

Purchasing Guide for Electronic Device, Monitor & Related Items, Parts, Repair, Replacement

BID 19-052MG
Contract Term: 7/10/2019 – 7/9/2025

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 in order to ensure the quote contains the discounted contract pricing:

1. Albuquerque Public Schools Contract: Bid 19-052MG Electronic Device, Monitor & Related Items, Parts, Repair, Replacement
2. Vendor's APS Price Agreement (PA) number (see vendor list below)
3. APS Site's "**Ship To**" address (*your location*)
4. List of items to be quoted
5. Your APS contact information, in case the vendor has a question regarding your request
6. 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 19-052MG
 Electronic Device, Monitor & Related Items, Parts,
 Repair, Replacement
 Term: 7/10/2019-7/9/2025
 Board Approval Not Applicable
 Quote:
 Quote Date:
 Quote Prepared by:
 Phone:
 Email:

<u>Awarded Vendor</u>	<u>Vendor #</u>	<u>PA #</u>	<u>Vendor Contact for Quotes</u>
iFixYouri Corporation	46985	15380	James Lewis 888-494-4349 jlewis@ifixyouri.com
iRepairNM	41350	15381	Allen Davis 505-610-0226 irepairofnm@live.com

<u>Awarded Vendor</u>	<u>Vendor #</u>	<u>PA #</u>	<u>Vendor Contact for Quotes</u>
iResQ	46989	15382	Dustin Smith 888-447-3728 Dustin@iResQ.com

If Dustin's not available, contact:
Melissa De La Garza
Melissa@iResQ.com

NOTE: Holman's Inc. (Vendor 11191) did not participate in this solicitation and consequently is not an awarded vendor. They cannot provide these services for any APS site during the term of this contract.