

UCA-24-027 Copier and Maintenance Lease

Questions and Responses

1. Will you sign a lease agreement with non-appropriations (which follows state contract guidelines) or only issue a PO?

If necessary we will sign a lease agreement that is approved by UCA's legal counsel, but PO's are required for each machine.

2. Can you clarify how you would like the service pricing listed on the pricing bid?

Pricing must be all inclusive, we do not want a breakdown.

3. You can have an Inner Finisher which is built inside the machine and staples or a Staple Finisher, which is the unit on the left side?

Both have been used.

4. Are you going to allow Standard Business Systems to bid, even though they were late to the pre-bid meeting?

Unfortunately, due to several communications with room changes, it is our fault that SBS went to the wrong room. They arrived in Wingo 210 before 9:00 a.m., but the revised room was Wingo 214. Meghan Cowan was notified via text that SBS was in Wingo 210, but since she was presenting she was unable to read the text message until after the meeting was over. Therefore, the Procurement Director will be allowing SBS to submit their pricing.