

Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000013727	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
SWC 121 Shredding Services			
Start Time	Finish Time		
09/16/2025 08:00:00 CDT	09/25/2025 14:00:00 CDT		

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

Bidder: PUBLIC EVENT DETAILS

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

Contact: Lauryen Harris
Phone: 615/361-4868
Email: Lauryen.Harris@tn.gov

Event Description

This event is an Invitation to Bid (ITB) for Statewide Contract 121 Shredding Services

Responses are due on September 25, 2025, by 2:00 p.m. CT.

Specifications and Terms & Conditions are attached.

Solicitation Coordinator:
Lauryen Harris
Phone: (615) 361-4868
E-Mail: Lauryen.Harris@tn.gov

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

If the Review and response on this event link included in the e-mail notification does not work, please go to
https://hub.edison.tn.gov/psc/fsprd/SUPPLIER/ERP/c/SCP_PUBLIC_MENU_FL.SCP_PUB_BID_CMP_FL.GBL Log in with your vendor ID and password in order to search bid opportunities.

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

Supplier Portal link:
https://hub.edison.tn.gov/psc/fsprd/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?LP=EP_COSP_PUBLIC_HOME_FL (Maintain supplier information)

Central Procurement Office Website: <https://www.tn.gov/generalservices/procurement>
The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

General Comments

- SWC 121 ITB 32110-13727 Attachments

General Questions

Question	UOM	Best	Worst	Response
Respondents must attach their completed Evaluation Model/Bid Pricing Document here.				

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Response Comments

Event Details (cont.)

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Question	UOM	Best	Worst	Response
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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 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.

Required: Yes Mandatory Response:No

Event Details (cont.)

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Response Comments

Question	UOM	Best	Worst	Response
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Please list the following information:

- List the Contract Administrator's Name
- List the Contract Administrator's Address
- List the Contract Administrator's Phone Number
- List the Respondent's Toll Free Phone Number
- List the Contract Administrator's Cell Number
- List the Contract Administrator's Email Address
- List the Respondent's Website

Required: Yes Mandatory ResponseNo

Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

Response Comments

We ask that you take a few short minutes to complete this survey. The purpose of this survey is to capture Respondents' assessments of CPO procurement processes. Your responses will remain anonymous, and will have no bearing or consideration on contract award.

<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory ResponseNo

Response Comments

Event Details (cont.)

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Question	UOM	Best	Worst	Response
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The respondent shall indicate whether or not they plan to sub-contract:

No: The respondent 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

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

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.

The purpose of this Invitation to Bid is to establish a source or sources of supply for all Tennessee State Agencies and Authorized Users.

Tennessee State Agencies refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies.

Authorized Users are those entities that are authorized to purchase off of Statewide Contracts and include the following:

- a) all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
- b) Tennessee local governmental agencies;
- c) the board of trustees of the University of Tennessee system, the Tennessee board of regents system, or the State university boards;

Event Details (cont.)

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d) any private nonprofit institution of higher education chartered in Tennessee; and,
e) 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 Substance Abuse Services or the Department of Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001).

Any contracts awarded from this Invitation to Bid shall be made available to Authorized Users in addition to Tennessee State Agencies, unless a letter is attached to this Invitation to Bid, requesting that the contract is only available for use by Tennessee State Agencies.

NOTE: To request that any resulting contract be available only to Tennessee State Agencies, enter No and attach an exemption request letter addressed to the Central Procurement Office.

RequiredYes Mandatory ResponseNo:

Response Comments

Will the respondent accept the State's Purchasing Card (P-Card) as a form of payment under the awarded Contract?

Required: Yes Mandatory ResponseNo

Response Comments

Respondents must include a list of all authorized Service Facilities in their responses. This should include at minimum:

Service Facility Address
Area(s) in Tennessee Service Facility will service
Service Facility Phone Number (if applicable)
Service Facility Email Address (if applicable)

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
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Response Comments

Question	UOM	Best	Worst	Response
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Does Respondent agree to arrive at service locations at the agreed day/time or as outlined within the specifications of this contract?

Required: Yes Mandatory ResponseNo

Response Comments

Respondents must attach their valid National Association for Information Destruction (NAID) AAA Certification here.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Response Comments

Does Respondent agree to present valid National Association for Information Destruction (NAID) AAA Certification annually or upon expiration?

Required: Yes Mandatory ResponseNo

Response Comments

Event Details (cont.)

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Line Details

Line: 1 Item ID: Line Qty: 0.01 UOM: Each Bid Qty: 0.01
Required: Yes Reserve Price: No

Description: Please attach the Evaluation Model to the appropriate bid factor.

Question	UOM	Best	Worst	Response
What is the unit price of this item?				

Required: No Mandatory Response: No

Response Comments

Event Details (cont.)

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Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

Event Details (cont.)

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Appendix A - Line Specifications

Line: 1 Item ID: Line Qty: 0.01 UOM: Each
Description: Please attach the Evaluation Model to the appropriate bid factor.

Item Specifications

Manufacturer:
Mfg Item ID:
Item Length: 0
Item Width: 0
Item Volume: 0
Item Weight: 0
Item Size:
Item Height: 0
Dimension UOM:
Volume UOM:
Weight UOM:
Item Color:

Shipping Information

Schedule: 1
Quantity: 0.01
Due Date: 09/30/2025
Freight Terms:
Ship Via:
Ship To:

Event Details (cont.)

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32110-0000013727	Sell	RFx	10
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Appendix B - Terms & Conditions

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.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration
312 Rosa L. Parks Ave.
21st Floor Tennessee Tower
ATTN: Supplier Maintenance
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, 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.

Last Updated: 08/30/2016