



OFFICE OF PUBLIC ACCOUNTABILITY
Doris Flores Brooks, CPA, CGFM
Public Auditor

**Invitation for Bid
OPA-IFB-002-16
Copier Equipment Lease
Amendment #1**

August 24, 2016

The Office of Public Accountability (OPA) hereby amends the following pages/sections of Invitation for Bid OPA-IFB-002-16 Copier Equipment Lease:

- a) Page 4, Copier Equipment Specifications, Specifications (c): Provide standard Black and White copying and printing for an average volume of 10,000 copies per month on standard 8-1/2" x 11", 8-1/2" x 14", and 11" x 17". Color copying and printing feature is not required by the OPA is amended to read: **Provide standard Black and White copying and printing for volume of 10,000 copies per month on standard 8-1/2" x 11", 8-1/2" x 14", and 11" x 17". Color copying and printing feature is not required by the OPA.**
- b) Page 3, Invitation for Bid. **REQUIRED DELIVERY DATE:** On or before November 1, 2016 is amended to read: **REQUIRED DELIVERY DATE: On October 1, 2016.**

In addition, please see attached questions received and OPA's reply.

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OPA-IFB-002-16 (Copier Lease Equipment)
OPA Reply to Submitted Questions

1. No information was provided regarding what lease term is being requested for the new machine. The Sharp machine is under a 34 month lease (which is in itself an odd lease term.) Typical government lease terms are 60, 48 or 36 month leases with the lease renewed each fiscal year subject to the availability of funds. Shorter lease terms typically have higher monthly lease costs vs longer lease terms.

OPA Reply: Please refer to page 6, **General Terms and Conditions, no. 3 Contract Term**, which states: **The lease term shall be for thirty-six (36) months beginning October 1, 2016 through September 30, 2019, with the option to renew for up to thirty-six (36) additional 1-month periods (or up to a total of three years) through a letter of extension by OPA, subject to the availability of funds.**

2. The copy allowance on the current Sharp copier lease is cited as “12000 copiers per month” while the bid specifications cites “an average of 10,000 copies per month.” This is confusing and leaves vendors open to interpret what print volume is actually being requested.

OPA Reply: The term “an average” was deleted from the IFB. Please refer to **Amendment #1.**