# Purchasing Guide

# Bid/RFP Title: 26-024AF Supplemental Classroom Manipulatives and Related Materials

# Contract Term: 11/18/2025 – 11/17/2033

## 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. 26-006AF, Classroom Manipulatives and Related Materials
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. 26-024AF
Bid Title: Supplemental Classroom Manipulatives
and Related Materials
Term: 11/18/2025 – 11/17/2033
Board Approved: 08/20/2025
Quote #
Quote Date:
Quote Prepared by:

| Awarded Vendor | Vendor # | PA# | Vendor Name | Email |
|---|---|---|---|---|
| Bookworks on Rio Grande LLC | 10395 | 16836 | Nancy Guinn | nancy@bkwrks.com |

| Awarded Vendor | Vendor # | PA # | Vendor Name | Email |
|---|---|---|---|---|
| Cascade School Supplies | 46416 | 16837 | Todd E. Shafer | todd@cascadeschoolsupplies.com |

| Awarded Vendor | Vendor# | PA# | Vendor Name | Email |
|---|---|---|---|---|
| Didax Inc | 10752 | 16838 | Delaney Wiltermood | sales@didax.com |

| Awarded Vendor | Vendor# | PA# | Vendor Name | Email |
|---|---|---|---|---|
| OTC Brands Inc dba Oriental Trading Co. | 11914 | 16839 | Crystal Witthuhn | bids@oriental.com |

| Awarded Vendor | Vendor# | PA# | Vendor Name | Email |
|---|---|---|---|---|
| Really Great Reading Co. | | 16840 | Kristin Koenner | adoptions@reallygreatreading.com |

| Awarded Vendor | Vendor# | PA# | Vendor Name | Email |
|---|---|---|---|---|
| Super Duper Inc dba Super Duper Publications | 12534 | 16841 | Daphne Sanders | bids@superduperinc.com |

| Awarded Vendor | Vendor# | PA# | Vendor Name | Email |
|---|---|---|---|---|
| Treetop Publishing Inc | 13932 | 16842 | Michelle Krause | treetop@barebooks.com |

| Awarded Vendor | Vendor# | PA# | Vendor Name | Email |
|---|---|---|---|---|
| US Toy Co – Constructive Playthings | 38224 | 16843 | Vicky Cass | bids@constructiveplaythings.com |