

# Purchasing Guide for 3D Printers & Related Supplies and Materials

## QUOTE AND PO INSTRUCTIONS

A quote **MUST** be received from the vendor prior to entering the requisition, to ensure APS receives the contracted pricing. The vendors listed below are under contract, so only one quote is needed.

## INFORMATION TO GIVE THE VENDOR WHEN REQUESTING A QUOTE:

*When requesting a quote, provide the following information to the vendor in order to ensure the quote contains the discounted contract pricing:*

1. List of items to be quoted
2. Contract #
3. Your APS Contact information (in case the vendor has a question regarding your request.
4. APS Site's "**Ship To**" address (*your location*)
5. Instruct the vendor to send you the quote via email in PDF format

## APS TECHNOLOGY APPROVAL AND CONFIRMATION

When purchasing a 3D printer, APS Technology Supervisor of Managed Printer Services and Graphic Enterprises Jamieleigh Owens must approve the 3D printer. 3D Printers must be compatible with APS broadband and systems, and must meet certain safety criteria.

**Jaimaleigh Owens** – [Jaime.owens@aps.edu](mailto:Jaime.owens@aps.edu)

*Supervisor – Manager Print Services and Graphic Enterprise Services  
APS Technology*

VENDOR	VENDOR #	CONTRACT #	CONTRACT TERM	VENDOR CONTACT FOR QUOTES
<b>Matterhackers, Inc.</b> <ul style="list-style-type: none"> <li>• 3D Printers (Ultimaker, Makerbot)</li> <li>• 3D Printer Filament (Carbon Fiber, Resin, Nylon, Metal, PLA, ABS, PETG, Polymer)</li> <li>• Laser Cutters</li> <li>• Support and replacement parts</li> <li>• And more – contact Sales Rep for more information</li> </ul>	45258	GSA 47SWA18D0087	8/21/18 – 8/20/23	<b>Justin Leos</b> (949)613-5838 sales@matterhackers.com
<b>Makerbot Industries</b> <ul style="list-style-type: none"> <li>• 3D Printers (Makerbot Series)</li> <li>• 3D Printer Filament (Carbon Fiber, Resin, Nylon, Metal, PLA, ABS, PETG, Polymer, Polylite, Polymax)</li> <li>• Laser Cutters</li> <li>• Composites</li> <li>• Support and replacement parts</li> </ul> And more – contact Sales Rep for more information	39573	PC69193	8/21/18 – 8/20/23	<b>Madeleine Garone</b> (347)676-3804 madeleine.garone@makerbot.com  <b>James Paladino</b> (347)676-3804 james.paladino@makerbot.com