

## Purchasing Guide

**Bid/RFP Title:** BID 24-055AF Plastic Can Liners

**Contract Term:** July 1, 2024 to June 30, 2029

### 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. 24-055AF, Plastic Can Liners
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. 24-055AF

Bid Title: Plastic Can Liners

Term: July 1, 2024 to June 30, 2029

Board Approved: June 26, 2024

Quote #

Quote Date:

Quote Prepared by:

<u>Awarded Vendor</u>	<u>Vendor #</u>	<u>PA#</u>	<u>Vendor Name</u>	<u>Email</u>
Interboro Packaging Corp	16281	16430	Abraham Jeremias	<a href="mailto:abraham@interboropackaging.com">abraham@interboropackaging.com</a>

<u>Awarded Vendor</u>	<u>Vendor #</u>	<u>PA #</u>	<u>Vendor Name</u>	<u>Email</u>
Unipak Corp	24032	16431	Brian Marcus	<a href="mailto:customercare@unipakcorp.net">customercare@unipakcorp.net</a>

<b><u>Awarded Vendor</u></b>	<b><u>Vendor #</u></b>	<b><u>PA#</u></b>	<b><u>Vendor Name</u></b>	<b><u>Email</u></b>
Fleming Chemical Company Inc	10958	16432	Sandra Tinlin	<a href="mailto:sandra.tinlin@flemingchemical.com">sandra.tinlin@flemingchemical.com</a>