

SWC #436 Lamps, Batteries, and Scrap Metal Recycling **Contract Information and Usage Instructions**

Contract Period: This is a three-year contract with two one-year renewal options. It began on January 18, 2022. The final end date if all renewal options are exercised will be January 17, 2027.

Summary/Background Information: This contract is for the recycling of lamps, ballasts, and a variety of batteries for all State agencies, local governmental units, higher education institutions, and eligible 501(c)(3) tax-exempt corporations.

State Contract Administrator:

Maya Carpenter
Category Specialist
Central Procurement Office
(615) 532-7941
Maya.Carpenter@tn.gov

Supplier Contact Information:

Lighting Resources, LLC

Edison Contract 50987
Supplier Number 196337

Supplier Contact

Steve Barnett
423-532-6717
steve.barnett@lightingresourcesinc.com
PO BOX 102717
Pasadena, CA 91189-2717

Usage Instructions:

To Initiate Service on This Contract:

To initiate service on this contract, the user should contact the supplier outlined in the Supplier Contact Information. At that point the supplier will establish a date to have the proper containers delivered to the user's location.

After the container arrives and the user decides they want a pickup they should contact the supplier to coordinate a pickup time and date according to the pickup/delivery options listed below.

Pickup/Delivery Options:

See Specifications Section 4.A.1.f., 4.A.2.h., & 4.A.3.f

Container pickup or delivery shall be scheduled by the respective Authorized User on a "call in" basis. Authorized Users shall allot 5 business days, unless otherwise agreed upon, for container pickup or delivery.

1. Flat rate - Shipments under 750 LBS shall be subject to Contractor flat rate pickup and/or delivery fees as outlined in the Contract.
 - a. 750 LB shipments may consist of various recyclables within each Contractor's awarded category.
2. Weight minimum – shipments that meet or exceed the minimum weight will not incur a transportation fee.
3. Milk Run discounts for combined pickups must adhere to the following: Milk Run pickup or delivery shall be accepted at the Authorized Users discretion.
 - a. Discount off of flat rate fee according to Supplier Contract.
 - b. Pickup or delivery shall be made within 15 calendar days of scheduling.
 - c. The Authorized User reserves the right to modify a Milk Run pick up or delivery to a flat rate or weight minimum pickup or delivery.
 - d. Additional modifications to a Milk Run pickup or delivery must be approved by the Authorized User.
 - e. Pickup or delivery of State goods must be clearly separated and labeled when multiple shipments are loaded on a single truck.

**Milk Run Discount – Supplier will grant a 20% discount for 3 or more pickup/deliveries within 50 miles of sites on milk run.

**Shipments 1,000 lbs and over – Supplier will grant a 2% discount on any shipments over 1,000 lbs.

Mail-Back Recycling Program

See Specifications Section 4.A.1.f. & 4.A.2.h.

A Mail-Back Recycling option for small quantity shipments is available for use at Authorized User's discretion. The recycling brochure and order form can be accessed using the links below:

[Lighting Resources EZ Recycling Program Brochure](#)

[Lighting Resources EZ Recycling Order Form](#)

Authorized Users shall not submit items not included in the mail-back catalog to the Supplier for recycling.

Upon recycling of the materials, the supplier will provide an invoice or check (whichever is applicable) with the required documentation as outlined in the specifications document.

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:

Follow your Agency specific rules for bill and payments. Please ensure all documentation required by the contract is included with the invoice prior to making or accepting payment.