



**STATE OF TENNESSEE, DEPARTMENT OF GENERAL SERVICES  
CENTRAL PROCUREMENT OFFICE**

Sample Submission Checklist:

If any respondents have already submitted samples attributed to ITB EVENT# 40100-0000011844 the State will use these out of consideration to qualify as samples submission toward this current ITB Event# 40100-0000011939. If you are uncertain if CPO has received all of the listed items from ITB EVENT# 40100-0000011844 please reach out to [Stephanie.Landmark@tn.gov](mailto:Stephanie.Landmark@tn.gov) to confirm successful submission.

As referenced in Section 3.21 of the Terms and Conditions all 12 samples listed below are required to be submitted to the CPO in order for your bid proposal to be considered valid and responsive to this invitation to bid. If ANY of the requested samples are not provided, the State may consider the response non-responsive.

Item # (State of TN ID)	Description
4000072899	SAFETY VEST, CL 3, MESH, LG*
4000200188	Safety Vest, CL 3, Breakaway, LG*
4000182316	SAFETY LEG GAITERS
4000200144	Sun Hat, Reflective
4000200145	Ball Cap, Reflective
4000200146	Neck Shade For Hard Hat
4000200147	Cap, Beanie, Reflective
4000200148	Cooling Towel
4000181480	HARD HAT, WHITE, FULL BRIM VENTED**
4000181481	HARD HAT, WHITE, CAP STYLE VENTED**
4000181482	HARD HAT, HIGH-VISIBILITY YELLOW-GREEN, FULL BRIM VENTED**
4000181483	HARD HAT, HIGH-VISIBILITY YELLOW-GREEN, CAP STYLE VENTED**

*\* At minimum only one size needs to be provided for safety vest samples; Large and/or Extra Large (XL) sizes are preferred.*

*\*\*Imprinted TDOT Logo and reflective markings are required on only 2 out of the 4 hard hat samples.*

Please note that one Logo sample of each color option is required on the hard hat samples provided to the State at minimum i.e. one full colored logo and one full black logo for evaluation purposes. One reflective marking sample of each color option is required to be provided at minimum for evaluation purposes i.e. 2-color and 1-color samples are required. **ALL FOUR** HARD HATS LISTED ABOVE (Items #4000181480, 4000181481, 4000181482, 4000181483) ARE STILL REQUIRED TO BE SUBMITTED AS SAMPLES FOR EVALUATION PURPOSES.

The State will allow for substitute/alternative product sample(s) for evaluation purposes. Ensure all substitute/alternative product samples meet the minimum specification requirements. If submitting substitute/alternative product sample(s) ensure that a summary outlining the variance of the alternative sample is provided with your sample submission that is being delivered to CPO. **Clearly label ALL substitute/alternative product sample(s) being packaged and identify the corresponding Item# listed in the above chart that it is being considered as an alternative for.** If the State cannot determine whether the substitute/alternative product complies to specs the State may consider the response non-responsive.

**It is HIGHLY recommended that all samples submitted are quality checked by the respondent BEFORE shipment to CPO as the RESPONDENT is responsible for reading and complying to all requirements related to this event** i.e. respondents are responsible for samples that are directly shipped by the manufacturer to CPO. CPO cannot open any samples until after the ITB event has closed. CPO cannot accept any additional submissions after the submission deadline.

Keep in mind this is a single contract award as stated in Section 2 “Award Criteria” of the Terms and Conditions. Meaning a single contract will be awarded for all line items to the respondent whose response meets the requirements and criteria set forth in this ITB at the lowest cost.

Ensure that all sample packages are clearly labeled as follows:

State of Tennessee Department of General Services, Central Procurement Office

312 Rosa L Parks Avenue,

William R. Snodgrass Tennessee Tower, 3rd Floor

Nashville, TN 37243-1102

Attn: Stephanie Landmark

Name of Respondent:

Address:

ITB Number:

Item Number(s):

\*DO NOT SHIP ANY SAMPLES TO TENNESSEE DEPARTMENT OF TRANSPORTATION. The respondent is responsible for disseminating this information to the manufacturer if they are shipping direct.

Please ensure that a contact name (First and Last), email address and direct telephone number is provided along with the respondent's bid submission for CPO to utilize if there are any sample questions after the ITB Event has closed.

If the respondent chooses to hand deliver any samples please find directions below to CPO's front office:

Walk DOWN the stairs on the 7th avenue entrance of the building, CPO is on the right BEFORE the guard station upon entering.

CPO's procurement support assistant Celest Goodman p. 615-741-1035 [Celeste.Goodman@tn.gov](mailto:Celeste.Goodman@tn.gov) will be covering the front desk of our office in support of any packages that need to be hand delivered as the Central Procurement Office is still working remote due to COVID. Packages can be hand delivered Monday -Friday between the hours of 7:30am – 12pm and 1:00pm – 4:00pm CST.