

UNIVERSITY OF ALASKA ANCHORAGE

IFB No. B18-003

**TITLE: LONG TERM COPIER LEASE CONTRACT FOR DISTRIBUTIVE COPIER SERVICES (DCS)**

**AMENDMENT NUMBER ONE (1)**

**DATE ISSUED: Tuesday, April 10, 2018**

**SUBMIT BIDS TO:**

University of Alaska Anchorage  
Procurement Services  
3890 University Lake Drive, Suite 106  
Anchorage, AK 99508

**SUBMISSION INSTRUCTIONS:**

Sealed bids **must** be submitted via the **BONFIRE** Portal (see instructions on page 53 of IFB B18-003). No other delivery method shall be accepted. Bids will be received until:  
**DATE:** Wednesday, April 18, 2018  
**TIME:** 2:00 PM AKST

**CONTACT FOR IFB INQUIRIES:**

Carson Davis, MBA  
Contracting Officer  
E-mail: [crdavis4@alaska.edu](mailto:crdavis4@alaska.edu)  
Phone: 907-786-1341  
Fax: 907-786-6519

Following the Pre-Bid Conference held on Thursday, April 5, 2018, IFB No. B18-003 for **LONG TERM COPIER LEASE CONTRACT FOR DISTRIBUTIVE COPIER SERVICES (DCS)** is hereby amended as follows:

**1. To provide additional information on the number of machines currently in operation at the University of Alaska Fairbanks (UAF), and the volume of those machines.**

The UAF central copy pool currently has 89 Multi-Function Devices. The annual volume is about 3.2 million Black & White and 0.6 million Color. Numerous departments at UAF either lease or own their own machines. The estimated number of machines leased or owned by UAF departments is 100.

**2. To revise the F.O.B. address for the University of Alaska Fairbanks.**

The University of Alaska Fairbanks F.O.B. address included in *D. INSTRUCTIONS TO BIDDERS (PG. 20)* and *E. ADDITIONAL INSTRUCTIONS TO BIDDERS (PG. 25)* is hereby deleted and revised to the following address:

University of Alaska Fairbanks  
Office of Information Technology  
2025 Yukon Drive, suite 103  
Fairbanks, Alaska 99775

**3. To provide additional details and examples of how the first and second three-year periods will function under the contract(s) awarded for these services.**

Reference B. SPECIFICATIONS: PRICE SCHEDULE 1 (UAA) 1. SCOPE OF WORK (PG. 3) and C. SPECIFICATIONS: PRICE SCHEDULE 2 (UAF) 1. SCOPE OF WORK (PG. 12), which remain unchanged.

**Summary:** In Part One of the contract, the first three (3) year contract period will be established for the leasing of plain paper copiers and MFDs, which are to be leased for thirty-six (36) month terms. The second three (3) year period will be established for the purpose of paying invoices and maintaining the contract Terms and Conditions on machines under lease.

**Explanation:** All copiers or MFDs will be leased for thirty-six (36) month terms. At the conclusion of the thirty-six (36) month lease term, the copier or MFD will be removed from its location on campus. **No new machines will be leased after the first three (3) year contract period.** The second three (3) year period is for payment and maintenance only.

## IFB B18-003 AMENDMENT NUMBER ONE (1) (CONT.)

**Example 1:** A machine is leased at the beginning of the first three (3) year contract period in July 2018. This machine will be under contract for a thirty-six (36) month period which will conclude in July 2021. All invoices and maintenance of Terms and Conditions for this machine will fall within the first three (3) year contract period.

**Example 2:** A machine is leased later in the first three (3) year contract period in October 2020. This machine will be under contract for a thirty-six (36) month period which will conclude in October 2023. The period of usage for this machine will exceed the first three (3) year contract period and end during the second three (3) year contract period. The second three (3) year period ensures that the machine will still be covered under the contract Terms and Conditions for the duration of its thirty-six (36) month lease period.

The purpose of the second three (3) year contract period is to ensure that machines leased later in the first three (3) year period are covered under the contract Terms and Conditions, and paid for via invoicing per the contract requirements.

### **4. To modify B. SPECIFICATIONS: PRICE SCHEDULE 1 (UAA) (PG. 9) and C. SPECIFICATIONS: PRICE SCHEDULE 2 (UAF) (PG. 17).**

The introductory description of 15. COPIER CATEGORIES BY LOT is amended to read as follows:

*(In addition to the General Specifications, copiers offered in each lot must meet or exceed all of the following specifications for each lot. A minus one (-1) in functionality is allowable in the copies per minute (CPM) specification only):*

### **5. To provide additional details on 8. SERVICE MAINTENANCE REQUIREMENTS: 8.1 CONSUMABLE SUPPLES (PG.5) in response to vendor inquiries.**

Existing paragraph seven reads as follows:

*UAA reserves the right to procure all such necessary supplies and charge the Contractor for any costs incurred due to non-availability by the Contractor. UAA departments are only allowed to use OEM supplies or parts in machines under this contract.*

This paragraph is included in IFB B18-001 in case of emergencies in which the Contractor is unable to provide UAA departments with consumables. For further clarification, the UAA Contract Administrators will work with the Contractor to ensure accuracy in consumable ordering.

### **6. To modify B. SPECIFICATIONS: PRICE SCHEDULE 1 (UAA), 1. SCOPE OF WORK: Part Two with additional delivery information.**

Paragraph three (3) of this section is amended to read as follows:

*The initial changeover of leased equipment which have reached the expiration of their current lease agreements, is intended to take place during the first part of July 2018. The anticipated changeover schedule begins on Monday, July 2, 2018, and concludes on Friday, July 6, 2018. **The actual changeover may begin earlier and/or end later, pending the development of a reasonable, efficient changeover schedule as determined by the UAA Contract Administrator and the Contractor.***

### **7. To modify B. SPECIFICATIONS: PRICE SCHEDULE 1 (UAA) (PG .5) and C. SPECIFICATIONS: PRICE SCHEDULE 2 (UAF) (pg. 13), 7. TRAINING AND TRAINING MANUALS.**

Paragraph one (1) of this section is amended to read as follows:

*Copiers leased are to be shipped complete with the instructions. An operator's manual that provides clear instruction on how to operate each of the copier functions and a maintenance schedule must be included and permanently located with each copier delivered. **The operator's manual may be presented via hard copy or digital format including but not limited to flash drive or CD-ROM.** The cost of the manuals is to be included in the bid price of the equipment.*

**IFB B18-003 AMENDMENT NUMBER ONE (1) (CONT.)**

**8. To correct an error in the price schedule completion requirements.**

The existing language at the end of H. PRICE SCHEDULE, PRICE SCHEDULE COMPLETION (PG. 44) is deleted and replaced with the following language:

**Complete and submit Price Schedule One.**

Price Schedule 1 (UAA): 5 pages

**Complete Price Schedule Two if submitting a bid for UAF:**

Price Schedule 2 (UAF): 5 pages

**9. To replace both Price Schedule 1 and Price Schedule 2 with revised versions to include two modifications.**

**Modification 1: To add a flat rate machine relocation fee to each lot in Price Schedule 1 and Price Schedule 2.**

This fee will appear within each lot in the following manner:

Flat Rate Fee for Relocation: \$ \_\_\_\_\_

**Modification 2: To provide clarification of the accessory pricing featured in Price Schedule 1 and Price Schedule 2.**

Coin Op, PCL Drive, and Fax Board accessories are pre-printed on the revised Price Schedules. These accessories each require a per unit cost. These costs will remain in effect for the full term of the contract, however, will not be used for the purpose of evaluation.

**DISCARD** Original Price Schedule 1 and Price Schedule 2 attachments

**ADD** Price Schedule 1 As Revised by Amendment Number One and Price Schedule 2 As Revised by Amendment Number One attachments

Completion of the Price Schedule 1 As Revised by Amendment Number One and Price Schedule 2 As Revised by Amendment Number One attachments is required. The original Price Schedule 1 and Price Schedule 2 attachments will not be accepted.

**Note: Acknowledgement of this amendment is required. Please sign and return this amendment with response to this IFB. Failure to acknowledge this amendment or return the signed amendment with the bid response may remove a bid from further consideration.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Company Name**