



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

- REVISED AGENDA -

PROCUREMENT COMMISSION MEETING #006
THURSDAY, AUGUST 22, 2013 – 2:00 P.M.
LEGISLATIVE PLAZA – ROOM 29

Agenda Item	Page #
I. Call to Order/Roll Call	--
Old Business: II. Approval of Minutes from May 28, 2013 Meeting (see attached documentation)	1
New Business: III. Election of Procurement Commission Vice Chairperson	--
IV. Proposed changes to: <ul style="list-style-type: none">➤ Section 6.2 of Policy Number 2013-004, <i>Central Procurement Office Contract Management Policy and Procedures</i>➤ Section 8 of Policy Number 2013-006, <i>Central Procurement Office Authority Delegation Policy and Procedures</i>➤ Section 5.15.3.1 of the <i>Procurement Procedures Manual of the Central Procurement Office</i> (see attached documentation)	5
V. Proposed changes to: <ul style="list-style-type: none">➤ Section 7 of Policy Number 2013-004, <i>Central Procurement Office Contract Management Policy and Procedures</i>➤ Section 5.15.3.2 of the <i>Procurement Procedures Manual of the Central Procurement Office</i> (see attached documentation)	9

LARRY 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

Agenda Item	Page #
VI. Proposed changes to: <ul style="list-style-type: none"> ➤ Section 6.4 of the <i>Procurement Procedures Manual of the Central Procurement Office</i> and Transactional and Fiscal Impact Data (see attached documentation) 	11
VII. Proposed modification of a template in the <i>Procurement Procedures Manual of the Central Procurement Office – Standard Terms and Conditions</i> , No. 32. (see attached documentation)	16
VIII. Increase of Small Purchase Authority Threshold for TDEC State Parks from \$5,000 to \$10,000 (see attached documentation - Section 1.1 of TDEC State Parks Proposed Purchasing Policies and Procedures)	25
Reports:	
IX. Certification Related Items (see attached documentation)	29
Other Business:	
X. Adjournment	--

MINUTES OF MAY 28, 2013 MEETING



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

STEVEN G. CATES
COMMISSIONER

BILL HASLAM
GOVERNOR

MINUTES
PROCUREMENT COMMISSION MEETING #005
TUESDAY, MAY 28, 2013
LEGISLATIVE PLAZA, ROOM 29

Members in Attendance:

Justin P. Wilson, Comptroller of the Treasury; Steven G. Cates, Commissioner for the Department of General Services; Mike Perry, Interim Chief Procurement Officer

Members in Attendance via Conference Call:

Mark Emkes, Commissioner for the Department of Finance and Administration

Others in Attendance:

Matt Brimm, Bryan Chriske, Mary Anne Queen, Andy Kidd, Shay Oliphant, John Bissell, Sheila Simpson, Jeff Magruder, Kyle Hunter, Chris Salita, Sharon Shaneyfeit, Heather Roe, Tara Lawson, Amanda Dear, Tina Pennington, Lindsay Oliveras, Tom Eck, Elizabeth Merkel, Jason Mumpower, Hannah Terry, Paul D. Krivacka, Nate Gorman, Amaris Avant, Tony Bybee, Toni Stuart, Alyssa Cave, Jeaneene Johnson, Marcy Damon, Tom Arnold, Cindy Heatherly, Eric Kohler, Becky Hoffman, Buddy Lea, Lou Alsobrooks, Claire Harris, Edward Wilson, Kim Adkins, Luke Ashley, Tamara Byrd, Amber O'Connell

I. Call to Order.

Comptroller Wilson called the meeting to order and recognized that Commissioner Cates and Mike Perry were present and one member was attending telephonically (Commissioner Emkes).

II. Minutes from the January 31, 2013 Procurement Commission Meeting.

Comptroller Wilson presented the January 31, 2013 minutes and asked if any corrections needed to be made. Commissioner Emkes made a motion to approve the January 31, 2013 minutes and motion was seconded by Commissioner Cates. A roll call vote was taken at the request of Comptroller Wilson, whereupon the January 31, 2013 minutes were unanimously approved. Comptroller Wilson commented to all members concerning the prior Procurement Commission meeting and asked that all minutes be placed on the Central Procurement Office's internet for the public to view.

CENTRAL PROCUREMENT OFFICE

312 ROSA L. PARKS AVENUE, 3RD FLOOR • NASHVILLE, TENNESSEE 37243
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III. Revised Draft Procurement Procedures Manual of the Central Procurement Office.

Interim Chief Procurement Officer Mike Perry presented the revised draft Procurement Procedures Manual of the Central Procurement Office (the "Manual"). Interim Chief Procurement Officer Perry stated that the procedures were vetted by the Advisory Council. He also commented that the Advisory Council Policy Review Subcommittee met on April 17th and 18th to review the Manual. The full Advisory Council approved the Manual on May 1, 2013, contingent on the Manual incorporating certain templates and forms used by State Agencies. Interim Chief Procurement Officer Perry requested a change to Section 5.12, entitled "Negotiation." A redline of the change was provided to the members of the Procurement Commission. Interim Chief Procurement Officer Perry stated the change was needed to reflect the fact that negotiations take place after responses are evaluated instead of after the open file period ends. Interim Chief Procurement Officer Perry also commented that any future changes to the Manual are subject to Procurement Commission approval. Interim Chief Procurement Officer Perry stated that he anticipated coming before the Procurement Commission again in July and making any necessary changes as a result of Public Chapter 403. Interim Chief Procurement Officer Perry stated that the Manual is intended to be a living and breathing document that will continue to be refined by the Central Procurement Office. Comptroller Wilson moved for approval of the Manual with Commissioner Cates seconding the motion. Comptroller Wilson then called for a roll call vote, whereupon the Manual was unanimously approved.

IV. Proposed Purchasing Procedures for Tennessee Department of Environment and Conservation, State Parks.

Mr. Tom Eck, Assistant Commissioner for the Department of Environment and Conservation ("TDEC"), presented the Proposed Purchasing Procedures for TDEC, State Parks. Assistant Commissioner Eck asked for approval for the proposed procedures stating that the current procedures were out of date. Assistant Commissioner Eck expressed the need for procedures that better reflected today's purchasing practices. Comptroller Wilson directed the Procurement Commission to the first page of the Proposed Purchasing Procedures (page 97 of the agenda packet) stating that the effective date of May 1, 2013 needed to be changed to today's date or to June 1, 2013. Assistant Commissioner Eck agreed with Comptroller Wilson's proposed change. Comptroller Wilson next questioned raising TDEC's purchasing threshold to ten thousand dollars (\$10,000). Comptroller Wilson also questioned why TDEC should have a higher purchasing threshold than other State Agencies, which are currently at the five thousand dollar (\$5,000) threshold. Comptroller Wilson was of the opinion that TDEC should remain at the five thousand dollar (\$5,000) threshold until the State changed the policy to ten thousand dollars (\$10,000) for all State Agencies and not just TDEC. Assistant Commission Eck stated that TDEC needs the increase because it has retail operations that are dependent on the generation of revenue. Comptroller Wilson countered by saying that TDEC's situation is no different than the rest of State government. Assistant Commissioner Eck pointed out that the rest of State government does not run commercial businesses and that TDEC's State Parks have voluntary customers who pay for TDEC goods and services. TDEC wanted to make sure that its employees, trained in the field, are able to make those purchasing decisions to support its revenue producing operations. Comptroller Wilson stated that the State as a whole needs to raise the threshold to ten thousand dollars (\$10,000) and not just one State Agency. Interim Chief

Procurement Officer Perry agreed with this statement and explained that the limit will be brought in front of the Procurement Commission, in the near future, to raise the limit to ten thousand dollars (\$10,000), which will need a unanimous approval in order to pass. At that time the Central Procurement Office will provide information from Edison about the impact on other State transactions that fall between five thousand dollars (\$5,000) and ten thousand dollars (\$10,000). Interim Chief Procurement Officer Perry then stated that he anticipated seeking a general increase of the threshold amount applicable to all State Agencies some time in July in conjunction with revisions to the Procurement Procedures Manual. Comptroller Wilson moved to approve the Proposed Purchasing Procedures for TDEC, State Parks, except for Section 1.1 in order to change the threshold from ten thousand dollars (\$10,000) to five thousand dollars (\$5,000). Commissioner Cates seconded the motion and encouraged the Interim Chief Procurement Officer to bring forward whatever recommendation he has in July to raise the threshold limit from five thousand dollars (\$5,000) to ten thousand dollars (\$10,000) in order maintain consistent purchasing thresholds throughout the State. Comptroller Wilson asked if there were any further discussion needed. A vote was taken, whereupon the Proposed Purchasing Procedures for TDEC, State Parks were unanimously approved.

V. Certification Reports.

Comptroller Wilson presented the Certification Report stating that it had been approved by the Certification Committee. Comptroller Wilson stated that nothing unusual was found within the document. Comptroller Wilson asked for any questions or comments, of which there were none presented. He then asked if any further items were needed to come before the Commission. None were brought forth.

VI. Adjournment.

A motion was made by Comptroller Wilson to adjourn, which was seconded by Commissioner Cates. The motion was unanimously approved, whereupon the May 28, 2013 Procurement Commission meeting was adjourned.

PROPOSED CHANGES TO:

- **SECTION 6.2 OF POLICY NUMBER 2013-004,
“CENTRAL PROCUREMENT OFFICE CONTRACT
MANAGEMENT POLICY AND PROCEDURES”**
- **SECTION 8 OF POLICY NUMBER 2013-006,
“CENTRAL PROCUREMENT OFFICE AUTHORITY
DELEGATION POLICY AND PROCEDURES”**
- **SECTION 5.15.3.1 OF THE “PROCUREMENT
PROCEDURES MANUAL OF THE CENTRAL
PROCUREMENT OFFICE”**

REQUEST: The matrixes in Section 6.2 of Policy Number 2013-004, *Central Procurement Office Contract Management Policy and Procedures*; Section 8 of Policy Number 2013-006, *Central Procurement Office Authority Delegation Policy and Procedures*; and § 5.15.3.1 of the *Procurement Procedures Manual of the Central Procurement Office* are deleted and replaced with the following:

Contract Subject Matter	Required Approval or Endorsement
<ul style="list-style-type: none"> • Information technology 	OIR Endorsement
<ul style="list-style-type: none"> • Medical/mental health-related professional, pharmaceutical, laboratory, or imaging 	F&A eHealth Initiative Endorsement
<ul style="list-style-type: none"> • Contract between State Agencies that includes provisions for cooperative programs; • Provision for State legal consultation services 	Governor
<ul style="list-style-type: none"> • Provision for State legal consultation services 	Attorney General ¹
<ul style="list-style-type: none"> • Contract with an individual; • Contract that involves training State employees (except training pursuant to an information technology system procurement); • Services relating to the employment of current or prospective State employees 	Human Resources Commissioner
<ul style="list-style-type: none"> • Contract that involves engineering or architectural services relating to an improvement (including demolition) to real property in which the State of Tennessee has an interest 	State Architect
<ul style="list-style-type: none"> • Delegation of procurement or contract authority by the CPO; • Procurements for goods and services where authority exists under both the SBC and CPO to procure and contract; 	Comptroller of the Treasury ²

¹ See Tenn. Code Ann. § 8-6-106.

² Pursuant to Tenn. Code Ann. § 4-56-108(b), without limitation of the audit authority of the comptroller of the treasury, the comptroller is authorized to examine any documents under the authority of the chief procurement officer.

Contract Subject Matter	Required Approval or Endorsement
<ul style="list-style-type: none"> • Auditing services; • Cooperative agreements as provided in § 12-3-512; • Fee-For-Service procurements or contracts with a maximum liability > \$5,000,000; • Grant contracts with a maximum liability > \$5,000,000; • Fee-For-Service procurements or contracts for new or replacement information systems and technical infrastructure projects for goods and services > \$500,000; • Procurements or contracts utilizing competitive or non-competitive negotiations with a maximum liability > \$250,000; • Revenue procurements/contracts; • No-Cost procurements/contracts; • Procurements/contracts with a term > 60 months (5 years); • Procurements/contracts that propose to limit liability to < 2 times the maximum liability; • Procurements/contracts that propose to change the Records, Annual Report, Audit, or Monitoring clauses; • Procurements/contracts that allow for the negotiation of a necessary, mandatory, or standard contract clause; • Procurements allowing a cost proposal to be evaluated contemporaneously with or prior to the technical proposal evaluation; • Procurements/contracts containing an automatic price escalator; and • Such other procurements/contracts or other items as may be directed by the Commissioner of Finance and Administration or by the Commission. 	

Contract Subject Matter	Required Approval or Endorsement
<ul style="list-style-type: none"> • All requests to procure goods or services by negotiation with a single service provider (a noncompetitive contract) having a term of more than one (1) year or which contain term extension language authorizing a term of greater than one (1) year AND a cumulative value of \$250,000 or more; and • All amendments to a contract, whether competitively or noncompetitively procured, meeting the above term and dollar threshold requirements where the amendment: 1) increases or decreases the maximum liability, 2) extends or shortens the contract term, 3) changes the entity or name of the entity with which the State is contracting, or 4) otherwise changes an original contract or amended contract in a substantive manner. 	Fiscal Review Committee ³

³ Pursuant to Tenn. Code Ann. § 4-56-107(b)(4), the Fiscal Review Committee, pursuant to its jurisdiction under § 3-7-103(a), is authorized to review any other State contract or contract amendment regardless of whether the contract or contract amendment meets these requirements.

PROPOSED CHANGES TO:

- **SECTION 7 OF POLICY NUMBER 2013-004,
“CENTRAL PROCUREMENT OFFICE CONTRACT
MANAGEMENT POLICY AND PROCEDURES”**

- **SECTION 5.15.3.2 OF THE “PROCUREMENT
PROCEDURES MANUAL OF THE CENTRAL
PROCUREMENT OFFICE”**

REQUEST: Section 7 of Policy Number 2013-004, *Central Procurement Office Contract Management Policy and Procedures* and Section 5.15.3.2 of the *Procurement Procedures Manual of the Central Procurement Office* is deleted in its entirety and replaced with the following:

5.15.3.2. Fiscal Review.

Certain contracts or amendments to certain contracts shall be contemporaneously filed with the Central Procurement Office, Office of the Comptroller for approval and with the Fiscal Review Committee of the General Assembly for review. This includes, but is not limited to, the following:

- All proposed noncompetitive contracts with a term of greater than one year or containing a provision authorizing a contract renewal beyond one year, and having a cumulative value of \$250,000 or more;
- Any amendment to a contract described above, whether originally procured competitively or noncompetitively which:
 - Increases or decreases funding;
 - Extends or shortens the contract term;
 - Changes the entity or name of the entity with which the State is contracting; or
 - Otherwise changes an original or amended contract in a substantive manner.

PROPOSED CHANGES TO:

- **SECTION 6.4 OF THE “*PROCUREMENT PROCEDURES MANUAL OF THE CENTRAL PROCUREMENT OFFICE*”**

AND

TRANSACTIONAL AND FISCAL IMPACT DATA

REQUEST: Section 6.4. of the *Procurement Procedures Manual of the Central Procurement Office* is deleted in its entirety and replaced with the following:

6.4. *Local Purchases.*

There are two types of Local Purchase authority: (1) Small Purchases; and (2) Informal Purchases. The limitations, requirements and procedures for each are set forth below.

6.4.1. *Small Purchases.*

6.4.1.1. *Description of Small Purchase.*

State procurement professionals are encouraged to use competitive methods whenever practicable. State Agencies may utilize a Small Purchase authority without soliciting quotes or proposals from multiple vendors when the total value of a contract or a purchase will cost less than such amounts approved by the Procurement Commission. State procurement professionals shall also perform due diligence to ensure that the State is procuring goods and services on terms, conditions, and pricing that is in the State's best interests. All due diligence performed by a state procurement professional, such as benchmarking of pricing, shall be documented for small purchases from \$5,000.01 to \$10,000.00. State procurement professionals shall follow *Manual, Section 5.4.2.*, to identify prospective vendors of goods or services. Moreover, State procurement professionals shall consult Section 10.1 of the *Manual* and actively solicit goods or services from minority-owned, woman-owned, Tennessee service-disabled veteran owned, and small businesses when possible. Agency purchasing professionals shall obtain the Chief Procurement Officer's prior approval for procuring goods or services from sources other than a Statewide Contract when the goods or services to be procured are available from an existing Statewide Contract. In allowing a State Agency to purchase other than "off" of a Statewide Contract, the Chief Procurement Officer may consider, by way of example only, a Contracting Party's past performance, timeliness of performance (e.g., inability to supply the needed goods or services within the timeframe prescribed by the State Agency, etc.), the Contracting Party's ability to supply the goods or services (e.g., by having a source of supply of the requested goods or services), pricing, quality or compatibility concerns. See *Manual, Section 10.4. Purchases Made "Off" Statewide Contract.* See also Policy Number 2013-004, *Central Procurement Office Contract Management Policy and Procedures, Section 4.2.3.*

6.4.1.2. *Conditions of Use for Small Purchase.*

Small purchase authority may be used for goods or services not exceeding such amounts approved by the Procurement Commission. It is important

to note that no procurement shall be artificially divided or split in order to fall within such amounts approved by the Procurement Commission. Similarly, if purchases that fall within the small purchase authority are of a recurring nature and the aggregate total exceeds such amounts approved by the Procurement Commission, the contract is presumed to exceed the small purchase authority and a competitive procurement method must be used (e.g., RFP, ITB or informal quotes).

6.4.1.3. Small Purchase Approval Process.

Small Purchases of a State Agency must be approved by the contract manager, or such other person designated by the State Agency, prior to communication or issuance of a contract or purchase order to a vendor of goods or services.

6.4.2. Informal Purchases.

6.4.2.1. Description of Informal Purchase.

State procurement professionals shall use competitive methods whenever practicable. State Agencies may utilize their Informal Purchase authority by soliciting quotes or proposals from at least three (3) vendors when the total value of a contract or a purchase will cost less than such amounts approved by the Procurement Commission. A non-response from a vendor contacted by a State procurement professional shall not count as one of the three (3) required quotes for purposes of exercising informal purchase authority. State procurement professionals shall also perform due diligence to ensure that the State is procuring goods and services on terms, conditions, and pricing that is in the State's best interests. All due diligence performed by a state procurement professional shall be documented and made a part of the procurement file. State procurement professionals should follow *Manual, Section 5.4.2.*, to identify prospective vendors of goods or services. State procurement professionals should also consult *Section 10.1* of the *Manual* and actively solicit goods or services from minority-owned, woman-owned, Tennessee service –disabled veteran owned, and small businesses when possible. Agency purchasing professionals shall obtain the Chief Procurement Officer's prior approval for procuring goods or services from sources other than a Statewide Contract when the goods or services to be procured are available from an existing Statewide Contract. In allowing a State Agency to purchase other than "off" of a Statewide Contract, the Chief Procurement Officer may consider, by way of example only, a Contracting Party's past performance, timeliness of performance, the Contracting Party's ability to supply the

goods or services, pricing, quality or compatibility concerns. See *Manual, Section 10.4. Purchases Made “Off” Statewide Contract*. See also Policy Number 2013-004, *Central Procurement Office Contract Management Policy and Procedures, Section 4.2.3*.

6.4.2.2. Conditions of Use for Informal Purchase Authority.

Local purchase authority may be used for goods or services not exceeding such amounts approved by the Procurement Commission. It is important to note that no procurement shall be artificially divided or split in order to fall within such amounts approved by the Procurement Commission. Similarly, if purchases that fall within the informal purchase authority are of a recurring nature and the aggregate total exceeds such amounts approved by the Procurement Commission, the contract is presumed to exceed the informal purchase authority and a competitive procurement method must be used (e.g., RFP, ITB or informal quotes).

6.4.2.3. Informal Purchase Approval Process.

Informal Purchases of a State Agency must be approved by the contract manager, or such other person designated by the State Agency, prior to communication or issuance of a contract or purchase order to a vendor of goods or services.

6.4.3. Small and Local Purchase Thresholds.

The Procurement Commission has approved the following small and informal purchase authorities as follows:

Requirement	Dollar Amount of Purchase
Small Purchase Authorization -Approval by all members of the procurement commission	\$.01 to \$10,000
Informal Solicitation Authorization -Approval by all the members of the procurement commission.	\$10,000.01 to \$50,000

TRANSACTIONAL AND FISCAL IMPACT DATA

Purchase Orders:

Range	Quantity	Total Dollar Value
\$5,000.01 to \$10,000.00	793	\$5,545,656.02
\$25,000.01 to \$50,000.00	149	\$5,412,096.37

Contracts - Commodities and Non-Professional Services:

Range	Quantity	Maximum Liability
\$5,000.01 to \$10,000.00	9	\$65,414.83
\$25,000.01 to \$50,000.00	61	\$2,187,867.61

Contracts - Professional Services:

Range	Quantity	Maximum Liability
\$5,000.01 to \$10,000.00	175	\$1,280,432.20
\$25,000.01 to \$50,000.00	31	\$1,118,791.66

**MEMO FROM COMMISSIONER ROBERTS,
DEPARTMENT OF REVENUE, DATED MAY 8, 2013**

AND

**PROPOSED MODIFICATION OF A TEMPLATE IN THE
“*PROCUREMENT PROCEDURES MANUAL OF THE
CENTRAL PROCUREMENT OFFICE*” – STANDARD
TERMS AND CONDITIONS NO. 32**

received
5/14/13



BILL HASLAM
Governor

STATE OF TENNESSEE
DEPARTMENT OF REVENUE
ANDREW JACKSON STATE OFFICE BUILDING
NASHVILLE, TENNESSEE 37242

RICHARD H. ROBERTS
Commissioner

May 8, 2013

Mike Perry, Interim Chief Procurement Officer
Department of General Services
Tennessee Tower, 24th Floor
312 Rosa L. Parks Ave. N
Nashville, TN 37243

RE: Proposed Procedure for Compliance with TCA § 12-4-120(c)

Dear Mr. Perry:

In order to address certain findings of the Office of the Comptroller of the Treasury in connection with their ongoing "Sunset" review of the Tennessee Department of Revenue, I would like to propose the procedure detailed below.

Background

Tenn. Code Ann. § 12-4-120 was enacted in 2000 and generally prohibits the state from contracting to acquire goods or services unless the contractor is registered with the Department of Revenue (DOR) for sales tax collections. Tenn. Code Ann. § 12-4-120(c), as originally enacted in 2000, provided that the Commissioners of Revenue and Finance and Administration (F&A) "shall devise procedures to ensure compliance" with the contracting prohibition. In 2010, subsection (c) was amended to replace the Commissioner of F&A with the Chief Procurement Officer (CPO).

Proposed Procedure

It does not appear that a formal, written procedure was implemented following the enactment of Tenn. Code Ann. § 12-4-120. DOR therefore now presents the following proposed procedure:

1. The CPO will include in all model contracts and RFPs the requirement that any party contracting to provide goods or services shall be registered with the Department of Revenue for the collection of Tennessee sales and use tax. The CPO will refuse to approve a contract unless the contractor provides proof of sales tax registration to the CPO.
2. Any need by the CPO to verify a particular contractor's information will be satisfied by DOR upon request. The CPO will make such request by either (1) contacting DOR Taxpayer Services Call Center at (615) 253-0600 or (2) utilizing DOR's Sales & Use Tax Certificate Verification portal located on the DOR website at <https://tdorbt.tn.gov/resaleaccountverification>.

Mike Perry
May 8, 2013
Page 2

If you have any questions or would like to suggest modifications to this proposed procedure, please advise. We look forward to implementing this procedure as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Richard H. Roberts". The signature is written in a cursive, flowing style.

Richard H. Roberts
Commissioner

cc: Commissioner Steve Cates, Department of General Services
CFO Phillip Mize, Department of Revenue
Staff Auditor Valeria Stadelman, Comptroller of the Treasury

Instructions to Bidders:

1. Read the entire bid, including all terms and conditions and specifications.
2. If submitting the bid by mail: All bid prices must be typed or written in ink on the Line Details portion of the Invitation to Bid (ITB); any corrections, erasures or other forms of alteration to unit prices must be initialed by the bidder.
3. If submitting the bid by mail, the bid must be manually signed in ink; failure to do so will cause rejection of your bid. If submitting the bid on-line, your electronic signature constitutes having signed the bid.
4. Bid prices shall include delivery of all items F.O.B. destination or as otherwise specified.
5. Address all inquiries and correspondence to the Purchasing Agent indicated in the Invitation to Bid.
6. 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 Standard and Special Terms & Conditions, and Specifications embodied in this Invitation to Bid.
7. IMPORTANT: By submitting the bid, the Bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.
8. State statutes require that all bidders be registered prior to the issuance of a contract or a purchase order. Vendors/Bidders can register online at the State of Tennessee Supplier Portal:
<https://supplier.edison.tennessee.gov>.
9. I (We) propose to furnish and deliver any and all of the supplies, services, and/or other commodities named in the Invitation to Bid, and for which I (we) have set prices in my (our) offering.
10. It is understood and agreed that this bid, when certified by authorized signature, shall constitute an offer, which when accepted in writing by the Department of General Services, Central Procurement Office, and subject to the terms and conditions of such acceptance, will constitute a valid binding contract between the State of Tennessee and the Vendor/Contractor (bidder) submitting such offering.
11. By my (our) written signature on this bid I (we) guarantee and certify that all items included in the bid meet or exceed any and all State specifications covering such items. I (We) further agree, if awarded a contract or purchase order as a result of this bid, to deliver such commodities, service or merchandise which meet or exceed the specifications.
12. It is understood and agreed that no contract may be assigned, sublet, or transferred without the written consent of the Central Procurement Office.
13. The inclusion in any bid of a limitation of remedies clause or a limitation of liabilities clause shall be cause for rejection except in bids for telecommunications and information technology goods and services. Pursuant to Tennessee Code Annotated 12-3-314(d), if a limitation of liability is included in the

bid for telecommunications and information technology goods and services it can be for not less than two (2) times the value of the contract and it shall not apply to intentional torts, criminal acts, fraudulent conduct or acts or omissions that result in personal injuries or death. Provided, however, if the Chief Procurement Officer determines that it is necessary to protect the interests of the state, the Chief Procurement Officer may petition the Procurement Commission to approve contractor liability in excess of two (2) times the value of the contract. If the Commission agrees with the Chief Procurement Officer, it may approve such a higher liability amount.

14. All bidders have the right to inspect the bid file, prior to award, upon completion of the evaluation by the Central Procurement Office. Interested bidders should contact the Purchasing Agent following the bid opening date or once the file is open for the seven (7) day inspection period. A "File Open for Inspection" letter will be sent to all bidders detailing the bidder(s) recommended for award and the evaluated award amount(s). Upon request, a reasonable opportunity to inspect the bid file will be provided to the bidder. If there is no request to inspect the bid file by the end of the seven (7) day inspection period, the Purchasing Agent will proceed with the award.

15. Protest by Vendor: Pursuant to Tenn. Code Ann. § 4-56-103, any actual proposer may protest. Please refer to the Central Procurement Office's website to obtain a copy of the protest procedures and protest bond requirements or contact the sourcing analyst or category specialist at 615-741-1035. The website for the Central Procurement Office is as follows: www.tennessee.gov/generalserv/CPO

16. Bid Mailing Instructions: Each individual bid proposal must be returned in a separate envelope package or container and must be properly labeled on the outside referencing the applicable event number and the bid opening date. Bids should be mailed in a properly labeled sealed envelope to the following address:

Department of General Services, Central Procurement Office

Attn: Bidder Services

3rd Floor, William R Snodgrass, Tennessee Tower

312 Rosa L. Parks Avenue

Nashville, TN 37243-1102

17. Subject to paragraph 13, the Contractor agrees to indemnify and hold harmless the State of Tennessee as well as its officers, agents, and employees from and against any and all claims, liabilities, losses, and causes of action which may arise, accrue, or result to any person, firm, corporation, or other entity which may be injured or damaged as a result of acts, omissions, or negligence on the part of the Contractor, its employees, or any person acting for or on its or their behalf relating to this Contract. The Contractor further agrees it shall be liable for the reasonable cost of attorneys for the State in the event such service is necessitated to enforce the terms of this Contract or otherwise enforce the obligations of the Contractor to the State.

In the event of any such suit or claim, the Contractor shall give the State immediate notice thereof and shall provide all assistance required by the State in the State's defense. The State shall give the Contractor written notice of any such claim or suit, and the Contractor shall have full right and obligation to conduct the Contractor's own defense thereof. Nothing contained herein shall be deemed to accord to the Contractor, through its attorney(s), the right to represent the State of Tennessee in any legal matter, such rights being governed by Tennessee Code Annotated, Section 8-6-106

18. Contracts are entered into solely for the convenience of the State of Tennessee. The vendor/contractor understands and agrees that the State of Tennessee, as a signatory party to a contract, is solely responsible for its performance, and that the officers and employees of the Department of General Services, Central Procurement Office, act exclusively as agents of the State for the award, consummation, and administration of contracts and are not personally liable for any performance or nonperformance by the State.

19. A bid must be received in the Central Procurement Office on or before the date and hour designated for the bid opening or the bid will be rejected.

20. The Central Procurement Office may reject any or all bids. Action to reject all bids shall be taken only for unreasonably high prices, errors in the Invitation to Bid (ITB), cessation of need, unavailability of funds, or any other reason approved by the Procurement Commission. The Procurement Commission has authorized rejection of all bids for failure to secure adequate competition. If an ITB is to be re-advertised, all prior bids shall remain closed to inspection until the evaluation of the re-advertisement is complete.

21. All present and former employees or officials of the State are referred to Tennessee Code Annotated 12-4-103.

22. Any individuals with disabilities who wish to participate in public meetings such as a scheduled pre-bid conference or other scheduled function should contact the Central Procurement Office to discuss any auxiliary aids or services needed to facilitate such participation. Such contact may be in person, by writing, telephonically, or otherwise, and should be made no less than ten (10) days prior to the scheduled event, to allow time for the Central Procurement Office to provide such aid or service.

23. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, 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 vendor/contractor. The vendor/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.

24. TAXES: Purchases of goods by the State of Tennessee are exempt from Tennessee sales and use tax pursuant to Tenn. Code Ann. 67-6-329(a) (4), and the state is generally exempt from Federal excise tax. Contractors are subject to Tennessee sales and use tax on all materials and supplies used in the

performance of a contract, whether such materials and supplies are purchased by the contractor, produced by the contractor, or provided to the contractor by the State, pursuant to Tenn. Code Ann. 67-6-209. The contractor agrees to pay all taxes incurred in the performance of an awarded contract.

State agencies which procure products for the purpose of resale shall register with the Department of Revenue. Upon registration the agency will issue resale certificates to the successful contractor(s) for products procured for resale. The agency is responsible for the collection of the appropriate sales or use tax when the product is sold.

25. Exceptions to terms and conditions and/or those proposed by the bidder which may vary from the invitation to bid may render the bid unresponsive and subject the bid to rejection.

26. Unless otherwise stated, all goods called for by a purchase order must be tendered in a single delivery in compliance with the delivery time specified and payment is due only on such tender. Partial shipments and/or back orders will only be accepted with receiving agency's prior authorization.

27. All products, materials, supplies and equipment offered and furnished must be new, of current manufacturer production, and must have been formally announced by the manufacturer as being commercially available as of the date of the bid opening, unless otherwise stated in this event.

28. Manufacturers of chemical products which are the subject of purchase contracts for the State of Tennessee shall list and maintain a material safety data sheet (MSDS) for such chemical products on the national MSDS search repository or on the manufacturer's website so that such information can be accessed by means of the Internet. A site operated by or on behalf of the manufacturer or a relevant trade association is acceptable so long as the information is freely accessible to the public. In lieu of posting a MSDS on MSDSSEARCH, a bidder shall include the manufacturer's universal resource locator (URL) for its MSDS in the event. For purposes of this MSDS requirement, the Department of General Services recognizes the following URL for national MSDS search repository:MSDS-SEARCH, which can be accessed on the internet at: <http://www.msdsearch.com>.

29. Conflict of Interest: The State may not consider a solicitation response from an individual who is, or within the past six (6) months has been, a state employee. For purposes of this solicitation, an individual shall be considered to be a "state employee" and prohibited from submitting a response to this solicitation for six (6) months after such time as all compensation for salary, termination pay, and annual leave has been paid to such state employee. A contract with or a solicitation response from a company, corporation, or any other contracting entity in which a controlling interest is held by a state employee shall be considered to be a contract with or a solicitation response from a state employee as though the state employee were submitting a response or entering a contract on his or her behalf. Notwithstanding the foregoing, a contract with or a solicitation response from a company, corporation, or any other contracting entity that employs an individual who does not own a controlling interest in such entity and who is, or within the past six months has been, a state employee shall not be considered a contract with or a solicitation response from a state employee and shall not constitute a prohibited conflict of interest.

30. Governing Law. This Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The contractor agrees that it will be subject to the exclusive jurisdiction of the courts of Tennessee in actions that may arise under this contract. The Contractor acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising therefrom, shall be subject to and limited to those rights and remedies, if any, available under Tennessee Code Annotated, Section 9-8-101 through 9-8-407.

31. State and Federal Compliance: The contractor shall comply with all applicable state and federal laws and regulations in the performance of this contract.

32. Professional Licensure and Department of Revenue Registration: All persons, agencies, firms, or other entities that provide legal or financial opinions, which a Proposer provides for consideration and evaluation by the State as a part of a proposal in response to this solicitation, shall be properly licensed to render such opinions. Before the Contract resulting from this solicitation is signed, the apparent successful Proposer (and Proposer employees and subcontractors, as applicable) must hold all necessary, appropriate business and professional licenses to provide service as required. The State may require any Proposer to submit evidence of proper licensure. Before the Contract resulting from this solicitation is signed, the apparent successful Proposer must be registered with the Department of Revenue for the collection of Tennessee sales and use tax. The State shall not award a contract unless the Proposer provides proof of such registration. The foregoing is a mandatory requirement of an award of a contract pursuant to this solicitation.

33. Prohibition of Illegal Immigrants: The requirements of State of Tennessee's Public Acts, 2006, Chapter Number 878 and Executive Order 41 addressing the use of Illegal Immigrants in the performance of any contract to supply goods or services to the State of Tennessee, shall be a material provision of this contract, a breach of which shall be grounds for monetary and other penalties, up to and including termination of this contract.

As required by Public Acts, 2006, Chapter Number 878, no person may enter into a contract to supply goods or services to the State without first attesting in writing that the person will not knowingly utilize the services of Illegal Immigrants in the performance of this contract, and will not knowingly utilize the services of any subcontractor who will utilize the services of Illegal Immigrants in the performance of this contract. For purposes of this contract, "Illegal Immigrant" shall be defined as any person who is not either a United States citizen, a lawful permanent resident, or a person whose physical presence in the United States is authorized or allowed by the department of homeland security and who, under federal immigration laws and/or regulations, is authorized to be employed in the U.S. or is otherwise authorized to provide services under the contract. The contractor hereby attests, certifies, warrants, and assures that it shall comply with this term and condition for the entire contract period.

The contractor understands and agrees that failure to comply with this section will be subject to the sanctions of Public Chapter 878 of 2006 for acts or omissions occurring after its effective date. This law requires the Commissioner of Finance and Administration to prohibit a contractor from contracting with, or submitting an offer, proposal, or bid to contract with the State of Tennessee to supply goods or

services for a year after a contractor is discovered to have knowingly used the services of illegal immigrants during the performance of this contract. The contractor may appeal the imposition of the one-year prohibition by utilizing an appeals process established by the Commissioner of Finance and Administration.

As per Executive Order 41, the contractor shall be required to submit semi-annual Attestation Forms and obtain a signed Attestation Form from any subcontractor prior to the use of the subcontractor and semi-annually thereafter during the contract period. The records shall be subject to review and random inspection at any reasonable time upon reasonable notice by the State. Records shall include but are not limited to the following:

Documentation on contractors' employees and subcontractor personnel working on this contract showing that they are legal to work in the United States and payroll records.

Signed and dated Attestation Forms for your company that have been submitted to the Central Procurement Office and Attestation Forms obtained from subcontractor(s).

Note: The contractor shall be required to obtain prior approval to subcontract from the Deputy Commissioner of General Services, Central Procurement Office.

By authorized signature on this Invitation to Bid the contractor constitutes signing the Attestation Form for the initial six (6) months of the contract period. The contractor shall be required to submit signed Attestation Forms on a semi-annual basis from the start date of the contract period through to its completion date to the Central Procurement Office. Such attestations shall be maintained by the contractor in a permanent file on the vendor premises and made available to State officials upon request. The State of Tennessee provides an "approved Attestation Form" to support the reaffirmation process. The form can be accessed and printed from the internet at http://tn.gov/generalserv/purchasing/for_bidders.html.

**INCREASE OF SMALL PURCHASE
AUTHORITY THRESHOLD FOR TDEC
STATE PARKS
FROM \$5,000 TO \$10,000**

**SECTION 1.1 OF TDEC STATE PARKS
PROPOSED PURCHASING POLICIES AND
PROCEDURES**

1. **Purpose:** These policies and procedures will be limited to the purchase of services, raw materials, and merchandise for resale, supplies and equipment necessary for providing quality services at State Park inns, cabins, restaurants, golf courses, gift shops, marinas, snack bars, and vending machines.

1.1 Procurement Types and Limits:

1.1.1 Purchases over \$2,000: All purchases over \$2,000 require a requisition created in Edison by the requestor and approved by his or her supervisor. This will insure inclusion in the State inventory system for assets and will establish accountability. Freight charges and installation charges shall be included in the total cost of all asset purchases. All purchases will be approved in accordance with established Edison spending limits.

1.1.2 Purchases less than \$10,000: Purchases less than \$10,000 do not require competitive bidding, but Tennessee State Parks personnel are encouraged to seek competitive pricing where practicable.

1.1.3 Purchases over \$10,000 and under \$25,000: Purchases over \$10,000 and under \$25,000 shall be competitively procured. A minimum of three vendors shall be contacted. Telephone, email or fax bids are acceptable. A copy of the awarded vendor's bid must be attached to the requisition to confirm the bid.

1.1.4 Procurements for \$ 25,000 and up: Any procurement valued at \$25,000 and over shall require a formal event process. All requests over \$25,000 will be procured by the Fiscal Procurement staff. All purchases shall be approved in accordance with established Edison spending limits. All such procurements shall be supported by a requisition and shall utilize competitive bidding, if appropriate.

1.1.5 Purchase of items for resale: Purchase of commercial items for authorized resale shall be purchased based on consumer preference and behavior. Such purchases do not require competitive bidding, but must be obtained using the Edison system. Tennessee State Parks personnel are encouraged to seek competitive pricing where practicable. An annual customer preference survey shall be conducted by park marketing staff and submitted to the TDEC Director of Procurement for review.

1.1.6 Grant Specified Procurements: Purchases of equipment, goods and services will be based on the grant's Memorandum of Understanding and shall be based upon the funding authority's requirements and competitively bid if practicable. All such procurements over \$2,000 will be completed utilizing the Edison system.

1.1.7 Contract purchases: Purchases shall be made from a statewide contract, if such a contract is available.

1.1.8 Sole Source and Proprietary Purchases: All sole source and proprietary purchases over \$10,000 must be approved by the Director of Procurement. Sole source or proprietary justification documentation must be included on all Edison requisitions. All sole source requests shall include a letter on company letterhead from the vendor/manufacturer stating that the vendor is the sole source of the product or service.

1. **Note: "Sole Source Procurement"** means a procurement for which only one vendor possesses the unique and singularly available capability to meet the requirements of the solicitation, such as technical qualifications, ability to deliver at a particular time, or services from a public utility or a situation where a particular supplier or person is identified as the only qualified source available to the requisitioning authority. "Proprietary Procurement" means a procurement of a good or service that is used, produced, or marketed by a person or persons having the exclusive right to provide the service or manufacture or sell the product.

1.1.9 Major Equipment: consists of machinery, implements, tools, furniture, vehicles (such as golf carts), and other apparatus with a unit cost of \$5,000 or more. Purchases under this authority shall be restricted to equipment and supplies that contribute to the profitability of the operation. All procurement requests shall be approved in accordance with established Edison work flow approval limits. All major purchases will be forwarded to the Deputy Commissioner of State Parks for approval if deemed necessary by the Procurement Director.

- 1.1.9.1 All major equipment needs shall be addressed in the formal annual budget process to ascertain the availability of funds for the proposed expenditure. Priorities shall be determined at this time. Justification, which should describe how the

proposed expenditure will create new revenues, and/or cut costs by gained efficiencies, shall be provided. The justification shall also explain whether the requested procurement is for purchase new equipment, or to replace existing equipment. Equipment requests not included in the budget will be considered based upon the status of revenue collections or presence of a grant specified Memorandum of Understanding.

1.1.9.2 All equipment offered by a vendor shall be new unless the purchase of used equipment is determined to be more economically feasible, and the equipment is of appropriate quality. The solicitation shall specify if the State is willing to accept used equipment. Such willingness shall be identified to all potential respondents. The condition of used equipment shall be verified before purchase. Demonstrations may be required. No used item is acceptable if serial numbers or any other manufacturer's identifying label or markings have been removed, obliterated, or changed in any way.

1.1.9.3 Reconditioned items are not considered new, and shall not be accepted.

1.1.9.4 Tennessee State Parks may request bids for new equipment utilizing trade-in of used equipment. In such cases, a trade-in price quotation will be requested, as well as a separate price quotation without trade-in. Tennessee State Parks reserves the right to award the bid with or without trade-in. The value of used equipment will be determined by a market survey.

1.1.10 Major maintenance and/or renovations: Any major maintenance and/or renovations or capital project expenditures will be included in the State of Tennessee Capital Projects Budget and sent to the State Building Commission for approval. These policies and procedures do not authorize such purchase.

1.1.11. Documentation shall be kept of all procurements and such records shall be made available for review by State authorities upon request.

**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. 763.10
Service: Janitorial Services
Agency/Location: Board of Probation & Paroles
1432 W. Main Street, Suite 500
Lebanon, TN
Annual Price: \$4,854.84 or \$2.157705 per square foot,
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

2. Item No. 763.11
Service: Janitorial Services
Agency/Location: Labor & Workforce Development
837-845 Ester Lane/1501-A Sarah Court
Murfreesboro, TN 37129
Annual Price: \$8,250.60 or \$1.71888 per square foot,
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

3. Item No. 763.12
Service: Janitorial Services
Agency/Location: Tennessee Board of Probation & Paroles
1711 Old Fort Parkway
Murfreesboro, TN 37129
Annual Price: \$13,084.08 or \$1.50 per square foot,
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

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

4. Item No. 763.13A
Service: Janitorial Services
Agency/Location: Department of Environment & Conservation
Archeology Division
TPS Campus, Cole Complex, Bldg. 3
1216 Foster Avenue
Nashville, TN 37210
Annual Price: \$6,246.36 or \$1.64378 per square foot,
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

5. Item No. 763.A13
Service: Janitorial Services
Agency/Location: Department of Environment & Conservation
Archeology Division
TPS Campus, Cole Complex, Bldg. 2
1214 Foster Avenue
Nashville, TN 37210
Annual Price: \$6,246.36 or \$1.64378 per square foot, no price
increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

6. Item No. 763.14
Service: Janitorial Services
Agency/Location: Department of Transportation
Region 3 Complex, Bldgs. A, B, C, F, RTMC, 17 Restrooms
& Bldg. E Locker Rooms
6601 Centennial Blvd.
Nashville, TN
Annual Price: \$147,384.48 or \$1.56960649208 per square foot,
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

7. Item No. 763.14B
Service: Janitorial Services
Agency/Location: Department of General Services
Surplus Property
6500 Centennial Blvd.
Nashville, TN 37209
Annual Price: \$10,499.64 or \$1.39995 per square foot,
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

8. Item No. 763.15
Service: Janitorial Services
Agency/Location: Department of Human Services
903-907 Buffalo Street
Johnson City, TN
Annual Price: \$19,168.08 or \$1.1999 per square foot
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

9. Item No. 763.B15
Service: Janitorial Services
Agency/Location: Department of Environment & Conservation
Environmental Assistance Office
2220 Silverdale Road
Johnson City, TN
Annual Price: \$22,648.20 or \$1.45442 per square foot
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

10. Item No. 763.C15
Service: Janitorial Services
Agency/Location: Department of Labor & Workforce Development
206 High Point Road
Johnson City, TN
Annual Price: \$9,811.20 or \$1.81689 per square foot
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

11. Item No. 763.002
Adult Incontinent Briefs and Pads
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14
Total annual sales \$371,020.04 for the 2/2012 to 1/2013 period.

12. Item No. 763.016
Service: Janitorial Services
Agency/Location: Tennessee Emergency Management Agency
803 North Concord Street
Knoxville, TN 37919
Annual Price: \$9,005.52 or \$0.90055 per square foot

No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

13. Item No. 763.017

Service: Janitorial Services
Agency/Location: Alcohol & Beverage Commission
4420 Whittle Springs Road
Knoxville, TN 37917
Annual Price: \$3,748.92 or \$1.13 per square foot
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

14. Item No. 763.A17

Service: Janitorial Services
Agency/Location: Department of Safety
Tennessee Highway Patrol Headquarters
7601 Kingston Pike
Knoxville, TN
Annual Price: \$9,600.00 or \$1.28 per square foot
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

15. Item No. 763.B17

Service: Janitorial Services
Agency/Location: Department of Safety, Legal Division
322 Nancy Lynn Lane
Knoxville, TN 37919
Annual Price: \$5,315.04 or \$1.65012 per square foot
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

16. Item No. 763.B18

Service: Janitorial Services
Agency/Location: Tennessee Board of Probation & Paroles
1311 South Locust, Suite 101
Lawrenceburg, TN 38464
Annual Price: \$5641.32 or \$1.8316 per square foot
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

17. Item No. 763.A23
 - Service: Janitorial Services
 - Agency/Location: Department of Environment & Conservation
Environment & Conservation Office
245 Blanton Road
Nashville, TN 37210
 - Annual Price: \$2,642.28 or \$1.76152 per square foot
 - No price increase requested.
 - Satisfaction: No complaints have been filed.
 - Re-Certification Requested for Period of 05/01/13 – 04/30/14

18. Item No. 763.B23
 - Service: Janitorial Services
 - Agency/Location: Board of Probation & Paroles
220 Blanton Road
Nashville, TN 37210
 - Annual Price: \$13,173.748 or \$0.76408 per square foot
 - No price increase requested.
 - Satisfaction: No complaints have been filed.
 - Re-Certification Requested for Period of 05/01/13 – 04/30/14

19. Item No. 763.C23
 - Service: Janitorial Services
 - Agency/Location: Department of Agriculture
Forestry Office
222 E. Main Street
Livingston, TN 38570
 - Annual Price: \$1,306.56 or \$2.17760 per square foot
 - No price increase requested.
 - Satisfaction: No complaints have been filed.
 - Re-Certification Requested for Period of 05/01/13 – 04/30/14

20. Item No. 763.024
 - Service: Janitorial Services
 - Agency/Location: Department of Environment & Conservation
Environment & Conservation Office
1221 Burgess Falls Road
Cookeville, TN 38501
 - Annual Price: \$17,172.84 or \$1.1803 per square foot
 - No price increase requested.
 - Satisfaction: No complaints have been filed.
 - Re-Certification Requested for Period of 05/01/13 – 04/30/14

21. Item No. 763.A24
 - Service: Janitorial Services
 - Agency/Location: Department of Labor & Workforce Development

613 Ashville Highway
Greeneville, TN 37143
Annual Price: \$3,730.44 or \$2.07 per square foot
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

22. Item No. 763.B24
Service: Janitorial Services
Agency/Location: Board of Probation & Paroles
425 South Water Street
Gallatin, TN 37066
Annual Price: \$5,376.24 or \$1.55563 per square foot
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14
23. Item No. 763.C24
Service: Janitorial Services
Agency/Location: Department of Children's Services
289 Plus Park Blvd.
Nashville, TN 37217
Annual Price: \$16,295.40 or \$1.303632 per square foot
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14
24. Item No. 763.D24
Service: Janitorial Services
Agency/Location: Alcoholic Beverage Commission
117 West Park Court, Suite 1
Talbott, TN 37877
Annual Price: \$2,159.52 or \$1.5514 per square foot
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14
25. Item No. 763.025
Service: Janitorial Services
Agency/Location: Department of Children's Services
1810 Columbia Hwy.
Franklin, TN 37064
Annual Price: \$11,821.56 or \$1.173239 per square foot
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14

26. Item No. 763.D25
Service: Janitorial Services
Agency/Location: Tennessee Housing Development Authority
930 N. Ellington Parkway
Lewisburg, TN
Annual Price: \$5.004.24 or \$13169 per square foot,
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14
27. Item No. 763.A53
Service: Janitorial Services
Agency/Location: Military Department
Tennessee Army National Guard
117th Regional Training Institute
Building 500
Smyrna, TN
Annual Price: \$29,362.80 or \$0.9200 per square foot, no price
increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 06/01/13 – 05/31/14
28. Item No. 763.29
Service: Janitorial Services
Agency/Location: Tennessee Board of Regents
Tennessee Technology Center at Murfreesboro
1303 Old Fort Parkway
Murfreesboro, TN 37129
Annual Price: \$16,096.44 or \$1.02938 per square foot, no price
increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 06/01/13 – 05/31/14
29. Item No. 763.55
Service: Janitorial Services
Agency/Location: Department of Safety
I-40 Scale House Complex
Mile Marker 372
Knoxville, TN
Annual Price: \$7,232.28 or \$2.0664 per square foot, no price
increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 7/01/13 – 6/30/14

30. Item No. 763.93

Service: Janitorial Services

Agency/Location: Tennessee Department of Transportation
Regional Transportation Management Center (RTMC)
Knoxville, TN

Annual Price: \$20,023.44 or \$1.4501 per square foot, no price increase requested.

Satisfaction: No complaints have been filed.

Re-Certification Requested for Period of 7/01/13 – 06/30/14

31. Item No. 763.20

Service: Operation & Maintenance of Rest Areas (9 Total Sites)

Agency/Location: Tennessee Department of Transportation
TDEC Contingency Funds

Annual Price \$193,449.96, reflecting a price decrease.

Re-Certification Requested for Period of 07/01/13-06/30/14

Item ID Numbers: 1000136942-1000136949 and 1000136951

Annual Price: \$3,758,285.28, which represents a price increase.

Satisfaction: No complaints have been filed.

Re-Certification Requested for Period of 07/01/13-06/30/14

32. Item No. 763.A148

Service: Janitorial Services

Agency/Location: Department of Safety
Giles County Scale Complex

I-65 North Bound Side between Mile Marker 5 & 6
Nashville, TN 37210

Annual Price: \$8,798.52 or \$1.76 per square foot for daily services

Annual Price: \$3,970.92 or \$.79 per square foot for once a month deep cleaning services. No price increase requested.

Re-Certification Requested for Period of 07/01/13 – 06/30/14

33. Item No. 763.24

Service: Janitorial & Day Porter Services

Agency/Location: Tennessee Army National Guard
Headquarters, Houston Barracks

3041 Sidco Drive
Nashville, TN

Annual Price for Nighttime Janitorial: \$102,849.48 or \$0.60 per square foot, no price increase requested.

Annual Price for Day Porter/Custodial Services: \$75,438.96 or \$0.44 per square foot, no price increase requested.

Satisfaction: No complaints have been filed.

Re-Certification Requested for Period of 7/01/13 – 6/30/14

34. Item No. 763.19c
Service: Janitorial Services
Agency/Location: Military Department
Tennessee Army National Guard
117th Regional Training Institute
Aviation Building 680
Smyrna, TN 37167
Annual Price: \$13,379.04 or \$1.2553 per square foot, no price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 07/01/13 – 06/30/14
35. Item No. 763.D18
Service: Janitorial Services
Agency/Location: Department of Labor & Workforce Development
Tax Office
230 East James Campbell Blvd. Suite 112
Columbia, TN 38401
Annual Price: \$4,584.96 or \$1.5283 per square foot
No price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 05/01/13 – 04/30/14
36. Item No. 763.A56
Service: Special Events, Janitorial & Dishwashing Services
Agency/Location: Department of Education
York Agricultural Institute
701 N. Main Street
Jamestown, TN 38556
Annual Price: \$29,663.56, no price increase requested.
Satisfaction: No complaints have been filed.
Re-Certification Requested for Period of 7/01/13 – 6/30/14

NEW CERTIFICATIONS

1. Item No. 763.A25
Service: Janitorial Services
Agency/Location: Department of Safety
Tennessee Highway Patrol Headquarters
111 Ellison Road
Lafollette, TN 37766
Annual Price: \$2,285.16 or \$1.75 per square foot

Certification Requested for Period of 05/01/13 – 04/30/14

2. Item No. 763.B25
Service: Janitorial Services
Agency/Location: Department of Labor & Workforce Development
1513 University Avenue
Knoxville, TN 37919
Annual Price: \$10,261.68 or \$1.30 per square foot
Certification Requested for Period of 05/01/13 – 04/30/14

3. Item No. 763.C25
Service: Janitorial Services
Agency/Location: Department of Safety Driver's License Office
340 Montbrook Lane
Knoxville, TN 37919
Annual Price: \$10,574.04 or \$1.22 per square foot
Certification Requested for Period of 05/01/13 – 04/30/14

DE-CERTIFICATION(S)

1. Item No. 763.A23
Service: Janitorial Services
Agency/Location: Comptroller's Office
390 S. Lowe, Suite C
Cookeville, TN 38501
Annual Price: \$3,826.44 or \$1.15953 per square foot.
Satisfaction: No complaints have been filed.
De-Certification Requested to be Effective 5/31/13 due to Agency
moving to another location.