

Purchasing Guide
Commercial Equipment Parts & Supplies – Discount from List
Bid No. 25-002MS

Contract Term: 8/20/2024 – 8/19/2028

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. 25-002MS Commercial Equipment Parts & Supplies – Discount from List
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

Bid No. 25-002MS

Commercial Equipment Parts & Supplies – Discount from List

Term: 8/20/2024 – 8/19/2028

Board Approved: N/A (if applicable)

Quote #

Quote Date:

Quote Prepared by:

Awarded Vendor

National Restaurant Supply

Vendor #

11764

PA#

16534

Vendor Contact Info.

Sara Bowen
(505) 263-3980
sbowen@nrsupply.com

Parts Town, LLC/
dba Heritage Food Service LLC

44093

16535

Sabrina Lytle
(844) 821-0720

education@partstown.com

R&B Commercial Service	12131	16536	Mark Reilly or Joe Sena (505) 889-4090 ext. 111 markr@rbcommserv.com js@rbcommserv.com service@rbcommserv.com
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