All other cost associated with the replacement such as delivery and installation is also at additional cost to GPA. If replacement is not available, then a comparable loaner unit shall be provided. All costs associated with the loaner shall be assumed by the Bidder.

Request to replace unsatisfactory unit is described as consistent jamming, poor copy/print quality, and consistent service calls. In order to reduce maintenance calls placed, the Bidder shall conduct preventive maintenance check ups on a scheduled proactive basis for the term of the contract. Maintenance on-site service calls shall be provided by trained, certified personnel at standard hours of Monday to Friday, 8am to 5pm and must provide on-line / telephone technical support 24 hours a day, 7 days a week. A service report must be maintained monthly and reviewed with GPA on a quarterly basis. Service Report must provide information of number of service calls placed, number of "downtime" hours and "uptime" hours. Report must also include month to month usage in descriptive graph formats. The gathering of meter reads of print volumes of each unit for billing purposes must be obtained and maintained by the contractor. All approved equipment relocations/moves will be coordinated by the Bidder and with a designated GPA representative. Equipment move quotations shall be provided, upon request, to the designated GPA representative for review and approval before any action can be taken. GPA will assume all relocation cost. The Bidder will assist in making recommendations to facilitate effective utilization of the assets managed under the contract.

8. Reporting:

In order to periodically review the operational performance of the contract, reporting is required, for analysis of Equipment /Software usages and their efficiencies and to be able to easily identify opportunities for improvements. Reports must be provided in printed format. The Bidder shall maintain and provide reports on a monthly basis and shall conduct reviews of the reports with GPA on a quarterly basis. Reports shall provide information of the total contract cost, a list of the equipment, their locations, serial numbers, and feature capabilities, service performance history as described in #7, performance objectives, print volumes and feature capabilities such as copying, printing, faxing and scanning. The reports shall be managed, developed by the Bidder and may be customized and mutually agreed upon at the request of GPA. The Bidder shall document a reporting communication schedule with the designated GPA representative for ongoing quarterly report reviews.

9. Damaged Equipment and Disaster Recovery Plan:

GPA shall not incur cost due to equipment damaged by typhoons, earthquakes or other natural disasters. A written guarantee confirming this protection must be provided. In the event of a disaster, a written plan of support is required on equipment repair and/or replacement(s).

10. Document Management:

The Bidder shall be able to act as project managers by managing the contractual Equipment and Software applications.

11. DELETED

Content Management:

30 Seats - The Bidder shall provide a content management solution that will provide a systematic method/process for storing, categorizing, and retrieving information. The Content Management solution will be installed at a designated GPA Division as phase one. In addition to addressing access to information and the high cost of storage of paper documents, the Solution should be able to assist GPA's employees, to locate documents, share information, facilitate secure distribution of documents, collaborate and help the organization comply with government regulations. The Bidder shall provide support to install and configure the solution on GPA's server through application testing, initial set-up, and conclude with the initial and ongoing training of the end-users identified for the assigned project area. For the designated project division, initial training may be accomplished in groups or may be web-based. An implementation schedule and report of the project must be provided.

wp

12. Bid shall include Scanning Software Solution for 50 License Users. Bidder shall provide a price per License. The Authority reserves the right to amend the amount after the bid is awarded.

13. Overages of Prints/Copies:

Charges for overages of prints/copies exceeding the monthly allowance of 300,000 (total) Black/White Prints/Copies and 10,000 (total) Color Prints/Copies shall be provided by the Bidder prior to the Contract Agreement.

IFB No.: GPA-032-08 Document Management Service Lease Agreement
Requisition Number: 18302

Item No.	Description	Monthly	Annually
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1.0 To provide the Guam Power Authority with Document Management Lease Agreement, inclusive of Equipments, Services, Related Consumables and Software Solutions.

**** PRICE PER LICENSE \$ _____**

**A. Stand-alone Digital Multifunctional System. Three (3) each. \$ _____ \$ _____
Total Black/White prints 70,000.**

Specifications:

- Digital Black and White Copy, Print, Scan and Fax.
- Minimum Black and White Copy, Print Speed, 75 cpm/ppm.
- Print Resolution up to 1200 x 1200 dpi.
- Scan Speed 70 - 90 ppm Black and White.
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper Top Feed 50 - 250 capacity of sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources – Total Drawer Capacity of 3,000 sheets of paper and Stack. Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 11" x 17" paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting – unlimited.
- FAX standard and LAN Fax.
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, 50 - 100 sheets capability.
- Off-line staple should not be internal but on top of machine and can be either integrated or bundled.
- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11"x17" paper size.
- Paper Folding – Bi-Fold, Z Fold and C Fold of letter size. Z Fold up to 11x17 paper.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement.
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.

08/10/08

- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG.
Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing.
Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing, (where fax is applicable).
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

B. Stand-alone Digital Multifunctional System. Two (2) each.
Total Black/White prints 50,000.

\$ _____ \$ _____

Specifications:

- Digital Black and White Copy, Print and Scan.
- Minimum Copy and Print Speed, 95 - 110 ppm copies, prints per minute.
- Print Resolution up to 1200 x 1200 dpi.
- Scanning capable for single sided or two-sided at 80 – 100 scans per minute.
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper Top Load capacity of 50 - 100 sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources – Total Drawer Capacity of 3,700 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 100 sheets with the capability of accepting up to 11" X 17" paper size.
- Acceptable paper weight up to 140 lb index stock (253gsm) and shall be able to hold up to 110lb index bond in all drawers.
- Sorting – unlimited.
- Automatic Decurling of prints/copies output.
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 100 sheets capability.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement.
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.

- Scanning - Must be able to provide scan features: Network Twain scan, Scan to email with mail delivery notification, scan in PDF and make text searchable with the ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulation of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying.
- Must be able to provide Bates Stamping – to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

C. Stand-alone Digital Multifunctional System. Eight (8) each.
Total Black/White prints 20,000

\$ _____ \$ _____

Specifications:

- Digital Black and White Copy, Print, Fax and Scan.
- Minimum Copy and Print Speed, 45 copies, prints per minute.
- Print Resolution up to 600 x 600 dpi.
- Scanning capable at 45 prints per minute.
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 50 sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources – Total paper capacity of 1000 sheets.
- Acceptable paper weight up to 32 lb bond and shall be able to hold up to 32 lb index bond in all drawers.
- Paper sizes, 8 1/2" x 11" and 8 1/2" x 14".
- Sorting.
- Reduction Enlargement.
- Able to print on a network using multiple operating systems including Windows and Mac.
- Remote printer management via the network.
- Password control for copying and printing.
- Memory to include 20 – 40 GB of total Hard Drive space.
- Must have both PCL and PostScript Drivers.
- Scan to email and Scan to file and Network Scanning.
- Black and White Scanning.
- Scan to TIFF, PDF formats.

D. DELETED
Stand-alone Digital High Speed Printer System. One (1) each

E. Stand-alone Digital Multifunctional System. Four (4) each.
Total Black/White prints 20,000.

\$ _____ \$ _____

Specifications:

- Digital Black and White Copy, Print, Fax and Scan.
- Minimum Copy and Print Speed, 45 copies, prints per minute.
- Print Resolution up to 600 x 600 dpi.
- Scanning capable at 45 prints per minute.
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 50 sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources – Total paper capacity of 2000 sheets.
- Paper sizes, 8 1/2 x 11 and 8 1/2 x 14.
- Acceptable paper weight up to 32 lb bond and shall be able to hold up to 32 lb index bond in all drawers.
- Automatic Stapling 50 sheets.
- Sorting.
- Reduction Enlargement.
- Able to print on a network using multiple operating systems including Windows and Mac.
- Remote printer management via the network.
- Password control for copying and printing.
- Memory to include 20 - 40GB of total Hard Drive space.
- Must have both PCL and PostScript Drivers.
- Scan to email and Scan to file and Scan to Network.
- Black and White Scanning.
- Scan to TIFF, PDF formats.

F. Stand-alone Digital Multifunctional System. One (1) each.
Total Black/White prints 15,000 and Color prints 10,000.

\$ _____ \$ _____

Specifications:

- Digital Black and White and Color Copy, Print, Scan and Fax.
- Minimum Black and White Copy, Print Speed, 50 - 80 cpm/ppm.
- Minimum Color Copy and Print Speed 40 - 60 copies per minute.
- Print Resolution up to 1200 x 1200 dpi.
- Scan Speed 50 - 80 scans per minute Black and White 40 - 60 scans per minute Color.
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 50 - 250 sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources – Total Drawer Capacity of 3,000 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 11" x 17" paper size.
- Acceptable paper weight up to 10 lb cover paper.
- Sorting – unlimited.
- FAX standard and LAN Fax.
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 50 - 100 sheets capability.

- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11x17 paper size.
- Paper Folding – Bi-Fold, Z Fold and C Fold of letter size. Z Fold up to 11x17 paper.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement.
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.
- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing, (where fax is applicable).
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

**G. Deleted
Stand-alone Digital Multifunctional System. One (1) each.**

H. Stand-alone Digital Multifunctional System. Seven (7) each. \$ _____ \$ _____
Total Black/White prints 75,000

Specifications:

- Digital Black and White Copy, Print, Scan and Fax.
- Minimum Copy and Print Speed 50 - 60 copies, prints per minute.
- Print Resolution up to 600 X 600 dpi.
- Scanning capable for single sided or two-sided at 55 prints per minute.
- Document Feeder Method - Automatic Document Feeder, Paper capacity of 75 sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources – Total Drawer Capacity of 4600 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 100 sheets.
- Sorting – unlimited.
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 30 sheets.

- Reduction Enlargement.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.
- Scanning speed of 55 scans per minute.
- Scanning – Must be able to provide scan features: Scan to email with mail delivery notification, scan in PDF and make text searchable with the ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying.

**I. DELETED
Stand-alone Multifunction System
Three (3) each.**

**J. Stand-alone Digital Multifunctional System. One (1) each.
Total Black/White prints 50,000.**

\$ _____ \$ _____

Specifications:

- Digital Black and White Copy, Print, Scan and Fax.
- Minimum Black and White Copy and Print Speed, 75 – 90 cpm/ppm
- Print Resolution up to 1200 x 1200 dpi.
- Scan Speed 60 - 90 scans per minute Black and White.
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 100 - 250 sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources – Total Drawer Capacity of 3,000 sheets of paper and Stack. Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 11" x 17" paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting – unlimited.
- Fax standard and LAN Fax.
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double. Up to 50 sheets capability.
- Off-line stapler should not be internal but on top of machine and can be either integrated or bundled.
- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11x17 paper size.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.

- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing.
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

DELIVERY REQUIREMENT:

INSTALLATION & IMPLEMENTATION Thirty (30) Days ARO

MANUFACTURED BY: _____

BRAND NAME: _____

PLACE OF ORIGIN: _____

EXPORT ABROAD: _____

TIME OF DELIVERY AFTER
AFTER RECEIPT OF ORDER: _____

CONTRACT TERM: Sixty (60) Month Lease

NOTE: The Bid Price shall include the following:

1. Bid Price shall be fixed for a contract term of Sixty (60) months.
2. Bid Price shall include full Maintenance Service, Consumable Supplies and Management Service as described in the General Specifications.
3. Bid Price shall include allowances of 300,000 Black/White Prints/Copies per month and 10,000 Color Prints/Copies per month for all Devices/Equipment required as specified in the bid.
4. Billing Statement (Invoice) shall be provided monthly in summary format and may be customized at the request of GPA. Charges for Overages exceeding the allowances of each Black/White and Color Print/Copy shall be included in Billing Statement (Invoice).



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977

June 30, 2008

AMENDMENT NO. IX

TO

INVITATION FOR BID NO.: GPA-032-08

FOR


DOCUMENT MANAGEMENT SERVICES LEASE

Prospective Bidders are hereby notified of the following:

Section A – General Specifications Line Item No. 3; Delete Paper from Supplies. (see attached)

Deadline for questions is July 1, 2008.

All other Terms and Conditions in the bid packages shall remain the same and unchanged


ANDRIANO E. BALAJADIA
General Manager (A)

Guam Power Authority
Document Management Service Lease Agreement, inclusive of
Equipments, Services, Related Consumables and Software Solutions

General Purpose:

This Invitation for Bid is issued to solicit bids from interested bidders, who are licensed to do business on Guam, for the Lease of Equipment and its Services for all Divisions of the Guam Power Authority. Bid must satisfy GPA's specification requirements: Copying, Office Printing, Data Center High Speed Printing, Scanning, Faxing, Consumables, Software Solutions and Document Management Services. Bids must satisfy GPA's requirements to digitize and streamline the workflow in a productive manner, which will enable the authority to focus on its core functions.

A. GENERAL SPECIFICATIONS – all specifications are for the term of the contract.

1. Installed Machines must be new and in accordance to manufacturer's specifications.

2 DELETED

Paper:

235,000 sheets of plain white bond paper, size 8 ½ inches x 11 inches shall be included as part of the Document Management Services Plan. 235,000 sheets of paper will be provided every month and shall be delivered at agreed upon locations for the term of the contract.

3 Supplies:

For the term of the contract, all Supplies required for the operation of the product offerings shall be provided by the responsible Bidder. Supplies such as, Staples, Toners, Drums, Cartridges, Fusers, Developers. The Bidder shall coordinate the reordering and delivery of all supplies at agreed upon locations for the term of the contract. The Bidder shall maintain supply inventories and provide/review reports on a scheduled basis for the term of the contract. All used supply items must be scheduled for removal by the contractor for proper disposal.

4. Network Support:

All Machines must have minimal 10/100 Base T Ethernet connectivity. The Bidder shall provide scheduled on-site Technical and Analyst support to the Authority's Internal Technical staff for each installed Digital Multifunctional unit or any Network connected device, upon installation and on an ongoing basis. The Bidder shall assist in facilitating the loading of print drivers of each workstation for device deployment for the term of the contract. Support may be requested for the physical and software interface of the controller/copier to GPA's network. Support should be made available to address GPA's operational needs.

5. Training:

The Bidder shall provide trained and certified personnel to conduct on-site training for all units and for the total solutions offered at no additional charge, at time of installation and on an ongoing basis for the term of the contract. The Bidder shall respond to inquiries regarding the operation of Equipment / Software Solutions as described in specifications and provide basic operator support where appropriate on an ongoing basis. Training shall be provided on the use of machine features, replenishment of supplies, light output device maintenance (key operators), at GPA's agreed upon locations and schedules, (e.g. clean device exterior, clear jams). Training on Software Solutions may be conducted in groups and may be web-based. A proposed training schedule for all users and technical staff must be provided 3 days after award of the contract and shall coordinate with GPA's designated representative.

6. Installation & Implementation:

The Bidder shall deliver Equipment and Software Solutions within a maximum of 30 days from the day that a fully executed contract award is provided or as defined. In order to minimize interruption of GPA's operations and to ensure a smooth process, the Bidder must coordinate and provide a detail implementation schedule describing delivery, support and training. All cost for deliveries and training shall be included in the contract. GPA will incur cost associated with non-standard deliveries such as per step charges and non-standard trainings not covered in the parameters described above.



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977

June 17, 2008

AMENDMENT NO. VIII

TO

INVITATION FOR BID NO.: GPA-032-08

FOR


DOCUMENT MANAGEMENT SERVICES LEASE

Prospective Bidders are hereby notified of the following:

1. Page 3a of 26 General Purpose A. GENERAL SPECIFICATIONS, delete Line Item No. 2 ; Paper
2. Page 5a of 26 Charges for overages of copies 300,000 clarified as the Total Black/White Prints. Move verbiage to page 3a of 26 GENERAL SPECIFICATION as line item no. 13 to read as Charges for overage of copies exceeding the monthly allowance of 300,000 (total) Black/White Prints/Copies and 10,000 (total) Color Prints/Copies shall be provided by the Bidder upon bid award. (see attached)
3. Page 7a of 26 Delete Item D, Stand-alone Digital High Speed Printer System, one (1) each.
4. Page 9a of 26 Item F, change Print Speed from 75 cpm/ppm to now read 50 – 80 cpm/ppm. (see attached)
5. Page 11a of 26 Delete Item I, Stand-alone Multifunction System, three (3) each.
6. Bid Specifications 1.0 A thru C, E, F, H and J, add Total Black/White prints per item. (see attached)
Item A, Stand alone Digital Multifunctional System: Total Black/White prints 70,000.
Item B, Stand alone Digital Multifunctional System: Total Black/White prints 50,000.
Item C, Stand alone Digital Multifunctional System: Total Black/White prints 20,000.
Item E, Stand alone Digital Multifunctional System: Total Black/White prints 20,000.
Item F, Stand alone Digital Multifunctional System: Total Black/White prints 15,000 and Color prints 10,000.
Item H, Stand alone Digital Multifunctional System: Total Black/White prints 75,000.
Item J, Stand alone Digital Multifunctional System: Total Black/White prints 50,000.

7. Item A and J Stapler off-line staples up to 50 sheets shall now read as "Stapler off-line staples may be integrated or bundled". (see attached)
8. Replace Page 21 of 26 General Terms and Conditions: "All or None" is removed. Bidder shall provide a bid price per line item. (see attached)
9. Replace Page 23 of 26 General Terms and Conditions: Block number 38 is marked, TERMINATION FOR CONVENIENCE . Any termination order for the convenience of the Government issued relative to awards made under this solicitation will be subject to and in accordance with the provisions of Section 6-101.10 of the Guam Procurement Regulations. (see attached)
10. Bid opening date is changed from 2:00 p.m., June 25, 2008 to now read 2:00 p.m., July 10, 2008.

All other Terms and Conditions in the bid packages shall remain the same and unchanged


ANDRIANO E. BALAJADIA
General Manager (A)

Guam Power Authority
Document Management Service Lease Agreement, inclusive of
Equipments, Services, Related Consumables and Software Solutions

General Purpose:

This Invitation for Bid is issued to solicit bids from interested bidders, who are licensed to do business on Guam, for the Lease of Equipment and its Services for all Divisions of the Guam Power Authority. Bid must satisfy GPA's specification requirements: Copying, Office Printing, Data Center High Speed Printing, Scanning, Faxing, Consumables, Software Solutions and Document Management Services. Bids must satisfy GPA's requirements to digitize and streamline the workflow in a productive manner, which will enable the authority to focus on its core functions.

A. GENERAL SPECIFICATIONS – all specifications are for the term of the contract.

1. Installed Machines must be new and in accordance to manufacturer's specifications.

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Paper:

235,000 sheets of plain white bond paper, size 8 ½ inches x 11 inches shall be included as part of the Document Management Services Plan. 235,000 sheets of paper will be provided every month and shall be delivered at agreed upon locations for the term of the contract.

3 Supplies:

For the term of the contract, all Supplies required for the operation of the product offerings shall be provided by the responsible Bidder. Supplies such as, Paper, Staples, Toners, Drums, Cartridges, Fusers, Developers. The Bidder shall coordinate the reordering and delivery of all supplies at agreed upon locations for the term of the contract. The Bidder shall maintain supply inventories and provide/review reports on a scheduled basis for the term of the contract. All used supply items must be scheduled for removal by the contractor for proper disposal.

4. Network Support:

All Machines must have minimal 10/100 Base T Ethernet connectivity. The Bidder shall provide scheduled on-site Technical and Analyst support to the Authority's Internal Technical staff for each installed Digital Multifunctional unit or any Network connected device, upon installation and on an ongoing basis. The Bidder shall assist in facilitating the loading of print drivers of each workstation for device deployment for the term of the contract. Support may be requested for the physical and software interface of the controller/copier to GPA's network. Support should be made available to address GPA's operational needs.

5. Training:

The Bidder shall provide trained and certified personnel to conduct on-site training for all units and for the total solutions offered at no additional charge, at time of installation and on an ongoing basis for the term of the contract. The Bidder shall respond to inquiries regarding the operation of Equipment / Software Solutions as described in specifications and provide basic operator support where appropriate on an ongoing basis. Training shall be provided on the use of machine features, replenishment of supplies, light output device maintenance (key operators), at GPA's agreed upon locations and schedules, (e.g. clean device exterior, clear jams). Training on Software Solutions may be conducted in groups and may be web-based. A proposed training schedule for all users and technical staff must be provided 3 days after award of the contract and shall coordinate with GPA's designated representative.

6. Installation & Implementation:

The Bidder shall deliver Equipment and Software Solutions within a maximum of 30 days from the day that a fully executed contract award is provided or as defined. In order to minimize interruption of GPA's operations and to ensure a smooth process, the Bidder must coordinate and provide a detail implementation schedule describing delivery, support and training. All cost for deliveries and training shall be included in the contract. GPA will incur cost associated with non-standard deliveries such as per step charges and non-standard trainings not covered in the parameters described above.

7. Maintenance and Support:

Bidder shall provide maintenance and support and its cost shall be included in the offered bid price for the term of the contract. Maintenance and support for all units and software solutions are described as all labor repair work, all necessary parts, and preventive maintenance. Maintenance shall include any future software upgrades and product enhancements which improve the performance of the installed units / solutions. A minimum of 5 (4+1) hours response time on maintenance service calls is required. The Bidder shall return all services by phone within 1 hour by phone and to arrive on-site within four hours for any problem that cannot be resolved over the phone. If response exceeds 5 hours, escalate to Support Manager. If a unit does not meet its published specifications or its performance is unsatisfactory to the operations of GPA, the vendor shall replace the unit with a similar unit at no additional cost. All other cost associated with the replacement such as delivery and installation is also at additional cost to GPA. If replacement is not available, then a comparable loaner unit shall be provided. All costs associated with the loaner shall be assumed by the Bidder.

Request to replace unsatisfactory unit is described as consistent jamming, poor copy/print quality, and consistent service calls. In order to reduce maintenance calls placed, the Bidder shall conduct preventive maintenance check ups on a scheduled proactive basis for the term of the contract. Maintenance on-site service calls shall be provided by trained, certified personnel at standard hours of Monday to Friday, 8am to 5pm and must provide on-line / telephone technical support 24 hours a day, 7 days a week. A service report must be maintained monthly and reviewed with GPA on a quarterly basis. Service Report must provide information of number of service calls placed, number of "downtime" hours and "uptime" hours. Report must also include month to month usage in descriptive graph formats. The gathering of meter reads of print volumes of each unit for billing purposes must be obtained and maintained by the contractor. All approved equipment relocations/moves will be coordinated by the Bidder and with a designated GPA representative. Equipment move quotations shall be provided, upon request, to the designated GPA representative for review and approval before any action can be taken. GPA will assume all relocation cost. The Bidder will assist in making recommendations to facilitate effective utilization of the assets managed under the contract.

8. Reporting:

In order to periodically review the operational performance of the contract, reporting is required, for analysis of Equipment /Software usages and their efficiencies and to be able to easily identify opportunities for improvements. Reports must be provided in printed format. The Bidder shall maintain and provide reports on a monthly basis and shall conduct reviews of the reports with GPA on a quarterly basis. Reports shall provide information of the total contract cost, a list of the equipment, their locations, serial numbers, and feature capabilities, service performance history as described in #7, performance objectives, print volumes and feature capabilities such as copying, printing, faxing and scanning. The reports shall be managed, developed by the Bidder and may be customized and mutually agreed upon at the request of GPA. The Bidder shall document a reporting communication schedule with the designated GPA representative for ongoing quarterly report reviews.

9. Damaged Equipment and Disaster Recovery Plan:

GPA shall not incur cost due to equipment damaged by typhoons, earthquakes or other natural disasters. A written guarantee confirming this protection must be provided. In the event of a disaster, a written plan of support is required on equipment repair and/or replacement(s).

10. Document Management:

The Bidder shall be able to act as project managers by managing the contractual Equipment and Software applications.

11. Content Management:

30 Seats - The Bidder shall provide a content management solution that will provide a systematic method/process for storing, categorizing, and retrieving information. The Content Management solution will be installed at a designated GPA Division as phase one. In addition to addressing access to information and the high cost of storage of paper documents, the Solution should be able to assist GPA's employees, to locate documents, share information, facilitate secure distribution of documents, collaborate and help the organization comply with government regulations. The Bidder shall provide support to install and configure the solution on GPA's server through application testing, initial set-up, and conclude with the initial and ongoing training of the end-users identified for the assigned project area. For the designated project division, initial training may be accomplished in groups or may be web-based. An implementation schedule and report of the project must be provided.

12. Bid shall include Scanning Software Solution for 50 License Users.

13. Overages of Prints/Copies:

Charges for overages of prints/copies exceeding the monthly allowance of 300,000 (total) Black/White Prints/Copies and 10,000 (total) Color Prints/Copies shall be provided by the Bidder prior to the Contract Agreement.

W. Wilson

IFB No.: GPA-032-08 Document Management Service Lease Agreement
Requisition Number: 18302

Item No.	Description	Monthly	Annually
1.0	To provide the Guam Power Authority with Document Management Lease Agreement, inclusive of Equipments, Services, Related Consumables and Software Solutions.		
	A. Stand-alone Digital Multifunctional System. Three (3) each. Total Black/White prints 70,000.	\$ _____	\$ _____

Specifications:

- Digital Black and White Copy, Print, Scan and Fax.
- Minimum Black and White Copy, Print Speed, 75 cpm/ppm.
- Print Resolution up to 1200 x 1200 dpi.
- Scan Speed 70 - 90 ppm Black and White.
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper Top Feed 50 - 250 capacity of sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources - Total Drawer Capacity of 3,000 sheets of paper and Stack. Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 11" x 17" paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting - unlimited.
- FAX standard and LAN Fax.
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, 50 - 100 sheets capability.
- Stapler off-line staples may be integrated or bundled.
- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11"x17" paper size.
- Paper Folding - Bi-Fold, Z Fold and C Fold of letter size. Z Fold up to 11x17 paper.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement.
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.

- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG.
Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing.
Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing, (where fax is applicable).
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

B. Stand-alone Digital Multifunctional System. Two (2) each.
Total Black/White prints 50,000.

\$ _____ \$ _____

Specifications:

- Digital Black and White Copy, Print and Scan.
- Minimum Copy and Print Speed, 100 - 110 copies, prints per minute.
- Print Resolution up to 1200 x 1200 dpi.
- Scanning capable for single sided or two-sided at 80 – 100 scans per minute.
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper Top Load capacity of 50 - 100 sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources – Total Drawer Capacity of 3,700 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 100 sheets with the capability of accepting up to 11" X 17" paper size.
- Acceptable paper weight up to 140 lb index stock (253gsm) and shall be able to hold up to 110lb index bond in all drawers.
- Sorting – unlimited.
- Automatic Decurling of prints/copies output.
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 100 sheets capability.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement.
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.

- Scanning - Must be able to provide scan features: Network Twain scan, Scan to email with mail delivery notification, scan in PDF and make text searchable with the ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulation of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying.
- Must be able to provide Bates Stamping – to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

C. Stand-alone Digital Multifunctional System. Eight (8) each.
Total Black/White prints 20,000

\$ _____ \$ _____

Specifications:

- Digital Black and White Copy, Print, Fax and Scan.
- Minimum Copy and Print Speed, 45 copies, prints per minute.
- Print Resolution up to 600 x 600 dpi.
- Scanning capable at 45 prints per minute.
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 50 sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources – Total paper capacity of 1000 sheets.
- Acceptable paper weight up to 32 lb bond and shall be able to hold up to 32 lb index bond in all drawers.
- Paper sizes, 8 1/2" x 11" and 8 1/2" x 14".
- Sorting.
- Reduction Enlargement.
- Able to print on a network using multiple operating systems including Windows and Mac.
- Remote printer management via the network.
- Password control for copying and printing.
- Memory to include 20 – 40 GB of total Hard Drive space.
- Must have both PCL and PostScript Drivers.
- Scan to email and Scan to file and Network Scanning.
- Black and White Scanning.
- Scan to TIFF, PDF formats.

D. DELETED
Stand-alone Digital High Speed Printer System. One (1) each

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E. Stand-alone Digital Multifunctional System. Four (4) each.
Total Black/White prints 20,000.

\$ _____ \$ _____

Specifications:

- Digital Black and White Copy, Print, Fax and Scan.
- Minimum Copy and Print Speed, 45 copies, prints per minute.
- Print Resolution up to 600 x 600 dpi.
- Scanning capable at 45 prints per minute.
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 50 sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources – Total paper capacity of 2000 sheets.
- Paper sizes, 8 1/2 x 11 and 8 1/2 x 14.
- Acceptable paper weight up to 32 lb bond and shall be able to hold up to 32 lb index bond in all drawers.
- Automatic Stapling 50 sheets.
- Sorting.
- Reduction Enlargement.
- Able to print on a network using multiple operating systems including Windows and Mac.
- Remote printer management via the network.
- Password control for copying and printing.
- Memory to include 20 - 40GB of total Hard Drive space.
- Must have both PCL and PostScript Drivers.
- Scan to email and Scan to file and Scan to Network.
- Black and White Scanning.
- Scan to TIFF, PDF formats.

F. Stand-alone Digital Multifunctional System. One (1) each.
Total Black/White prints 15,000 and Color prints 10,000.

\$ _____ \$ _____

Specifications:

- Digital Black and White and Color Copy, Print, Scan and Fax.
- Minimum Black and White Copy, Print Speed, 50 - 80 cpm/ppm.
- Minimum Color Copy and Print Speed 40 - 60 copies per minute.
- Print Resolution up to 1200 x 1200 dpi.
- Scan Speed 50 - 80 scans per minute Black and White 40 - 60 scans per minute Color.
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 50 - 250 sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources – Total Drawer Capacity of 3,000 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 11" x 17" paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting – unlimited.
- FAX standard and LAN Fax.
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 50 - 100 sheets capability.

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- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11x17 paper size.
- Paper Folding – Bi-Fold, Z Fold and C Fold of letter size. Z Fold up to 11x17 paper.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement.
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.
- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing, (where fax is applicable).
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

**G. Deleted
Stand-alone Digital Multifunctional Sysem. One (1) each.**

**H. Stand-alone Digital Multifunctional
System. Seven (7) each. \$ _____ \$ _____
Total Black/White prints 75,000**

Specifications:

- Digital Black and White Copy, Print, Scan and Fax.
- Minimum Copy and Print Speed 50 - 60 copies, prints per minute.
- Print Resolution up to 600 X 600 dpi.
- Scanning capable for single sided or two-sided at 55 prints per minute.
- Document Feeder Method - Automatic Document Feeder, Paper capacity of 75 sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources – Total Drawer Capacity of 4600 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 100 sheets.
- Sorting – unlimited.
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 30 sheets.

- Reduction Enlargement.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.
- Scanning speed of 55 scans per minute.
- Scanning – Must be able to provide scan features: Scan to email with mail delivery notification, scan in PDF and make text searchable with the ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying.

**I. DELETED
Stand-alone Multifunction System
Three (3) each.**

J. Stand-alone Digital Multifunctional System. One (1) each. \$ _____ \$ _____
Total Black/White prints 50,000.

Specifications:

- Digital Black and White Copy, Print, Scan and Fax.
- Minimum Black and White Copy and Print Speed, 75 – 90 cpm/ppm
- Print Resolution up to 1200 x 1200 dpi.
- Scan Speed 60 - 90 scans per minute Black and White.
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 100 - 250 sheets.
- Two-sided copying, printing, and scanning.
- Paper Sources – Total Drawer Capacity of 3,000 sheets of paper and Stack. Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 11" x 17" paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting – unlimited.
- Fax standard and LAN Fax.
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double. Up to 50 sheets capability.
- Stapler off-line staples may be integrated or bundled.
- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11x17 paper size.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.

- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing.
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

DELIVERY REQUIREMENT:

INSTALLATION & IMPLEMENTATION Thirty (30) Days ARO

MANUFACTURED BY: _____

BRAND NAME: _____

PLACE OF ORIGIN: _____

EXPORT ABROAD: _____

TIME OF DELIVERY AFTER
AFTER RECEIPT OF ORDER: _____

CONTRACT TERM: Sixty (60) Month Lease

NOTE: The Bid Price shall include the following:

1. Bid Price shall be fixed for a contract term of Sixty (60) months.
2. Bid Price shall include full Maintenance Service, Consumable Supplies and Management Service as described in the General Specifications.
3. Bid Price shall include allowances of 300,000 Black/White Prints/Copies per month and 10,000 Color Prints/Copies per month for all Devices/Equipment required as specified in the bid.
4. Billing Statement (Invoice) shall be provided monthly in summary format and may be customized at the request of GPA. Charges for Overages exceeding the allowances of each Black/White and Color Print/Copy shall be included in Billing Statement (Invoice).

MB

GOVERNMENT OF GUAM
GENERAL TERMS AND CONDITIONS
SEALED BID SOLICITATION AND AWARD

Only those boxes checked below are applicable to this bid.

1. **AUTHORITY:** This solicitation is issued subject to all the provision of the Guam Procurement Act (GCA, Chapter 5) and the Guam Procurement Regulations (copies of both are available at the Office of the Comptroller of Laws, Department of Law, copies available for inspection at General Services Agency). It requires all parties involved in the Preparation, negotiation, performance, or administration of contracts to act in good faith.
2. **GENERAL INTENTION:** Unless otherwise specified, it is the declared and acknowledged intention and meaning of these General Terms and Conditions for the bidder to provide the Government of Guam (Government) with specified services or with materials, supplies or equipment completely assembled and ready for use.
3. **TAXES:** Bidders are cautioned that they are subject to Guam Income Taxes as well as all other taxes on Guam Transactions. Specific information on taxes may be obtained from the Director of Revenue and Taxation.
4. **LICENSING:** Bidders are cautioned that the Government will not consider for award any offer submitted by a bidder who has not complied with the Guam Licensing Law. Specific information on licenses may be obtained from the Director of Revenue and Taxation.
5. **LOCAL PROCUREMENT PREFERENCE:** All procurement of supplies and services where possible, will be made from among businesses licensed to do business on Guam in accordance with Section 8008 of the Guam Procurement Act (GCA, Chapter 5) and Section 1-104 of the Guam Procurement Regulations.
6. **COMPLIANCE WITH SPECIFICATIONS AND OTHER SOLICITATION REQUIREMENTS:** Bidders shall comply with all specifications and other requirements of the Solicitation.
7. **"ALL OR NONE" BIDS:** Unless otherwise allowed under this Solicitation, "all or none" bids may be deemed to be non-responsive. If the bid is so limited, the Government may reject part of such proposal and award on the remainder.
- NOTE:** By checking this item, the Government is requesting all of the bid items to be bid or none at all. The Government will not award on an itemized basis. Reference: Section 3-301.06 of the Guam Procurement Regulations.
8. **INDEPENDENT PRICE DETERMINATION:** The bidder, upon signing the Invitation for Bid, certifies that the prices in his bid were derived at without collusion, and acknowledge that collusion and anti-competitive practices are prohibited by law. Violations will be subject to the provision of Section 6601 of that of the Guam Procurement Act. Other existing civil, criminal or administrative remedies are not impaired and may be in addition to the remedies in Section 6601 of the Government Code.
9. **BIDDER'S PRICES:** The Government will consider not more than two (2) (Basic and Alternate) item prices and the bidder shall explain fully each price if supplies, materials, equipment, and/or specified services offered comply with specifications and the products origin. Where basic or alternate bid meets the minimum required specification, cost and other factors will be considered. Failure to explain this requirement will result in rejection of the bid.
10. **BID ENVELOPE:** Envelope shall be sealed and marked with the bidder's name, Bid number, time, date and place of Bid Opening.
11. **BID GUARANTEE REQUIREMENT:** Bidder is required to submit a Bid Guarantee Bond or standby Irrevocable Letter of Credit or Certified Check or Cashier's Check in the same bid envelope to be held by the Government pending award. The Bid Guarantee Bond, Letter of Credit, Certified Check or Cashier's Check must be issued by any local surety or banking institution licensed to do business on Guam and made payable to in the amount of ten percent (10%) of his highest total bid offer. The Bid Bond must be submitted on Government Standard Form BB-1 (copy enclosed). Personal Checks will not be accepted as Bid Guarantee. If a successful Bidder (contractor) withdraws from the bid or fails to enter into contract within the prescribed time, such Bid guarantee will be forfeited to the Government of Guam. Bids will be disqualified if not accompanied by Bid Bond, Letter of Credit, Certified Check or Cashier's Check. Bidder must include in his/her bid, valid copies of a Power of Attorney from the Surety and a Certificate of Authority from the Government of Guam to show proof that the surety company named on the bond instrument is authorized by the Government of Guam and qualified to do business on Guam. For detailed information on bonding matters, contact the Department of Revenue and Taxation. Failure to submit a valid Power of Attorney and Certificate of Authority on the surety is cause for rejection of bid (GPR Section 3-302.06.3).
12. **PERFORMANCE BOND REQUIREMENT:** The Bidder may be required to furnish a Performance Bond on Government Standard Form BB-1 or standby Irrevocable Letter of Credit or Certified Check or Cashier's Check payable to CEA issued by any of the local Banks or Bonding Institution in the amount equal to ONE HUNDRED PERCENT percent (100 %) of the contract price as security for the faithful performance and proper fulfillment of the contract. In the event that any of the provisions of this contract are violated by the contractor, the Chief Procurement Officer shall serve written notice upon both the contractor and the Surety of its intention to terminate the contract. Unless satisfactory arrangement or correction is made within ten (10) days of such notice the contract shall cease and terminate upon the expiration of the ten (10) days. In the event of any such termination, the Chief Procurement Officer shall immediately serve notice thereof upon the Surety. The Surety shall have the right to take over and perform the contract, provided, however, that if the Surety does not commence performance thereof within 10 days from the date of the mailing

25. **SCHEDULE FOR DELIVERY:** Successful bidder shall notify the CPA, Deleño Vilaseca, Telephone Nos. 8172 or 8173, at least twenty-four (24) hours before delivery of any item under this solicitation.
26. **BILL OF SALE:** Successful Supplier shall render Bills of Sale for each item delivered under this contract. Failure to comply with this requirement will result in rejection of delivery. The Bill of Sale must accompany the items delivered but will not be considered as an invoice for payment. Supplier shall bill the Government in accordance with billing instructions as indicated on the Purchase Order.
27. **MANUFACTURER'S CERTIFICATE:** Successful bidder is required, upon delivery of any item under this contract, to furnish a certificate from the manufacturer indicating that the goods meet the specifications. Failure to comply with this request will result in rejection of delivery.
28. **INSPECTION:** All supplies, materials, equipment, or services delivered under this contract shall be subject to the inspection and/or test conducted by the Government at destination. If in any case the supplies, materials, equipment, or services are found to be defective in material, workmanship, performance, or otherwise do not conform with the specifications, the Government shall have the right to reject the items or require that they be corrected. The number of days required for correction will be determined by the Government.
29. **MOTOR VEHICLE SAFETY REQUIREMENTS:** The Government will only consider Bids on motor vehicles which comply with requirements of the National Traffic and Motor Vehicle Safety Act of 1986 (Public Law 99-563) and Clean Air Act as amended (Public Law 99-206), that are applicable to Guam. Bidders shall state if the equipment offered comply with these aforementioned Federal Laws.
30. **SAFETY INSPECTION:** All motor vehicles delivered under this contract must pass the Government of Guam Vehicle Inspection before delivery at destination.
31. **GUARANTEE:**
- a) **Guarantee of Vehicle Type of Equipment:**
The successful bidder shall guarantee vehicular type of equipment offered against defective parts, workmanship, and performance, for a period of not less than one (1) year after date of receipt of equipment. Bidder shall also provide service to the equipment for at least one (1) year. Service to be provided shall include, but will not be limited to tune-ups (change of spark plugs, contact points and condensers) and lubrication (change of engine and transmission oil). All parts and labor shall be at the expense of the bidder. All parts found defective and not caused by misuse, negligence or accident within the guarantee period shall be repaired, replaced, or adjusted within six (6) working days after notice from the Government and without cost to the Government. Vehicular type of equipment as used in this context shall include equipment used for transportation as differentiated from tractors, backhoes, etc.
- b) **Guarantee of Other Type of Equipment:**
The successful bidder shall guarantee all other types of equipment offered, except those mentioned in 31a, above, against defective parts, workmanship, and performance for a period of not less than three (3) months after date of receipt of equipment. Bidder shall also provide service to the equipment for at least three (3) months. All parts found defective within that period shall be repaired or replaced by the Contractor without cost to the Government. Repairs, adjustments or replacements of defective parts shall be completed by the Contractor within six (6) working days after notice from the Government.
- Compliance with this Section is a condition of this Bid.
32. **REPRESENTATION REGARDING ETHICS IN PUBLIC PROCUREMENT:** The bidder or contractor represents that it has not knowingly influenced and promises that it will not knowingly influence a Government employee to breach any of the ethical standards and represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities and kickbacks set forth on Chapter 11 (Ethics in Public Contracting) of the Guam Procurement Act and in Chapter 11 of the Guam Procurement Regulations.
33. **REPRESENTATION REGARDING CONTINGENT FEES:** The contractor represents that it has not retained a person to solicit or secure a Government contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business (GPR Section 11-207).
34. **EQUAL EMPLOYMENT OPPORTUNITY:** Contractors shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that employees are treated equally during employment without regards to their race, color, religion, sex, or national origin.
35. **COMPLIANCE WITH LAWS:** Bidders awarded a contract under this Solicitation shall comply with the applicable standard, provisions, and stipulations of all pertinent Federal and/or local laws, rules, and regulations relative to the performance of this contract and the furnishing of goods.
36. **CHANGE ORDER:** Any change order issued relative to awards made under this solicitation will be subject to and in accordance with the provisions of Section 6-101.08.1 of the Guam Procurement Regulations.
37. **STOP WORK ORDER:** Any stop work order issued relative to awards made under this solicitation will be subject to and in accordance with the provisions of Section 6-101.04.3 of the Guam Procurement Regulations.
38. **TERMINATION FOR CONVENIENCE:** Any termination order for the convenience of the Government issued relative to awards made under this solicitation will be subject to and in accordance with the provisions of Section 6-101.10 of the Guam Procurement Regulations.
39. **TIME FOR COMPLETION:** It is hereby understood and mutually agreed by and between the contractor and the Government that the time for delivery to final destination or the timely performance of certain services is an essential condition of this contract. If the contractor refuses or fails to perform any of the provisions of this contract within the time specified in the Purchase Order (from the date Purchase Order is acknowledged by vendor), then the contractor is in default. Defaults will be treated subject to and in accordance with the provisions of Section 6-101-08 of the Guam Procurement Regulations.



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977

June 11, 2008

AMENDMENT NO.: VII

TO

INVITATION FOR BID NO.: GPA-032-08

FOR

DOCUMENT MANAGEMENT SERVICE LEASE

Prospective Bidders are hereby notified of the following:

**Bid opening date is changed from 2:00 p.m., June 17, 2008 to now read 2:00 p.m.,
June 25, 2008.**

All other Terms and Conditions in the bid package shall remain unchanged and in full force.


ANDRIANO E. BALAJADIA
General Manager (a)



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977

June 6, 2008

AMENDMENT NO.: VI

TO

INVITATION FOR BID NO.: GPA-032-08

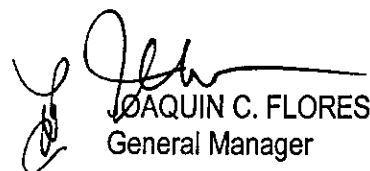
FOR

DOCUMENT MANAGEMENT SERVICE LEASE

Prospective Bidders are hereby notified of the following:

**Bid opening date is changed from 2:00 p.m., June 10, 2008 to now read 2:00 p.m.,
June 17, 2008.**

All other Terms and Conditions in the bid package shall remain unchanged and in full force.


JOAQUIN C. FLORES, P.E.
General Manager



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977

June 4, 2008

AMENDMENT NO. V

TO

INVITATION FOR BID NO.: GPA-032-08

FOR

DOCUMENT MANAGEMENT SERVICES LEASE

Prospective Bidders are hereby notified of the response to inquiries received from Xerox and Island Business Systems & Supplies dated May 29, 2008.

Xerox questions

QUESTION:

1. Item A indicates "Stand-alone Digital Multifunction System. "Two (3) each"
Can you please verify the quantity desired? Two or Three?

ANSWER:

The quantity should read Three (3).

QUESTION:

2. Item D, Stand-alone Digital High Speed Printer specifies "must be compatible with current system USB (AS400)". There are two ways for printers to handle print jobs from an AS400. The first is natively or directly from the AS400 and the second is indirectly via emulation software that translates the AS400 Intelligent Printer Data Stream to a language the printer can understand. Will either of these methods be acceptable to GPA? (Please note that emulation software may at times cause a slowdown in print job processing time and possible incorrect formatting?)

ANSWER:

Item D, Stand-alone Digital High Speed Printer: Should be natively or directly from the AS400.

Island Business Systems & Supplies questions

QUESTION:

3. Can you furnish the monthly volume allowance for each item on the bid? We would like to price each item separately. Is it your intention to prohibit the pricing and consideration for each item separately?

ANSWER:

The request is for a total of 300,000 per month collectively Authority wide. This is to ensure that the Authority is covered in total prints and that machine usages vary. This is not to prohibit pricing and consideration but is a mechanism that is currently in place and has been working for the authority.

QUESTION:

4. Can the attached recommended minimum requirements, highlighted in green, be incorporated into the specifications?

ANSWER:

Line item numbers referenced are Island Business Systems & Supplies Spread Sheet (see attached).

Item A: Line #7, Change to reflect 50-250 sheets

Line #12, Off-line stapler cannot be deleted as per the end-user's request.

Item D: Line #17. Specification for document scanning in color when applicable shall remain per the end-user's request.

Item F: Line #2, Specification shall remain.

Line #6, Amend to read 50-250 sheets

Line #15, Paper folding specifications shall remain per the end-user's request.

Item J: Line #2, Amend to read 75-90 cpm/ppm

Line #7c, Amend to read up to 11"x17"

Line #12, Off line stapler cannot be deleted per the end-user's request.

Replace Bid Specifications: Pages 5a thru 12a of 26 (see attached).

QUESTION:

5. On Page 5- Item A, is the quantity 2 or 3?

ANSWER:

The quantity should read Three (3).

QUESTION:

6. Can you furnish the location/department for each item on the bid?

ANSWER:

All locations will be at the direction of the authorities needs. Some machines might be relocated due to changing division requirements.

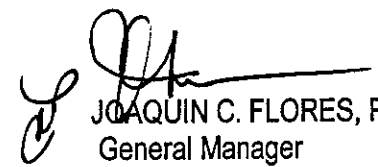
QUESTION:

7. It is also requested that the bid opening be extended an additional week.

ANSWER:

Extension request is denied, there will be no further extensions

All other Terms and Conditions in the bid package shall remain unchanged and in full force.


JOAQUIN C. FLORES, P.E.
General Manager

Guam Power Authority

Invitation For Bid # GPA-032-08

Description: Document Management Service Lease

IFB Page # 5 - 6

IFB Item # A) Stand-alone Digital Multifunction System. Two (3) each.

Line #	Configurations	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)	
1	Features	Digital Black and White Copy, Print, Scan and Fax	Digital Black and White Copy, Print, Scan and Fax	
2	Print/Copy Speed	Minimum Black and White Copy and Print Speed: 75 copies/prints per minute	Minimum Black and White Copy and Print Speed: 75 copies/prints per minute	
3	Print Resolution	Up to 2400 x 2400 dpi	Up to 1200 x 1200 dpi	
4	Scan Speed	80-scans per minute Black and White	70 - 90-scans per minute Black and White	
5	a) Document Feeder Method	Duplexing Automatic Document Feeder	Duplexing Automatic Document Feeder	
	b) Paper Capacity	250-sheets	50 - 250-sheets	
6	Duplexing	2-sided copying/printing/scanning	2-sided copying/printing/scanning	
7	a) Paper Sources	Total Drawer Capacity of 3,000 sheets of paper	Total Drawer Capacity of 3,000 sheets of paper	
	b) Stack Bypass Tray Capacity	250-sheets	250-sheets	
	c) Paper Size Support	Up to 13" x 19"	Up to 11" x 17"	
8	Paper weight support	Up to 110lb cover paper	Up to 110lb cover paper	
9	Sorting	Unlimited	Unlimited	
10	Fax Capability	Fax standard and LAN Fax	Fax standard and LAN Fax	
11	a) Stapling Mode	Auto stapling in multi-positions, single in 3 positions and double	Auto stapling in multi-positions, single in 3 positions and double	
	b) Stapling Capacity	Up to 100-sheets	50 - 100-sheets	
12	Off-line Stapler Capacity	Up to 50-sheets	Up to 50-sheets	Pls Delete
13	a) Booklet Maker	Unlimited Booklet Making up to 15-sheets with Saddle Stitching capability	Unlimited Booklet Making up to 15-sheets with Saddle Stitching capability	
	b) Paper Size	Letter, Legal and 11x17	Letter, Legal and 11x17	
14	Paper Folding	Bi-Fold, Z-Fold, C-Fold of Letter size. Z-Fold up to 11x17 paper	Bi-Fold, Z-Fold, C-Fold of Letter size. Z-Fold up to 11x17 paper	
15	Paper Punching	2 and 3 holes	2 and 3 holes	
16		Reduction/Enlargement	Reduction/Enlargement	
17		USB Print	Deleted	

Guam Power Authority
Invitation For Bid # GPA-032-08
Description: Document Management Service Lease

IFB Page # 5 - 6
 IFB Item # A) Stand-alone Digital Multifunction System. Two (3) each.

Line #	Configurations	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)
18	Post Inserter	Must be able to automatically insert pre-printed documents from copiers or offset into the print/copy job	Must be able to automatically insert pre-printed documents from copiers or offset into the print/copy job
19	Operating System Support	Multiple operating systems including Windows and Mac	Multiple operating systems including Windows and Mac
20	Network Management	Must be able to manage print jobs via the network.	Must be able to manage print jobs via the network.
21	Supported PDL	Must include PCL and PostScript Drivers	Must include PCL and PostScript Drivers
22	Scanning	<p>Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop, Scan to Mailbox, Scan to Searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MTIFF, and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulations of the scanned documents for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR Word and Excel formats. Must be automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.</p>	<p>Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop, Scan to Mailbox, Scan to Searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MTIFF, and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulations of the scanned documents for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR Word and Excel formats. Must be automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.</p>

Guam Power Authority
Invitation For Bid # GPA-032-08
Description: Document Management Service Lease

IFB Page # 6 - 7

IFB Item # B) Stand-alone Digital Multifunction System. Two (2) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)
1	Features	Digital Black and White Copy, Print, and Scan	Digital Black and White Copy, Print, and Scan
2	Print/Copy Speed	Minimum Black and White Copy and Print Speed: 110 copies/prints per minute	Minimum Copy and Print Speed: 100 - 110 copies/prints per minute
3	Print Resolution	Up to 2400 x 2400 dpi	Up to 1200 x 1200 dpi
4	Scan Speed	100-scans per minute	80 - 100-scans per minute
5	a) Document Feeder Method	Duplexing Automatic Document Feeder	Duplexing Automatic Document Feeder
	b) Paper Capacity	250-sheets	50 - 100-sheets
6	Duplexing	2-sided copying/printing/scanning	2-sided copying/printing/scanning
7	a) Paper Sources	Total Drawer Capacity of 3,700 sheets of paper	Total Drawer Capacity of 3,700 sheets of paper
	b) Stack Bypass Tray Capacity	250-sheets	50 - 250-sheets
	c) Paper Size Support	Up to 13" x 19"	Up to 11" x 17"
8	Paper weight support	Acceptable paper weight Up to 140lb Index Stock (253gsm) and shall be able to hold up to 110lb index bond in all drawers	Acceptable paper weight Up to 140lb Index Stock (253gsm) and shall be able to hold up to 110lb index bond in all drawers
9	Sorting	Unlimited Sorting	Unlimited Sorting
10		Automatic Decurling of Prints/Copies output	Automatic Decurling of Prints/Copies output
11	a) Stapling Mode	Auto stapling in multi-positions, single in 3 positions and double	Auto stapling in multi-positions, single in 3 positions and double
	b) Stapling Capacity	Up to 100-sheets	Up to 100-sheets
12	Paper Punching	2 and 3 holes	2 and 3 holes
13		Reduction/Enlargement	Reduction/Enlargement
14	Post Inserter	Must be able to automatically insert pre-printed documents from copiers or offset into the print/copy job	Must be able to automatically insert pre-printed documents from copiers or offset into the print/copy job
15	Operating System Support	Must be able to print on a network using multiple operating systems including Windows and Mac	Must be able to print on a network using multiple operating systems including Windows and Mac
16	Network Management	Must be able to manage print jobs via the network.	Must be able to manage print jobs via the network.
17	Supported PDL	Must include PCL and PostScript Drivers	Must include PCL and PostScript Drivers

Guam Power Authority
Invitation For Bid # GPA-032-08
Description: Document Management Service Lease

IFB Page # 6 - 7

IFB Item # B) Stand-alone Digital Multifunction System. Two (2) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)
18	Color Scanning	Must be able to scan documents in color when applicable	Deleted
19	Scanning	Must be able to provide scan features: Network TWAIN scan, Scan to email with mail delivery notification, Scan in PDF and make text searchable with the ability to place a password on PDF for security, Scan in JPEG, TIFF, or MTIFF and scan to network file server. Scanning solution must be able convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulations of the scanned documents for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR Word and Excel formats. Must be automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.	Must be able to provide scan features: Network TWAIN scan, Scan to email with mail delivery notification, Scan in PDF and make text searchable with the ability to place a password on PDF for security, Scan in JPEG, TIFF, or MTIFF and scan to network file server. Scanning solution must be able convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulations of the scanned documents for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR Word and Excel formats. Must be automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
20	Job Accounting	Must provide solution which can automatically track the usage of copying.	Must provide solution which can automatically track the usage of copying.
21	Stamping	Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.	Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

Guam Power Authority

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IFB Page # 5 - 6

IFB Item # A) Stand-alone Digital Multifunction System. Two (3) each.

Line #	Configurations	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)	
23	Job Accounting Options	Must provide solution which can automatically track the usage of copying, printing, scanning and faxing (where fax is applicable)	Must provide solution which can automatically track the usage of copying, printing, scanning and faxing (where fax is applicable)	
24		Must be able to print report of feature usages of copying, printing, scanning and faxing	Must be able to print report of feature usages of copying, printing, scanning and faxing	
25	Stamping	Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.	Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.	

Guam Power Authority
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IFB Page # 7

IFB Item # C) Stand-alone Digital Multifunction System. Eight (8) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)
1	Features	Digital Black and White Copy, Print, Scan and Fax	Digital Black and White Copy, Print, Scan and Fax
2	Print/Copy Speed	Minimum Copy and Print Speed: 45 copies/prints per minute	Minimum Copy and Print Speed: 45 copies/prints per minute
3	Print Resolution	Up to 600 x 600 dpi	Up to 600 x 600 dpi
4	Scan Speed	Scanning capable at 45 pages per minute	Scanning capable at 45 pages per minute
5	a) Document Feeder Method	Duplexing Automatic Document Feeder	Duplexing Automatic Document Feeder
	b) Paper Capacity	50-sheets	50-sheets
6	Duplexing	2-sided copying/printing/scanning	2-sided copying/printing/scanning
7	Paper Sources	1,000-sheets Total Paper Capacity	1,000-sheets Total Paper Capacity
8	Paper weight support	Acceptable paper weight up to 32 lb bond and shall be able to hold up to 32 lb index bond in all drawers	Acceptable paper weight up to 32 lb bond and shall be able to hold up to 32 lb index bond in all drawers
9	Paper size support	8 1/2 x 11 up to 8 1/2 x 14	8 1/2 x 11 up to 8 1/2 x 14
10		ID card copying capability	Deleted
11	Sorting	Sorting	Sorting
12		Reduction/Enlargement	Reduction/Enlargement
13	Operating System Support	Able to print on a network using multiple operating systems including Windows and Mac	Able to print on a network using multiple operating systems including Windows and Mac
14	Network Management	Remote printer management via the network	Remote printer management via the network
15		Password control for copying and printing	Password control for copying and printing
16	Memory	Memory to include 40GB of total hard drive space	Memory to include 20 - 40GB of total hard drive space
17	Supported PDL	Must have both PCL and	Must have both PCL and PostScript
18	Scanning	Scan to email and scan to file and Network scanning	Scan to email and scan to file and Network scanning
19		Color and Black and White	Black and White scanning
20		Scan to TIFF, PDF formats	Scan to TIFF, PDF formats

Guam Power Authority
Invitation For Bid # GPA-032-08
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IFB Page # 7 - 8

IFB Item # D) Stand-alone Digital High Speed Printer System. One (1) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)	
1	Features	Digital Black and White Copy, Print, and Scan	Digital Black and White Copy, Print, and Scan	
2	Print/Copy Speed	Minimum Copy and Print Speed: 125 copies/prints per minute	Minimum Copy and Print Speed: 100 - 125 copies/prints per minute	
3	Print Resolution	Up to 2400 x 2400 dpi	Up to 1200 x 1200 dpi	
4	Scan Speed	Scanning capable for 1-sided or 2-sided at 100-scans per minute	Scanning capable for 1-sided or 2-sided at 80 - 100-scans per minute	
5	a) Document Feeder Method	Duplexing Automatic Document Feeder	Duplexing Automatic Document Feeder	
	b) Paper Capacity	250-sheets	100 - 250-sheets	
6	Duplexing	2-sided copying/printing/scanning	2-sided copying/printing/scanning	
7	a) Paper Sources	Total Drawer Capacity of 7,500 sheets of paper	Total Drawer Capacity of 7,500 sheets of paper	
	b) Stack Bypass Tray Capacity	250-sheets	50 - 250-sheets	
	c) Paper Size Support	Up to 13" x 19"	Up to 11" x 17"	
8	Paper weight support	Acceptable paper weight Up to 140lb Index Stock (253gsm) and shall be able to hold up to 110lb index bond in all drawers	Acceptable paper weight Up to 140lb Index Stock (253gsm) and shall be able to hold up to 110lb index bond in all drawers	
9	a) Sorting	Unlimited	Unlimited	
	b) Reduction/Enlargement	Reduction/Enlargement	Reduction/Enlargement	
10		Automatic Decurling of Prints/Copies output	Automatic Decurling of Prints/Copies output	
11	a) Stapling Mode	Auto stapling in multi-positions, single in 3 positions and double	Auto stapling in multi-positions, single in 3 positions and double	
	b) Stapling Capacity	Up to 100-sheets	Up to 100-sheets	
12	Paper Punching	2 and 3 holes	2 and 3 holes	
13	Post Inserter	Must be able to automatically insert pre-printed documents from copiers or offset into the print/copy job	Must be able to automatically insert pre-printed documents from copiers or offset into the print/copy job	
14	Operating System Support	Multiple operating systems including Windows and Mac	Multiple operating systems including Windows and Mac	

Guam Power Authority
Invitation For Bid # GPA-032-08
Description: Document Management Service Lease

IFB Page # 7 - 8
 IFB Item # D) Stand-alone Digital High Speed Printer System. One (1) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)	
15	Network Management	Must be able to manage print jobs via the network.	Must be able to manage print jobs via the network.	
16	Supported PDL	Must include PCL and PostScript Drivers	Must include PCL and PostScript Drivers	
17	Color Scanning	Must be able to scan documents in color when applicable	Must be able to scan documents in color when applicable	
18	Scanning	Must be able to provide scan features: Network TWAIN scan, Scan to email with mail delivery notification, Scan in PDF and make text searchable with the ability to place a password on PDF for security, Scan in JPEG, TIFF, or MTIFF and scan to network file server. Scanning solution must be able convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulations of the scanned documents for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR Word and Excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.	Must be able to provide scan features: Network TWAIN scan, Scan to email with mail delivery notification, Scan in PDF and make text searchable with the ability to place a password on PDF for security, Scan in JPEG, TIFF, or MTIFF and scan to network file server. Scanning solution must be able convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulations of the scanned documents for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR Word and Excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.	
19	Job Accounting	Must provide solution which can automatically track the usage of copying.	Must provide solution which can automatically track the usage of copying.	
20	Stamping	Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.	Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.	

Guam Power Authority

Invitation For Bid # GPA-032-08

Description: Document Management Service Lease

IFB Page # 7 - 8

IFB Item # D) Stand-alone Digital High Speed Printer System. One (1) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)
21	Print Server	Sun Ultra 20 M2 Platform, 2 GB Memory, 160 GB, SATA Hard Drive, DVD Writer/CD Writer, Color Flat panel monitor, keyboard and mouse.	Sun Ultra 20 M2 Platform, 2 GB Memory; 160 GB, SATA Hard Drive, DVD Writer/CD Writer, Color Flat panel monitor, keyboard and mouse.
22	Client Environment Supported	Win2000 SP4/XP SP2/Server 2003 VISTA/ Mac OSX (10.3 or later)	Win2000 SP4/XP SP2/Server 2003 VISTA/ Mac OSX (10.3 or later)
23		Variable Data Printing Software	Variable Data Printing Software
24		Imposition License	Imposition License
25		Delivers multiple queues	Delivers multiple queues
26		LCDS and IPDS enablement	LCDS and IPDS enablement
27		Online CUP Kit for online channel connectivity	Online CUP Kit for online channel connectivity
28		Removable Hard Disk Drive	Removable Hard Disk Drive
28	Connectivity Native Network Environment	TCP/IP, SNMP, Novell IPX, Apple Talk, IPP	TCP/IP, SNMP, Novell IPX, Apple Talk, IPP
29			Must be compatible with current system USBD (AS400)

Guam Power Authority
Invitation For Bid # GPA-032-08
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IFB Page # 9

IFB Item # E) Stand-alone Digital Multifunction System. Four (4) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)
1	Features	Digital Black and White Copy, Print, Scan and Fax	Digital Black and White Copy, Print, Scan and Fax
2	Print/Copy Speed	Minimum Copy and Print Speed: 45 copies/prints per minute	Minimum Copy and Print Speed: 45 copies/prints per minute
3	Print Resolution	Up to 600 x 600 dpi	Up to 600 x 600 dpi
4	Scan Speed	Scanning capable at 45 prints per minute	Scanning capable at 45 prints per minute
5	a) Document Feeder Method	Duplexing Automatic Document Feeder	Duplexing Automatic Document Feeder
	b) Paper Capacity	50-sheets	50-sheets
6	Duplexing	2-sided copying/printing/scanning	2-sided copying/printing/scanning
7	Paper Sources	1,000-sheets Total Paper Capacity	2,000-sheets Total Paper Capacity
8	Paper weight support	Acceptable paper weight up to 32 lb bond and shall be able to hold up to 32 lb index bond in all drawers	Acceptable paper weight up to 32 lb bond and shall be able to hold up to 32 lb index bond in all drawers
9	Paper size support	8 1/2 x 11 up to 8 1/2 x 14	8 1/2 x 11 up to 8 1/2 x 14
10		ID card copying capability	Deleted
11	Sorting	Sorting	Sorting
12		Reduction/Enlargement	Reduction/Enlargement
13	Operating System Support	Able to print on a network using multiple operating systems including Windows and Mac	Able to print on a network using multiple operating systems including Windows and Mac
14	Network Management	Remote printer management via the network	Remote printer management via the network
15		Password control for copying and printing	Password control for copying and printing
16	Memory	Memory to include 40GB of total hard drive space	Memory to include 20 - 40GB of total hard drive space
17	Supported PDL	Must have both PCL and PostScript Drivers	Must have both PCL and PostScript Drivers
18	Scanning	Scan to email and scan to file and Network scanning	Scan to email and scan to file and Network scanning
19		Color and Black and White scanning	Black and White scanning

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IFB Page # 9

IFB Item # E) Stand-alone Digital Multifunction System. Four (4) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)
20		Scan to TIFF, PDF formats	Scan to TIFF, PDF formats

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IFB Item # F) Stand-alone Digital Multifunction System. One (1) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)	
1	Features	Digital Black and White Copy, Print, Scan and Fax	Digital Black and White and Color Copy, Print, Scan and Fax	
2	Print/Copy Speed (Black)	Minimum Black and White Copy and Print Speed: 75 copies/prints per minute	Minimum Black and White Copy and Print Speed: 75 copies/prints per minute	
3	Print/Copy Speed (Color)	Minimum Color Copy and Print Speed: 50 copies/prints per minute	Minimum Color Copy and Print Speed: 40 - 60 copies/prints per minute	
4	Print Resolution	Up to 2400 x 2400 dpi	Up to 1200 x 1200 dpi	
5	Scan Speed	80-scans per minute Black and White/ 50 scans per minute Color	50 - 80-scans per minute Black and White/ 40 - 60 scans per minute Color	
6	a) Document Feeder Method	Duplexing Automatic Document Feeder	Duplexing Automatic Document Feeder	
	b) Paper Capacity	250-sheets	250-sheets	
7	Duplexing	2-sided copying/printing/scanning	2-sided copying/printing/scanning	
8	a) Paper Sources	Total Drawer Capacity of 3,000 sheets of paper	Total Drawer Capacity of 3,000 sheets of paper	
	b) Stack Bypass Tray Capacity	250-sheets	50 - 250-sheets	
	c) Paper Size Support	Up to 13" x 19"	Up to 11" x 17"	
9	Paper weight support	Acceptable paper weight up to 110lb cover paper	Acceptable paper weight up to 110lb cover paper	
10	Sorting	Unlimited	Unlimited	
11	Fax Capability	Fax standard and LAN Fax	Fax standard and LAN Fax	
12	a) Stapling Mode	Auto stapling in multi-positions, single in 3 positions and double	Auto stapling in multi-positions, single in 3 positions and double	
	b) Stapling Capacity	Up to 100-sheets	50 - 100-sheets	
13	Off-line Stapler Capacity	Up to 50-sheets	Deleted	
14	a) Booklet Maker	Unlimited Booklet Making up to 15-sheets with Saddle Stitching capability	Unlimited Booklet Making up to 15-sheets with Saddle Stitching capability	
	b) Paper Size	Letter, Legal and 11x17	Letter, Legal and 11x17	
15	Paper Folding	Bi-Fold, Z-Fold, C-Fold of Letter size. Z-Fold up to 11x17 paper	Bi-Fold, Z-Fold, C-Fold of Letter size. Z-Fold up to 11x17 paper	

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IFB Page # 9 - 10

IFB Item # F) Stand-alone Digital Multifunction System. One (1) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)	
16	Paper Punching	2 and 3 holes	2 and 3 holes	
17		Reduction/Enlargement	Reduction/Enlargement	
18		USB Print	Deleted	
19	Post Inserter	Must be able to automatically insert pre-printed documents from copiers or offset into the print/copy job	Must be able to automatically insert pre-printed documents from copiers or offset into the print/copy job	
20	Operating System Support	Must be able to print on a network using multiple operating systems including Windows and Mac	Must be able to print on a network using multiple operating systems including Windows and Mac	
21	Network Management	Must be able to manage print jobs via the network.	Must be able to manage print jobs via the network.	
22	Supported PDL	Must include PCL and PostScript Drivers	Must include PCL and PostScript Drivers	
23	Scanning	Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop, Scan to Mailbox, Scan to Searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MTIFF, and scan to network file server. Scanning solution must be able convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulations of the scanned documents for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR Word and Excel formats. Must be automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.	Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop, Scan to Mailbox, Scan to Searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MTIFF, and scan to network file server. Scanning solution must be able convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulations of the scanned documents for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR Word and Excel formats. Must be automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.	

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IFB Page # 9 - 10

IFB Item # F) Stand-alone Digital Multifunction System. One (1) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)	
24	Job Accounting Options	Must provide solution which can automatically track the usage of copying, printing, scanning and faxing (where fax is applicable)	Must provide solution which can automatically track the usage of copying, printing, scanning and faxing (where fax is applicable)	
25		Must be able to print report of feature usages of copying, printing, scanning and faxing	Must be able to print report of feature usages of copying, printing, scanning and faxing	
26	Stamping	Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.	Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.	

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IFB Page # 10 -11

IFB Item # H) Stand-alone Digital Multifunction System. Seven (7) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)
1	Features	Digital Black and White Copy, Print, Scan and Fax	Digital Black and White Copy, Print, Scan and Fax
2	Print/Copy Speed	Minimum Copy and Print Speed: 50 copies/prints per minute	Minimum Copy and Print Speed: 50 - 60 copies/prints per minute
3	Print Resolution	Up to 600 x 600 dpi	Up to 600 x 600 dpi
4	Scan Speed	Scanning capable for 1-sided or 2-sided at 55-prints per minute	Scanning capable for 1-sided or 2-sided at 55-prints per minute
5	a) Document Feeder Method	Duplexing Automatic Document Feeder	Duplexing Automatic Document Feeder
	b) Paper Capacity	75-sheets	75-sheets
6	Duplexing	2-sided copying/printing/scanning	2-sided copying/printing/scanning
7	a) Paper Sources	Total Drawer Capacity of 4,600 sheets of paper	Total Drawer Capacity of 4,600 sheets of paper
	b) Stack Bypass Tray Capacity	100-sheets	50 - 100-sheets
8	Sorting	Unlimited	Unlimited
9	a) Stapling Mode	Auto stapling in multi-positions, single in 3 positions and double	Auto stapling in multi-positions, single in 3 positions and double
	b) Stapling Capacity	Up to 30-sheets	Up to 30-sheets
10		Reduction/Enlargement	Reduction/Enlargement
11	Operating System Support	Must be able to print on a network using multiple operating systems including Windows and Mac	Must be able to print on a network using multiple operating systems including Windows and Mac
12	Network Management	Must be able to manage print jobs via the network.	Must be able to manage print jobs via the network.
13	Supported PDL	Must include PCL and PostScript Drivers	Must include PCL and PostScript Drivers

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IFB Page # 10-11

IFB Item # H) Stand-alone Digital Multifunction System. Seven (7) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)
14	Scanning	<p>Must be able to provide scan features: Network TWAIN scan, Scan to email with mail delivery notification, Scan in PDF and make text searchable with the ability to place a password on PDF for security, Scan in JPEG, TIFF, or MTIFF and scan to network file server. Scanning solution must be able convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulations of the scanned documents for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR Word and Excel formats. Must be automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.</p>	<p>Must be able to provide scan features: Network TWAIN scan, Scan to email with mail delivery notification, Scan in PDF and make text searchable with the ability to place a password on PDF for security, Scan in JPEG, TIFF, or MTIFF and scan to network file server. Scanning solution must be able convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulations of the scanned documents for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR Word and Excel formats. Must be automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.</p>
15	Job Accounting	<p>Must provide solution which can automatically track the usage of copying</p>	<p>Must provide solution which can automatically track the usage of copying</p>

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IFB Page # 11

IFB Item # 1) Stand-alone Digital Multifunction System. Three (3) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)
1	Features	Digital Black and White and Color Copy, Print, Scan and Fax	Digital Black and White and Color Copy, Print, Scan and Fax
2	Print/Copy Speed	Minimum Black and White Print Speed: 30 ppm	Minimum Black and White Print Speed: 20- 40 ppm
		Minimum Color Print Speed: 20 ppm	Minimum Color Print Speed: 15-30 ppm
		Minimum Black and White Copy Speed: 20 cpm	Minimum Black and White Copy Speed: 20 cpm
		Minimum Color Copy Speed: 7 cpm	Minimum Color Copy Speed: 7 cpm
3	Print Resolution	Up to 600 x 600 dpi	Up to 600 x 600 dpi
4	a) Document Feeder Method	50-sheets	50-sheets
5	Duplexing	2-sided copying/printing/scanning	2-sided copying/printing/scanning
6	Paper Sources	Total Paper Capacity of 400 sheets	Total Paper Capacity of 400 sheets
7	Paper size support	8 1/2 x 11 up to 8 1/2 x 14	8 1/2 x 11 up to 8 1/2 x 14
8	Fax Capability	Fax walk-up and Fax LAN	Fax walk-up and Fax LAN
9	Sorting	Sorting	Sorting
10		Reduction/Enlargement	Reduction/Enlargement
11	Wireless Printing		
12	Operating System Support	Able to print on a network using multiple operating systems including Windows and Mac	Able to print on a network using multiple operating systems including Windows and Mac
13	Supported PDL	Must have both PCL and PostScript Drivers	Must have both PCL and PostScript Drivers
14	Scanning	Scan to email, Network scanning and scan to server	Scan to email, Network scanning and scan to server

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IFB Page # 12 - 13
 IFB Item # J) Stand-alone Digital Multifunction System. One (1) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)	
1	Features	Digital Black and White Copy, Print, Scan and Fax	Digital Black and White Copy, Print, Scan and Fax	
2	Print/Copy Speed	Minimum Black and White Copy and Print Speed: 87 copies/prints per minute	Minimum Black and White Copy and Print Speed: 80 - 900 cpm/ppm	
3	Print Resolution	Up to 2400 x 2400 dpi	Up to 1200 x 1200 dpi	
4	Scan Speed	80-scans per minute Black and White	60 - 90-scans per minute Black and White	
5	a) Document Feeder Method	Duplexing Automatic Document Feeder	Duplexing Automatic Document Feeder	
	b) Paper Capacity	250-sheets	100 - 250-sheets	
6	Duplexing	2-sided copying/printing/scanning	2-sided copying/printing/scanning	
7	a) Paper Sources	Total Drawer Capacity of 3,000 sheets of paper	Total Drawer Capacity of 3,000 sheets of paper	
	b) Stack Bypass Tray Capacity	250-sheets	50 - 250-sheets	
	c) Paper Size Support	Up to 13" x 19"	Up to 13" x 19"	
8	Paper weight support	Up to 110lb cover paper	Up to 110lb cover paper	
9	Sorting	Unlimited	Unlimited	
10	Fax Capability	Fax standard and LAN Fax	Fax standard and LAN Fax	
11	a) Stapling Mode	Auto stapling in multi-positions, single in 3 positions and double	Auto stapling in multi-positions, single in 3 positions and double	
	b) Stapling Capacity	Up to 50-sheets	Up to 50-sheets	
12	Off-line Stapler Capacity	Up to 50-sheets	Up to 50-sheets	Pls Delete
13	a) Booklet Maker	Unlimited Booklet Making up to 15-sheets with Saddle Stitching capability	Unlimited Booklet Making up to 15-sheets with Saddle Stitching capability	
	b) Paper Size	Letter, Legal and 11x17	Letter, Legal and 11x17	
15	Paper Punching	2 and 3 holes	2 and 3 holes	
16		Reduction/Enlargement	Reduction/Enlargement	
17		USB Print	Deleted	
19	Operating System Support	Must be able to print on a network using multiple operating systems including Windows and Mac	Must be able to print on a network using multiple operating systems including Windows and Mac	

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Description: Document Management Service Lease

IFB Page # 12 - 13

IFB Item # J) Stand-alone Digital Multifunction System. One (1) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)	1-510000000
20	Network Management	Must be able to manage print jobs via the network.	Must be able to manage print jobs via the network.	
21	Supported PDL	Must include PCL and PostScript Drivers	Must include PCL and PostScript Drivers	
22	Scanning	<p>Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop, Scan to Mailbox, Scan to Searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MTIFF, and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulations of the scanned documents for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR Word and Excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.</p>	<p>Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop, Scan to Mailbox, Scan to Searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MTIFF, and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulations of the scanned documents for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR Word and Excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.</p>	
23	Job Accounting Options	Must provide solution which can automatically track the usage of copying, printing, scanning and faxing (where fax is applicable)	Must provide solution which can automatically track the usage of copying, printing, scanning and faxing (where fax is applicable)	
24		Must be able to print report of feature usages of copying, printing, scanning and faxing	Must be able to print report of feature usages of copying, printing, scanning and faxing	

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IFB Page # 12 - 13

IFB Item # J) Stand-alone Digital Multifunction System. One (1) each.

Line #	Configuration	IFB # GPA-032-08 Specs	Revised IFB Specs (in RED)	
25	Stamping	Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.	Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.	

IFB No.: GPA-032-08 Document Management Service Lease Agreement
 Requisition Number: 18302

Item No.	Description	Monthly	Annually
1.0	To provide the Guam Power Authority with Document Management Lease Agreement, inclusive of Equipments, Services, Related Consumables and Software Solutions.	\$ _____	\$ _____

NOTE:

Charges for overage of copies exceeding the monthly allowance of 300,000 Black/White Prints/Copies and 10,000 Color Prints/Copies.

Black/White Copy each: \$ _____
 Color Print Copy each: \$ _____

A. Stand-alone Digital Multifunctional System. Three (3) each.

Specifications:

- Digital Black and White Copy, Print, Scan and Fax
- Minimum Black and White Copy, Print Speed, 75 cpm/ppm
- Print Resolution up to 1200 x 1200 dpi
- Scan Speed 70 - 90 ppm Black and White
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper Top Feed 50 - 250 capacity of sheets.
- Two-sided copying, printing, and scanning
- Paper Sources - Total Drawer Capacity of 3,000 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 11" x 17" paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting - unlimited
- FAX standard and LAN Fax
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, 50 - 100 sheets capability.
- Stapler off-line staples up to 50 sheets
- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11"x17" paper size.
- Paper Folding - Bi-Fold, Z Fold and C Fold of letter size. Z Fold up to 11x17 paper.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.

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- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG.
Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing.
Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing, (where fax is applicable).
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

B. Stand-alone Digital Multifunctional System. Two (2) each.

Specifications:

- Digital Black and White Copy, Print and Scan
- Minimum Copy and Print Speed, 100 - 110 copies, prints per minute
- Print Resolution up to 1200 x 1200 dpi
- Scanning capable for single sided or two-sided at 80 – 100 scans per minute
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper Top Load capacity of 50 - 100 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total Drawer Capacity of 3,700 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 100 sheets with the capability of accepting up to 11" X 17" paper size.
- Acceptable paper weight up to 140 lb index stock (253gsm) and shall be able to hold up to 110lb index bond in all drawers.
- Sorting - unlimited
- Automatic Decurling of prints/copies output
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 100 sheets capability.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers
- Scanning - Must be able to provide scan features: Network Twain scan, Scan to email with mail delivery notification, scan in PDF and make text searchable

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with the ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulation of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.

- Must provide solution which can automatically track the usage of copying.
- Must be able to provide Bates Stamping – to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

C. Stand-alone Digital Multifunctional System. Eight (8) each.

Specifications:

- Digital Black and White Copy, Print, Fax and Scan
- Minimum Copy and Print Speed, 45 copies, prints per minute
- Print Resolution up to 600 x 600 dpi
- Scanning capable at 45 prints per minute
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 50 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total paper capacity of 1000 sheets
- Acceptable paper weight up to 32 lb bond and shall be able to hold up to 32 lb index bond in all drawers.
- Paper sizes, 8 1/2" x 11" and 8 1/2" x 14"
- Sorting
- Reduction Enlargement
- Able to print on a network using multiple operating systems including Windows and Mac
- Remote printer management via the network
- Password control for copying and printing
- Memory to include 20 – 40 GB of total Hard Drive space
- Must have both PCL and PostScript Drivers
- Scan to email and Scan to file and Network Scanning
- Black and White Scanning
- Scan to TIFF, PDF formats

D. Stand-alone Digital High Speed Printer System. One (1) each.

Specifications:

- Digital Black and White Copy, Print and Scan
- Minimum Copy and Print Speed, 100 – 125 copies, prints per minute
- Print Resolution up to 1200 x 1200 dpi
- Scanning capable for single sided or two-sided at 80 - 100 scans per minute

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- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 100 - 250 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total Drawer Capacity of 7,500 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 11" x 17" bond paper in bypass.
- Acceptable paper weight up to 110 lb index stock (253gsm) and shall be able to hold up to 110lb index bond in all drawers.
- Sorting – unlimited. Reduction Enlargement
- Automatic Decurling of prints/copies output
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 100 sheets capability.
- Paper punching, 2 and 3 holes.
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers
- Must be able to scan documents in Color when applicable.
- Scanning - Must be able to provide scan features: Network Twain scan, Scan to email with mail delivery notification, scan in PDF and make text searchable with the ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying.
- Must be able to provide Bates Stamping – to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.
- PRINT SERVER: SUN Ultra 20 M2 platform, 2 GB Memory, 160 GB, SATA Hard Drive, DVD Writer / CD Writer, Color flat panel monitor, keyboard and mouse.
- Client Environment Supported: Windows 2000 SP4/XP SP2/ Server 2003 VISTA, Macintosh OSX (10.3 Or later).
- Variable Data Printing Software
- Imposition License
- Delivers multiple queues
- LCDS enablement and IPDS enablement
- Online CUP Kit (Channel-to-Universal PC) for online channel connectivity
- Removable Hard Disk Drive
- Connectivity Native Network Environments: TCP/IP, SNMP, Novell IPX, Apple Talk, IPP
- Must be compatible with current system USB (AS400)

E. Stand-alone Digital Multifunctional System. Four (4) each.

Specifications:

- Digital Black and White Copy, Print, Fax and Scan
- Minimum Copy and Print Speed, 45 copies, prints per minute
- Print Resolution up to 600 x 600 dpi
- Scanning capable at 45 prints per minute
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 50 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total paper capacity of 2000 sheets
- Paper sizes, 8 1/2 x 11 and 8 1/2 x 14
- Acceptable paper weight up to 32 lb bond and shall be able to hold up to 32 lb index bond in all drawers.
- Automatic Stapling 50 sheets
- Sorting
- Reduction Enlargement
- Able to print on a network using multiple operating systems including Windows and Mac
- Remote printer management via the network
- Password control for copying and printing
- Memory to include 20 - 40GB of total Hard Drive space
- Must have both PCL and PostScript Drivers
- Scan to email and Scan to file and Scan to Network
- Black and White Scanning
- Scan to TIFF, PDF formats

F. Stand-alone Digital Multifunctional System. One (1) each.

Specifications:

- Digital Black and White and Color Copy, Print, Scan and Fax
- Minimum Black and White Copy, Print Speed, 75 cpm/ppm
- Minimum Color Copy and Print Speed 40 - 60 copies per minute
- Print Resolution up to 1200 x 1200 dpi
- Scan Speed 50 - 80 scans per minute Black and White 40 - 60 scans per minute Color
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 50 - 250 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total Drawer Capacity of 3,000 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 11" x 17" paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting – unlimited
- FAX standard and LAN Fax
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 50 - 100 sheets capability.

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- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11x17 paper size.
- Paper Folding – Bi-Fold, Z Fold and C Fold of letter size. Z Fold up to 11x17 paper.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.
- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing, (where fax is applicable).
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

G. Deleted

H. Stand-alone Digital Multifunctional System. Seven (7) each.

Specifications:

- Digital Black and White Copy, Print, Scan and Fax
- Minimum Copy and Print Speed 50 - 60 copies, prints per minute
- Print Resolution up to 600 X 600 dpi
- Scanning capable for single sided or two-sided at 55 prints per minute
- Document Feeder Method - Automatic Document Feeder, Paper capacity of 75 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total Drawer Capacity of 4600 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 100 sheets.
- Sorting - unlimited
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 30 sheets..
- Reduction Enlargement
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers

- Scanning speed of 55 scans per minute.\
- Scanning – Must be able to provide scan features: Scan to email with mail delivery notification, scan in PDF and make text searchable with the ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying.

**I. Stand-alone Multifunction System
Three (3) each.**

Specifications:

- Digital Black and White and Color Copy, Print, Fax and Scan
- Minimum Black and White Print Speed 20 - 40 ppm
- Minimum Color Print Speeds 15 – 30 ppm
- Minimum Black and White Copier Speed – 20cpm
- Minimum Color Copier Speed – 7cpm
- Print Resolution up to 600 x 600 dpi
- Document Feeder Method – 50 sheets
- Two-sided printing and copying
- Paper Sources – Total paper capacity of 400 sheets
- Paper sizes, 8 1/2 x 11 and 8 1/2 x 14
- Fax walk up and Fax LAN
- Sorting
- Reduction and Enlargement
- Wireless Printing
- Able to print on a network using multiple operating systems including Windows and Mac
- Must have both PCL and PostScript Drivers
- Scan to email and Network Scanning and Scan to Server

J. Stand-alone Digital Multifunctional System. One (1) each.

Specifications:

- Digital Black and White Copy, Print, Scan and Fax
- Minimum Black and White Copy and Print Speed, 75 – 90 cpm/ppm
- Print Resolution up to 1200 x 1200 dpi
- Scan Speed 60 - 90 scans per minute Black and White
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 100 - 250 sheets.
- Two-sided copying, printing, and scanning

- Paper Sources – Total Drawer Capacity of 3,000 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 11" x 17" paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting – unlimited
- Fax standard and LAN Fax
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double. Up to 50 sheets capability.
- Stapler off-line staples up to 50 sheets
- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11x17 paper size.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers
- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing.
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977

May 20, 2008

AMENDMENT NO. IV

TO

INVITATION FOR BID NO.: GPA-032-08

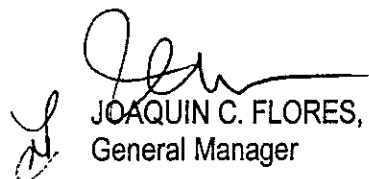
FOR

DOCUMENT MANAGEMENT SERVICE LEASE

Prospective Bidders are hereby notified of the following:

1. Replace Page 3 of 26 Line Item A.4 and Page 4 of 26 Line Item A.7 (see attached).
2. Replace Pages 5 thru 13 Line Items 1.0 A thru F and H thru J (see attached).
3. Delete Line Item 1.0 G from the Bid Specifications.
4. Bid opening date is changed from 2:00 p.m., May 27, 2008 to now read 2:00 p.m., June 10, 2008.

All other Terms and Conditions in the bid package shall remain unchanged and in full force.


JOAQUIN C. FLORES, P.E.
General Manager

Guam Power Authority
Document Management Service Lease Agreement, inclusive of
Equipments, Services, Related Consumables and Software Solutions

General Purpose:

This Invitation for Bid is issued to solicit bids from interested bidders, who are licensed to do business on Guam, for the Lease of Equipment and its Services for all Divisions of the Guam Power Authority. Bid must satisfy GPA's specification requirements: Copying, Office Printing, Data Center High Speed Printing, Scanning, Faxing, Consumables, Software Solutions and Document Management Services. Bids must satisfy GPA's requirements to digitize and streamline the workflow in a productive manner, which will enable the authority to focus on its core functions.

A. GENERAL SPECIFICATIONS – all specifications are for the term of the contract.

1. Installed Machines must be new and in accordance to manufacturer's specifications.
2. **Paper:**
235,000 sheets of plain white bond paper, size 8 ½ inches x 11 inches shall be included as part of the Document Management Services Plan. 235,000 sheets of paper will be provided every month and shall be delivered at agreed upon locations for the term of the contract.
3. **Supplies:**
For the term of the contract, all Supplies required for the operation of the product offerings shall be provided by the responsible Bidder. Supplies such as, Paper, Staples, Toners, Drums, Cartridges, Fusers, Developers. The Bidder shall coordinate the reordering and delivery of all supplies at agreed upon locations for the term of the contract. The Bidder shall maintain supply inventories and provide/review reports on a scheduled basis for the term of the contract. All used supply items must be scheduled for removal by the contractor for proper disposal.
4. **Network Support:**
All Machines must have minimal 10/100 Base T Ethernet connectivity. The Bidder shall provide scheduled on-site Technical and Analyst support to the Authority's Internal Technical staff for each installed Digital Multifunctional unit or any Network connected device, upon installation and on an ongoing basis. The Bidder shall assist in facilitating the loading of print drivers of each workstation for device deployment for the term of the contract. Support may be requested for the physical and software interface of the controller/copier to GPA's network. Support should be made available to address GPA's operational needs.
5. **Training:**
The Bidder shall provide trained and certified personnel to conduct on-site training for all units and for the total solutions offered at no additional charge, at time of installation and on an ongoing basis for the term of the contract. The Bidder shall respond to inquiries regarding the operation of Equipment / Software Solutions as described in specifications and provide basic operator support where appropriate on an ongoing basis. Training shall be provided on the use of machine features, replenishment of supplies, light output device maintenance (key operators), at GPA's agreed upon locations and schedules, (e.g. clean device exterior, clear jams). Training on Software Solutions may be conducted in groups and may be web-based. A proposed training schedule for all users and technical staff must be provided 3 days after award of the contract and shall coordinate with GPA's designated representative.
6. **Installation & Implementation:**
The Bidder shall deliver Equipment and Software Solutions within a maximum of 30 days from the day that a fully executed contract award is provided or as defined. In order to minimize interruption of GPA's operations and to ensure a smooth process, the Bidder must coordinate and provide a detail implementation schedule describing delivery, support and training. All cost for deliveries and training shall be included in the contract. GPA will incur cost associated with non-standard deliveries such as per step charges and non-standard trainings not covered in the parameters described above.

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7. Maintenance and Support:

Bidder shall provide maintenance and support and its cost shall be included in the offered bid price for the term of the contract. Maintenance and support for all units and software solutions are described as all labor repair work, all necessary parts, and preventive maintenance. Maintenance shall include any future software upgrades and product enhancements which improve the performance of the installed units / solutions. A minimum of 5 (4+1) hours response time on maintenance service calls is required. The Bidder shall return all services by phone within 1 hour by phone and to arrive on-site within four hours for any problem that cannot be resolved over the phone. If response exceeds 5 hours, escalate to Support Manager. If a unit does not meet its published specifications or its performance is unsatisfactory to the operations of GPA, the vendor shall replace the unit with a similar unit at no additional cost. All other cost associated with the replacement such as delivery and installation is also at additional cost to GPA. If replacement is not available, then a comparable loaner unit shall be provided. All costs associated with the loaner shall be assumed by the Bidder.

Request to replace unsatisfactory unit is described as consistent jamming, poor copy/print quality, and consistent service calls. In order to reduce maintenance calls placed, the Bidder shall conduct preventive maintenance check ups on a scheduled proactive basis for the term of the contract. Maintenance on-site service calls shall be provided by trained, certified personnel at standard hours of Monday to Friday, 8am to 5pm and must provide on-line / telephone technical support 24 hours a day, 7 days a week. A service report must be maintained monthly and reviewed with GPA on a quarterly basis. Service Report must provide information of number of service calls placed, number of "downtime" hours and "uptime" hours. Report must also include month to month usage in descriptive graph formats. The gathering of meter reads of print volumes of each unit for billing purposes must be obtained and maintained by the contractor. All approved equipment relocations/moves will be coordinated by the Bidder and with a designated GPA representative. Equipment move quotations shall be provided, upon request, to the designated GPA representative for review and approval before any action can be taken. GPA will assume all relocation cost. The Bidder will assist in making recommendations to facilitate effective utilization of the assets managed under the contract.

8. Reporting:

In order to periodically review the operational performance of the contract, reporting is required, for analysis of Equipment /Software usages and their efficiencies and to be able to easily identify opportunities for improvements. Reports must be provided in printed format. The Bidder shall maintain and provide reports on a monthly basis and shall conduct reviews of the reports with GPA on a quarterly basis. Reports shall provide information of the total contract cost, a list of the equipment, their locations, serial numbers, and feature capabilities, service performance history as described in #7, performance objectives, print volumes and feature capabilities such as copying, printing, faxing and scanning. The reports shall be managed, developed by the Bidder and may be customized and mutually agreed upon at the request of GPA. The Bidder shall document a reporting communication schedule with the designated GPA representative for ongoing quarterly report reviews.

9. Damaged Equipment and Disaster Recovery Plan:

GPA shall not incur cost due to equipment damaged by typhoons, earthquakes or other natural disasters. A written guarantee confirming this protection must be provided. In the event of a disaster, a written plan of support is required on equipment repair and/or replacement(s).

10. Document Management:

The Bidder shall be able to act as project managers by managing the contractual Equipment and Software applications.

11. Content Management:

30 Seats - The Bidder shall provide a content management solution that will provide a systematic method/process for storing, categorizing, and retrieving information. The Content Management solution will be installed at a designated GPA Division as phase one. In addition to addressing access to information and the high cost of storage of paper documents, the Solution should be able to assist GPA's employees, to locate documents, share information, facilitate secure distribution of documents, collaborate and help the organization comply with government regulations. The Bidder shall provide support to install and configure the solution on GPA's server through application testing, initial set-up, and conclude with the initial and ongoing training of the end-users identified for the assigned project area. For the designated project division, initial training may be accomplished in groups or may be web-based. An implementation schedule and report of the project must be provided.

12. Bid shall include Scanning Software Solution for 50 License Users.

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IFB No.: GPA-032-08 Document Management Service Lease Agreement
 Requisition Number: 18302

Item No.	Description	Monthly	Annually
1.0	To provide the Guam Power Authority with Document Management Lease Agreement, inclusive of Equipments, Services, Related Consumables and Software Solutions.	\$ _____	\$ _____

NOTE:

Charges for overage of copies exceeding the monthly allowance of 300,000 Black/White Prints/Copies and 10,000 Color Prints/Copies.

Black/White Copy each: \$ _____
 Color Print Copy each: \$ _____

A. Stand-alone Digital Multifunctional System. Two (3) each.

Specifications:

- Digital Black and White Copy, Print, Scan and Fax
- Minimum Black and White Copy, Print Speed, 75 cpm/ppm
- Print Resolution up to 1200 x 1200 dpi
- Scan Speed 70 - 90 ppm Black and White
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper Top Feed 50 - 250 capacity of sheets.
- Two-sided copying, printing, and scanning
- Paper Sources - Total Drawer Capacity of 3,000 sheets of paper and Stack Bypass Paper Tray capacity of 250 sheets with the capability of accepting up to 11" x 17" paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting - unlimited
- FAX standard and LAN Fax
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, 50 - 100 sheets capability.
- Stapler off-line staples up to 50 sheets
- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11"x17" paper size.
- Paper Folding - Bi-Fold, Z Fold and C Fold of letter size. Z Fold up to 11x17 paper.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.

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- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG.
Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing.
Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing, (where fax is applicable).
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

B. Stand-alone Digital Multifunctional System. Two (2) each.

Specifications:

- Digital Black and White Copy, Print and Scan
- Minimum Copy and Print Speed, 100 - 110 copies, prints per minute
- Print Resolution up to 1200 x 1200 dpi
- Scanning capable for single sided or two-sided at 80 – 100 scans per minute
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper Top Load capacity of 50 - 100 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total Drawer Capacity of 3,700 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 100 sheets with the capability of accepting up to 11" X 17" paper size.
- Acceptable paper weight up to 140 lb index stock (253gsm) and shall be able to hold up to 110lb index bond in all drawers.
- Sorting - unlimited
- Automatic Decurling of prints/copies output
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 100 sheets capability.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers
- Scanning - Must be able to provide scan features: Network Twain scan, Scan to email with mail delivery notification, scan in PDF and make text searchable

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with the ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by "drag and drop" to facilitate easy routing. Must be able to allow manipulation of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.

- Must provide solution which can automatically track the usage of copying.
- Must be able to provide Bates Stamping – to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

C. Stand-alone Digital Multifunctional System. Eight (8) each.

Specifications:

- Digital Black and White Copy, Print, Fax and Scan
- Minimum Copy and Print Speed, 45 copies, prints per minute
- Print Resolution up to 600 x 600 dpi
- Scanning capable at 45 prints per minute
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 50 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total paper capacity of 1000 sheets
- Acceptable paper weight up to 32 lb bond and shall be able to hold up to 32 lb index bond in all drawers.
- Paper sizes, 8 1/2" x 11" and 8 1/2" x 14"
- Sorting
- Reduction Enlargement
- Able to print on a network using multiple operating systems including Windows and Mac
- Remote printer management via the network
- Password control for copying and printing
- Memory to include 20 – 40 GB of total Hard Drive space
- Must have both PCL and PostScript Drivers
- Scan to email and Scan to file and Network Scanning
- Black and White Scanning
- Scan to TIFF, PDF formats

D. Stand-alone Digital High Speed Printer System. One (1) each.

Specifications:

- Digital Black and White Copy, Print and Scan
- Minimum Copy and Print Speed, 100 – 125 copies, prints per minute
- Print Resolution up to 1200 x 1200 dpi
- Scanning capable for single sided or two-sided at 80 - 100 scans per minute

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- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 100 - 250 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total Drawer Capacity of 7,500 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 11" x 17" bond paper in bypass.
- Acceptable paper weight up to 110 lb index stock (253gsm) and shall be able to hold up to 110lb index bond in all drawers.
- Sorting – unlimited. Reduction Enlargement
- Automatic Decurling of prints/copies output
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 100 sheets capability.
- Paper punching, 2 and 3 holes.
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers
- Must be able to scan documents in Color when applicable.
- Scanning - Must be able to provide scan features: Network Twain scan, Scan to email with mail delivery notification, scan in PDF and make text searchable with the ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying.
- Must be able to provide Bates Stamping – to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.
- PRINT SERVER: SUN Ultra 20 M2 platform, 2 GB Memory, 160 GB, SATA Hard Drive, DVD Writer / CD Writer, Color flat panel monitor, keyboard and mouse.
- Client Environment Supported: Windows 2000 SP4/XP SP2/ Server 2003 VISTA, Macintosh OSX (10.3 Or later).
- Variable Data Printing Software
- Imposition License
- Delivers multiple queues
- LCDS enablement and IPDS enablement
- Online CUP Kit (Channel-to-Universal PC) for online channel connectivity
- Removable Hard Disk Drive
- Connectivity Native Network Environments: TCP/IP, SNMP, Novell IPX, Apple Talk, IPP
- Must be compatible with current system USB (AS400)

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E. Stand-alone Digital Multifunctional System. Four (4) each.

Specifications:

- Digital Black and White Copy, Print, Fax and Scan
- Minimum Copy and Print Speed, 45 copies, prints per minute
- Print Resolution up to 600 x 600 dpi
- Scanning capable at 45 prints per minute
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 50 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total paper capacity of 2000 sheets
- Paper sizes, 8 1/2 x 11 and 8 1/2 x 14
- Acceptable paper weight up to 32 lb bond and shall be able to hold up to 32 lb index bond in all drawers.
- Automatic Stapling 50 sheets
- Sorting
- Reduction Enlargement
- Able to print on a network using multiple operating systems including Windows and Mac
- Remote printer management via the network
- Password control for copying and printing
- Memory to include 20 - 40GB of total Hard Drive space
- Must have both PCL and PostScript Drivers
- Scan to email and Scan to file and Scan to Network
- Black and White Scanning
- Scan to TIFF, PDF formats

F. Stand-alone Digital Multifunctional System. One (1) each.

Specifications:

- Digital Black and White and Color Copy, Print, Scan and Fax
- Minimum Black and White Copy, Print Speed, 75 cpm/ppm
- Minimum Color Copy and Print Speed 40 - 60 copies per minute
- Print Resolution up to 1200 x 1200 dpi
- Scan Speed 50 - 80 scans per minute Black and White 40 - 60 scans per minute Color
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 250 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total Drawer Capacity of 3,000 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 11" x 17" paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting – unlimited
- FAX standard and LAN Fax
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 50 - 100 sheets capability.

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- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11x17 paper size.
- Paper Folding – Bi-Fold, Z Fold and C Fold of letter size. Z Fold up to 11x17 paper.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement
- Must be able to automatically insert preprinted documents from copiers or offset into the print/copy job.
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers.
- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing, (where fax is applicable).
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

G. Deleted

H. Stand-alone Digital Multifunctional System. Seven (7) each.

Specifications:

- Digital Black and White Copy, Print, Scan and Fax
- Minimum Copy and Print Speed 50 - 60 copies, prints per minute
- Print Resolution up to 600 X 600 dpi
- Scanning capable for single sided or two-sided at 55 prints per minute
- Document Feeder Method - Automatic Document Feeder, Paper capacity of 75 sheets.
- Two-sided copying, printing, and scanning
- Paper Sources – Total Drawer Capacity of 4600 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 100 sheets.
- Sorting - unlimited
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double, up to 30 sheets.
- Reduction Enlargement
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers

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- Scanning speed of 55 scans per minute.\
- Scanning – Must be able to provide scan features: Scan to email with mail delivery notification, scan in PDF and make text searchable with the ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying.

**I. Stand-alone Multifunction System
Three (3) each.**

Specifications:

- Digital Black and White and Color Copy, Print, Fax and Scan
- Minimum Black and White Print Speed 20 - 40 ppm
- Minimum Color Print Speeds 15 - 30 ppm
- Minimum Black and White Copier Speed - 20cpm
- Minimum Color Copier Speed - 7cpm
- Print Resolution up to 600 x 600 dpi
- Document Feeder Method - 50 sheets
- Two-sided printing and copying
- Paper Sources - Total paper capacity of 400 sheets
- Paper sizes, 8 1/2 x 11 and 8 1/2 x 14
- Fax walk up and Fax LAN
- Sorting
- Reduction and Enlargement
- Wireless Printing
- Able to print on a network using multiple operating systems including Windows and Mac
- Must have both PCL and PostScript Drivers
- Scan to email and Network Scanning and Scan to Server

J. Stand-alone Digital Multifunctional System. One (1) each.

Specifications:

- Digital Black and White Copy, Print, Scan and Fax
- Minimum Black and White Copy and Print Speed, 80 - 900
- Print Resolution up to 1200 x 1200 dpi
- Scan Speed 60 - 90 scans per minute Black and White
- Document Feeder Method - Duplexing Automatic Document Feeder, Paper capacity of 100 - 250 sheets.
- Two-sided copying, printing, and scanning

Handwritten signature

- Paper Sources – Total Drawer Capacity of 3,000 sheets of paper and Stack Bypass Paper Tray capacity of 50 - 250 sheets with the capability of accepting up to 13" x 19" paper size.
- Acceptable paper weight up to 110 lb cover paper.
- Sorting – unlimited
- Fax standard and LAN Fax
- Stapling Mode - Automatic Stapling in multi-positions, single in 3 positions and double. Up to 50 sheets capability.
- Stapler off-line staples up to 50 sheets
- Unlimited Booklet Making up to 15 sheets with Saddle stitching capability, letter, legal and 11x17 paper size.
- Paper punching, 2 and 3 holes.
- Reduction Enlargement
- Must be able to print on a network using multiple operating systems including Windows and Mac.
- Must be able to manage print jobs via the network.
- Print feature must include PCL and PostScript Drivers
- Scanning - Must be able to provide scan features: Network scanning, Scan to email, Scan to PC Desktop®, Scan to Mailbox, Scan to searchable PDF, ability to place a password on PDF for security, scan in JPEG, TIFF or MultiPage TIFF and scan to network file server. Scanning solution must be able to convert various formats such as PDF, BMP, TIFF and JPEG. Must be able to easily move and transfer documents between folders by 'drag and drop' to facilitate easy routing. Must be able to allow manipulations of the scanned document for straightening and removing speckles. Must include the ability to scan a document for editing. Must be able to OCR word and excel formats. Must be able to automatically convert the scanned document into a Form format for automatic completion. Must be able to automatically transfer scanned documents to PC desktops and delete scanned image from the server.
- Must provide solution which can automatically track the usage of copying, printing, scanning and faxing.
- Must be able to print report of feature usages of copying, printing, scanning and faxing.
- Must be able to provide Bates Stamping to permit the automatic placement of up to 16 Alpha Numeric characters in front of a sequential number on different pages.

Amf
5-20-08



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977

May 13, 2008

AMENDMENT NO.: III

TO

INVITATION FOR BID NO.: GPA-032-08

FOR

DOCUMENT MANAGEMENT SERVICE LEASE

Prospective Bidders are hereby notified of the following:

**Bid opening date is changed from 2:00 p.m., May 13, 2008 to now read 2:00 p.m.,
May 27, 2008.**

All other Terms and Conditions in the bid package shall remain unchanged and in full force.

JOAQUIN C. FLORES, P.E.
General Manager

J2:



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977

May 06, 2008

AMENDMENT NO.: II

TO

INVITATION FOR BID NO.: GPA-032-08

FOR

DOCUMENT MANAGEMENT SERVICE LEASE

Prospective Bidders are hereby notified of the following responses to inquiries received from Island Business Systems & Supplies:

IBSS dated May 02, 2008 Questions:

QUESTION:

1. Can you furnish the monthly volume for each copier/Department?

ANSWER:

Please see attached equipment listing for monthly average usage.

As for the department usage, it depends on volume such as Finance department, copying and printing is high during budget times, billings, collections and printing of FEMA requirements.

At the GM's office coping and printing is high during board meetings, budgets and contract negotiations.

Computer Services is always at high volume during printing of power bills and other customer demands.

HR, Procurement and Customer Services are high volume usage departments printing and copying of bids, RFP's RFQ's and new hires, power bills, etc.

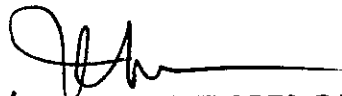
QUESTION:

2. Can the attached recommended minimum requirements be incorporated into the specifications?

ANSWER:

The Authority is seeking equipment that will fully meet its need. The specifications were put together based on requirements that will be uniform with the mission of each department and to deviate from it is not recommended.

All other Terms and Conditions in the bid package remain unchanged and in full force.


d/ JOAQUIN C. FLORES, P.E.
General Manager