



**To:** Jennifer Chiu  
Assistant Director of Purchasing

**From:** Kristine Johnston  
Buyer

**Date:** July 25, 2019

**Re:** Print Shop Equipment Parts and Service  
Annual Contract #19-08-8810R-IB

The following bids was received and opened at 3:00 p.m., Tuesday, July 9, 2019 as specified in documents concerning **Annual Contract 19-08-8810R-IB Print Shop Equipment Parts and Service**. The bids received are located on page 2.

<sup>a</sup> Award based on overall low bidder for the contract.

**Recommendation:** LSS Digital Print Finishing Systems

**Funding:** M & O Funds

**Estimated Expenditure:** \$25,000.00

**Contract Term:** August 1, 2019 - July 30, 2020

**Renewal :** 4 Years

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

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PRICE</u>
<b>LSS Digital Print Finishing Systems (Litho Supply and Service Company, Inc.)</b>	1	Hour	<b>\$100.00</b>
Mark Andy Print Products	1	Hour	\$160.00

**Line 2 Minimum percentage of discount given for parts**

<u>SUPPLIER</u>	<u>PERCENT OFF</u>
<b>LSS Digital Print Finishing Systems (Litho Supply and Service Company, Inc.)</b>	<b>0%</b> <sup>a</sup>
Mark Andy Print Products	10%

**Line 3 Mileage Charge or Travel Time**

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PRICE</u>
<b>LSS Digital Print Finishing Systems (Litho Supply and Service Company, Inc.)</b>	1	Hour	<b>\$0.00</b>
Mark Andy Print Products	1	Hour	\$78.00

**Line 4 Miscellaneous Repair Charges**

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PRICE</u>
<b>LSS Digital Print Finishing Systems (Litho Supply and Service Company, Inc.)</b>	1	Each	<b>\$45.00</b>
Mark Andy Print Products	1	Each	\$165.00