

General Specifications

For

SWC 537 Forestry and Agricultural Supplies

RFI #32110-24537

State of Tennessee

Department of General Services

Central Procurement

1. Purpose

In this Invitation to Bid, (“ITB”), the State of Tennessee (“State”) is seeking to award up to three (3) contracts for bidders that can cover all categories that can satisfy the State’s Forestry Supplies needs. Supplier(s) awarded a Contract pursuant to this ITB shall provide Forestry Supplies to all Authorized users at the same price and under the same terms and conditions.

The State invites all potential Respondents to provide competitive prices and quality, along with strong organizational capabilities. Additionally, the State will curtail State spend outside of the categories and subcategories listed in Section 3. Respondents must have the ability to restrict or block State purchases on certain categories and subcategories of items and must work with the State to minimize and eventually eliminate spend on items specified in the categories and subcategories listed in Section 4. The list in Section 4 is not all inclusive of the items, categories or sub-categories that need to be blocked. The Supplier will work with the State to achieve 100% compliance in all State approved Categories and Sub-Categories.

2. **Key Outcomes**

By awarding one or more Contracts pursuant to this ITB, the State seeks to accomplish the following:

- 1) To obtain competitive pricing by leveraging a Respondent’s specialization in a certain category
- 2) To minimize and eliminate spend on items that are not specified in the categories and subcategories listed in Section 4. The list in Section 4 is not all inclusive of the items, categories or sub-categories that need to be blocked.
- 3) To reduce cost through operational efficiencies

3. **Blocked Categories and Subcategories on this Contract**

The State has chosen six categories, each with catalog subcategories, to classify items that can be purchased on this Contract. Suppliers must work with the State to eliminate the purchase of items that do not fall into their respective categories and catalog subcategories. The following are subcategories that are an example of the ones not allowed to be sold through this Contract. **This list is not all inclusive.** Other subcategories will be added as needed.

- Paper Products
- Personal Care Products
- Bicycles and Scooters
- Drums
- Furniture, Hospitality, and Food Service Items
- Lab Supplies
- Office Supplies
- Paint, Equipment and Supplies
- Raw Materials

- Uniforms
- Self-Defense and Law Enforcement Items
- Lawn Mowers (Push and riding)
- Body Armor / Riot Equipment
- Permanently installed items such as but not limited to generators, garage doors, central HVAC units, guardrails, stairs, etc.
- Automotive Products and Specialty Tools
- Medical Supplies
- Laundry Supplies
- Cell phone, radio supplies, computer, and other communication equipment
- Building Supplies such as paint, doors, and windows
- Traffic Management Supplies such as cones, cold patches, etc.
- Safety chemical and protective suits
- Shower Curtains
- Motorized lawn maintenance equipment
- Central HVAC units
- Gun and Permanently Installed Safes
- Trash bags
- Value added services such as but not limited to design work, space consulting, inventory management, building maintenance, etc. Free services such as safety courses are excluded from this exemption.
- Custom or made to order items
- Drones
- Portable lifts
- Individual orders greater than \$10,000 in value require prior approval from the CPO Contract Administrator prior to them being able to be considered a contract purchase. Awarded Supplier(s) shall provide the CPO Contract Administrator details concerning the request from the purchasing agency.

4. **Categories and Subcategories**

Bidders must provide discount percentages for 100% of the categories listed in the Evaluation Model. **The submitted catalog(s) can be either an online catalog, an attached catalog (e.g., in either PDF or MS Excel format), or catalog link containing subcategories. Categories and Sub-Categories are more broadly defined through example product lines in Attachment A: SWC 537 Evaluation Model.**

The six categories are listed below:

- 1) Protective Clothing and Gear, items include but are not limited to:
 - Rain jackets, chaps, gaiters, calf wraps, aprons
 - Coveralls, chest waders, jumpsuits, bibs
 - Firefighter clothing, protective shirts, fire retardant clothing
 - Boots, knee, and hip boots
 - Helmets, hardhats (logging, chain sawing, regular)
 - Safety goggles, face masks, shields

- Gloves (driver's gloves, fire gloves, pigskin gloves, latex, powder-free, disposable gloves, winter gloves, air force gloves, planting gloves, leather, cowhide, waterproof gloves)
- 2) Measuring and Surveying Tools, items include but are not limited to:
- Tape measures, tape refills, tape nails, tape holsters
 - Measuring wheels, distance meters
 - Prisms, compasses, GPS systems and accessories
 - Augers, levels, soil probes, probe tips
 - Stakes, wooden stakes, flagging (vinyl, stake, checkered)
 - Axes, shovels, rakes, wedges, hand tools
 - Tree sticks, ruler, scales
 - Waterproof copy paper, journals, clipboards, sheet holders, notebooks
- 3) Firefighting and Safety Equipment, items include but are not limited to:
- Fire extinguishers, fire gloves
 - Fuel bottles, safety cans, drip torches
 - Firefighter goggles, fire extinguishers
 - Sprayers, hoses, nozzles, connectors
 - Fire retardant clothing
- 4) Outdoor Tools and Equipment, items include but are not limited to:
- Multitool pliers, shovels, ratchets, chainsaw racks
 - Traffic cones, boot racks, litter bags
 - Sprayers, bleach/chemicals
 - Wasp spray, insect repellent, tick repellent
 - Hoses, nozzles, connectors
 - Animal traps (snake, mouse, beaver, turtle)
- 5) Hydration and Cooling Supplies, items include but are not limited to:
- Water coolers
 - Hydration systems, backpack covers, backpacks
- 6) Miscellaneous Items, items include but are not limited to:
- Binoculars, window mounts, tripod
 - Flashlights, headlamps, spotlights
 - First aid kits, swabs, general medicine, burn cream
 - Bug spray, tick repellent, yard treatments
 - Multitools, shovels, traffic cones
 - Various tapes, spray paints, flags

5. Product Availability

The Supplier must communicate manufacturer's discontinuation of any products to the State Contract Manager in writing within at least thirty (30) calendar days of the item's

discontinuation. In such instances, Supplier shall work with the State Contract Manager to identify and implement alternative options that shall maintain or reduce costs and supply equal or greater quantities per UOM associated with the replacements. The Supplier shall be prepared to offer detailed quarterly reports if requested by the State, displaying removed items off contract list and suggested replacements.

6. Order Fill Rate

Order fill rates will be maintained at 98% or greater for all orders. Order fill rate, will be defined as “the total number of items on an order filled completely and delivered within the delivery time frame divided by the total number of items on an order.” If an item cannot be delivered within fifteen (15) days, the Authorized User must be updated on the delay and can cancel the order at its discretion.

7. Customer Service

Suppliers must provide the State with a customer service team that will be dedicated to this Contract and be available, at a minimum, on Monday through Friday from 8AM to 5PM Central Time. Suppliers must provide a toll-free telephone number, a toll-free, facsimile number, and an email address to contact the customer service team to place orders and answer any questions. This team will take orders from any State Authorized User. The team’s prime responsibilities consist of managing their network’s distribution and warehousing centers that carry the requested part and arranging prompt delivery to the State’s locations. This team will play an important role in achieving the delivery required by various agencies.

The team must be knowledgeable, qualified, and experienced in its respective so that it can assist the Authorized User’s maintenance and procurement personnel in providing advice on the type of parts that best suit its needs.

The Supplier shall provide the State of Tennessee an emergency contact person for use in times the State either declares a State of Emergency or anticipates an emergency such as a severe weather event.

8. TN SmartShop

If the Supplier(s) maintains an online marketplace then the Supplier(s) may participate in the TN SmartShop initiative. TN SmartShop is an e-marketplace of active statewide contracts where Authorized Users can leverage the buying power of the State to purchase goods and services. The Supplier shall provide and maintain an up-to date online catalog containing items in all categories listed above. The Supplier shall indicate in-stock and out-of-stock status, environmentally friendly options, and identify alternative items that are available if an item is listed as out-of-stock.

9. SmartShop Requirements and Key Performance Indicators

The Supplier shall only include items in TN Smartshop that is within scope of this Contract and within scope of the categories awarded to Supplier. The Supplier shall be solely responsible for blocking Categories not within scope or not awarded to a Supplier of this contract from TN SmartShop. If the State discovers an item on a Supplier's TN Smartshop account that is not within scope of their awarded category or subcategory then the Supplier shall remove the item within 48 hours. Items over \$5,000 or any item considered an asset to the State of Tennessee shall not be purchased or sold from TN Smartshop. Asset items can still be purchased through this contract but must be done through the State's Purchase Order process.

If the Supplier is found to have violated this provision three times within a calendar year, then the Supplier's TN SmartShop account will be removed. Supplier shall only be able to regain their TN SmartShop account after delivering an action plan outlining how the Supplier shall properly manage the TN SmartShop account so that it is compliant based on this contract's scope and scope within each individual Supplier's awarded categories. Upon submission of this action plan, the State reserves the right to either restore the Supplier's Smartshop account or reject the action plan if the State does not believe the action plan properly mitigates the previous compliance problems moving forward.

10. Catalog Updates

This section outlines the establishment and maintenance of a comprehensive catalog extract for Forestry and Agricultural Supplies within the framework of SWC 537. The products found in the catalog extract and offered to the state through SWC 537 will be derived from published catalogs, price lists, or price schedules as defined in this document. Contractors will electronically maintain and distribute these extracts to all Authorized Users. These extracts will only include the manufacturer's product range relevant to this Invitation to Bid's scope and purpose chosen for inclusion by the State of Tennessee. Suppliers may update their catalogs for price increases, decreases, substitutions, and discontinued items quarterly. Catalog updates will take place semi-annually, on September 30th and March 30th each year. State approval will be necessary for any proposed additions or modifications to the catalog extracts.