



# Event Details

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-0000009279	Sell	RFx	1
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
SWC 152 Commercial Coffee Brewers & Accessories			
<b>Start Time</b>		<b>Finish Time</b>	
01/12/2016 10:00:00 CST		01/22/2016 14:00:00 CST	

**Bidder:** PUBLIC EVENT DETAILS

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

**Contact:** Douglas Whitcomb  
**Phone:** 615/741-3856  
**Email:** Douglas.Whitcomb@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Event Description

This event is to bid for a 3 year statewide contract for commercial coffee machines and accessories.

Specifications and terms & conditions are attached.

State Solicitation Coordinator Contact Information: Douglas Whitcomb at (615) 741-3856

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

The purpose of this Invitation to Bid Event/Source of Supply Event is to establish a term contract (s) to provide commercial coffee machines and accessories to the State of Tennessee, with products and/or services as described in the attached terms, conditions, specifications, and price sheet.

A term contract means a contract in which a source or sources for supply are established for a specified period of time at an agreed upon price(s).

If the Review and bid on this event link included in the e-mail notification does not work, please contact the Solicitation Coordinator at Douglas.Whitcomb@tn.gov  
Click on the link that says Bid Opportunities and log in with your vendor ID and password.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: <https://supplier.edison.tn.gov/> (Maintain supplier information)  
Central Procurement Office Website: <http://www.tn.gov/general-services/section/central-procurement-office> The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

## General Questions

Question	UOM	Best	Worst	Response
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Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

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

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

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

Yes



# Event Details (cont.)

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Event ID	Format	Type	Page
32110-000009279	Sell	RFx	2
Event Round	Version		
1	1		
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ReqYes Mandatory ResponseNo

### Response Comments

Associated Terms:

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

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

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

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

List the Return Goods Policy:

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

**Return Goods Policy**

All costs associated with the return of goods for repair and/or replacement under warranty shall be done at the expense of the vendor/ contractor, unless otherwise specified. The bidder shall indicate below their standard return goods policy.

The bidder shall indicate their standard warranty period

List the Standard Warranty Period

Required: Yes Mandatory ResponseNo



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-000009279	Sell	RFx	3
Event Round	Version		
1	1		
Event Name			
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### Response Comments

Associated Terms: **Warranty Period**  
Bidder shall indicate their standard warranty period

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

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website  
Required: Yes Mandatory Response No

### Response Comments

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

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name  
List the Sub-Contractor's Address  
List the Sub-Contractor's Contact Person  
List the Sub-Contractor's Phone Number

No



# Event Details (cont.)

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Event ID	Format	Type	Page
32110-000009279	Sell	RFx	4
Event Round	Version		
1	1		
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ReqYes Mandatory ResponseNo

### Response Comments

Associated Terms: **Subcontracting**  
The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

What is the Brand/Model you are Bidding?  
Required: Yes Mandatory ResponseNo

### Response Comments

Bidder shall enter Catalog Title, Effective Date of Catalog Bid, and percentage discount (Optional).  
Required: Yes Mandatory ResponseNo

### Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date: 0  
Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms: **Bid Offer Expiration**  
Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

How many days after receipt of purchase order will it take you to deliver this item? 0  
Required: Yes Mandatory ResponseNo



# Event Details (cont.)

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Event ID	Format	Type	Page
32110-000009279	Sell	RFx	5
Event Round	Version		
1	1		
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### Response Comments

#### Inventory, Time in Business

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

List the Average Inventory Dollar Amount

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

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.  
Required: Yes Mandatory Response No

### Response Comments

Associated Terms:

#### **Inventory, Time in Business**

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

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

#### Technical Assistance

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



# Event Details (cont.)

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Event ID	Format	Type	Page
32110-0000009279	Sell	RFx	6
Event Round	Version		
1	1		
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**Bids allowed in other currency:** No

provided below.

List the Name of the Technician/Service Representative

List the Technician/Service Representative Address

List the Technician/Service Representative Phone Number

List the Technician/Service Representative Toll Free Phone Number

List the Technician/Service Representative Pager or Cell Number

List the Technician/Service Representative Email Address

List the Technician/Service Representative Website  
Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

**Technical Assistance**

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

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

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

Required: No Mandatory ResponseNo

### Response Comments

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



# Event Details (cont.)

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Event ID	Format	Type	Page
32110-000009279	Sell	RFx	7
Event Round	Version		
1	1		
Event Name			
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**Bids allowed in other currency:** No

compliance with the above and further certifies that this bid is made without collusion or fraud. Yes  
Required: Yes Mandatory Response: Yes

### Response Comments

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.

No

Required: Yes Mandatory Response: No

### 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".

Yes

Required: Yes Mandatory Response: Yes



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-000009279	Sell	RFx	8
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
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**Bids allowed in other currency:** No

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### Response Comments



# Event Details (cont.)

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32110-000009279	Sell	RFx	9
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
SWC 152 Commercial Coffee Brewers & Accessories			
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**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

### Line Details

**Line:** 1 **Item ID:** **Line Qty:** 75.00 **UOM:** Each **Bid Qty:**   
**Required:** Yes **Reserve Price:** No

**Description:** Brewer, Coffee, commercial grade, automatic, 12 cup, low profile with two lower warmers, no top warmer, hot water faucet

Question	UOM	Best	Worst	Response
What is the unit price of this item?		0		<input type="text"/>
<b>Required:</b> Yes <b>Mandatory Response:</b> No				

#### Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:  
**Required:** No **Mandatory Response:** No

#### Response Comments

**Associated Terms:** **Bid Offer Expiration**  
Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

**Line:** 2 **Item ID:** **Line Qty:** 25.00 **UOM:** Each **Bid Qty:**   
**Required:** Yes **Reserve Price:** No

**Description:** Brewer, Coffee, Commercial Grade, automatic, 3 warmers, 2 upper/1 lower, 64 oz. brew capacity, hot water faucet,

Question	UOM	Best	Worst	Response
What is the unit price of this item?		0		<input type="text"/>



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-000009279	Sell	RFx	10
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
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Question	UOM	Best	Worst	Response
Please enter the number of days that your bid offer will expire from the bid opening date. Required: Yes Mandatory Response: No		0	0	<input type="text"/>

Required: No Mandatory Response: No

### Response Comments

### Response Comments

Associated Terms:

#### **Bid Offer Expiration**

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

**Line:** 3 **Item ID:** **Line Qty:** 30.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Brewer, Coffee, Commercial Grade, pourover, no plumbing required, 3 individually controlled warmers, 12 cups

Question	UOM	Best	Worst	Response
What is the unit price of this item?		0		<input type="text"/>

Required: Yes Mandatory Response: No

### Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:		0	0	<input type="text"/>
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Required: No Mandatory Response: No

### Response Comments

Associated Terms:

#### **Bid Offer Expiration**

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# Event Details (cont.)

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<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-000009279	Sell	RFx	11
<b>Event Round</b>	<b>Version</b>		
1	1		
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**Line:** 4 **Item ID:** **Line Qty:** 30.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Brewer, Coffee, Commercial grade, pourover, 2 warmers (1 up/1 down), no plumbing required,

Question	UOM	Best	Worst	Response
What is the unit price of this item?		0		<input type="text"/>

**Required:** Yes **Mandatory Response:** No

### Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:	0	0	<input type="text"/>
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**Required:** No **Mandatory Response:** No

### Response Comments

**Associated Terms:** **Bid Offer Expiration**  
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**Line:** 5 **Item ID:** **Line Qty:** 250.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Decanter, coffee, 64 oz., shatter resistant glass, black handle, 12 cups

Question	UOM	Best	Worst	Response
What is the unit price of this item?		0		<input type="text"/>

**Required:** Yes **Mandatory Response:** No

### Response Comments



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32110-0000009279	Sell	RFx	12
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1	1		
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Question	UOM	Best	Worst	Response
Please enter the number of days that your bid offer will expire from the bid opening date:		0	0	<input type="text"/>
Required: No Mandatory Response: No				

### Response Comments

Associated Terms: **Bid Offer Expiration**  
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**Line:** 6 **Item ID:** **Line Qty:** 50.00 **UOM:** Each **Bid Qty:**   
**Required:** Yes **Reserve Price:** No

**Description:** Decanter, coffee, 64 oz., shatter resistant glass, 12 cup, black handle, 3 per pkg.,

Question	UOM	Best	Worst	Response
What is the unit price of this item?		0		<input type="text"/>
Required: Yes Mandatory Response: No				

### Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

UOM	Best	Worst	Response
	0	0	<input type="text"/>

Required: No Mandatory Response: No

### Response Comments

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32110-0000009279	Sell	RFx	13
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**Line:** 7 **Item ID:** **Line Qty:** 100.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Decanter, coffee, 64 oz., high impact resistant material, stainless steel base, black handle, fits 12 cup coffee makers

Question	UOM	Best	Worst	Response
What is the unit price of this item?		0		<input type="text"/>
<b>Required:</b> Yes <b>Mandatory Response:</b> No				

### Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:	0	0	<input type="text"/>
<b>Required:</b> No <b>Mandatory Response:</b> No			

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**Line:** 8 **Item ID:** **Line Qty:** 50.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Decanter, coffee, 64 oz., shatter resistant glass, decaf orange handle, fits 12 cup coffee makers

Question	UOM	Best	Worst	Response
What is the unit price of this item?		0		<input type="text"/>



# Event Details (cont.)

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32110-000009279	Sell	RFx	14
<b>Event Round</b>	<b>Version</b>		
1	1		
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312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

**Contact:** Douglas Whitcomb  
**Phone:** 615/741-3856  
**Email:** Douglas.Whitcomb@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

Question	UOM	Best	Worst	Response
Please enter the number of days that your bid offer will expire from the bid opening date. Required: Yes Mandatory Response: No		0	0	<input type="text"/>

Required: No Mandatory Response: No

### Response Comments

### Response Comments

Associated Terms:

#### **Bid Offer Expiration**

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

**Line:** 9 **Item ID:** **Line Qty:** 25.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Decanter, coffee, 64 oz., high impact resistant material, stainless steel base, decaf orange handle, fits 12 cup coffee makers

Question	UOM	Best	Worst	Response
What is the unit price of this item?		0		<input type="text"/>

Required: Yes Mandatory Response: No

### Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

0 0

Required: No Mandatory Response: No

### Response Comments

Associated Terms:

#### **Bid Offer Expiration**

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-000009279	Sell	RFx	15
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
SWC 152 Commercial Coffee Brewers & Accessories			
<b>Start Time</b>		<b>Finish Time</b>	
01/12/2016 10:00:00 CST		01/22/2016 14:00:00 CST	

**Bidder:** PUBLIC EVENT DETAILS

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

**Contact:** Douglas Whitcomb  
**Phone:** 615/741-3856  
**Email:** Douglas.Whitcomb@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Line:** 10 **Item ID:** **Line Qty:** 300.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Filter, coffee, paper, regular, flat bottom, 12 cup, approx. 4.25" base diameter x 2.75" height  
9.75" overall, 250 count

Question	UOM	Best	Worst	Response
What is the unit price of this item?		0		<input type="text"/>
<b>Required:</b> Yes <b>Mandatory Response:</b> No				

### Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:	0	0	<input type="text"/>
<b>Required:</b> No <b>Mandatory Response:</b> No			

### Response Comments

**Associated Terms:** **Bid Offer Expiration**  
Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.



## Event Details (cont.)

### PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-0000009279	Sell	RFx	16
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
SWC 152 Commercial Coffee Brewers & Accessories			
<b>Start Time</b>		<b>Finish Time</b>	
01/12/2016 10:00:00 CST		01/22/2016 14:00:00 CST	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

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

**Contact:** Douglas Whitcomb  
**Phone:** 615/741-3856  
**Email:** Douglas.Whitcomb@tn.gov

### Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-000009279	Sell	RFx	17
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
SWC 152 Commercial Coffee Brewers & Accessories			
<b>Start Time</b>		<b>Finish Time</b>	
01/12/2016 10:00:00 CST		01/22/2016 14:00:00 CST	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services  
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NASHVILLE TN 37243  
United States

**Contact:** Douglas Whitcomb  
**Phone:** 615/741-3856  
**Email:** Douglas.Whitcomb@tn.gov



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-000009279	Sell	RFx	18
Event Round	Version		
1	1		
Event Name			
SWC 152 Commercial Coffee Brewers & Accessories			
Start Time		Finish Time	
01/12/2016 10:00:00 CST		01/22/2016 14:00:00 CST	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
**Contact:** Douglas Whitcomb  
**Phone:** 615/741-3856  
**Email:** Douglas.Whitcomb@tn.gov

## Appendix B - Terms & Conditions

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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 or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

Tennessee Department of General Services  
Purchasing Division  
3rd Floor Tennessee Tower  
Nashville, TN 37243

If the supplier is currently doing business with the state please submit changes to the following address:

Department of Finance and Administration

3. 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 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.
4. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and 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.