

**SWC# 569 -**  
**Commissary Items**  
**Contract Information and Usage Instructions**

**Contract Period:** July 1, 2021, through June 30, 2024, with two (2) one year renewal options.

**Master Contract End Date:** June 30, 2026

**Summary/Background Information:** This is a statewide contract for commissary items, food, and personnel care items. Each awarded contract is a combination of three set line items and two possible catalogs including one for food items and one for personnel care items. Please refer either to the Edison Contract or the Statewide Contract search page under SWC 569 - Commissary Items for a core item and catalog list by awarded supplier. Each catalog will have all of the items available and the net pricing by supplier. To review catalog % off discounts, please reference the contract document in Edison. The contracts are available to local governments and other affiliate users.

**State Contact Information**

**Contract Administrator:**

Chad Butler  
Category Specialist  
Central Procurement  
Office (615) 532-7235  
[Chad.Butler@tn.gov](mailto:Chad.Butler@tn.gov)

**Secondary Contract Administrator:**

DeRenne Raley  
Category Specialist  
Central Procurement Office  
(615) 741-2933  
[DeRenne.Raley@tn.gov](mailto:DeRenne.Raley@tn.gov)

**Supplier Contact Information:**

**Company Name**

Edison Contract Number  
Supplier Contact Information

**Bob Barker Company**

70855  
Betsy Copeland  
[betsycopeland@bobbarker.com](mailto:betsycopeland@bobbarker.com)  
919-753-1654 (Direct Line)  
800-322-7537 (Fax)  
800-334-9880 (Orders/Customer Service)



**Supplier Contact Information:**

**Company Name**

Edison Contract Number

Supplier Contact Information

**Keefe Group LLC**

70856

Mark Houltzhouser

[Mark.Houltzhouser@keefegroup.com](mailto:Mark.Houltzhouser@keefegroup.com)

904-524-7694 (Direct Line)

904-741-6963 (Fax)

**Supplier Contact Information:**

**Company Name**

Edison Contract Number

Supplier Contact Information

**Kimble's Food by Design**

70857

Laura McCarthy

[lauram@kimblesfood.com](mailto:lauram@kimblesfood.com)

615-578-4022

**Supplier Contact Information:**

**Company Name**

Edison Contract Number

Supplier Contact Information

**Performance Food Group**

70858

Maureen Alexander

[Maureen.Alexander@pfgc.com](mailto:Maureen.Alexander@pfgc.com)

877-662-9462 (Direct Line)

800-695-7095 (Fax)

**Supplier Contact Information:**

**Company Name**

Edison Contract Number

Supplier Contact Information

**Union Supply Group**

70859

Lyra Hall

[LHall@unionsupplygroup.com](mailto:LHall@unionsupplygroup.com)

904-672-1703 (Direct Line)

904-296-2433 (Fax)

**Usage Instructions:**

- Contact the Supplier to set up an account associated to this statewide contract.
- The contract contains a Core Items list of hygiene kits and two possible catalogs: one for food items and one for personnel care items.
- To ensure the State is receiving best price for items, please review all catalogs for your purchases. Identical items are cheaper with some suppliers versus others due to discounts given. Shopping for best price against each supplier will ultimately drive costs down when suppliers are allowed to update their catalogs.
- Orders can be submitted via email or fax (if applicable).
- Local governments follow the same instructions for account set-up and ordering; local procedures will be used for submitting an order by email or fax.
- Minimum order (exemption) is \$100.00.
- ***If there is an item that you would like to request an Edison ID # for, please reach out to the contract administrator.***

**Requisition and Purchase Order Generation:**

For information on how to create a requisition and/or purchase order please refer to the Reference Material on the Central Procurement Office website:

<https://www.teamtn.gov/content/dam/teamtn/cpo/documents/learning-and-development/cpo-job-aid/Doc%20Type%20Job%20Aid.pdf>

**Billing and Payment Instructions:** FOB Destination in 3-10 Days. Payment is Net 45 Day

**Additional Info.**

- Bob Barker is on SmartShop.
- SmartShop is not to be used for inventoried or asset items.
- Please dispatch to PRINT for anything with an Edison Item ID or Special Request.