

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. The vendors listed below are under contract, so only one quote is needed.

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. List of items to be quoted
2. Contract #
3. Your APS Contact information (in case the vendor has a question regarding your request.
4. APS Site's "Ship To" address (your location)
5. Instruct the vendor to send you the quote via email in PDF format

Awarded Vendor	Vendor #	Contract #	Vendor Contact
A&R Office Machines <ul style="list-style-type: none">• Gestetner Duplicators, supplies• Shredders, supplies Canon Plotter Printers, supplies• Laminators, supplies• Binding Machines, supplies• Folding Machines• Scanners Cannot purchase desktop printers	10007	15383	Ralph Rael 505-344-5235 service@aroffice.com
ACCO Brands <ul style="list-style-type: none">• All Small Office Equipment, including• Poster/Banner Printers and supplies• Laminators and supplies• Binding machines and supplies• Folding machines and supplies Cannot purchase desktop printers	46094	15384	Alex McCoy 662-480-3276 Lane Goss 662-480-3171 Lane.Goss@acco.com
Advantage Duplicator Supplies <ul style="list-style-type: none">• Risograph Duplicators, supplies and accessories	46999	15385	Orlando Benavidez 505-856-2566 advantageduplicator@gmail.com
J-Mar & Associates <ul style="list-style-type: none">• HP Plotters, supplies• HP Multi-width Printers, supplies• HP Scanners• Maintenance	28948	15386	Renaë Moran 505-884-1978 manager@jmarassoc.com

Lutgen & Associates dba Document Technologies	34633	15387	Phil Polski 505-888-3005 ppolski@doctech.com
<ul style="list-style-type: none"> • Gestetner, supplies • Lanier Duplicators, supplies • Epson Plotters, supplies • Formax Folders • Maintenance 			
MJM Otero Enterprises dba Visual Impressions	36660	15388	Margaret Otero 505-268-6520 margaret@nmschooltools.com
<ul style="list-style-type: none"> • Perfecta Wide-format Printers • 3-D Printers, supplies • Perfecta Scanners • Formax Folders, supplies • Fastback Binding Machines, supplies • Laminating supplies • Poster Paper, rolls 			
Ricoh USA Inc.	31048	15389	Jonathan Matthews 505-710-1787 jonathan.matthews@ricoh-usa.com
<ul style="list-style-type: none"> • Duplo Folder, supplies • Richo Duplicator, supplies • Fujitsu Scanner • CoilMax Coil Binding Machines, supplies • GBC Laminators, supplies • Epson Laminators, supplies • Maintenance 			
Sandia Office Supply	18758	15390	John Smatana 505-341-4900 johns@sosnm.com
<ul style="list-style-type: none"> • Laminators, supplies • Binding Machines, supplies • Plotter Printers, supplies • Scanners, supplies • Various Manufacturers of above equipment • Maintenance 			
School Specialty	12321	15391	Patsy Stephens 505-639-9668 888-388-3224 patsy.stephens@schoolspecialty.com -or- orders@schoolspecialty.com
<ul style="list-style-type: none"> • Laminators, supplies • Shredders, supplies • Wide-format Printers, supplies • Various Manufacturers of above equipment 			
Southwest Binding & Laminating	46987	15392	Dale Christiansen 800-325-3628 sales@southwest4U.com
<ul style="list-style-type: none"> • Laminators, supplies • Binding Machines, supplies 			Rosemary Brumage 800-325-3628