Event Description

PRE-RESPONSE CONFERENCE NOTIFICATION

READ THE ENTIRE Ration (RFI), including the Event Details, Specifications, and Terms and Conditions and any other attachments. 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 Supplier Portal Home Page and then log in with your supplier ID and password. Click on the event under the Events box.

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

This is not a bid request; this is a request for information. Request for Information (RFI)
Conference: Pre-Bid Conference
Title: SWC209 Ford Vehicles
-Statewide Contract for Vehicles
Date: April 18, 2022
Time: 2:00PM Central Time Location:
MS Teams Only Please note link in T&C's

If you have questions, please contact the Solicitation Coordinator Mike Neely at (615) 741-5971 or michael.t.neely@tn.gov or call the Central Procurement Office main number at (615) 741-1035.

Factor Summary

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
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<tbody>
<tr>
<td>Please provide the brand and model names of the goods included in this bid:</td>
<td></td>
</tr>
<tr>
<td>Required: Yes Mandatory Response: No</td>
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Response Comments

<table>
<thead>
<tr>
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<tbody>
<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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Response Comments
PeopleSoft Strategic Sourcing

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**Event Round**

1

**Version**

1

**Event Name**

SWC209 Ford Vehicles

**Start Time**

04/01/2022 12:28:00 CDT

**Finish Time**

04/18/2022 14:00:00 CDT

**Bidder:**

PUBLIC EVENT DETAILS

**Submit To:**

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

**Contact:**

Michael Neely

**Phone:**

**Email:**

michael.t.neely@tn.gov

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**Question:**

How many days after receipt of purchase order will it take to deliver item(s)?

**Response:**

Required: Yes  Mandatory Response: No

**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/stateofncpocustomer](https://www.surveymonkey.com/r/stateofncpocustomer)

Required: No  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."

Required: Yes  Mandatory Response: No

**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 Response: No

**Response Comments**
Question

The respondent shall indicate the standard warranty period.

List the Standard Warranty Period:

Required: Yes  Mandatory Response: No

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

Response Comments

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.

Do you have a minimum of 5 years of fleet experience?

Required: No   Mandatory Response:No

Response Comments

If the respondent is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

Please provide Secretary of State issued ID Number

Required: Yes   Mandatory Response:No

Response Comments

Associated Terms:

Prior to award and during the contract period, a corporation must be registered and be in good standing with the Secretary of State's Office. The following is the contract information for the Secretary of State's Office: State of Tennessee, Department of State Attn Business Filings and Information 312 Rosa L Parks Ave 6th Floor, WRS Tennessee Tower Nashville TN 37243-1102 Email: TNSOS.CORPINFO@tn.gov Website: https://sos.tn.gov/business-services/business-entity-filings Bid event respondents will be granted seven (7) business days from the date of bid submission to register with the Secretary of State or bid response will be rejected.
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.

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.
RFI Details (cont.)

PeopleSoft Strategic Sourcing

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Bidder: PUBLIC EVENT DETAILS
Submit To: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States
Contact: Michael Neely
Phone: Email: michael.t.neely@tn.gov
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NASHVILLE TN 37243  
United States

**Contact:** Michael Neely  
**Phone:**  
**Email:** michael.t.neely@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