

**Purchasing Guide for Office Equipment & Related Supplies, Purchase, Repair
 BID 19-053MG
 Contract Term: 7/16/2019 – 7/15/2025**

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 19-053MG Office Equipment & Related Supplies, Purchase, Repair
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 19-053MG
 Office Equipment & Related Supplies, Purchase, Repair
 Term: 7/16/2019-7/15/2025
 Board Approval Not Applicable
 Quote:
 Quote Date:
 Quote Prepared by:
 Phone:
 Email:

Awarded Vendor	Vendor #	PA #	Vendor Contact for Quotes
A&R Office Machines -Gestetner Duplicators, supplies -Shredders, supplies -Conon Plotter Printers, supplies -Laminators, supplies -Binding Machines, supplies -Folding Machines -Scanners And more. Call for more information. [Cannot purchase desktop printers]	10007	15383	Ralph Rael 505-344-5235 service@aroffice.com

Awarded Vendor	Vendor #	PA #	Vendor Contact for Quotes
ACCO Brands -All Small Office Equipment, including -Poster/Banner Printers and supplies -Laminators and supplies -Binding machines and supplies -Folding machines and supplies And more. Call for more information. [Cannot purchase desktop printers]	46094	15384	Alex McCoy (Supplies) 662-480-3276 -and- Lane Goss (Equipment) 662-480-3171 Lane.Goss@acco.com (Alex and Lane can quote either area) 800-723-4000 gbc_orders@acco.com
Advantage Duplicator Solutions -Risograph Duplicators, supplies and accessories Call for more information.	46999	15385	Orlando Benavidez 505-856-2566 advantageduplicator@gmail.com
J-Mar & Associates -HP Plotters, supplies -HP Multi-width Printers, supplies -HP Scanners -Maintenance And more. Call for more information. [Cannot purchase desktop printers]	28948	15386	Renaee Moran 505-884-1978 manager@jmarassoc.com
Lutgen & Associates dba Document Technologies -Gestetner, supplies -Lanier Duplicators, supplies -Epson Plotters, supplies, -Formax Folders -Maintenance And more. Call for more information. [Cannot purchase desktop printers]	34633	15387	Phil Polski 505-888-3005 ppolski@doctech.com
MJM Otero Enterprises dba Visual Impressions -Perfecta Wide-format Printers -3-D Printers, supplies -Perfecta Scanners -Formax Folders, supplies -Fastback Binding Machines, supplies -Laminating supplies -Poster Paper, rolls And more. Call for more information. [Cannot purchase desktop printers]	36660	15388	Margaret Otero 505-268-6520 margaret@nmschooltools.com

Awarded Vendor	Vendor #	PA #	Vendor Contact for Quotes
Ricoh USA Inc. -Duplo Folder, supplies -Rico Duplicator, supplies -Fujitsu Scanner -CoilMax Coil Binding Machines, supplies -GBC Laminators, supplies -Epson Laminators, supplies -Maintenance And more. Call for more information. [Cannot purchase desktop printers]	31048	15389	Jonathan Matthews 505-710-1787 jonathan.matthews@ricoh-usa.com
Sandia Office Supply -Laminators, supplies -Binding Machines, supplies -Plotter Printers, supplies -Scanners, supplies -Various Manufacturers of above equipment -Maintenance And more. Call for more information. [Cannot purchase desktop printers]	18758	15390	John Smatana 505-341-4900 johns@sosnm.com
School Specialty -Laminators, supplies -Shredders, supplies -Wide-format Printers, supplies -3-D Printers, and supplies -Various Manufacturers of above equipment And much more. Call for more information. [Cannot purchase desktop printers]	12321	15391	Patsy Stephens 505-639-9668 888-388-3224 patsy.stephens@schoolspecialty.com -or- orders@schoolspecialty.com
Southwest Binding & Laminating -Laminators, supplies -Binding Machines, supplies And more. Call for more information.	46987	15392	Dale Christiansen 800-325-3628 sales@southwest4U.com -and- Rosemary Brumage 800-325-3628