

## Purchasing Guide

**Bid/RFP Title: BID 24-033AF Student School**

### Planners and Agendas

**Contract Term: March 6, 2024 to March 5, 2030**

#### 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. 24-033AF, Student School Planners and Agendas**
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. **24-033AF**

Bid Title: **Student School Planners and Agendas**

Term: **March 6, 2024 thru March 5, 2030**

Board Approved: March 6, 2024

Quote #

Quote Date:

Quote Prepared by:

#### Awarded Vendor

Business Printing  
Services

#### Vendor #

10442

#### PA#

16410

#### Vendor Name

Leonard Baca

#### Email

[leonard@bpsabq.com](mailto:leonard@bpsabq.com)

#### Awarded Vendor

Coole School

#### Vendor #

15517

#### PA #

16411

#### Vendor Name

Wendy Rankin

#### Email

[wrankin@cooleschool.com](mailto:wrankin@cooleschool.com)

<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>
Global Printing and Packaging	44841	16412	Doug Dratch	<a href="mailto:dougd@gprinting.com">dougd@gprinting.com</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>
Meridian Student Planners		16413	Desirae Plummer	<a href="mailto:meridianplannersales@jostens.com">meridianplannersales@jostens.com</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>
School Mate	15510	16414	Cari Greenough	<a href="mailto:planner@schoolmate.com">planner@schoolmate.com</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>
School Datebooks (SDI Innovations)	23480	16415	Cameron Smyth	<a href="mailto:Cameron.smyth@schooldatebooks.com">Cameron.smyth@schooldatebooks.com</a>