

SWC# 569 -
Commissary Items
Contract Information and Usage Instructions

Contract Period: July 1, 2021, through June 30, 2025, with one (1) one-year renewal option remaining.

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:

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

Secondary Contract Administrator:

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



Supplier Contact Information:

Company Name

Edison Contract Number

Supplier Contact Information

Bob Barker Company

70855

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

Edison Contract Number

Supplier Contact Information

Keefe Group LLC

70856

Mike Niedzwieki

michael.niedzwiecki@keefegroup.com

904-477-0042 (Direct Line)

Supplier Contact Information:

Company Name

Edison Contract Number

Supplier Contact Information

Kimble's Food by Design

70857

Laura McCarthy

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

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

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.