

SWC# 616 Staple Groceries Contract Information and Usage Instructions

Contract Period: April 1, 2015 through May 31, 2017 with 2 options for renewal through May 31, 2019.

Summary/Background Information: This contract is for food products and distribution to K-12 and other public agencies. This statewide contract is available to local governments.

State Contact Information

Contract Administrator:

Lindsey Lattner
Category Specialist
Central Procurement Office
(615) 741-9282
Lindsey.Lattner@tn.gov

Secondary Contact Administrator:

Clyde Hicks
Category Specialist
Central Procurement Office
(615) 741-2026
Clyde.Hicks@tn.gov

Additional State Contacts

N/A

Vendor Contact Information:

Company name: US Foods
Edison Contract Number: 44057
Vendor Number: 21872

Mailing address of contacts:

US Foodservice Inc
269 Kings Court
Alcoa, TN 37701

Contacts for Accounts Shipped from Knoxville:

Name of contact person (Primary): Jim Gibbs
Position of contact: Account Executive
Phone number(s) of contact: 865-455-0422
Email address of contact: Jim.Gibbs@usfoods.com
Fax: 480-629-6898

Revised on: 7/30/15

Name of contact person (Secondary): Sandy Finchum
Position of contact: Customer Service Rep-Sr.
Phone number(s) of contact: 865-380-3134
Email address of contact: sandy.finchum@usfoods.com
Fax: 480-629-6898

Contacts for Accounts Shipped from Memphis:

Name of contact person (Primary): Jimmy Green
Position of contact: Bid Manager
Phone number(s) of contact: 901-363-4541
Email address of contact: Jimmy.Green@usfoods.com

Name of contact person (Secondary): Sidney Thompson
Position of contact: Inside Sales Support
Phone number(s) of contact: 901-363-4541 X3290
Email address of contact: Sidney.Thompson@usfoods.com
Fax: 901-629-6898

Emergency Call Procedures:

N/A

Usage Instructions:

- First time orders:
 - Contact the Vendor to set up an account.
 - Provide estimated usage *prior* to your first order, including how often you will order, what types of products, and estimated volumes.
 - Account set-up for the first order could take up to two-weeks.
- Locations West of I-65 will be shipped from Memphis; Locations East of I-65 will be shipped from Knoxville.
- Orders for the Knoxville shipping location should be sent to: sandy.finchum@usfoods.com and copied to Jim.Gibbs@usfoods.com; OR faxed to 480-629-6898, Attention of Sandy Finchum and copied Jim Gibbs.
- Orders for the Memphis shipping location should be sent to: Sidney.Thompson@usfoods.com and copied to Jimmy.Green@usfoods.com; OR faxed to 901-629-6898, Attention of Sidney Thompson and copied to Jimmy Green.
- Local governments follow the same instructions for account set-up and ordering; local procedures will be used for submitting an order by email, fax, or directly through the US Foods website.
- Minimum order (exemption) is \$350.00.

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- This is a cost-plus, catalog contract. The contract does not contain a fixed core item price list. The prices displayed on the Edison contract and in the catalog already include the cost-plus fee; no additional mark-up should be added.
- The current items and prices are accessible through the catalog on the US Foods website. The Edison contract items and prices are only as current as the last manual update. Items and prices should be verified through the catalog on the US Foods website.
- The catalog is available through the following link and requires a username and password that will be assigned during the account set-up process: www.usfoods.com/order
- ***This contract is not set-up as a punch-out at this time. If you submit an order on the US Foods site, the order will go directly to US Foods without an Edison Requisition or PO!***
- Below are screenshots with notes to help orient you to key functions of the US Foods website.

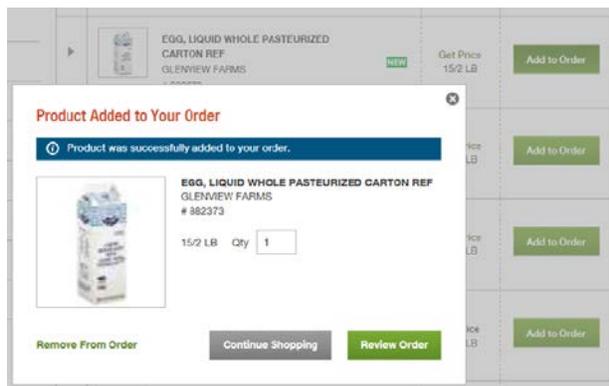
Product Search Example:



Item search results for Chicken Example:

▶	 <input type="checkbox"/> Compare	<p>CHICKEN, BREAST 4 OZ BREADED RAW FROZEN PRIME TYSON # 3054947</p>	<input checked="" type="checkbox"/> CMA	<p>Get Price 42/4 OZ</p>	<p>Click Get Price if no price displayed</p> <p>Add to Order</p>
▶	 <input type="checkbox"/> Compare	<p>CHICKEN, NUGGET .64 OZ BREADED SEASONED BREAST MEAT CHILD- TYSON # 1484740</p>	<input checked="" type="checkbox"/> CMA	<p>\$13.24 / CS 2/5 LB</p>	<p>Add to Order and select your quantity</p> <p>Add to Order</p>

After selecting Add to Order, options to Remove item from Order, Review Order, or Continue Shopping:



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Submit will send order directly to US Foods and will NOT create a Req and PO from Edison!
Click Print or Download to export selected items into a CSV file to assist with entering product information into a Requisition in Edison.

MANAGER: ALVIN C YORK INSTITUTE (71143762) For this example, the login was under Alvin C York

Search Catalog Sign Out

Shop Products Our Exclusives My Business List: Order Guide **Current Order \$48.83** Click on Current Order to Review items selected

Can Download selected items to a CSV or XML file LEARN MORE

Review Order

(1) Products Ready To Be Ordered

Can change your product quantity or click X to remove the item

	MILK, EVAPORATED VITAMINMILK, EVAPORATED VITAMIN	\$48.83 / CS	6/#10 CN	CS	X
JERZEE	Brand				
#6054688	Vendor Product #				

The price(s) shown above are estimates only. Actual prices will be reflected on your invoice. Thank you for your order!

Current Order

- Total Cases: 1
- Total Eaches: 0
- Order Total: \$48.83
- Delivery Date: 06/24/2015
- PO #: Add

Submit Continue Shopping Save Order Cancel Order

Submit will send order through to US Foods and will NOT create a Requisition and PO from Edison!

A CSV looks like this, just like an Excel file:

	A	B	C	D	E	F	G	H
1	PRODUCT NUMBER	DESCRIPTION	BRAND	PACK SIZE	PRICE	PRODUCT	CASE QUANTITY	EACH QUANTITY
2	6054688	MILK, EVAPORATED VITAMIN	JERZEE	6/#10 CN	\$48.83	CS	1	0
3								

Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please refer to the Reference Material on the Central Procurement Office website:
<http://tn.gov/generalservices/article/agency-reference-material>

Billing and Payment Instructions:

FOB Destination in 7-10 Days.
Payment is Net 45 Days.

Asset and Inventory Management:

Not Applicable.

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