



**ALBUQUERQUE  
PUBLIC SCHOOLS**

*Accelerate Progress for Students*

Rennette R. Apodaca, MPA, CPPO  
EXECUTIVE DIRECTOR OF PROCUREMENT

Raquel Reedy  
SUPERINTENDENT

January 10, 2017

AK Sales and Consulting  
Attention: Dawn Miller  
1202 East 19<sup>th</sup> Street  
Roswell, NM 88201  
Email: aksalesnm@gmail.com

RE: Albuquerque Public Schools  
Bid 17-027MG-KM  
Athletic Equipment and Related Goods

Dear Ms. Miller:

On behalf of the Albuquerque Public Schools, I want to thank you for your time and effort to respond to our bid for Athletic Equipment and Related Goods for Albuquerque Public Schools.

AK Sales and Consulting's bid was one of the advantageous responses, and therefore is one of the awarded vendors. Your Price Agreement (PA) packet accompanied this notice of award. Please sign and date the PA on page 1, and return the entire packet (as a single PDF document) to me at your earliest convenience.

We will keep one copy of your proposal on file.

Kind regards,

Marilee P. Gallacher, SPSM  
Senior Buyer  
Email: Marilee.Gallacher@aps.edu



**ALBUQUERQUE PUBLIC SCHOOLS - PROCUREMENT DIVISION  
PO BOX 25704  
ALBUQUERQUE, NEW MEXICO 87125  
PHONE (505) 881-8415  
FAX (505) 830-1161**

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AK Sales  
1202 East 19th Street  
Roswell, NM 88201

SHIP TO

Ship To location will vary.  
See PO for Ship To Address.

ATTENTION  
OF

See PO for APS Contact.

DATE	VENDOR CODE
1/10/2017	29158

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico Criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

**PLEASE SHOW PRICE AGREEMENT NUMBER ON ALL INVOICES, SHIPPING PAPERS, PACKAGES, CORRESPONDENCE, ETC. INVOICE IN DUPLICATE.**

**ITEMS, TERMS, & CONDITIONS**

**PRICE AGREEMENT**

**Athletic Equipment and Related Goods**

**Contract Term: January 11, 2017 - January 10, 2021**

**Per terms and conditions of: BID 17-027MG-KM**

**Board Approved: 12/16/2017**

**Pricing Attached**

**SERVICES AND/OR GOODS TO BE PROVIDED:** The Contractor shall provide the good(s) and/or service(s), as defined in this agreement, on an "as ordered" basis. This is not an order and no funds are obligated under this Pricing Agreement. Funds are obligated by approved purchase orders on an "as needed" basis. Contractor shall receive separate individual Purchase Orders for each individual requests.

**MINIMUM AMOUNT:** Albuquerque Public Schools does not guarantee a minimum amount of purchases in conjunction with this pricing agreement.

**QUOTES AND PAYMENT:** The Contractor shall include the APS Pricing Agreement Number on each quote and reflect the price as awarded. If a quote is based on a percentage discount, the quote should document the list price, discount percent, and final price. The invoice submitted for payment shall match the quote and shall note the purchase order number.

**Amendments:** This Pricing Agreement shall not be altered, changed, or amended except by written agreement signed by both parties.

**Reason for Amendment:**

Contact: Dawn Miller

Phone: 575-623-1488

Email: aksalesnm@gmail.com

PROCUREMENT DIVISION AUTHORIZED SIGNATURE

VENDOR AUTHORIZED SIGNATURE

*Dawn Miller*      1-10-17  
505.878.6118      Date

*Karen R. Mayhew*      1/16/17  
owner / CFO      Date  
575-623-1488

# ALBUQUERQUE PUBLIC SCHOOLS (APS) GENERAL TERMS AND CONDITIONS

**1. INSPECTION.** The materials, supplies or services furnished shall be exactly as specified in this order, free from defects in Seller's design, workmanship and materials, and, except as otherwise provided in this order, shall be subject to inspection and test by APS at all times and places. If, prior to final acceptance, any materials, supplies or services are found to be defective or not as specified, APS may reject them, require Seller to correct them without charge, or require delivery of such materials, supplies, or services at a reduction in price which is equitable under the circumstances. If Seller is unable or refuses to correct such defects within a time deemed reasonable by APS, APS may terminate the order in whole or in part. Seller shall bear all risks as to rejected materials, supplies and services and, in addition to any other costs for which Seller may become liable to APS under other provisions of this order, shall reimburse APS for all transportation costs, other related costs incurred, or payments to Seller in accordance with the terms of this order for unaccepted materials, supplies and services. Notwithstanding final acceptance and payment, Seller shall be liable for latent defects, fraud or such gross mistakes as amount to fraud. Any test programs and procedures required by the specifications are in addition to, and do not limit, APS's rights provided in this Paragraph.

**2. WARRANTIES.** Seller warrants the materials, supplies or services furnished to be exactly as specified in this order, free from defects in Seller's design, labor, materials and manufacture, and to be in compliance with any drawings or specifications incorporated herein and with any samples furnished by Seller. All applicable UCC warranties, express or implied are incorporated herein.

**3. ASSIGNMENT.** Neither the order nor any interest therein, nor claim thereunder shall be assigned or transferred by the Seller except as authorized in writing by APS. No assignment or transfer shall relieve the Seller from its obligations and liabilities.

**4. CHANGES.** APS may make changes within the general scope of this order by giving notice to Seller and subsequently confirming such changes in writing. If such changes affect the cost of, or the time required for performance of this order, an appropriate equitable adjustment shall be made. No change by Seller shall be recognized without written approval of APS. Any claim of Seller for an adjustment under this Paragraph must be made in writing within thirty (30) days from the date of receipt by Seller of notification of such change unless APS waives this condition. Nothing in this Paragraph shall excuse Seller from proceeding with performance of the order as changed hereunder.

**5. LABOR DISPUTES.** Seller shall give prompt notice to APS of any actual or potential labor dispute which delays or may delay timely performance of this order.

**6. TERMINATION AND DELAYS.** APS may by written notice stating the extent and effective date, terminate this order for convenience in whole or in part, at any time. APS shall pay Seller as full compensation for performance until such termination: (1) the unit or pro rata order price for the delivered and accepted portion; and (2) a reasonable amount, not otherwise recoverable from other sources by Seller as approved by APS with respect to the undelivered or unaccepted portion of this order; provided compensation hereunder shall in no event exceed the total order price. Such amount will be limited to the Seller's actual cost and shall not include anticipated profits.

APS may by written notice terminate this order for Seller's default, in whole or in part, at any time, if Seller refuses or fails to comply with the provisions of this order, or so fails to make progress as to endanger performance and does not cure such failure within a reasonable period of time, or fails to make deliveries of the items or services or to perform the services within the time specified or any written extension thereof. In such event, APS may purchase or otherwise secure items or services and, except as otherwise provided herein, Seller shall be liable to APS for any excess costs occasioned APS thereby, including incidental and consequential damages.

If, after notice of termination for default, APS determines that the Seller was not in default or that the failure to perform this order is due to causes beyond the control and without the fault or negligence of Seller (including, but not restricted to, acts of God or of the public enemy, acts of APS, acts of Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, and delays of a subcontractor or supplier due to such causes and without the fault or negligence of the subcontractor or supplier), termination shall be deemed for the convenience of APS, unless it shall be determined that the items or services covered by this order were obtainable from other sources in sufficient time to meet the required delivery schedule.

If APS determines that Seller has been delayed in the work due to causes beyond the control and without the fault and negligence of the Seller, APS may extend the time for completion of the work called for by this order, when promptly applied for in writing by the Seller; and if such delay is due to failure of APS, not caused or contributed by Seller, to perform services or deliver property in accordance with the terms of the order, the time and price of the order shall be subject to change under the Changes Paragraph. Sole remedy of Seller in event of delay by failure of APS to perform shall, however, be limited to any money actually and necessarily expended in the work during the period of delay, solely by reason of delay. No allowance will be made for anticipated profits.

The rights and remedies of APS provided in this Paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this order. As used in this Paragraph, the word "Seller" includes Seller and its sub suppliers at any tier.

**7. AFFIRMATIVE ACTION.** Seller shall not maintain or provide racially segregated facilities for employees at any establishment under his control. Seller agrees to adhere to the principle set forth in Executive Order 11246 and 11375, and to undertake specifically to maintain employment policies and practices that affirmatively promote equality of opportunity for minority group persons and women; to take affirmative steps to hire and promote women and minority group persons at all job levels and in all aspects of employment; to communicate this policy effectively to all persons concerned within Seller's company, with outside recruiting services and the minority community at large; to provide APS on request a breakdown of its labor force by ethnic group, sex, and job category; and to discuss with APS its policies and practices relating to its affirmative action program.

**8. INDEMNIFICATION AND INSURANCE.** Seller assumes the entire responsibility and liability for losses, expenses, damages, demands and claims in connection with or arising out of any actual or alleged personal injury (including death) and/or damage or destruction to property sustained or alleged to have been sustained in connection with or arising out of the performances of the work by Seller, its agents, employees, subcontractors or consultants, except to the extent of liability arising out of the negligent performance of the work by or willful misconduct of APS. Seller shall indemnify and hold harmless APS, its officers, agents, and employees from any and all liability for such losses, expenses, damages, demands, and claims and shall defend any suit or action brought against any or all of them based on any actual or alleged personal injury or damage and shall pay any damage costs and expenses including attorneys' fees, in connection with or resulting from such suit or action. Seller agrees that it and its subcontractors will maintain public liability and property damage insurance in reasonable amounts covering the above obligation and will maintain workers' compensation coverage covering all employees performing this order on premises occupied by or under the control of APS.

**9. PATENT AND COPYRIGHT INDEMNITY.** Seller shall pay all royalty and license fees relating to deliverables and other items covered hereby. In the event any third party shall claim that the reproduction, manufacture, use or sale of goods or items covered hereby infringes any copyright, trademark, patent, or other intellectual property rights, Seller shall indemnify and hold APS harmless from any cost, expense, damage, or loss resulting therefrom.

**10. DISCOUNTS.** APS will take advantage of prompt payment discounts whenever possible; however these will not be used as a means to determine the low responsive and responsible bidder. Any discount period will not begin until the materials, supplies or services have been received and accepted and a correct invoice submitted for payment. If testing is required, discount period will not begin until such tests are satisfactorily completed.

**11. CONTINGENCY FEES.** Seller warrants that no person or selling agency has been employed or retained to solicit or secure this order upon an agreement or understanding for a commission, percentage, brokerage or contingent fee excepting bona-fide employees or bona-fide established commercial or selling agencies maintained or utilized by Seller for the purpose of securing business. For violation or breach of this warranty, APS shall have the right to annul this order without liability or, at its discretion, to deduct from this order, price or consideration or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

**12. PENALTIES.** The New Mexico Procurement Code (NMSA 1978) imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose penalties for bribes, gratuities and kickbacks.

**13. TITLE AND DELIVERY.** Title to the materials and supplies passed hereunder shall pass to APS at the F.O.B. point specified subject to the right of APS to reject upon inspection. For any exception to the delivery date specified, Seller shall give prior notification and obtain approval thereto from APS's Purchasing Department. Order is subject to termination for failure to make timely delivery.

**14. TAX STATUS.** APS holds a Class 9 Nontaxable Transaction Certificate and is exempt from payment of tax on the purchase of tangible personal property. This certificate will be issued upon request. It is not valid for the purchase of services including construction, or materials that become part of a construction project or for the lease of property. Seller is responsible for payment of all applicable taxes, which will be added to invoice as a separate item at the current rate.

**15. APPLICABLE LAWS.** If this order is a subcontract under a U.S. Government Prime Contract, applicable clauses of the Federal Acquisition Regulations are incorporated herein by reference. Any provision required to be included in a contract of this type by any applicable and valid Executive Order, federal, state or local law, ordinance, rule or regulation also shall be deemed to be incorporated herein. Any contract or litigation resulting from acceptance of this purchase order will be construed according to the laws of the State of New Mexico unless otherwise stated.

**BID No. 17-027MG-KM**  
**Athletic Equipment and Related Goods**

**Offeror Business Name:** AK Sales and Consulting, Inc.

1. **Contract Designee:** Dawn Miller  
Telephone: (575) 623-1488  
Cell: (505) 263-2045  
Email: aksalesnm@gmail.com
2. **Special Quotation/Reference/Account Number to be included with orders:** APS Purchase Order #
3. **Order Email Address:** aksalesnm@gmail.com
4. **Remit Address:** AK Sales and Consulting, Inc.  
1202 East 19<sup>th</sup> Street  
Roswell NM 88201
5. **Federal Identification No.:**
6. **Overall Catalog Discount:** 10%
7. **Individual Price List Discount:** 10%
8. **Discount Exceptions:** None
9. **Minimum Order/Delivery amount per order to qualify for discount:** None
10. **Miscellaneous Charges:** None
11. **Delivery:** All items will include freight charges.
12. **Inside Delivery of Physical Education Equipment:** Many items will ship via UPS, and include an inside delivery. If an inside delivery is requested for LTL shipments, AK Sales can provide a cost for this service.
13. **Exceptions and Conditions Company may require:** None
14. **Lead Time:** For Porter, average lead time is 2 to 4 weeks after receipt of PO. For Gill, average lead time is 1 to 3 weeks after receipt of PO.
15. **Return Policy:** All returns must be pre-authorized. All product returns must be accompanied by a "Return Merchandise Authorization" (RMA) number. Write RMA number on product packaging and shipping paperwork. Return to: 2808 Gemini Court, Champaign IL 61822. A return must be received within 30 days of RMA issue date. Items returned without defect, in new condition, will be issued a credit minus shipping costs and a 25% restocking fee. Full credit, including freight if applicable, will be issued for defective or warranty returns. Custom manufactured products may not be returned for credit.
16. **Discount Procedures:** AK Sales will provide a quote with a total order discount. We are also able to offer line item discounts.

**BID No. 17-027MG-KM  
Athletic Equipment and Related Goods**

**Offeror Business Name: AK Sales and Consulting, Inc.**

**17. Additional Information regarding order procedures:** None

**18. Price List in Electronic form:** Jump drive included with Bid submission.

**19. Online Catalog or Website:** [www.aksalesandconsulting.com](http://www.aksalesandconsulting.com) Porter/Gill offers online catalogs that be found via the AK Sales and Consulting website.

**Offeror Business Name:** AK Sales and Consulting, Inc.

**OFFER SUBMISSION FORM**

Provide the following required information regarding your company. No value will be assigned, but it will be a factor in determining the responsive and responsible Bidder(s). APS reserves the right to request additional information as necessary.

**NOTE: Your Bid will be rejected if the following information is not provided.**

1. **Contract Designee:** (Name of person assigned to APS account.) Include direct telephone number, extension if applicable, and email address. Notify APS if Contract Designee changes.

Dawn Miller

575-623-1488 (office)

505-263-2045 (cell)

aksalesnm@gmail.com

2. **Special Quotation, Reference Number or Account Number required to be included on Purchase Orders** (Optional. If applicable, specify type of number):

Purchase order number, or information for Invoicing for APS convenience.

3. **Order Email Address** (Email address for Purchase Orders to be sent to; one email address only):

aksalesnm@gmail.com

4. **Remit Address** (Mailing Address for Payments):

AK Sales and Consulting, Inc.

1202 E. 19<sup>th</sup> Street

Roswell, NM 88201

5. **Federal Identification Number** (Attached current W-9):

\_\_\_\_\_

6. **Overall Catalog Discount:**

10%

Offeror Business Name: AK Sales and Consulting, Inc.

7. **Individual Price List Discount:** (Indicate product lines, manufacturer, sport, etc., which may be more or less than #6.) Disclose your authorized product lines or manufacturer in which you are the only authorized dealer. Add additional pages if necessary.

N/A all items listed will have a 10% discount off of list price.

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8. **Discount Exceptions:** (Indicate product lines, manufacturer, sport, etc., X or Y amount, or more pricing, freight items, etc.) **No exceptions for partial orders for matching existing stock.**

N/A -all items listed will have a 10% discount off of list price.

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9. **Minimum Order/Delivery amount per order to qualify for discount, if applicable:**

N/A

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10. **Miscellaneous Changes:** (i.e. small order charge, hazardous materials surcharge, etc.). Please specify name of charge and amount or percentage.

N/A

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11. **Delivery:** Absorb all freight charges into the cost of the items. No freight charges are to be reflected on the invoices. No additional freight charges will be passed on to APS for vendor direct deliveries. **Before completing this section, see Terms and Conditions, Paragraph 17 and 18.**

All items in this RFP will include freight charges.

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**Offeror Business Name:** AK Sales and Consulting, Inc.

**12. APS may, on occasion, require inside delivery of equipment and related goods to a specific location. Can your company deliver athletic equipment and related goods inside a building?**

Many of the items will ship via UPS, and include an inside delivery.

If an inside delivery is requested for LTL shipments, AK Sales can provide a cost for this service.

**13. Specify any exceptions and conditions that your company may require:**

N/A

**14. What is your average lead-time after receipt of an order?**

Average lead time for Porter is two to four weeks, after receipt of PO.

Average lead time for Gill is one to three weeks, after receipt of PO.

**15. What is your Return Policy? (Specify the return goods policy, restocking, exchanges, etc.)**

**ALL RETURNS MUST BE PRE-AUTHORIZED.** All product returns must be accompanied by a "Return Merchandise Authorization" (RMA) number. Please write the RMA number on product packaging and shipping paperwork. Return to: 2808 Gemini Court, Champaign, IL 61822.

A return must be received within 30 days of RMA issue date. Items returned without defect, in new condition, will be issued a credit minus shipping costs and a 25% restocking fee. Full credit, including freight if applicable, will be issued for defective or warranty returns.

Custom manufactured products may not be returned for credit.

**16. APS PREFERS DISCOUNT BY TOTAL ORDER. Explain your discount procedures as it applies to your invoice (i.e. discount based on unit price, total extension of unit price, total order, etc.).**

AK Sales will provide a quote with a total order discount, we are also able to offer line item discounts.

**Offeror Business Name:** AK Sales and Consulting, Inc.

**17. Add any other information regarding ordering procedures that has not been discussed, that you desire to be considered.**

N/A

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**18. Does your company have a Price List in electronic form, such as a disc or jump drive? If so, please include the electronic copy with your Bid. Briefly explain below what is on the electronic copy (i.e. catalog numbers, descriptions, page numbers, etc.)**

Included is a jump drive with price list in electronic form.

Electronic form includes the brand, item number, item description, list price,

shipping weight, and shipping method (UPS, or LTL).

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**19. Does your company have an online catalog or a website? Indicate your capabilities and website address.**

AK Sales and Consulting, Inc's website is [www.aksalesandconsulting.com](http://www.aksalesandconsulting.com).

Porter/Gill offers online catalogs that can be found via our website.

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## PRICING STATEMENT

The undersigned certifies that he or she has not either directly or indirectly entered into any action in restraint of free competitive Bidding in connection with this solicitation, and agrees to furnish the equipment, materials, and supplies as required, within the time specified under the conditions imposed, and at the price indicated.

Signature of Authorized Representative: *Karen R Moyle* Contractor's License #: 351416

(If Applicable)

Type or print name of above: Karen R Moyle

Name of Firm: AK Sales and Consulting, Inc. Address: 1202 E. 19<sup>th</sup> Street

Telephone No.: (575) 623-1488 Roswell, NM 88201

Veterans Preference Certification No. (if applicable): \_\_\_\_\_

**Contact information for Sales Department:**                      **Contact information for POs/Invoicing/Etc.:**

Name of Contact: Dawn Miller Name of Contact: Dawn Miller

Telephone No.: (505) 263-2045 (cell) Telephone No.: (575) 623-1488 office

Email Address: aksalesnm@gmail.com Email Address: aksalesnm@gmail.com

**\*\*\* IF ANY OF THIS CONTACT INFORMATION CHANGES, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO IMMEDIATELY NOTIFY APS PROCUREMENT. \*\*\***

