

Purchasing Guideline for Athletic Varsity Clothing & Related Materials

BID #20-018DLT

Contract Term: January 13, 2020 - January 12, 2028

QUOTE AND PO INSTRUCTIONS

A quote must be received from the vendor prior to placing the order — this will ensure APS receives the contracted price

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 20-018DLT Athletic Varsity Clothing & Related Materials
2. APS Price Agreement (PA) number (see 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
8. Upload Quote in Attach IT

REQUISITION HEADER COMMENTS

The following information must be entered on the requisition in the "Comments to Print on Purchase Orders" section of the Header, when using the APS Bid:

RQ: XXXXXXXX
PA#: XXXXXX
RFP#: 20-018DLT
Athletic Varsity Clothing & Related Materials
Term: 1/13/20 - 1/12/28
Board Approved: 12/18/2019
Quote#: XXXXXXXX
Quote Date: XXXXXXXX
Quote Prepared By:

VENDOR	VENDOR#	PA#	VENDOR CONTACT INFORMATION
ABQ Jock Shop	38388	15519	Marc Baca 505-899-5700 nd11marc@aol.com
Alert Services	29695	15520	Toni Vanderputte 915-276-2103 toniv@alertservices.com
BSN Sports	10427	15521	John Stafford 800-527-7510 tmjohnson@bsnsports.com

Gardenswartz Team Sales	11009	15523	Jack Jones 505-884-1234 gtscar@gtsteamsales.com
Kollege TownSports		15524	Blake Reid 513-388-8004 bereid@kollegetown.com
PS Ink	12102	15525	Paula Schwartz 505-29-4111 psinknm@comcastnet
Pyramid School Products	12117	15526	Kenny Miller 800-792-2644, Ext 225 orders@pyramidsp.com
Riddell All American	12206	15527	Robin Campbell Hotchkiss 800-275-9844, Ext 3408 dcampbell@riddellsales.com
Tennis Express		15528	Albane Queinnec 713-435-4800 Ext. 467 team@tennisexpress.com
Varsity Spirits	25870	15529	Cecelia Patroliia 800-533-8022, Ext. 5921 alazo@varsity.com