Purchasing Guide

Bid/RFP Title: 26-007AF Pottery and Miscellaneous Supplies

Contract Term: 10/7/2025 to 10/6/2031

Quote and PO Instructions

A quote must be received from the vendor prior to entering the requisition, to ensure APS receives the contracted pricing.

Information to give the Vendor when requesting a quote:

When requesting a quote, provide the following information to the vendor to ensure you receive the discounted, contract pricing.

1. Albuquerque Public Schools Contract: Bid/RFP No. 26-007AF Pottery and Miscellaneous Supplies
2. APS Price Agreement (PA) number (see list below)
3. Any additional reference information listed below with vendor information
4. APS Site's "Ship To" address (your location)
5. List of items to be quoted
6. Your APS contact information, in case the vendor has a question regarding your request
7. Instruct the vendor to send you the quote via email in PDF format

Header Comments:

The following information must be entered on the requisition in the "Comments to Print on Purchase Orders" section of the Header.
RQ
PA (depending on vendor being utilized)
Bid No. 26-007AF
Bid Title: Pottery and Miscellaneous Supplies
Term: October 7, 2025 to October 6, 2031
Quote #
Quote Date:
Quote Prepared by:

Awarded Vendor	Vendor #	PA#	Vendor Name	Email
Blick Art Materials, LLC	10749	16816	Tamby Peterson	contracts@dickblick.com, regionWquotes@dickblick.com

Awarded Vendor	Vendor #	PA #	Vendor Name	Email
New Mexico Clay	11793	16817	Erin Mason	erin@nmclay.com

Awarded Vendor	Vendor #	PA#	Vendor Name	Email
School Specialty, LLC	12321	16818	Sarah Peterson Patsy Stephens	orders@schoolspecialty.com patsy.stephens@schoolspecialty.com

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