



## RESPONSE TO PROSPECTIVE OFFEROR'S WRITTEN QUESTIONS

The following are responses to questions:

1. **Question:** The Request for Delivery Order Proposals is eighteen pages in length. Is this the entire document?

**Answer:** Yes.

2. **Question:** Where do we list the vendor name and address and where do we sign the RFDOP?

**Answer:** The vendor's name and address can be listed anywhere in the proposal. It is not necessary that the vendor sign the proposal since this is a request for delivery order off of an existing GSA contract.

3. **Question:** Do you require references?

**Answer:** Yes. Please provide three references.

4. **Question:** Do you require a brochure for each product specified in bid submission?

**Answer:** You may submit brochures; however, each requirement in Section C must be addressed specifically.

5. **Question:** How many copies of the bid submission do you require?

**Answer:** An original and three copies.

6. **Question:** Section C.1 states that Contractor shall provide all stock, supplies, etc. Most offices within the D.C. Government that use postage meters have different supply requirements. Please specify the quantity of supplies needed.

**Answer:** Section C.1 states that the Contract shall provide all of the equipment, labor and supervision necessary to fulfill the requests for delivery orders it receives from the District if awarded the contract. Because this will be a requirements contract, the amount of product to be ordered can not be predetermined.

7. **Question:** Do you require a stand with casters for the folding machine?

**Answer:** Yes.

8. **Question:** Who is responsible for paying the property taxes on the lease, D.C. government or the vendor?

**Answer:** The vendor is responsible for paying property taxes on the lease.

9. **Question:** In reference to the maintenance block in 0005, 1005, 2005, 3005 and 4005, should the maintenance price include all items?

**Answer:** Yes.

10. **Question:** Should the cost of the meter rental and postal rate changes be included in the unit price and the total price?

**Answer:** Yes. Include the cost of meter rental and postal rate changes in the price of the mailing system.

11 **Question:** Please remove the word “Arrival” on the price pages.

**Answer:** This line item is asking for a mailing machine. No preference will be given to any vendor because of the inclusion of the word “Arrival”.

12 **Question:** In reference to C.6.2.6, please change the last sentence to read, “These tapes are to be dispensed via either internal or external means.”

**Answer:** Section C.6.2.6 already states that the tapes can be dispensed either internally or externally.

13 **Question:** In reference to C.6,3, is a PC required or is this a “software only” solution?

**Answer:** A PC is required.

14 **Question:** In reference to C.6.4, how many “portable data collection devices” are you requiring?

**Answer:** As many as required to meet the requirements listed in C.6.4.

15 **Question:** Will your office be purchasing or renting the requested equipment?

**Answer:** The equipment will be rented.