



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



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*Katherine A. Maraman*  
Chief Justice

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Presiding Judge

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Acting Administrator of the Courts

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

May 3, 2017

To: All Prospective Bidders

From: Acting Administrator of the Courts

Re: **Amendment no. 2**  
**IFB No. 17-07; Lease of Copier Machines**

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

- 1.) **Question:** A. Minimum Equipment Requirements  
2. Speeds (25-35 ppm) 17 machines  
16. Paper Capacity: four trays minimum 500 sheets per tray, adjustable to handle 8 ½ x 11, 8 ½ x 14, 11 x 17; etc.
- Request:** To be changed to 8 ½ x 11, 8 x 14
- Response:** 1 tray of 500 sheets capacity is the minimum requirement. The Judiciary wants to know what sheet trays are available in the sizes specified for the various categories of machines. Please tell us what machine options you have available to address our needs for the various sizes.
- 2.) **Question:** A. Minimum Equipment Requirement  
22. Option for Saddle Stitch (saddle stitch up to 75 page booklet)
- Request:** Please indicate which machines will require this option.
- Response:** The Judiciary requires the large production sized machine (100-110 Pages) to have the folding and saddle stitch capabilities. Please describe in your proposal what machines you offer that have this capability.

3.) **Question:** A. Minimum Equipment Requirements  
27. Optional add on for V folding; 2-4 hole punch; Booklet Finisher

**Request:** Please indicate which machines will require this option.

**Response:** Please describe for the Judiciary which machines that you are offering have this capability. The large production sized machine (100-110ppm) should have this capability.

4) **Question:** In reviewing the IFB 17-07 bid package, documents including brochures, affidavits, bid bonds etc. are to be provided. Can you please clarify when each of the documents is due? (On 5/8 or 5/26)? Of particular concern is the bid bond, since pricing will not be calculated until after the Judiciary provides its final requirements after the technical offer, would the bid bond be due on 5/26?

**Response:** The affidavits and brochures are due on May 8th. The bid bond and pricing will be due on the 26th.

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



✕ ROBERT S. CRUZ

Cc: P&MFA/IFB File