

Purchasing Guide

Appliances/Commercial & Residential – Discount from List

Bid No. 22-001MS

Contract Term: 8/25/2021 – 8/24/2025

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. 22-001MS Appliances/Commercial & Residential – Discount from List
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. 22-001MS

Appliances/Commercial & Residential – Discount from List

Term: 8/25/2021 – 8/24/2021

Board Approved 8/25/2021

Quote #

Quote Date:

Quote Amount:

Quote Prepared by:

Awarded Vendor **Vendor #** **PA#** **Vendor Contact Info.**

Builders Source/dba Baillios

10305

15829

Martha Cano

(505) 220-5831

marthac@baillios.com

Awarded Vendor	Vendor #	PA#	Vendor Contact Info.
Business Services	42311	15830	Terry Brunning (619) 366-1794 Terry@BusinessServicesSolutions.org
Grady's Food Service Equipment	40817	15831	Rosalind Esquibel (505) 450-3694 rosalind@gogradys.com
National Restaurant Supply	11764	15832	Sara Bowen (505) 263-3980 sbowen@nrsupply.com
Douglas Food Stores/dba Douglas Equipment 48431		15833	Rebecca Bergin (304) 327 – 0149 rebecca@douglasequipment.us