Event Description

PRE-BID CONFERENCE NOTIFICATION
READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and Terms and Conditions and any other attachments.

This is NOT a bid request; this is a request for information.
Request for Information (RFI)

Purpose: The purpose of this contract is to supply the State and Authorized Users with rental and laundry services for uniform, linen, and dust control. Contractor must submit descriptive literature and technical specifications covering the products offered upon request.

The Statewide contract(s) for uniform, linen, and dust control is essential to the State and Authorized Users in order to perform daily duties and provide services to the public. Contractor is expected to deliver quality products in a timely manner and regularly communicate with Authorized Users to ensure that needs are adequately met.

Pre-response Conference
Title: SWC 370 Uniform, Linen, and Dust Control Services
Date/Time: Tuesday, January 4, 2022 at 2:00PM CST - 3:00PM CST
Location: Tennessee Tower, 3rd Floor
312 Rosa L. Parks Ave., Nashville, TN 37243
Conference Center Room A
Virtual Attendance: Join via WebEx at: Join the WebEx using the link provided in the Terms and Conditions Section 1.3 under bid attachments.
Call-in Option: 415-655-0001
Meeting Access Code: 2316 115 6947
Meeting Password: 3cHqjcvsJ34

If the Review and bid on this event link included in the e-mail notification does not work, please go to https://supplier.edison.tn.gov/ Click on the link that says Bid Opportunities and log in with your supplier ID and password.

Note: Information at the pre-bid will be displayed electronically. No paper copies will be provided. Attendees are advised to print copies of the attached event documents for their use at the pre-bid.

Please Contact Solicitation Coordinators, Erik Busby at 615-253-8900 or Erik.Busby@tn.gov and Parker Birt at 615-291-5948 or Parker.Birt@tn.gov

Factor Summary

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
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<tr>
<td>Please enter the number of days, from the bid opening date, after which your bid offer will expire:</td>
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Required: Yes  Mandatory Response: No
How many days after receipt of purchase order will it take to deliver item(s)?

Required: Yes  Mandatory Response: No

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 Response: No

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
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.”

Required: Yes  Mandatory Response: No

Please provide the brand and model names of the goods included in this bid:

Required: Yes  Mandatory Response: No

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/stateofncpocustomer

Required: No  Mandatory Response: No
PeopleSoft Strategic Sourcing

**RFI Details (cont.)**

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**Event Round** | **Version** | 1 | 1

**Event Name**: SWC 370 Uniform, Linen, and Dust Control Services

**Start Time**: 12/27/2021 14:00:00 CST  
**Finish Time**: 01/07/2022 14:00:00 CST

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**Question**

The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at: https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html

**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 compliance with the above and further certifies that this bid is made without collusion or fraud.

**Response Comments**

Respondents must attach their completed Evaluation Model/Bid Pricing Document here.

**Response Comments**

A file attachment is required to satisfy this question. Your bid will need to be edited online to include attachment responses.
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 Response No

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;
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.

Required: Yes  Mandatory Response: No

Response Comments

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 Contract Administrator's Pager or Cell Number
List the Contract Administrator's Email Address
List the Respondent's Website

Required: Yes  Mandatory Response: No

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 Response: No

Response Comments

Do all proposed products meet all the minimum requirements laid out in the specifications document?

Required: Yes  Mandatory Response: No

Response Comments
Service Experience, Time in Business, Contracts

List the length of time respondent’s company has been in business. A respondent must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the description of services. Please enter the information for three (3) 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:
A respondent must have occupied a bona fide place of business for at least one (1) year with suitable equipment, supplies and a trained staff capable of performing the services requested. A respondent must furnish satisfactory evidence of successful completion of comparable contracts for at least three (3) customers within the past two (2) years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications.
## RFI Details (cont.)

### PeopleSoft Strategic Sourcing

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### PUBLIC EVENT DETAILS

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<tbody>
<tr>
<td>General Services - CPO</td>
<td>Parker Birt</td>
<td>615/291-5948</td>
<td><a href="mailto:parker.birt@tn.gov">parker.birt@tn.gov</a></td>
</tr>
<tr>
<td>312 ROSA L PARKS AVE</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3rd Floor</td>
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<td></td>
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<tr>
<td>NASHVILLE TN 37243</td>
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**Event ID:** 32110-0000012124

**Event Name:** SWC 370 Uniform, Linen, and Dust Control Services

**Start Time:** 12/27/2021 14:00:00 CST

**Finish Time:** 01/07/2022 14:00:00 CST
Bidder Information

Firm Name:

Name:          Signature:          Date:

Phone #:          Fax #::

Street Address:

City & State:          Zip Code:

Email:

PeopleSoft Strategic Sourcing

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Event Round          Version
1          1

Event Name
SWC 370 Uniform, Linen, and Dust Control Services

Start Time          Finish Time
12/27/2021 14:00:00 CST          01/07/2022 14:00:00 CST

RFI Details (cont.)

Bidder: PUBLIC EVENT DETAILS

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

Contact: Parker Birt
Phone: 615/291-5948
Email: parker.birt@tn.gov
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