Purchasing Guide

Preventative Maintenance & Repair Service for Kitchen Equipment

Bid No. 23-075MS

Contract Term: 7/1/2023 – 6/30/2029

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 No. 23-075MS Preventative Maintenance & Repair Service for Kitchen Equipment**
2. APS Price Agreement (PA) number (see list below)
3. 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.
Requisition #
Price Agreement #
Bid No. **23-075MS**
Preventative Maintenance & Repair Service for Kitchen Equipment
Term: **7/1/2023 – 6/30/2029**
Board Approved
Quote #
Quote Date:
Quote Amount:
Quote Prepared by:

Awarded Vendor	Vendor #	PA#	Vendor Contact Info.
Budget Control	42586	16207	Jesse Mendoza (505) 504-0417 budgetclimatecontrol@yahoo.com

Awarded Vendor	Vendor #	PA#	Vendor Contact Info.
Mechanical Systems, Inc.	32798	16208	Leticia Riojas (505) 345-0947 Msinc34@msincnm.com
R&B Commercial Service, Inc.	12131	16209	Mark Reilly (505) 889-4090 service@rbcommserv.com