

## **SWC #106 Interior and Exterior Signs** **Contract Information and Usage Instructions**

**\*\*\*The contact information and processes detailed in this document are subject to change at any time. Please go to <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc-.html> for the most up-to-date version of statewide contract usage instructions.**

**Contract Period:** This contract has a total five-year term, with the initial term being three years and the remaining two years consisting of optional one-year renewals.

**Contract Start Date:** 8/25/2023

**Current Contract Expiry Date:** 8/24/2028

**Summary/Background Information:** This contract includes all labor, equipment, and materials for specific Interior and Exterior Signs approved by the State of Tennessee.

**Supplier Name:** Jarvis Award Sign & Flag

**Edison Contract:** 79521

### **State Contact Information**

#### **Contract Administrator:**

Lauryen Harris

Category Specialist

Central Procurement Office

(615) 361-4868

[Lauryen.Harris@tn.gov](mailto:Lauryen.Harris@tn.gov)

#### **Supplier Contact Information:**

Jarvis Award Sign & Flag

Jennifer Sychareune

615-865-6062

[jennifer@jarvissigns.com](mailto:jennifer@jarvissigns.com)

#### **Agency Instructions for Purchases:**

1. List what line items are needed and the quantity.
2. Notify the State of Tennessee Real Estate Asset Management (STREAM) of intended purchase by sending an email to [furniture.requests@tn.gov](mailto:furniture.requests@tn.gov).
3. Once the purchase is approved by STREAM, contact Jarvis to implement order.

4. Find which region your location resides in and apply the trip charge line item.

NOTE: Locations in Davidson County are exempt from trip charges.

5. When an order ships, Jarvis will email you a copy of the UPS tracking number so that you may track the anticipated delivery date. Once you have received your requested order from the Supplier, you should inspect the order to ensure it is complete. It is highly recommended that you do this as soon as possible. **Any missing items will be replaced by the Supplier at no cost only if reported to them within forty-eight (48) hours after receipt.** The (48) hour inspection period will begin once the order shows "delivered" on UPS' tracking system. After that time, the supplier may request payment for those items as they cannot verify if or when the items went missing.

**Requisition and Purchase Order Generation:**

For information on how to create a requisition and/or purchase order please reference our CPO Job Aids on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>

**Billing and Payment Instructions:**

Net 45 payment terms. The supplier accepts P-card payments.

**Asset and Inventory Management:** Not applicable.