

Request a Quote

Fill this out, save it, and email it to info@shinebrightllc.us — we reply within one business day.

HOW IT WORKS

1. List what you need below — paste web links if you have them.
2. Save the completed form to your computer.
3. Email it to info@shinebrightllc.us (or call / text 347-770-2480).
See page 2 for a plain-English guide — no procurement experience needed.

YOUR NAME

TITLE / ROLE

SCHOOL OR AGENCY

DOE LOCATION CODE / ORG

EMAIL

PHONE

DELIVERY ADDRESS

NEEDED BY (DATE)

WHAT YOU NEED

#	ITEM / PRODUCT OR WEB LINK	QTY	NOTES (color, size, spec)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>

Need more than 8 items? Just attach another copy of this form — use as many as you need.

ESTIMATED BUDGET (optional — helps us route it the compliant way)

Under \$250 — buy directly, no quote needed

\$50,000 – \$1,500,000

\$250 – \$30,000 — one quote from us is all you need

Not sure yet

\$30,000 – \$50,000

ANYTHING ELSE WE SHOULD KNOW?

When you're done: save this form and email it to info@shinebrightllc.us

As a City-Certified M/WBE, a single quote from Shine Bright meets NYC purchasing rules for goods up to \$30,000 (NYC DOE Procurement Policy & Procedures §3-10(c)). One vendor, one quote, fully compliant.

How this works — and why one quote from us is enough

New to requesting quotes? This page explains everything in plain language.

Who we are

Shine Bright LLC is a New York City–certified Minority / Women-Owned Business Enterprise (M/WBE) and a registered Department of Education vendor (#SHI357805 01). We supply NYC public schools and city agencies with classroom and instructional materials, technology, furniture, facilities and office products — and we can source almost anything sold online. In 2025 we completed 227 orders for NYC schools.

Why you only need our quote

When a school or agency buys goods, City rules often call for collecting several price quotes. There is a faster, fully compliant path: when you buy from a City-Certified M/WBE like Shine Bright and the purchase is \$30,000 or less, you can proceed with a single quote — ours. You do not have to track down three vendors. (For services the single-quote limit is \$50,000, and larger needs up to \$1,500,000 can go through the City's M/WBE direct-award method.) This is set out in the NYC DOE Procurement Policy & Procedures, §3-10(c). The rule exists to make buying from certified minority- and women-owned businesses simple — which means less work for you.

What “FAMIS-ready” means

We prepare every quote so it drops straight into FAMIS and your school's purchasing process — formatted with the details your bookkeeper or purchasing secretary needs to process it quickly.

How to request a quote — step by step

1. On page 1, fill in your contact and delivery details.
 2. List the items you need; if you found something online, paste the web link and quantity — that's enough. Need more than eight items? Just attach another copy of the form — use as many as you need.
 3. Save the completed form to your computer (File → Save).
 4. Email the saved form to info@shinebrightllc.us.
- Prefer to talk it through? Call or text 347-770-2480. We reply within one business day with a FAMIS-ready quote.

Please share this form

Keep it in your documents folder and forward it to colleagues at other schools or agencies. Anyone who buys supplies for the City can use it.