to

**SWC# 235 Industrial Supplies Contact Information and Special Instructions**

**Summary/Background Information**: The intent of this statewide contract is to provide Industrial Supplies to State Agencies and local governments. It is a discount from catalog contract that consists of seven (7) product categories which receive a percentage off catalog items by subcategory. The contracts by category are listed below.

**Please note: Only products that fall under the categories mentioned in these instructions are considered to be contract items and Smartshop must be used for ordering items off of this contract. Items over $5000 in value may be considered assets and are not listed on Smartshop, but still may be covered by the contract. Please check with the contract administrator for covered and non-covered items. Also, any item outside these contract categories must be purchased from another appropriate contract, or using Local Purchase Authority procedures, as applicable.**

**The TN SmartShop cannot be used to procure goods that will be managed in the Inventory or Asset Management modules. These modules require the use of Edison Catalog item IDs (10-digit item IDs starting with 10-). Requisitions and purchase orders for such goods must be created using these Item IDs (note - Special Request items are not appropriate. An Edison Item ID is required). The CPO Systems Management team creates and maintains Edison Catalog Item IDs, and requests for additional or updated items should be directed to content.group@tn.gov and the Contract Administrator, DeRenne.Raley@tn.gov [or other Contract Administrator mentioned here].**

**If placing an order for goods that will be managed in Inventory from a Supplier who maintains a Punchout Catalog within the TN SmartShop, the purchase order must be adjusted before submission, as follows:**

**• The Doc Type must be changed from GEN to an appropriate doc type for the purchase.**

**• The Dispatch Method must be changed from EDX to PRINT.**

**Once dispatched, the purchase order should be delivered to the Supplier via email or fax, per Supplier’s preferred method, as indicated in the Statewide Contract Usage Instructions for that Supplier's contract.**

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| **Category** | **Award Winner** |
| Commercial Cleaning | Fastenal, W.W. Grainger, Benefast Inc. |
| General Industrial | Fastenal, W.W. Grainger, Benefast Inc. |
| HVAC | Fastenal, W.W. Grainger, Brighter Days & Nites |
| Lighting & Electrical | Fastenal, W.W. Grainger, Benefast Inc. |
| Plumbing | Fastenal, W.W. Grainger, Brighter Days & Nites |
| Safety | Fastenal, W.W. Grainger, Benefast Inc. |
| Security | Fastenal, W.W. Grainger, Benefast Inc. |

**Categories and Catalog Discount Listing- It is advised that you compare final net pricing on all items since the discount listed below is based off the catalog price which varies by vendor.**

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| **Commercial Cleaning**  **Sub-Categories** | **Grainger** | **Fastenal** | **Benefast** |
| Air Fresheners | 40.0% | 35.0% | 15.0% |
| Bathroom Cleaners | 45.0% | 35.0% | 15.0% |
| Brooms, Mops, and Accessories | 52.0% | 35.0% | 15.0% |
| Carts and Hand Trucks | 50.0% | 25.0% | 15.0% |
| Cleaning Tools | 50.0% | 40.0% | 15.0% |
| Cloth Wipers and Rags | 50.0% | 35.0% | 15.0% |
| Dust Mops and Accessories | 55.0% | 35.0% | 15.0% |
| Floor Care | 50.0% | 40.0% | 15.0% |
| Indoor and Outdoor Trash Cans | 45.0% | 30.0% | 15.0% |
| Industrial Chemicals | 50.0% | 35.0% | 15.0% |
| Liquid Hand Soap & Dispensers | 30% | 25% | 15% |
| Urinal Screens | 40.0% | 30.0% | 15.0% |
| Wet Mops and Accessories | 53.0% | 40.0% | 15.0% |

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| **Industrial Supplies Sub-Categories** | **Grainger** | **Fastenal** | **Benefast** |
| Abrasives | 35.0% | 30.0% | 15.0% |
| Batteries | 50.0% | 30.0% | 15.0% |
| Bolt Assortment Kits | 55.0% | 60.0% | 15.0% |
| Cable and Wire Rope | 47.0% | 45.0% | 15.0% |
| Cargo Tie Downs | 50.0% | 35.0% | 15.0% |
| Carts and Hand Trucks | 50.0% | 25.0% | 15.0% |
| Ceiling Tiles | 45.0% | 30.0% | 10.0% |
| Chains and Ratchet Sets | 50.0% | 40.0% | 10.0% |
| Clear Plastic Bags | 47.0% | 30.0% | 10.0% |
| Concrete Repair Products | 55.0% | 30.0% | 10.0% |
| Fasteners | 55.0% | 60.0% | 15.0% |
| Portable Generators | 35.0% | 25.0% | 10.0% |
| Hand Tools | 35.0% | 35.0% | 10.0% |
| Hydraulics | 30.0% | 30.0% | 10.0% |
| Ladders, Platforms and Scaffolding | 50.0% | 27.0% | 15.0% |
| Landscaping Tools | 47.0% | 35.0% | 10.0% |
| Lubricants | 35.0% | 30.0% | 10.0% |
| Machining | 30.0% | 25.0% | 10.0% |
| Packaging Wrap and Accessories | 50.0% | 25.0% | 10.0% |
| Pneumatic Compressors, Tools, and Accessories | 37.0% | 30.0% | 10.0% |
| Power Tools and Accessories | 27.0% | 32.0% | 10.0% |
| Push Mower Parts | 25.0% | 25.0% | 10.0% |
| Racks, Shelving, and Pallet Racks | 47.0% | 30.0% | 10.0% |
| Saw Blades | 38.0% | 32.0% | 15.0% |
| Sealants and Cements | 45.0% | 30.0% | 10.0% |
| Storage Bins, Lockers and Tanks | 47.0% | 30.0% | 10.0% |
| Tapes | 47.0% | 30.0% | 10.0% |
| Test Instruments | 25.0% | 25.0% | 10.0% |
| Welders and Accessories/Equipment | 32.0% | 35.0% | 10.0% |
| Work Benches | 47.0% | 25.0% | 10.0% |

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| **HVAC Sub-Categories** | **Grainger** | **Fastenal** | **Brighter Days& Nites** |
| Air Conditioner Accessories | 40.0% | 35.0% | 8.0% |
| Electric Fans | 40.0% | 30.0% | 8.0% |
| HVAC Parts and Supplies | 40.0% | 35.0% | 11.0% |
| HVAC Thermostats and Controllers | 35.0% | 30.0% | 11.0% |
| Pleated Filters | 55.0% | 40.0% | 11.0% |
| Refrigeration Supplies | 35.0% | 30.0% | 5.0% |

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| **Lighting & Electrical Sub-Categories** | **Grainger** | **Fastenal** | **Benefast** |
| Ballast & Lamp Recycling Kits | 50.0% | 30.0% | 10.0% |
| Circuit Breakers and Fuses | 55.0% | 35.0% | 10.0% |
| Clamp Meters | 30.0% | 30.0% | 10.0% |
| Electric Motors and Accessories(Power Transmission) | 40.0% | 30.0% | 10.0% |
| Electrical Safety Accessories (Lock out/Tag out) | 45.0% | 35.0% | 10.0% |
| Extension Cords | 40.0% | 35.0% | 10.0% |
| Fixtures | 50.0% | 30.0% | 10.0% |
| Flashlights | 50.0% | 30.0% | 10.0% |
| Fluorescent Lamps | 57.0% | 30.0% | 10.0% |
| General Purpose AC Motors | 40.0% | 30.0% | 10.0% |
| Head Lamps | 50.0% | 30.0% | 10.0% |
| LED Lamps | 53.0% | 30.0% | 10.0% |
| Metal Halide Lamps | 45.0% | 30.0% | 10.0% |
| Plugs | 55.0% | 35.0% | 10.0% |
| Security Lights | 46.0% | 30.0% | 10.0% |
| Solenoids | 45.0% | 40.0% | 10.0% |
| Switches | 50.0% | 35.0% | 10.0% |
| Tapes | 45.0% | 30.0% | 10.0% |
| Terminals | 47.0% | 35.0% | 10.0% |
| Test Instruments | 25.0% | 25.0% | 10.0% |
| Wire, Conduit, Cables, and Accessories | 45.0% | 35.0% | 10.0% |

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| **Plumbing Sub-Categories** | **Grainger** | **Fastenal** | **Brighter Days & Nites** |
| Ball Valves | 40.0% | 25.0% | 18.0% |
| Bathroom Hardware | 50.0% | 30.0% | 12.0% |
| Copper Pipes and Accessories | 50.0% | 35.0% | 12.0% |
| Diaphragm Pumps | 40.0% | 20.0% | 12.0% |
| Faucet/Valve Replacement Parts | 50.0% | 40.0% | 18.0% |
| Faucets | 43.0% | 40.0% | 17.0% |
| Fixtures | 45.0% | 30.0% | 17.0% |
| Galvanized Pipes and Accessories | 40.0% | 35.0% | 17.0% |
| Gas Engine Water & Trash Pumps | 33.0% | 20.0% | 17.0% |
| Gasket Materials | 35.0% | 35.0% | 17.0% |
| Hose Couplers & Accessories | 43.0% | 40.0% | 17.0% |
| Hydronic Heating | 45.0% | 25.0% | 17.0% |
| Levels | 30.0% | 25.0% | 17.0% |
| PVC Pipes and Accessories | 47.0% | 35.0% | 11.0% |
| Sewage Ejectors, Submersible & Sump Pumps | 38.0% | 30.0% | 11.0% |
| Shut-Off Valves | 45.0% | 25.0% | 11.0% |
| Porcelain Sinks, Wall/Counter mount w/o faucet | 25% | 35.0% | 15.0% |
| Sink drains | 45% | 25.0% | 15.0% |
| Solenoids | 45.0% | 40.0% | 11.0% |
| Test Instruments | 25.0% | 25.0% | 11.0% |
| Thermostatic Mixing Valve | 45.0% | 25.0% | 11.0% |
| Toilets and Accessories | 40.0% | 40.0% | 11.0% |
| Tubs and Showers | 45.0% | 35.0% | 18.0% |
| Valve Caps | 35.0% | 25.0% | 11.0% |
| Water Filters | 45.0% | 40.0% | 11.0% |
| Water Fountains | 45.0% | 35.0% | 8.0% |
| Water Heaters up to 120 Gallons | 45.0% | 40.0% | 5.0% |

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| **Safety Sub-Categories** | **Grainger** | **Fastenal** | **Benefast** |
| Cooling Products | 37.0% | 35.0% | 10.0% |
| Detection and Alarm Devices | 30.0% | 25.0% | 10.0% |
| Disposable Gloves | 53.0% | 40.0% | 15.0% |
| Earplugs | 47.0% | 30.0% | 15.0% |
| Electrical Safety Accessories | 45.0% | 30.0% | 10.0% |
| Environmental and Industrial Oil Sorbents | 50.0% | 35.0% | 10.0% |
| Ergonomics | 47.0% | 30.0% | 10.0% |
| Eye Wash & Drench Shower Products | 47.0% | 30.0% | 10.0% |
| Fall Protection | 42.0% | 30.0% | 15.0% |
| Hard Hats and Accessories | 50.0% | 30.0% | 15.0% |
| Marking and Safety Tape | 45.0% | 30.0% | 15.0% |
| Non-Disposable Gloves | 50.0% | 40.0% | 15.0% |
| Respirator Mask | 45.0% | 35.0% | 10.0% |
| Safety Cans | 50.0% | 30.0% | 10.0% |
| Safety Signs | 47.0% | 30.0% | 15.0% |
| Safety Eyewear | 55.0% | 30.0% | 15.0% |
| Security Lights and Signs | 47.0% | 30.0% | 10.0% |
| Tarps | 40.0% | 30.0% | 10.0% |

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| **Security Sub-Categories** | **Grainger** | **Fastenal** | **Benefast** |
| Dead Bolt Locks | 40.0% | 50.0% | 10.0% |
| Door Handles, Locks, and Accessories | 40.0% | 50.0% | 10.0% |
| Lock Boxes & Key Cabinets | 30.0% | 55.0% | 10.0% |
| Padlocks | 25.0% | 55.0% | 10.0% |
| Safety Barriers and Tape | 30.0% | 40.0% | 10.0% |

**State Contract Administrator:** Michael Neely Category Specialist

Central Procurement Office [(615)](mailto:Douglas.Whitcomb@tn.gov) 741-5971

[Michael.T.Neely@tn.gov](mailto:Michael.T.Neely@tn.gov)

Please contact me with any questions about additional volume discounts, or pricing concerns.

# Vendor Contact Information:

Company name Grainger

Contract Number 62707

Vendor Number 0000000499

Name of contact person Jake Harrison

Position of contact Government Sales Manager

Phone number(s) of contact 636-439-1069

Email address of contact [Jake.Harrison@Grainger.com](mailto:Jake.Harrison@Grainger.com)

Company name Benefast

Contract Number 62715

Vendor Number 0000220488

Name of contact person Tawnee Bennett

Position of contact Contract Administrator

Phone number(s) of contact 615-331-3747

Email address of contact [Tawnee@Benefast.com](mailto:Tawnee@Benefast.com)

Company name Fastenal

Contract Number 62716

Vendor Number 0000000594

Name of contact person Bill Franssen

Position of contact Director of Sales

Phone number(s) of contact 757-342-6123

Email address of contact [Wfransse@fastenal.com](mailto:Wfransse@fastenal.com)

Company name Brighter Days & Nites

Contract Number 62718

Vendor Number 0000000317

Name of contact person Chanel Sallie

Position of contact Contract Administrator

Phone number(s) of contact 901-775-1902

Email address of contact [csallie@bdnincorp.com](mailto:csallie@bdnincorp.com)

Placing an order- The various methods of placing an order by vendor is listed below. State agencies must use Smartshop or special request in Edison.

W.W. Grainger:

Direct Contact: Nate Nevala @ 763-232-0245 or [Nate.Nevala@Grainger.com](mailto:Nate.Nevala@Grainger.com)

Customer Email: [CustomerSupport@Grainger.com](mailto:CustomerSupport@Grainger.com)

Phone: 800-472-4643

Fax Number: 615-255-0311

TN Smart Shop: Available 6/3/19

Benefast:

Direct Contact: Amanda Wiese at [contracts@benefast.com](mailto:contracts@benefast.com)

Fax orders: Amanda Wiese@ 888-304-5678

Phone Orders: Kellen Bennett @ 615-331-3747

TN Smart Shop: Available 4/28/21

Fastenal:

Direct Contact: Chad Wampler @ 615-838-3470 or [Cwampler@fastenal.com](mailto:Cwampler@fastenal.com)

Customer Service: 833-790-9932 or [tngovsales@fastenal.com](mailto:tngovsales@fastenal.com)

Fastenal Link: [https://www.fastenal.com/en/4172/tennessee](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.fastenal.com_en_4172_tennessee&d=DwMFAg&c=9mDSiW-N7q3Jcc5YTFWHgQ&r=1-TaGhgu7Viah2h1S9uXMyMZGfrY8cZALMFHgtr4xTk&m=fjOxpvkdsQmn2KhGaSXQeWjOoeiNMLWt9NFnWO0f6i4&s=ihyTeY1lP-Dz1Laxg5Z2Nk9ViuprrgHGoM_t3wJjemI&e=)

TN Smart Shop: Available 8/12/19

Brighter Days & Nites:

Direct Contact: Chanel or Dorothy @ 901-619-3829 or [dlsinclair@bdnincorp.com](mailto:dlsinclair@bdnincorp.com)

Fax Number 901-775-1905

TN Smart Shop: Now Has a Hosted Catalog

# Contract Period:

Total number of years if all options are exercised: 5

•Initial one year contract term with four, one-year options to renew

•Start date: June 1, 2019

•Initial end date: May 31, 2020

•Final end date: May 31, 2024

# Ordering Instructions State Agencies:

To purchase from SWC 235 – MRO and Industrial Supplies, a special request can be created in

Edison or purchasing can be made through the punch-out in TN SmartShop.

**Punch-out** refers to the process by which items purchased from the online catalog in TN SmartShop are automatically linked to the vendors’ e-commerce website, hence the term “punch-out.” The TN SmartShop user interface is designed to provide buyers with a user-friendly shopping experience.

Send the contract released order to the Contractor and follow all applicable purchasing procedures.

**Local Governments:**

Orders should be placed using your local applicable purchasing procedures.

# Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please click on the “Agency Upgrade User Guide” link on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>

# Billing and Payment Instructions:

Follow your agency specific rules for bill and payments.