

## Purchasing Guide for Athletic and PE Equipment & Related Goods

**BID 21-036RR**

**Contract Term: 1/25/2021 – 1/24/2027**

### **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:*

1. Vendor's Contract Reference Number, *required to get contract pricing*
2. Albuquerque Public Schools Contract: Bid 21-036RR Athletic Equipment & Related Goods
3. Vendor's APS Price Agreement (PA) number (see vendor list below)
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 (copy and paste into requisition):**

*You need to enter the following information on the requisition in the "Comments to Print on Purchase Orders" section of the Header. You may copy and paste this onto the requisition. Enter the applicable requisition number, PA number, quote number, quote date, and vendor contact name, phone and/or email information.*

RQ  
PA  
BID 21-036RR  
Athletic Equipment & Related Goods  
Term: 1/25/2021 – 1/24/2027  
Board Approved 1/25/2021  
Quote:  
Quote Date:  
Quote Prepared by:  
Phone:  
Email:

<b>Awarded Vendor</b>	<b>Vendor #</b>	<b>PA #</b>	<b>Contract Reference #</b>	<b>Vendor Contact for Quotes</b>
BSN Sports	10427	15680	Bid 21-036 RR	Jack Morris 800-527-7510 <a href="mailto:BSNBid@bsnsports.com">BSNBid@bsnsports.com</a>
Gardenswartz Team Sales	11009	15681	Bid 21-036 RR	Jack Jones 505-884-1234 <a href="mailto:gtsjack@mfathletic.com">gtsjack@mfathletic.com</a>

<b>Awarded Vendor</b>	<b>Vendor #</b>	<b>PA #</b>	<b>Contract Reference #</b>	<b>Vendor Contact for Quotes</b>
Gopher Sports	11069	15682	Bid 21-036 RR	Adam Herbst 855-500-2748 <a href="mailto:adamherbst@gophersport.com">adamherbst@gophersport.com</a>
MF Athletics (MFAC)	11509	15683	Bid 21-036 RR	Jenn Lachapelle 800-556-7464 <a href="mailto:mfathletic@mfathletic.com">mfathletic@mfathletic.com</a>
Pyramid School Products	12117	15684	Bid 21-036 RR	Kenneth D. Miller 800-556-7464 <a href="mailto:mfathletic@mfathletic.com">mfathletic@mfathletic.com</a>
Riddell	12206	15685	Bid 21-036 RR	Robin Hotchkiss 800-275-5338 <a href="mailto:dcampbell@riddellsales.com">dcampbell@riddellsales.com</a>
Varsity Spirits	25870	15686	Bid 21-036RR	Robin Hotchkiss 800-533-8022 <a href="mailto:oebids@varsity.com">oebids@varsity.com</a>