

(Updated 12-4-17)

TO: All FMS Users
SUBJECT: APPLIANCES

Bid 11019-RFP, Appliances was awarded to Home Depot USA, Inc. If you would like to purchase an appliance please email Prodesk_2509@homedepot.com and **copy Jeanine Beatty at Jeanine_Beatty@homedepot.com on your email**. Include your needs in your email: Energy Star, brand, size/size restrictions if any, with or without an ice maker, top loader, front loader, color, gas, electric, style, etc. Please let them know if you need a commercial unit. Home Depot will prepare a quote for you that you will accept or reject. Before you accept the quote please Google the model number to view a picture of what you should expect to receive. If you accept please do a non-catalog request in FMS based on the quote. Include your quote number in the description and attach the quote to your requisition. **Please note:** If you need installation make sure it's on the quote. If you have questions, please email: procurement@mcpsmd.org.

1. In Request Type – select Goods and Items
2. Item Description – type the appliance information & quote number
3. Select Category code 045.00
4. Select Unit of Measure – Each
5. Add Unit Price
6. Select the vendor, Home Depot USA Inc, site = Bethesda
7. Choose – Add to Cart
8. Check out following the prompts for check-out