

PRINTING SUPPLIES SPECIFICATIONS:

The purpose of this sourcing event is to secure bids from qualified vendors and establish a contract for the delivery and supply of offset printing supplies and offset printing inks for the State of Tennessee, Document Solutions Division of The Department of General Services.

The minimum hours of customer service operation by contractors, and deliveries to Document Solutions, will be Monday through Friday, 8:00 AM to 4:30 PM CST, except for state holidays.

Document Solutions

Tennessee Tower

312 Rosa L Parks Ave. 1st floor

Nashville Tennessee 37243

Orders for items, except for inks, must be delivered within seven days of receipt of purchase order.

Colored inks, of all types, must be delivered within next business day, between said hours of 8:00 AM to 4:30 PM CST, provided the order is placed prior to 2:00PM the day of the order. Black inks, of all types, must be delivered within three business days.

Manufacturers of chemical products which are purchased on contracts for the State of Tennessee, shall list and maintain a safety data sheet (SDS) for such chemical products as required per terms of this sourcing event. Contracting vendors are required to include SDS sheets for all chemicals delivered to Document Solutions.

Substitution of brands or other products for specific items bid is not permitted. Any product substitution for products no longer manufactured must be authorized with prior approval by the contract administrator, Department of General Services, Central Procurement Office.

The combined minimum order for plastic combs and coils is \$60.00. This minimum order applies to plastic combs and coils only and does not apply to other supplies and ink.

Please see the listing of items below that reflect the brands/models of products that must meet or exceed what is specified. For every item that is "comparable" to what is listed, fill out the appropriate Bid factor that lists the line item number and the comparable brand/model that is being bid. Those lines that are not marked and have a specific brand listed must have a bid that reflects that exact brand. If the item you are bidding meets the requested product, no action needs to be taken and each individual line will be considered to meet the recommended brand/model.