

Los Angeles Unified School District


**AWMS Procurement
Buyer Card Advertisement**

LAUSD AWMS Maintenance and Operations Buyer Card Advertisement Guide

DEFINITION

The Buyer Card is an alternative expedited method to purchase materials and/or services. Purchases between **\$25,000** and **\$78,900** that are not under the District's Annual Contract require advertisement in the District's Maintenance Material Advertisement page.

1. OBTAIN THE MAINTENANCE MATERIAL BID FORM FROM REQUESTOR

	Los Angeles Unified School District <i>Facilities Service Division - Existing Facilities</i>																															
	Maintenance Material Bid Form																															
RFQ #: 5526	Bid Due Date: November 10, 2010	Date: November 17, 2010																														
Reply To: M&O MAINTENANCE CENTRAL 3 1500 E 14th Street LOS ANGELES, CA 90021	Ship To: M&O MAINTENANCE CENTRAL 3 1500 E 14th Street LOS ANGELES, CA 90021																															
Initiator: Lu, Danny Phone: 213-241-0573 Email: danny.lu@lausd.net Fax: 213-241-8948	Supervisor: Finstad, Roger																															
Work Type: Carpenter																																
RFQ Description: AA 9343925 Sunland ES, Large Bookcases																																
Scope:																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Line #</th> <th style="width: 5%;">Qty</th> <th style="width: 5%;">Unit</th> <th style="width: 55%;">Description, Mfg, Model, Notes</th> <th style="width: 15%;">Unit Cost</th> <th style="width: 15%;">Total Cost</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">EA</td> <td>Large Bookcases, STAPLES, A123</td> <td></td> <td></td> </tr> <tr> <td colspan="5" style="text-align: right;">Sub Total</td> <td>_____</td> </tr> <tr> <td colspan="5" style="text-align: right;">Sales Tax @ _____ %</td> <td>_____</td> </tr> <tr> <td colspan="5" style="text-align: right;">Total Cost</td> <td>_____</td> </tr> </tbody> </table>			Line #	Qty	Unit	Description, Mfg, Model, Notes	Unit Cost	Total Cost	1	1	EA	Large Bookcases, STAPLES, A123			Sub Total					_____	Sales Tax @ _____ %					_____	Total Cost					_____
Line #	Qty	Unit	Description, Mfg, Model, Notes	Unit Cost	Total Cost																											
1	1	EA	Large Bookcases, STAPLES, A123																													
Sub Total					_____																											
Sales Tax @ _____ %					_____																											
Total Cost					_____																											
Instructions: To submit a bid, please fax/email this form to the Initiator.																																
Bidder Requirements: All vendors are required to accept MasterCard as payment.																																
Quoted By: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Printed Name Signature/Date </div>																																
LAUSD Vendor Number (if available): _____																																
If you do not have an LAUSD Vendor Number, please provide the following information:																																

2. ACCESS THE MAINTENANCE MATERIAL ADVERTISEMENT PAGE

<http://mo.laschools.org/fis/existing-facilities/m-and-o/s-letters/>

or

<http://mo.laschools.org> and click on the **Maintenance Material Advertisement** under **Quick Links**.

Facilities Services Division > Existing Facilities > Maintenance and Operations Login | Register

Los Angeles Unified School District
FACILITIES SERVICES DIVISION

M & O Home Maintenance Services Operations Services A & E Tech Services Contact Us

Maintenance and Operations

Welcome to the new Maintenance and Operations web site. Here you can find useful information about the services we provide, critical contacts for school staff, a guide for community projects and the Principal's Corner, where data on service calls and energy usage can be found.

I hope your visit is informative and I encourage you to use the Customer Satisfaction Survey or the Contact Us tab on these pages to tell us how we are doing or give us suggestions on what we can do better.

Your M&O team of professionals is committed to providing you with exceptional service and we thank you for visiting.

Sincerely,
Kelly Schmader, Director of Maintenance and Operations

quick links

- School Information Panel / Principal's Corner
- AWMS - Asset and Work Order Management System
- Customer Satisfaction Survey
- Complex Project Managers
- Bid Walk Registration
- Maintenance Material Advertisement
- M & O Forums
- LAUSD Service Calls
- Safe and Clean Schools Initiative

content search

Google Custom Search

announcements

For site repair needs, contact:
Service Call Hotline at
(213) 745-1600

- Reporting Graffiti
- Restroom Hotline
- Frequently Asked Questions

reference documents

- Community Initiated Projects
- M&O Procedures

3. LOG IN TO THE WEBSITE

Click on the word **Login** on the top right corner of the page.

Facilities Services Division > Existing Facilities > Maintenance and Operations > S Letter Registration Login | Register

Los Angeles Unified School District
FACILITIES SERVICES DIVISION

BUYER CARD ADVERTISEMENT

Enter your **email address** and **password** and click on **Submit**.

If you do not have an account, you may register for one on the same page. Please contact Danny Lu (danny.lu@lausd.net) to request access to Advertise Buyer Card purchases.


4. **ADD PROJECT**

Click on the **Add Project** button

Utilize the **Maintenance Material Bid Form** to fill in all of the required fields in the **New Project** form.

BUYER CARD ADVERTISEMENT

Attach **Maintenance Material Bid Form** to form.

Attachment  [Attach](#)

You may scan the **Maintenance Material Bid Form** that was submitted to you by the Requestor or you may download a copy from **Maximo** directly.

Click **OK** when form is complete.





* required

You may view the details of the project, by clicking on the **Project Number**.

Maintenance Material Advertisement

Work Types


Maintenance Area

Project Num	Description	Work Type / Maint. Area	Ship to Location	Initiator	Bid Due Date	Actions
12345	teswt material	Carpentry / M&O Area-C1	test	p g	11/22/2010	 
5526	AA 9343925 Sunland ES, Large Bookcases	Carpentry / M&O Area-C3	M&O Maintenance Central 3	Danny Lu	11/22/2010	 

Bidder Requirements

- All vendors are required to accept MasterCard as payment.

Project Details

 **Project Details**

Project Details

RFQ Number: 5526

RFQ Description: AA 9343925 Sunland ES, Large Bookcases

Initiator: Danny Lu (213) 241-0573

Bid Due Date: Monday Nov 22, 2010 @ 03:30 PM

Work Type / Office: Carpentry, M&O Area-C3

Fax Number: (213) 241-8030


Email Address: danny.lu@lausd.net

Instructions: To submit a bid, please fax/email bid form to the initiator

Scope:

Supervisor: Roger Finstad

Attachments:



- MMBF 

If changes are needed, you may edit the project by clicking on the **edit** icon on the main page.

Maintenance Material Advertisement

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