



Brooks Development Authority  
Request for Proposals (RFP)  
Copier Leasing and Maintenance Services  
Bid #06162016-016  
Questions

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1. In BDA requests completed reference forms (See Appendix J –Page 8 Criteria 2) for three verifiable references on similar or related contracts. Appendix J in the RFP is the Request of Interested Parties. Confirm if there is a separate reference form BDA requires to be completed or any data required for the vendor to include separately.

**ANSWER: This Document was inadvertently left out. Please see the reference sheet attached to this document. (Appendix K) This document will need to be included in your bid.**

2. Page 6 Section V refers to residential property manager that is licensed and bonded. Was this a mistake or is this an actual part of the bid requirements?

**ANSWER: This an error, please see the revised page attached to this document.**

3. Page 14 Section IX Section C refers to termination. Does this mean that the contract can be terminated for convenience or is that referring to the earlier statement about termination for cause?

**ANSWER: There is a termination for convenience and for cause clause.**

**Notwithstanding anything in the contract to the contrary, with or without cause, BDA may terminate this Contract by giving 30 days written notice thereof to Contractor at any time during the term hereof without any penalty to BDA.**

4. Is there a list of companies that were present at the pre-proposal meeting?

**ANSWER: The mandatory pre-bid sign-in sheet is posted on the BDA website (<http://www.brookscity-baes.com/development/vendor-bids/>).**

**V. PREPARATION OF PROPOSALS**

For the purpose of the RFP, Respondent refers to a qualified copier equipment leasing firm; for the leasing and maintenance of eleven (11) copy machines and printers. It is the intent of the BDA to select the Respondent demonstrating the best overall value to the BDA.

**Appendix K  
Request for Proposals  
For  
Copier Equipment Leasing & Maintenance Services  
Reference Questionnaire  
Bid #06162016-016**

REFERENCE FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

PHONE: \_\_\_\_\_

Please circle the number which most closely reflects your assessment of the contractor's performance. For any Non Acceptable answer please provide an explanation or recommendation under Comments.

		Excellent	Above Average	Average	Below Average	Much Below Average
1	How would you rate the Firm's Project Team assigned to your project?	5	4	3	2	1
2	How would you rate the Firm's Ability to meet your timelines/deadlines?	5	4	3	2	1
3	How would you rate the Firm's responsiveness to resolving any conflicts that may arise & to answering Client Questions?	5	4	3	2	1
4	How would you rate the Firm's responsiveness to meeting the needs of your Organization?	5	4	3	2	1
5	How would you rate the final product?	5	4	3	2	1
6	How would you rate your overall satisfaction with the Firm?	5	4	3	2	1

Comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date