# SWC# 365 Paper and Plastic Goods Contract Information and Usage Instructions

**Contract Summary Information**: This is a statewide contract for Paper & Plastic Goods such as disposable culinary items, non-disposable culinary items, trash bags and liners, paper bags, toilet tissue, paper towels, and dispensers. The contract is available to local governments. The contract covers five product categories, each offering a percentage off catalog items by subcategory.

The contract was competitively bid and was awarded to two (2) vendors, American Paper & Twine (AP&T) and Central Poly-Bag Corporation. There is a core item list consisting of twenty-nine (29) line items, with two (2) catalogs.

**Contract Period:** This is a three (3) year contract with two (2) one-year options to renew.

Contract Start Date: 4/1/2025 Initial Contract End Date: 3/31/2028 Master Contract End Date: 3/31/2030

## State Contact Information Contract Administrator:

Kristine Mitchell
Category Specialist
Central Procurement Office
(615) 770-1015
Kristine.Mitchell@tn.gov

#### **Contract Awards by Category:**

Category	Award Winner
Non-Disposable Culinary Items	American Paper and Twine Co.
Disposable Culinary Items	American Paper and Twine Co.
Janitorial Paper Products and Dispensers	American Paper and Twine Co.
Paper Bags	American Paper and Twine Co.
Trash Can Liners	Central Poly-Bag Corporation

#### **Usage Instructions:**

Follow your agency specific rules for ordering, PO generation, and approvals.

- Contract information for American Paper and Twine (Groups 1-4) must be manually entered for this contract.
- Central Poly-Bag Corporation stocks hundreds of various sized trash can liners.
   Please view the publicly accessible website below under catalogs for all trash can liners. Send an email to the point of contact to receive a quote for non-core Group 5 (trash can liner) items
- The minimum order under this Contract is fifty dollars (\$50.00).
- All items must be delivered within approximately fifteen (15) days after receipt of a purchase order. When placing an order, agencies should obtain an estimated delivery timeframe from the supplier.

#### **Vendor Contact Information:**

Company Name: American Paper & Twine (AP&T)

Edison Contract Number: 85854

Name of Contact Person: Jenna Gitschlag

Position of Contact: Business Development Manager

Phone Number(s) of Contact: Cell - 865.973.5435

Office - 615.350.5228

Email Address of Contact: <u>Jenna.Gitschlag@imperialdade.com</u>

Name of Contact Person: Kye Budziszewski
Position of Contact: Sales Representative
Phone Number(s) of Contact: Cell - 615.879.6867

Office - 615.350.9000

Email Address of Contact: <a href="mailto:Kye.Bud@ImperialDade.com">Kye.Bud@ImperialDade.com</a>
Mailing Address of Contact: 7400 Cockrill Bend Blvd

Nashville, TN 37209

Website: shopapt.com

Company Name: Central Poly-Bag Corporation

Edison Contract Number: 85855

Name of Contact Person: David Freier

Position of Contact: Vice President, Operations
Phone Number(s) of Contact: Office – 908.862.7570
Email Address of Contact: bids@centralpoly.com

Name of Contact Person:

Position of Contact:

Administrator

Phone Number(s) of Contact: Office – 908.862.7570

Email Address of Contact: <u>bids@centralpoly.com</u>

Mailing Address of Contact: 2400 Bedle Place Linden, NJ 07036

Website: centralpoly.com

#### TNSmartShop:

Please reference the <u>SmartShop User Job Aid</u> attached here. Please note that SmartShop tends to function better using the Google Chrome browser.

Please note: Only products within the specified categories are considered contract items. Any item outside these contract categories must be purchased through another appropriate contract or via Local Purchase Authority procedures, as applicable. Please consult the contract administrator to confirm coverage.

#### **Inventory and Asset Management:**

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 <a href="mailto:content.group@tn.gov">content.group@tn.gov</a> and the Contract Administrator, <a href="mailto:Kristine.mitchell@tn.gov">Kristine.mitchell@tn.gov</a>.

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. Please see the job aid on <u>Requisition and Purchase Order Doc Types</u>.
- 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 the Supplier's preferred method.

#### **Billing and Payment Instructions:**

Follow your agency specific rules for billing and payments to the supplier.

#### **Return Policy:**

American Paper and Twine: Will pick up and issue credit for unused merchandise previously purchased from our company, if the product is currently stocked, received in good condition for resale, and within a reasonable amount of time from the original sale date.

<u>Central Poly-Bag Corporation:</u> Will replace all damaged goods.

### Catalogs:

https://centralpoly.com

