



**STATE OF TENNESSEE
PROCUREMENT COMMISSION**

3rd Floor, William R. Snodgrass TN Tower, 312 Rosa L. Parks Avenue
Nashville, Tennessee 37243-1102
(615) 741-1035 Fax (615) 741-0684

- AGENDA -

**PROCUREMENT COMMISSION MEETING #008
THURSDAY, JANUARY 16, 2014 – 2:00 P.M.
LEGISLATIVE PLAZA – ROOM 29**

Agenda Item	Page #
I. Call to Order	--
Old Business:	
II. Approval of Minutes from November 20, 2013 Meeting (see attached documentation)	1
New Business:	
III. Proposed changes to the following Central Procurement Office documents (see attached documentation):	
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Reports:	
IV. Certification Related Items (see attached documentation)	23
V. Other Business	--
VI. Adjournment	--

LARRY B. MARTIN, Chairman
Commissioner of Finance & Administration

JUSTIN P. WILSON
Comptroller of the Treasury

ROBERT E. OGLESBY
Commissioner of General Services

MICHAEL F. PERRY
Chief Procurement Officer

**MINUTES OF NOVEMBER 20, 2013
MEETING**



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

BILL HASLAM
GOVERNOR

ROBERT E. OGLESBY, AIA
COMMISSIONER

MINUTES
PROCUREMENT COMMISSION MEETING #007
WEDNESDAY, NOVEMBER 20, 2013
LEGISLATIVE PLAZA, ROOM 29

Members in Attendance:

Justin P. Wilson, Comptroller of the Treasury; Robert E. Oglesby, Commissioner of the Department of General Services; and Mike Perry, Chief Procurement Officer.

Others in Attendance:

Reen Baskin, Paul D. Krivacka, Charles Key, Jamil Moore, Andy Kidd, Shannon Howell, Sherry Whitby, Laura Kinard, Amanda Deer, Trent Andrews, Don Ivancic, Bryan Chriske, Toni Stuart, Tony Bybee, John Bissell, Buddy Lea, Shay Oliphant, Cindy Heatherly, Charlotte McKinney, Matt Brimm, Melinda Parton, Martha Nichols, Mark Naftel, Jenny Young, Wayne Pugh, Angela Flynn, Douwe Yntema, Tom Arnold.

I. Call to Order.

Comptroller Wilson, Procurement Commission Vice Chairperson, called the meeting to order and recognized that with both Commissioner Oglesby and Chief Procurement Officer Perry in attendance, a quorum was present.

II. Minutes from the August 22, 2013 Procurement Commission Meeting.

Comptroller Wilson presented the August 22, 2013 minutes and asked if any corrections were needed. Commissioner Oglesby made a motion to approve the August 22, 2013 minutes as presented. The motion was seconded by Comptroller Wilson, whereupon the August 22, 2013 minutes were unanimously approved.

III. Proposed "TRICOR Purchasing Procedures Manual Business and Program Support Policy 311.01".

Chief Procurement Officer Perry requested that this item be deferred to the January 2014 meeting and recommended that the current policy be extended to March 31, 2014. This will allow ample time for the changes to be presented and approved by the Procurement Commission.

CENTRAL PROCUREMENT OFFICE

312 ROSA L. PARKS AVENUE, 3RD FLOOR • NASHVILLE, TENNESSEE 37243
(615) 741-1035 • FAX: (615) 741-0684 • WWW.TN.GOV/GENERSERV/

Comptroller Wilson made a motion to extend the current “TRICOR Purchasing Procedures Manual Business and Program Support Policy” until March 31, 2014. The motion was seconded by Commissioner Oglesby; whereupon the extension was unanimously approved.

IV. Proposed changes to the following Central Procurement Office documents:

Comptroller Wilson verified that all of the following changes had been approved by the Advisory Council and recommended that each item be presented individually. Chief Procurement Officer Perry introduced Deputy Chief Procurement Officer Shay Oliphant and asked that he discuss each proposed change with the Procurement Commission.

(1) Small Purchases Model

Deputy Chief Procurement Officer Oliphant stated that the small purchases model is used for purchases that are less than or equal to \$10,000. This model serves as a guide for recording quotes related to small purchases when the purchases are permitted by law, policy, or procedure. This is a new model to provide guidance for the new local purchase dollar thresholds and other requirements. Commissioner Oglesby verified the amount was less than or equal to \$10,000. Comptroller Wilson made a motion to approve the Small Purchases Model, which was seconded by Commissioner Oglesby; whereupon the Small Purchases Model was unanimously approved.

(2) Informal Purchases Model

Deputy Chief Procurement Officer Oliphant stated that the Informal Purchases Model is used for purchases that are between \$10,000.01 and \$50,000.00. This model serves as a guide for recording quotes related to informal purchases where the purchases are permitted by law, policy, or procedure. This is a new model to provide guidance for the new local purchase dollar thresholds and other requirements. Comptroller Wilson asked what the difference was between small purchases and informal purchases. Deputy Chief Procurement Officer Oliphant explained that a small purchase is one that is equal to or less than \$10,000. A small purchase does not require competition. An informal purchase is one that is greater than \$10,000 but that does not exceed \$50,000. An informal purchase requires the agency to receive at least three quotes before awarding a contract. Comptroller Wilson made a motion to approve the Informal Purchases Model, which was seconded by Commissioner Oglesby; whereupon the Informal Purchases Model was unanimously approved.

(3) Request for Information (“RFI”) Model

Deputy Chief Procurement Officer Oliphant stated that the Request for Information Model is utilized for informational purposes. The Central Procurement Office (“CPO”) sends these out to a broad group of potential suppliers in order to build a database or prepare for a solicitation. The revised Request for Information Model is applicable to both goods and services and provides more instructions by adding technical and cost forms to solicit more information. Comptroller Wilson made a motion to approve the

Request for Information Model, which was seconded by Commissioner Oglesby; whereupon the Request for Information Model was unanimously approved.

(4) Rule Exception Request (“RER”) Form

Deputy Chief Procurement Officer Oliphant stated that a RER is required when an agency wants to issue or change a contract that contains a clause that does not adhere to the standard template language. Changes to the RER Form include citations and adding a box for the Comptroller’s approval. Commissioner Oglesby acknowledged that the additional Comptroller’s oversight was beneficial and he supports the changes. Comptroller Wilson made a motion to approve the Rule Exception Request Form, which was seconded by Commissioner Oglesby; whereupon the Rule Exception Request was unanimously approved.

(5) Interagency Agreement (“IA”) Model

Deputy Chief Procurement Officer Oliphant stated that the Interagency Agreement Model is utilized when two state agencies, neither of which has the legal capacity to contract separate and apart from the State or to sue or be sued independently of the State wish to enter into an agreement. This model cannot be utilized if the funding source is a grant. Examples would be an agreement between two executive branch agencies, e.g., if the Department of Human Services needed the Department of Children’s Services to perform a service, an agreement between an agency and Department of Human Resources to provide training, etc. This Model simplifies and streamlines the way agencies agree to provide goods and services for each other. Comptroller Wilson made a motion to approve the Interagency Agreement Model, which was seconded by Commissioner Oglesby; whereupon the Interagency Agreement Model was unanimously approved.

(6) Request for Qualifications (“RFQ”) Template

Deputy Chief Procurement Officer Oliphant stated the RFQ Template is utilized to qualify vendors that meet the state’s needs for goods and services detailed within the solicitation. The RFQ template is a new template that will only be used by the Central Procurement Office. Comptroller Wilson asked for an explanation. Deputy Chief Procurement Officer Oliphant stated that a RFQ would be used for vendors that can provide a unique service or product. A RFQ would be issued to seek qualifications and the CPO would use that information as a starting point to move forward with a subsequent solicitation. It is used to pre-qualify vendors that meet the solicitation’s minimum qualifications. Commissioner Oglesby verified that those agencies brought under the CPO’s program with Executive Order No. 27 could also use a RFQ. Chief Procurement Officer Perry noted that the new Rule that goes into effect January 2014 is so narrowly drawn that the conclusion is a RFQ could only be used with a RFP method of procurement. Pending an amendment to the new Rule, a Rule Exception form would be utilized to use a RFQ in conjunction with a procurement method other than a RFP. Comptroller Wilson made a motion to approve the Request for Qualifications Template

which was seconded by Commissioner Oglesby; whereupon the Request for Qualifications Template was unanimously approved.

(7) Interagency Agreement – Grant Template

Deputy Chief Procurement Officer Oliphant stated that the Interagency Agreement is utilized when two state agencies enter into a cost reimbursement grant. All such grants must comply with the CPO's grant management subrecipient grant monitoring policy and procedures and any grant guidelines. Comptroller Wilson asked for an explanation of the difference between a model and a template. Deputy Chief Procurement Officer Oliphant replied that a model provides guidance on how to move forward while a template cannot be changed without an approved Rule Exception Request. Commissioner Oglesby confirmed that agencies cannot use an Interagency Agreement Model to facilitate a grant, and that the Interagency Agreement – Grant Template would have to be utilized. Commissioner Oglesby made a motion to approve the Interagency Agreement - Grant Template, which was seconded by Comptroller Wilson; whereupon the Interagency Agreement – Grant Template was unanimously approved.

(8) Contract Amendment Template

Deputy Chief Procurement Officer Oliphant stated that the Contract Amendment Template is utilized for fee-for-service, no-cost, or revenue contracts. Formatting changes were made and the non-competitive reference was removed. Comptroller Wilson made a motion to approve the Contract Amendment Template, which was seconded by Commissioner Oglesby; whereupon the Contract Amendment Template was unanimously approved.

(9) Amendment Request Form

Deputy Chief Procurement Officer Oliphant stated that the Amendment Request Form accompanies the contract amendment for fee-for-service, no-cost, or revenue contracts. The non-competitive reference was removed from the Amendment Request Form. Comptroller Wilson asked for an example of a request. Deputy Chief Procurement Officer Oliphant referred to a request as asking for permission from the Central Procurement Office and other approving authorities to amend a contract. Comptroller Wilson made a motion to approve the Amendment Request Form, which was seconded by Commissioner Oglesby; whereupon the Amendment Request Form was unanimously approved.

(10) Special Contract Request Form

Deputy Chief Procurement Officer Oliphant stated that a Special Contract Request Form is utilized for no-cost, sole source, revenue, and proprietary contracts entered into via competitive negotiations and for procurements that do not fall within a standard contract model template type. The requested change is an update to the CPO's Special Contract Request Form. Comptroller Wilson made a motion to approve the Special Contract

Request Form, which was seconded by Commissioner Oglesby; whereupon the Special Contract Request Form was unanimously approved.

(11) Protest Bond Example

Deputy Chief Procurement Officer Oliphant stated that the Protest Bond Example serves as guidance as to the form of surety bonds issued to the State on behalf of a protesting party. The example has been updated with references in accordance with the new statutes. Comptroller Wilson made a motion to approve the Protest Bond Example, which was seconded by Commissioner Oglesby; whereupon the Protest Bond Example was unanimously approved.

(12) Business Conduct and Ethics Policy and Procedures

Deputy Chief Procurement Officer Oliphant stated that the definition of immediate family was revised to match the statutory definition. It also distinguishes Central Procurement staff from agency purchasing staff and adds Attachment C, which is the annual attestation for Central Procurement Office employees. Comptroller Wilson asked that the immediate family definition be defined for the record. Deputy Chief Procurement Officer Oliphant read the previous and current definitions for the Commission. Comptroller Wilson asked for more information about Attachment C, which is the Annual Attestation. Deputy Chief Procurement Officer Oliphant stated that the Annual Attestation contains a conflict of interest disclosure section and a confidentiality statement that all CPO staff must sign on an annual basis. Comptroller Wilson made a motion to approve the Business Conduct and Ethics Policy and Procedures, which was seconded by Commissioner Oglesby; whereupon the Business Conduct and Ethics Policy and Procedures were unanimously approved.

(13) Procurement Methods Policy and Procedures

Deputy Chief Procurement Officer Oliphant stated that the requested change to the Procurement Methods Policy and Procedures revises the definition of a RFQ to limit it to use by the CPO only. Comptroller Wilson made a motion to approve the change to the Procurement Methods Policy and Procedures, which was seconded by Commissioner Oglesby; whereupon the Procurement Methods Policy and Procedures were unanimously approved.

(14) Sections 11, 5.13.3, and 6.3.3 of the *Procurement Procedures Manual of the Central Procurement Office*.

Deputy Chief Procurement Officer Oliphant stated that Section 11 clarifies that only the Special Request Contract form is required to support a special contract request for sole source and proprietary procurements and that the Commissioner to Commissioner letter is no longer required. These requested changes will prevent duplicative documentation. Comptroller Wilson made a motion to approve the changes to Sections 11, 5.13.3, and 6.3.3 of the *Procurement Procedures Manual of the Central Procurement Office*, which

was seconded by Commissioner Oglesby; whereupon the changes to Sections 11, 5.13.3, and 6.3.3 of the *Procurement Procedures Manual of the Central Procurement Office* were unanimously approved.

V. Certification Related Items.

Chief Procurement Officer Perry reviewed the current CMRA contracts that the Certification Committee approved. Chief Procurement Officer Perry stated that no action was required by the Procurement Commission, whereupon, the report was accepted by the Procurement Commission.

VI. Other Business.

Comptroller Wilson brought up the recent performance audit findings concerning payment cards and asked if the CPO could discuss at this meeting or at the next meeting, what the CPO was doing to comply with the policies. Chief Procurement Officer Perry concurred and agreed with the findings relative to the P-Card program and stated that the CPO was already aware of some issues with the timely receipt of documentation from card holding agencies. He stated that the CPO has already taken steps to assist agencies in meeting the documentation submission timeline. Additional staff has been added, a tracking matrix has been developed for the documentation, and an escalation process has been implemented. The P-Card program has also been moved to the Training and Compliance area of the CPO and new training is being developed to refresh all card holders and approvers. This training should be available in Edison by November 30. P-Card Policies and Procedures are also being revamped and should be ready soon to go before the Advisory Council. Comptroller Wilson asked for a progress report in the February 2014 Procurement Commission meeting. Commissioner Oglesby added that the audit is a great management tool for the CPO office and the work that the auditors have done is greatly appreciated.

VII. Adjournment.

A motion was made by Comptroller Wilson to adjourn, which was seconded by Commissioner Oglesby; whereupon the November 20, 2013 Procurement Commission Meeting was adjourned.

PROPOSED
CONTRACT TERMINATION REQUEST

Contract Termination Request

If a State Agency determines it to be in the best interests of the State to terminate a contract before the contract end date, either for cause or convenience, the head of the State Agency shall request and obtain the approval of the Chief Procurement Officer prior to any notice of contract termination. Route a completed request, as one file in PDF format, via e-mail attachment sent to: Agsprs.Agsprs@tn.gov

APPROVED	
CHIEF PROCUREMENT OFFICER	DATE

Request Tracking #	
1. Contract #	
2. Goods or Services Caption	
3. Contractor	
4. Requestor Contact Information – name, e-mail address & telephone #	
5. Contract Begin Date	
6. Current Contract End Date	
7. Requested Termination Date	
8. Justification <i>"Termination for convenience" is NOT an acceptable justification; please provide additional justification as applicable.</i>	
Agency Head Signature & Date – contracting agency head or authorized signatory	

**PROPOSED
SOLICITATION CANCELLATION
REQUEST**

Solicitation Cancellation Request

Route a completed request, as one file in PDF format, via e-mail attachment sent to: Agsprs.Agsprs@tn.gov

APPROVED	
CHIEF PROCUREMENT OFFICER	DATE

Request Tracking #	
1. Solicitation #	
2. Goods or Services Caption	
3. Requestor Contact Information - name, e-mail address & telephone #	
4. Approval Criteria <i>Per T.C.A. § 12-3-502(b) and Rule 0690-03-01-.06(3)</i>	<input type="checkbox"/> Unreasonably high prices or failure of all responses to meet technical specifications <input type="checkbox"/> Error or defect in the solicitation <input type="checkbox"/> Cessation of need <input type="checkbox"/> Unavailability of funds <input type="checkbox"/> Lack of adequate competition <input type="checkbox"/> Other reason determined to be in the best interests of the state
5. Justification	
Agency Head Signature & Date – contracting agency head or authorized signatory	

PROPOSED
LIMITATION OF LIABILITY REQUEST

Limitation of Liability Request

In accordance with T.C.A. §12-3-701, approval of the Chief Procurement Officer and the Comptroller of the Treasury is required if the proposed limitation of contractor liability is an amount less than two (2) times the value of the contract; and, approval of the Chief Procurement Officer, Comptroller of the Treasury, and the Commissioner of Finance and Administration is required if the proposed limitation of contractor liability is in excess of two (2) times the value of the contract.

Route a completed request, as one file in PDF format, via e-mail attachment sent to: Agsprs.Agsprs@tn.gov

APPROVED	APPROVED	APPROVED
CHIEF PROCUREMENT OFFICER DATE	COMPTROLLER OF THE TREASURY DATE	COMMISSIONER OF FINANCE & ADMINISTRATION (only for >2 times)

Request Tracking #	
1. Contracting Agency	
2. Solicitation or Contract #	
3. Requestor Contact Information – name, e-mail address & telephone #	
4. Proposed Contract Period –with ALL options to extend exercised	months
5. Anticipated Contract Maximum Liability – with ALL options to extend exercised	\$
6. Approval of this request will permit a limitation of contractor liability by means of the following contract provision. E.#. <u>Limitation of Liability</u> . The parties agree that the Contractor's liability under this Contract shall be limited to an amount equal to () times the Maximum Liability amount detailed in Section C.1. and as may be amended, PROVIDED THAT in no event shall this section limit the liability of the Contractor for intentional torts, criminal acts, or fraudulent conduct.	
7. Goods or Services Description – brief summary only– do NOT restate the proposed scope of service	
8. Potential Risks of Liability to the State Resulting from the Procurement	
9. Anticipated Impact of Proposed Limitation of Liability on the State	

Request Tracking #	
10. Justification	
Agency Head Signature and Date – <i>MUST be signed by the ACTUAL agency head as detailed on the current Signature Certification. Signature by an authorized signatory is acceptable only in documented exigent circumstances</i>	

**PROPOSED
NONDISCRIMINATION LANGUAGE
FOR GRANT MODELS**

PROPOSED CHANGE

Add the following as an optional term to section D of all grant models:

Nondiscrimination

Replace the section with the following ONLY if contracting with a religious organization.

D.8. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the basis of any classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

PROPOSED
HR PRE-APPROVAL ENDORSEMENT
REQUEST



HR Pre-Approval Endorsement Request E-Mail Transmittal

TO : Brigitte Tubbs-Jones, Employment Law Counsel
 Department of Human Resources
 E-mail : Brigitte.Tubbs-Jones@tn.gov

FROM :
 E-mail : _____

DATE :

RE : Request for Human Resources Pre-Approval Endorsement

Applicable RFS #
Human Resources Endorsement Signature & Date:
<div style="border-top: 1px solid black; margin-top: 10px; width: 80%; margin-left: 0;"> Department of Human Resources </div>

Department of Human Resources (HR) pre-approval endorsement is required pursuant to procurement regulations pertaining to contracts with an individual; contracts that involve training State employees (except training pursuant to an information technology system procurement); or services relating to the employment of current or prospective state employees (interviewing, screening, evaluating, *et cetera*). This request seeks to ensure that HR is aware of and has an opportunity to review the procurement detailed below and in the attached document(s). This requirement applies to any procurement method regardless of dollar amount.

Please indicate HR endorsement of the described procurement (with the appropriate signature above), and return this document via e-mail at your earliest convenience.

Contracting Agency	
Agency Contact (name, phone, e-mail)	
Attachments Supporting Request (as applicable – copies without signatures acceptable) <ul style="list-style-type: none"> <input type="checkbox"/> Solicitation Document <input type="checkbox"/> Special Contract Request <input type="checkbox"/> Amendment Request <input type="checkbox"/> Proposed contract or amendment 	
Subject HR Service Description (Brief summary of HR services involved. As applicable, identify the contract and solicitation sections related to the HR services.)	

PROPOSED
E-HEALTH PRE-APPROVAL
ENDORSEMENT REQUEST

PROPOSED DELETION OF:

**SECTION 5.4.7 OF THE *PROCUREMENT
PROCEDURES MANUAL OF THE
CENTRAL PROCUREMENT OFFICE***

REQUEST: As these topics are covered in Section 6.4., Local Purchases, request to delete Section 5.4.7. of the *Procurement Procedures Manual of the Central Procurement Office* in its entirety.

1. ~~DELETE:~~

~~5.4.7. Informal Written, Verbal or Telephone Quotes.~~

~~The dollar value limits for informal written, verbal or telephone quotes shall not exceed \$50,000 for agencies with Delegated Purchasing Authority. The procurement requirements shall not be artificially divided in order to constitute an informal procurement. The selection of vendors for a one-time informal procurement is determined on the vendor's diversity certification status (minority-owned, woman-owned, Tennessee service-disabled veteran-owned or small business), geographical location, past performance, and dollar amount of response.~~

~~All purchases exceeding \$5,000 shall (or such other amount as approved by the Procurement Commission), be based upon three (3) competitive quotes, when practicable. State Agencies shall actively solicit quotes from minority-owned, woman-owned, Tennessee service-disabled veteran-owned and small businesses. A current listing of active and certified diversity business enterprises can be found on the Governor's Office of Diversity Business Enterprise Intranet website at <http://www.tn.gov/businessopp/>. The quotes or a record of quotation shall be filed as part of the procurement file. Signed and dated confirmation of quotes is required for all procurements exceeding \$5,000. If quotes are not obtained from diversity business enterprises, the agency must fully document its good faith efforts to solicit quotes from such businesses. Fax or email confirmation is acceptable as written confirmation of quotes on informal purchases not exceeding \$50,000 for State Agencies procuring under a Delegated Purchase Authority.~~

**CERTIFICATION RELATED
DOCUMENTATION**



STATE OF TENNESSEE
PROCUREMENT COMMISSION
3rd Floor, William R. Snodgrass TN Tower, 312 Rosa L. Parks Avenue
Nashville, Tennessee 37243-1102
(615) 741-1035 Fax (615) 741-0684

RE-CERTIFICATION

1. Item No.763.19b
Service: Janitorial Services
Agency/Location: Tennessee Department of Military
Tennessee Army National Guard
117th Regional Training Institute, Bldg 603
Smyrna, TN
Annual Price: \$15,265.92 or \$1.827816 per square foot, no price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 01/01/2014 – 12/31/2014

2. Item No. 763.38d
Service: Custom Continuous Forms and Warehousing
Annual Spend: \$1,263,634.12
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 01/01/2014 – 12/31/2014

3. Item No. 369.68
Service: Milk (TRICOR)
Agency/Location: Statewide
Annual Spend: \$1,347,818.41, 4.5% price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 01/01/2014 – 12/31/2014

4. Item No. 763.A99
Service: Janitorial Services
Agency/Location: Department of Transportation
Region IV, Regional Transportation Maintenance Center
5344 Boswell Avenue
Memphis, TN
Annual Price: \$21,799.32or \$1.6617 per square foot, no price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 12/01/13 – 11/30/14

LARRY MARTIN, Chairman
Commissioner of Finance & Administration

JUSTIN P. WILSON
Comptroller of the Treasury

ROBERT E. OGLESBY
Commissioner of General Services

MIKE PERRY
Interim Chief Procurement Officer

5. Item No. 763.A98
Service: Janitorial Services
Agency/Location: Tennessee Department of Transportation
TDOT Region IV Help Building
5336 Boswell Avenue
Memphis, TN
Annual Price: \$3,813.96 or \$2.98 per square foot, no price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 12/01/13 – 11/30/14
6. Item No. 763.A156
Service: Vehicle Prep & Inspection Services
Agency/Location: Tennessee Department of Transportation
TDOT Region III Headquarters
6601 Centennial Blvd.
Nashville, TN
Annual Price: \$71,996.40 or \$11.54 per vehicle, no price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 12/01/13 – 11/30/14
7. Item No. 763.A100
Service: Grounds Maintenance Services
Agency/Location: Tennessee Department of Transportation
Region IV, Boswell Complex
5344 Boswell Avenue
Memphis, TN
Annual Price: \$7,008.84 or \$194.69 per cycle, no price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 12/01/13 – 11/30/14
8. Item No. 763.63
Service: Janitorial Services
Agency/Location: Tennessee Department of Military
Tennessee Army National Guard, AFRC
117th RTI, Bldg 686
Smyrna, TN
Annual Price: \$69,135.12 or \$0.8110 per square foot, no price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 12/01/13 – 11/30/14
9. Item No. 763.71a (artificially sweetened) and 763.72c (sugar sweetened)
Service: Beverage Mixes
Agency/Location: Statewide
Annual Spend: \$115,938.75, no price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 12/01/13 – 11/30/14

10. Item No. 763.A97
Service: Coffee & Tea Beverages
Agency/Location: Statewide
Annual Spend: \$199,004.75, no price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 12/01/13 – 11/30/14

11. Item No. 763.38c
Service: Custom Snap Out Forms & Warehousing
Agency/Location: Statewide
Annual Spend: \$549,377.76, no price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 12/01/13 – 11/30/14

NEW CERTIFICATION

12. Item No. 763.A163
Service: Janitorial Services
Agency/Location: Department of Developmental Disabilities
East Tennessee Community Homes Office
Greene Valley Developmental Center
Greeneville, TN
Annual Price: \$10,857.12 or \$0.899140 per square foot
Certification Requested for Period of 12/01/13 – 11/30/14

13. Item No. 763.A164
Service: Janitorial Services
Agency/Location: Tennessee Emergency Management Agency
1510 R.E. Bailey Bypass
Jackson, TN
Annual Price: \$6,674.40 or \$1.0303 per square foot
Certification Requested for Period of 1/01/14 – 12/31/14

DE-CERTIFICATION

14. Item No. 763.31a and 763.31b
Service: Razors, safety, disposable, single and twin blade
Agency/Location: Statewide
Annual Sales in 2013 \$37.50
De-certification effective 12/31/13 due to lack of sales.

ADDENDUM TO CERTIFICATION

15. Item No. 763.A162

Service: Janitorial Services

Agency/Location: Department of Environment & Conservation

Bledsoe Creek State Park

400 Zieglers Fort Road

Gallatin, TN

Annual Price Line 1000146874 \$9,905.84 or \$1.80 per square foot

Annual Price Line 1000146875 \$2,909.05 or \$0.83 per square foot

No price increase requested. No complaints have been filed.

Certification Requested for Period of 12/01/13 – 11/30/14

Reason for Addendum: Change scope of work for April-October to: Clean office one (1) day per week on Fridays between the hours of (8:00am-6:00pm). Change scope of work for November – March to include bathroom cleaning one (1) day per week on Fridays between the hours of (8:00am-6:00 pm).