



**To:** Kay Alarcon  
Assistant Director of Procurement Services

**From:** Mark Martinez  
Buyer

**Date:** July 31, 2024

**Re:** Print Shop Equipment Parts and Service  
Contract #24-08-8810R-IB

The following proposals were received and opened at 10:00 a.m., Wednesday, July 31, 2024, as advertised and specified in documents concerning **Annual Contract #24-08-8810R-IB Print Shop Equipment Parts and Service**. The proposals received are located on page 2.

Award based on recommendation from user department.

**Recommendation:** CAPE Equipment & Services, LLC

**Funding:** Multiple Funds

**Estimated Expenditure:** \$30,000.00

**Contract Term:** August 15, 2024 - July 31, 2025

**Renewal:** 4 years

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**Line 1 List Hourly Rate for Printing Equipment Repair**

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PRICE</u>	<u>SUPPLIER NOTES</u>
<b>CAPE Equipment &amp; Services, LLC</b>	1	Hour	<b>\$145.00</b>	

**Line 2 State the minimum percentage of discount given for parts.**

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PERCENT</u>	<u>SUPPLIER NOTES</u>
<b>CAPE Equipment &amp; Services, LLC</b>	1	Percent Discount	<b>0.0%</b>	

**Line 3 Mileage Charge or Travel Time**

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PRICE</u>	<u>SUPPLIER NOTES</u>
<b>CAPE Equipment &amp; Services, LLC</b>	1	Hour	<b>\$0.00</b>	Cy-Fair ISD is local to Cape. No travel charges apply.

**Line 4 Miscellaneous Repair Charges**

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PRICE</u>	<u>SUPPLIER NOTES</u>
<b>CAPE Equipment &amp; Services, LLC</b>	1	EA	<b>\$45.00</b>	Standard guillotine blade sharpening up to 37"