

RFI Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010186	RFI	RFx	1
Event Round	Version		
1	1		
Event Name			
SWC 104 Body Scanners			
Start Time	Finish Time		
09/12/2017 14:00:00 CDT	09/20/2017 10:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - Purchasing
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States

Contact: Michael Neely
Phone:
Email: michael.t.neely@tn.gov

Event Description

PRE-BID CONFERENCE NOTIFICATION

READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and

Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to

<https://supplier.edison.tn.gov>. Click on the link that says Supplier Portal Home Page and then log in

with your supplier ID and password. Click on the event under the Events box.

Note: Information at the pre-bid will be displayed electronically. No paper copies will be provided. Attendees are advised to prepare copies of the attached event documents for their use at the pre-bid.

This is not a bid request; this is a request for information. Request for Information (RFI)

Conference: Pre-Bid Conference

Title: SWC 317 Copy Paper

-Statewide Contract for Copy Paper

Date: Wednesday, September 20 ,2017

Time: 10:000 AM Central Time Location:

Department of General Services Central Procurement Office Conference Room #: CPO

Morrow Room Tennessee Tower, 3rd Floor

312 Rosa L. Parks Avenue Nashville, TN 37243

Conference Call-in: 615-253-8313

If you have questions, please contact the Solicitation Coordinator Mike Neely at

(615) 741-5971 or Michael.t.neely@tn.gov or call the Central Procurement Office

main number at (615) 741-1035.

Factor Summary

Question	Response
I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid. IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.	

Required: Yes Mandatory Response:Yes

Response Comments

RFI Details (cont.)

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Event ID	Format	Type	Page
32110-0000010186	RFI	RFx	2
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1	1		
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Question	Response
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Will your company accept the State's Purchasing Card (P-Card) as a form of payment under this Statewide

Contract?

Required: Yes Mandatory ResponseNo

Response Comments

Please provide your company's Certificate of Revenue Registration for Tennessee Sales and Use Tax or

Exception Letter if applicable.

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.**
Response Comments

A link to the Central Procurement Office's surveying tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

Required: No Mandatory ResponseNo

Response Comments

Bidder shall enter Catalog Title and Effective Date of Catalog Bid.

Required: Yes Mandatory ResponseNo

Response Comments

RFI Details (cont.)

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Event ID	Format	Type	Page
32110-000010186	RFI	RFx	3
Event Round	Version		
1	1		
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SWC 104 Body Scanners			
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Question	Response
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Enter the amount and location of your inventory in the space provided below.

List the Average Inventory's Dollar Amount
Describe the Type of Products in the Inventory
List the Location of the Inventory

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Inventory

Bidders must have or have available for their own use an inventory of products or supplies sufficient to make shipment within the time stated for delivery. Enter the amount and location of your inventory in the space provided below.

Please list the following for all licenses and permits required by federal and state law.

List the Type of License
List the Name on the License
List the License Number
List the Expiration Date

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Licenses (Listings):

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010186	RFI	RFx	4
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1	1		
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09/12/2017 14:00:00 CDT	09/20/2017 10:00:00 CDT		

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Michael Neely

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Phone:
Email: michael.t.neely@tn.gov

Question	Response
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Does the discount listed on this line include all items in the above catalog listed for this line?

Required: Yes Mandatory ResponseNo

Response Comments

Describe your Quality Control Program or Procedures:

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Quality Control

The vendor/contractor shall furnish competent, skilled supervision to insure that reasonable quality standards are maintained at all times.

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Required: Yes Mandatory Response:Yes

Response Comments

Inventory, Time in Business

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of providing the products requested.

List the Average Inventory Dollar Amount

Please enter the information for three comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010186	RFI	RFx	5
Event Round	Version		
1	1		
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Phone:
Email: michael.t.neely@tn.gov

List the Phone Number

List the Contact Person's Email Address.

Required: Yes Mandatory Response No

Response Comments

Associated Terms:

Inventory, Time in Business

A bidder must have occupied a bona fide place of business with a representative inventory of products or supplies necessary for production of the products for at least one year, must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and must provide any other evidence required and requested in order to establish evidence of its ability to furnish the products or services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Central Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Required: Yes Mandatory Response No

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010186	RFI	RFx	6
Event Round	Version		
1	1		
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Michael Neely
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Phone:
Email: michael.t.neely@tn.gov

Response Comments

Associated Terms:

Purchases by Local Government and Authorized Non-Profit Agencies (SWC) - T500

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Chief Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

- (a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;
- (b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and
- (d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory Response No

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010186	RFI	RFx	7
Event Round	Version		
1	1		
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Response Comments

Question	Response
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Bidder shall enter the percent from their catalog or price list prices. Only one (1) percent minus (-) and discount amount, plus (+) and surcharge amount, or "0" for net is acceptable. Example: -10%.

Required: Yes Mandatory ResponseNo

Response Comments

Iran Divestment Act. By submission of this response, each respondent and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Required: Yes Mandatory Response:Yes

Response Comments

Technical Assistance

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

List the Name of the Technician/Service Representative

List the Technician/Service Representative Address

List the Technician/Service Representative Phone Number

List the Technician/Service Representative Toll Free Phone Number

List the Technician/Service Representative Pager or Cell Number

List the Technician/Service Representative Email Address

List the Technician/Service Representative Website

Required: Yes Mandatory ResponseNo

RFI Details (cont.)

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Event ID	Format	Type	Page
32110-0000010186	RFI	RFx	8
Event Round	Version		
1	1		
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Response Comments

Associated Terms:

Technical Assistance

The vendor/contractor will furnish telephone technical assistance for the type of equipment or services requested within the time frame listed in the attached specifications following and without additional cost to the state.

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

RFI Details (cont.)

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32110-0000010186	RFI	RFx	9
Event Round	Version		
1	1		
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Question	Response
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The bidder shall indicate their standard warranty period

List the Standard Warranty Period

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Warranty Period

Bidder shall indicate their standard warranty period

RFI Details (cont.)

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Event ID	Format	Type	Page
32110-0000010186	RFI	RFx	10
Event Round	Version		
1	1		
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32110-0000010186	RFI	RFx	11
Event Round	Version		
1	1		
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United States

Contact: Michael Neely
Phone:
Email: michael.t.neely@tn.gov

Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010186	RFI	RFx	12
Event Round	Version		
1	1		
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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal. If the information will be submitted in writing please mail to the following address: Department of Finance and Administration 312 Rosa L. Parks Ave. 21st Floor Tennessee Tower ATTN: Supplier Maintenance Nashville, TN 37243
3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016