

RFI Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000013479	RFI	RFx	1
Event Round	Version		
1	1		
Event Name	SWC365 Paper and Plastic Goods		
Start Time	Finish Time		
11/01/2024 12:00:00 CDT	11/07/2024 14:00:00 CST		

Bidder: PUBLIC EVENT DETAILS

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

Contact: Kristine Mitchell
Phone: 615/770-1015
Email: Kristine.Mitchell@tn.gov

Event Description

This is a Pre-Response Conference notification for SWC365 Paper and Plastic Goods for a three year statewide contract with two optional one-year renewals for State of Tennessee Authorized Users.

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 Conference: Pre-Bid Conference

Title: SWC365 Paper and Plastic Goods

Date: November 07, 2024

Time: 2:30PM CT

Location: MS Teams Only. Please note link below and can also be found in the Terms and Conditions.

Link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTgzMjgxNTktMTk0Ny00NmNjLT1lN2UtYjllMGRjMTYwYWFi%40thread.v2/0?context=%7b%22Tid%22%3a%22f345bebf-0d71-4337-9281-24b941616c36%22%2c%22Oid%22%3a%22040b6afa-099d-4bd4-a957-d2221a255f61%22%7d

Meeting ID: 245 779 502 316

Passcode: hayDnV

Dial in by phone

+1 629-209-4396,,46648467# United States, Triune

Find a local number

Phone conference ID: 466 484 67#

Contract Administrator:

Kristine Mitchell

Kristine.mitchell@tn.gov

615-770-1015

Factor Summary

Question	Response
Please enter the number of days, from the bid opening date, after which your bid offer will expire:	

Required: Yes Mandatory ResponseNo

RFI Details (cont.)

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Response Comments

Question	Response
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Please provide the brand and model names of the goods included in this bid:

Required: Yes Mandatory ResponseNo

Response Comments

We ask that you take a few short minutes to complete this survey. The purpose of this survey is to capture Respondents' assessments of CPO procurement processes. Your responses will remain anonymous, and will have no bearing or consideration on contract award.

<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory ResponseNo

Response Comments

How many days after receipt of purchase order will it take to deliver item(s)?

Required: Yes Mandatory ResponseNo

Response Comments

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 ResponseNo

Response Comments

RFI Details (cont.)

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Question	Response
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Respondents must attach their completed Evaluation Model/Bid Pricing Document here.

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

The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent 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 Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at:

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-public-information-library.html>

Required: Yes Mandatory ResponseNo

Response Comments

Will the respondent accept the State's Purchasing Card (P-Card) as a form of payment under the awarded Contract?

Required: Yes Mandatory ResponseNo

Response Comments

List the return goods policy:

Required: Yes Mandatory ResponseNo

Response Comments

RFI Details (cont.)

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Contact: United States
Kristine Mitchell
Phone: 615/770-1015
Email: Kristine.Mitchell@tn.gov

Question	Response
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Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory Response:No

Response Comments

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

Please list the following information:

- List the Contract Administrator's Name
- List the Contract Administrator's Address
- List the Contract Administrator's Phone Number
- List the Respondent's Toll Free Phone Number
- List the Contract Administrator's Pager or Cell Number
- List the Contract Administrator's Email Address
- List the Respondent's Website

Required: Yes Mandatory Response:No

Response Comments

RFI Details (cont.)

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Question	Response
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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 ResponseNo

Response Comments

Confirm your company will have paper and plastic goods that meet the environmentally preferred standards in the Respondents catalog as detailed in the Specifications section 2.

Required: Yes Mandatory ResponseNo

Response Comments

Please attach the Manufacturer(s) Authorization letter required to demonstrate that the Respondent's business is authorized to distribute the products offered under this solicitation.

Required: No Mandatory ResponseNo

**A file attachment is required to satisfy this question.
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Response Comments

Question	Response
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The Respondents shall submit a catalog. The catalog shall contain at a minimum, list price, offer price, item description, manufacturer, and manufacturer part numbers for all paper and plastic goods core items and non-core items within the scope of this contract.

Required: No Mandatory ResponseNo

A file attachment is required to satisfy this question.
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Response Comments

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United States
Contact: Kristine Mitchell
Phone: 615/770-1015
Email: Kristine.Mitchell@tn.gov

Bidder Information

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

RFI Details (cont.)

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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