

## **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 was competitively bid and was awarded to one (1) vendor, American Paper & Twine (AP&T). There is a core item list consisting of thirty-eight (38) line items, as well as a Catalog.

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

Contract Start Date:	10/1/2019
Initial Contract End Date:	9/30/2021
Master Contract End Date:	9/30/2024

### **State Contact Information**

#### **Contract Administrator:**

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

### **State Contact Information**

#### **Backup Contract Administrator:**

DeRenne Raley  
Category Specialist  
Central Procurement Office  
(615) 251-5173  
[DeRenne.Raley@tn.gov](mailto:DeRenne.Raley@tn.gov)

## Vendor Contact Information:

Company Name: American Paper & Twine (AP&T)  
Edison Contract Number: 64263  
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: [Jenna.Gitschlag@imperialdade.com](mailto:Jenna.Gitschlag@imperialdade.com)

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: [Kye.Budziszewski@imperialdade.com](mailto:Kye.Budziszewski@imperialdade.com)  
Mailing Address of Contact: 7400 Cockrill Bend Blvd  
Nashville, TN 37209  
Website: shopapt.com

## Usage Instructions:

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

- 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.

## 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>

## SmartShop:

Please reference the [SmartShop User Job Aid](#) attached here.

Please note that SmartShop tends to function better using the Google Chrome browser.

## 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 [content.group@tn.gov](mailto:content.group@tn.gov) and the Contract Administrator, [Kristine.mitchell@tn.gov](mailto:Kristine.mitchell@tn.gov).

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.

**Billing and Payment Instructions:**

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

**Return Policy:**

American Paper and Twine: As long as product is in original packaging and in resalable condition, we would allow returns up to 30 days after original receipt date.

**Catalog:**



American Paper  
Twine Co Catalog U