

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

Secondary Contract Administrator:

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

Supplier Contact Information:

Company Name	Bob Barker Company
Edison Contract Number	70855
Supplier Number	755
Supplier Contact Information	Betsy Copeland betsycopeland@bobbarker.com 919-753-1654 (Direct Line) 800-322-7537 (Fax) 800-334-9880 (Orders/Customer Service)



Supplier Contact Information:

Company Name	Keefe Group LLC
Edison Contract Number	70856
Supplier Number	221376
Supplier Contact Information	Mark Houltzhouser Mark.Houltzhouser@keefegroup.com 904-524-7694 (Direct Line) 904-741-6963 (Fax)

Supplier Contact Information:

Company Name	Kimble's Food by Design
Edison Contract Number	70857
Supplier Number	222458
Supplier Contact Information	Laura McCarthy lauram@kimblesfood.com 615-578-4022

Supplier Contact Information:

Company Name	Performance Food Group
Edison Contract Number	70858
Supplier Number	69875
Supplier Contact Information	Maureen Alexander Maureen.Alexander@pfgc.com 877-662-9462 (Direct Line) 800-695-7095 (Fax)

Supplier Contact Information:

Company Name	Union Supply Group
Edison Contract Number	70859
Supplier Number	449
Supplier Contact Information	Lyra Hall 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.