



**STATE OF TENNESSEE
Department of General Services**

**REQUEST FOR INFORMATION
FOR
SWC 365 Paper and Plastic Goods**

**RFI # 32110-23365
April 18, 2023**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of General Services, Central Procurement Office issues this Request for Information ("RFI") for the purpose of obtaining information regarding paper and plastic goods. The information gathered in this RFI will assist the State in developing a competitive solicitation to establish a statewide contract for paper and plastic goods. We appreciate your input and participation in this process.

2. BACKGROUND:

The scope of the current contract includes Non-Disposable Culinary Items, Disposable Culinary Items, Janitorial Paper Products and Dispensers, Trash Can Liners, and Paper Bags. The total estimated annual spend is \$4,832,590.

More information will be provided detailing purchase history and estimates in the resulting solicitation.

The full contract terms and conditions and specifications are available at the links below:

- Terms and Conditions -
https://hub.edison.tn.gov/psc/fsprd_2/view/%7bV2%7dmyqL7sy5yJzy2QKFIAO5uCRb eNwtN5NWpFjQ0urFIVNI7vBtJS1jSV2IOSSK1p7LLyJjqINRAm5JdsCDgeaGTdH_h3GACMoXfwej4Z2RXpcqqBsRpUI0x1OCfbZyJ80_cIZZWHlaQ9SpDFA5LuLdgPkPcmOYlcpdRYE

VvnxaQ3rtg5.qMN3rlznd.GBV8qf.GBUUa8BGYfuFYSznkVgWjeaw1N.X0ka6p7b1LmiN
b3nECDPcvCtk_1jaCRyKT8V2.1WPoP9X/SWC_365_Terms_and_Conditions.pdf

- Specifications -
https://hub.edison.tn.gov/psc/fsprd_2/view/%7bV2%7dy6CJ4zlGr3EKp_kj6NCqq2aZkA1lRjPHLiCyPxLoXD4XuWkKVMY.OlBo2ZMY4lq9wCLjRXbU1j3wTcSizQsW8fYGvheM_ykoB8mkGTli8L8tCFZHhjMrzJw0zUshlzzMihQycKYsbXdql6W3KgHywRpp2lfn6rB.h5N7HExJVyf_mqeTtanC5VfiXFH0Mll6mXOKWqhMdBY8.kt9legXvhm6WUbQ4YNKYUqskZ1qMZC7fR_mFCIXVijXbRwA-/Line_Item_Specifications.pdf

3. COMMUNICATIONS:

- 3.1. Please submit your response to this RFI to:
DeRenne Raley, Category Specialist
Central Procurement Office
312 Rosa L. Parks Avenue, 3rd Floor, Nashville TN, 37243
615-251-5173
DeRenne.Raley@tn.gov
- 3.2. Please feel free to contact the Central Procurement Office with any questions regarding this RFI. The main point of contact will be:

DeRenne Raley, Category Specialist
Central Procurement Office
312 Rosa L. Parks Avenue, 3rd Floor, Nashville TN, 37243
615-251-5173
DeRenne.Raley@tn.gov
- 3.3. Please reference RFI # 32110-23365 with all communications to this RFI.

4. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued	10:00 AM	April 18, 2023
2.	RFI Response Deadline	4:30 PM	May 2, 2023

5. GENERAL INFORMATION:

- 5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.
- 5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.
- 5.3. The State will not pay for any costs associated with responding to this RFI.

6. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

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TECHNICAL INFORMATIONAL FORM

1. RESPONDENT LEGAL ENTITY NAME:

2. RESPONDENT CONTACT PERSON:

Name

Title:

Address:

Phone Number:

Email:

3. Provide a brief description of your company experience providing similar goods within the scope above.

4. The CPO needs supplier feedback on proposed price increase language for the new contract. Currently, all price increase requests (once vetted by CPO) go to the State Legislature for approval. Given the volatile industries, the CPO needs supplier feedback on the proposition to align price increases with the Federal Reserve Economic Data indexes for paper (WPU091501235) and plastic goods (PCU325211325211). Please see proposed language in Appendix A. If the Respondent has an alternative idea, please feel free to share.

5. Attached on Appendix B is the core list of items purchased on the current Paper and Plastic Goods contract. Does the Respondent's company have environmentally preferable options that compare with these product types? If so, how does pricing typically compare with these products?

6. What are the major cost factors for your products and what action steps does the supplier recommend the State consider in developing the pricing structure for the next iteration of this statewide contract?

7. What are some trends your company is observing in regard to paper and plastic manufacturing?

8. If there is any other information that is important for the State to know, let us know below.

COST INFORMATIONAL FORM
1. Describe what pricing units you typically utilize for similar goods (e.g., pack, each, etc.). See Appendix B for the current list of items.
2. Describe the typical price range for similar goods:

ADDITIONAL CONSIDERATIONS
1. Please provide input on alternative approaches or additional things to consider that might benefit the State: