

## **SWC# 616 Staple Groceries** **Contract Information and Usage Instructions**

**Contract Period:** Contracts begins July 1, 2019, through June 30, 2022, with 2 options for renewal through June 30, 2024.

**Summary/Background Information:** This contract is for food products and distribution to K-12 and other public agencies. This statewide contract is available to local governments.

**This contract is only to be utilized for the core 26 items and items that fall into the discounted food categories listed below. Nothing outside of that is to be purchased through this contract. Items such as small wares, cleaning items, paper & plastic products are covered under other statewide contracts and should be purchased through those contracts. Please contact the contract administrator if you have any questions.**

**Please list your customer account number in the subject of all emails to the vendor.**

### **Minimum Order Requirements**

For both suppliers the minimum order requirement is five hundred **(\$500.00)** Dollars

### **Regions Serviced:**

Please see attachment below for which region your facility falls under to make sure you are using the appropriate contract. If your county falls into regions 1, 3, or 4 please follow instruction for Gordon Food Service (GFS). If your county falls into region 2 please follow instructions for Institutional Wholesale Co. (IWC). Please contact the contract administrator if you have any questions on the correct contract to use.

### **State Contact Information:**

#### **Contract Administrator**

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

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## **Gordon Food Service – Contract # 63159 – Regions 1, 3 & 4**

### **Contact Information for Gordon Food Service:**

Please see attached document for your location and who your main contact would be:

If your location is not shown, please contact the contract administrator to get set up.

### **Vendor Contact Information:**

Company Name: Gordon Food Service  
Edison Contract ID: 63159  
Mailing address: P.O. Box 1787  
Grand Rapids, MI 49501  
Website: [www.gfs.com](http://www.gfs.com)

### **Region 1, 3 & 4 Contact Information (Primary Contacts – Shepherdsville DC)**

Name of contact person: Gene Harding or Thomas Brenner  
Position of contact: Customer Development Specialist  
Phone number(s): (615) 310-6312 (Gene)  
(901) 568-1055 (Thomas)  
Email address: [gene.harding@gfs.com](mailto:gene.harding@gfs.com)  
[thomas.brenner@gfs.com](mailto:thomas.brenner@gfs.com)  
Mailing address: 342 Gordon Industrial Dr.  
Shepherdsville, KY 40165

### **Region 1, 3 & 4 Contact Info. (Primary Contact – Daily Operations for Gene & Thomas)**

Name of contact person: Autumn Bollman  
Position of contact: Inside Sales Rep  
Phone number(s): (800) 905-2088  
Email address: [autumn.bollman@gfs.com](mailto:autumn.bollman@gfs.com)

### **Region 1, 3 & 4 Contact Information (Primary Contact – Douglasville DC)**

Name of contact person: Chris Ramsey  
Position of contact: Customer Development Specialist  
Phone number(s): (865) 919-6017  
Email address: [chris.ramsey@gfs.com](mailto:chris.ramsey@gfs.com)  
Mailing address: 1500 N. River Rd.  
Lithia Springs, GA 30122 (Douglasville)

### **Region 1, 3 & 4 Contact Info. (Primary Contact – Daily Operations for Chris Ramsey)**

Name of contact person: Darrin Schuler  
Position of contact: Inside Sales Rep  
Phone number(s): (877) 728-1055

Email address: [darrin.schuler@gfs.com](mailto:darrin.schuler@gfs.com)  
Mailing address: 1500 N. River Rd.  
Lithia Springs, GA 30122 (Douglasville)

### **Region 1, 3 & 4 Contact Information (Last Resort)**

Name of contact person: Rhonda Skelley  
Position of contact: Non-Commercial Sales Manager  
Phone number(s): (502) 215-1044 Office  
(502) 664-7856 Mobile  
Email address: [Rhonda.Skelley@gfs.com](mailto:Rhonda.Skelley@gfs.com)  
Mailing address: 342 Gordon Industrial Dr.  
Shepherdsville, KY 40165

### **Ordering information for Gordon Food Service (GFS)**

#### First Time Orders:

- Contact the supplier to set up an account
- Account set-up for the first order could take up to two weeks
- Please provide facility information to get set up with an order and delivery date

#### How to guide for ordering:

If you place an order by emailing a copy of the Edison PO to GFS, include the customer account number in the subject line. **(Please include the GFS customer account number in the subject line of all emails sent to GFS.)** Also include contact information for the shipping location.

Alternatively, the attachment below is step by step instructions for ordering with GFS with their online ordering system.

**\*\*\* When you are done with your order hit the Review Order button. On the next screen left click on your mouse and it will give you the option to save it as an attachment. Click save as an attachment so that you can utilize that order guide to put your requisition into Edison.**


**This contract is not set-up as a punch-out at this time. If you submit an order on the GFS Foods site, the order will go directly to Gordon Food Service without an Edison Requisition or PO!**

### **Additional Option for ordering from Gordon Food Service (GFS)**

GFS does have three (3) store locations around middle Tennessee. They are retail stores that also serve their wholesale customers. If any of the State of TN locations purchased product at the store, they would pay the contracted price. This is an option for the facilities in a pinch. The stores are open until 9pm during the week and open on the weekends. GFS can provide agencies security cards; they must have their card scanned in order to bill product to their facility. The locations of the stores in the Nashville area are shown on the


map below along with addresses, phone numbers and operating times for each store.

If you know that your agency would utilize these locations in case something came up and a quick purchase was needed, please contact the contract administrator in order to obtain a security card for your location so that you can receive the contracted price if you go to the store to purchase. **This would not require a \$500 dollar minimum.**

**Goodlettsville** ✓ Current Store 11.17 mi


317 Bluebird Dr  
Goodlettsville, TN 37072  
615-859-0283  
[Driving Directions](#)  
[Shop this store](#)

**Mon:** 7:00am - 9:00pm  
**Tues:** 7:00am - 9:00pm  
**Wed:** 7:00am - 9:00pm  
**Thurs:** 7:00am - 9:00pm  
**Fri:** 7:00am - 9:00pm  
**Sat:** 7:00am - 9:00pm  
**Sun:** 12:00pm - 6:00pm

**Cool Springs** 14.66 mi


95A Seaboard Lane  
Brentwood, TN 37027  
615-370-2432  
[Driving Directions](#)  
[Shop this store](#)

**Mon:** 7:00am - 9:00pm  
**Tues:** 7:00am - 9:00pm  
**Wed:** 7:00am - 9:00pm  
**Thurs:** 7:00am - 9:00pm  
**Fri:** 7:00am - 9:00pm  
**Sat:** 7:00am - 9:00pm  
**Sun:** 12:00pm - 6:00pm

**Murfreesboro** 23.87 mi


465 N Thompson Ln  
Murfreesboro, TN 37129  
615-494-3267  
[Driving Directions](#)  
[Shop this store](#)

**Mon:** 7:00am - 9:00pm  
**Tues:** 7:00am - 9:00pm  
**Wed:** 7:00am - 9:00pm  
**Thurs:** 7:00am - 9:00pm  
**Fri:** 7:00am - 9:00pm  
**Sat:** 7:00am - 9:00pm  
**Sun:** 12:00pm - 6:00pm

**Clarksville TN** 46.38 mi

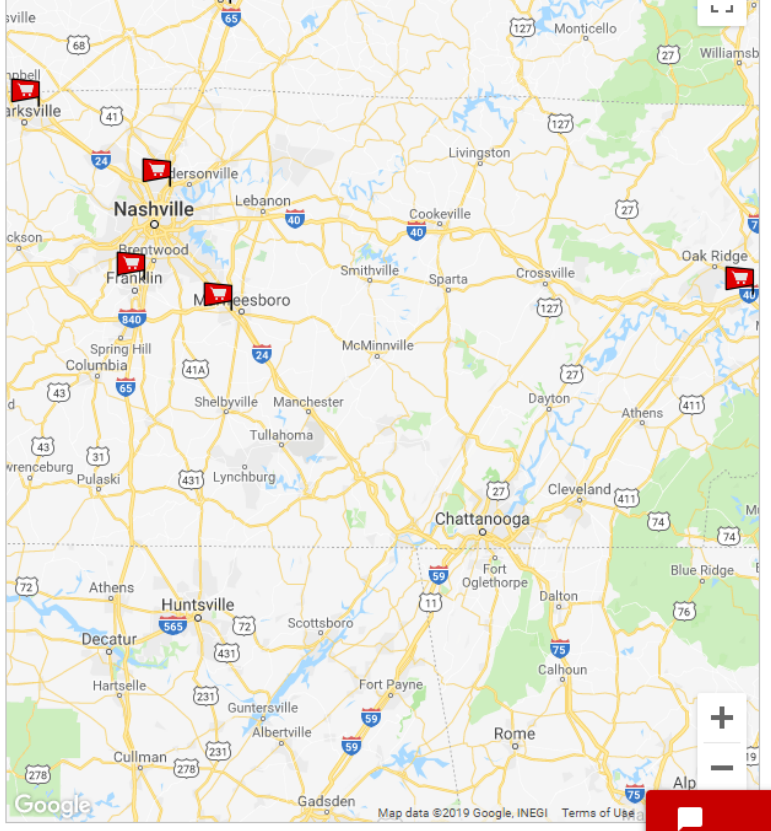
2809 Wilma Rudolph Blvd  
Clarksville, TN 37040  
931-552-5501  
[Driving Directions](#)  
[Shop this store](#)

**Mon:** 7:00am - 9:00pm  
**Tues:** 7:00am - 9:00pm  
**Wed:** 7:00am - 9:00pm  
**Thurs:** 7:00am - 9:00pm  
**Fri:** 7:00am - 9:00pm  
**Sat:** 7:00am - 9:00pm  
**Sun:** 12:00pm - 6:00pm

**Knoxville** 145.15 mi

9312 Kingston Pike  
Knoxville, TN 37922  
865-560-8859  
[Driving Directions](#)  
[Shop this store](#)

**Mon:** 7:00am - 9:00pm  
**Tues:** 7:00am - 9:00pm  
**Wed:** 7:00am - 9:00pm  
**Thurs:** 7:00am - 9:00pm  
**Fri:** 7:00am - 9:00pm  
**Sat:** 7:00am - 9:00pm  
**Sun:** 12:00pm - 6:00pm



## **Institutional Wholesale Co. – Contract # 63148 – Region 2**

### **Contact Information for Institutional Wholesale Co.:**

#### **Vendor Contact Information:**

Company Name: International Wholesale Co., Inc. (IWC Food Service)  
Edison Contract ID: 63148  
Mailing address: 535 Dry Valley Road  
Cookeville, TN 38506  
Website: [www.goiwc.com](http://www.goiwc.com)

#### **Region 2 Contact Information**

Name of contact person: Garren Huber or Alan Pitts  
Position of contact: Contract Sales Representative  
Phone number(s): (931) 537-4253 (Office) - Garren  
(931) 537-4353 (Fax) - Garren  
(931) 537-4249 (Office) - Alan  
(800) 239-9588 Ext. 4249 - Alan  
Email address: [Garren.Huber@goiwc.com](mailto:Garren.Huber@goiwc.com)  
[apitts@goiwc.com](mailto:apitts@goiwc.com)

#### **Region 2 Contact Information (Last Contact)**

Name of contact person: Melissa Hammock  
Position of contact: Contract Sales Manager  
Phone number(s): Office # 931-537-4282  
Cell # 931-349-4648  
Email address: [Melissa.Hammock@goiwc.com](mailto:Melissa.Hammock@goiwc.com)

### **Ordering information for Institutional Wholesale (IWC)**

#### **First Time Orders:**

- Contact the supplier to set up an account
- Account set-up for the first order could take up to two weeks
- Please provide facility information to get set up with an order and delivery date

#### **How to guide for ordering:**

Please see attachment below for step-by-step instructions for logging in with IWC and ordering.

Please see attachment below for step-by-step instructions on how to create an order guide to help make your future purchases quicker and easier.

**This contract is not set-up as a punch-out at this time. If you submit an order on the IWC website, the order will go directly to Institutional Wholesale Co. without an Edison Requisition or PO!**

When you are in the IWC ordering System, once you have started your order and saved it, before you actually complete it, you can go to the top of the page on the right side next to “Show Status” and select for the drop down “Open”. This will provide an option to print or save a PDF version in order to create your requisition in Edison. It will provide you with the following:

- Item Number
- Description
- Quantity
- Price
- Extended Price

Once you have created your order in Edison and gained approvals you can then put your order through on the IWC website for delivery. It is preferred that you include your PO number on your order before submitting to IWC.

The screenshot shows the IWC Portal interface. At the top left is the IWC logo with 'Cust#: 3544 Direct Acct.' and 'Bccx Commissary'. Navigation links include 'IWC Portal', 'Edit Profile', 'Order Templates', 'Search Guide', and 'Logout'. The main heading is 'Orders Summary' with sub-links 'Sequence', 'Print Open Orders', and 'Send Open Orders'. Below this are input fields for 'Bccx Commissary' and 'Sent Orders Log', both with 'Go' buttons. There are also buttons for 'Delete', 'Hold', and 'Release', and a 'Select Delivery Date' field with a 'Go' button. The 'Show Status' dropdown menu is highlighted with a blue circle and set to 'Open'. Below these elements is a table header with columns: Order#, PO#, Status, Cust#, Customer Name, Delivery, Day, Lines, and Total Amt.

### Discount information for both supplier catalog items

Below are the categories covered in the catalog under contract. Please see Edison comments section in your respective contracts for discounts provided by your supplier for each category

Food Catalog Categories
Frozen Foods Excluding Entrée's Excluding Desserts
Frozen Entrée's
Desserts
Dry Foods
Fresh Meats
Dairy
Cheese
Fresh Eggs
Beverages

### **Local Government Ordering:**

Local governments follow the same instructions for account set-up and ordering; local procedures will be used for submitting an order by email, fax, or directly through each suppliers' website.

### **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:

<http://tn.gov/generalservices/article/agency-reference-material>.

### **Billing and Payment Instructions:**

Please follow your agency specific rules for bill and payments.

### **Additional Info.**

Please respond ASAP to substitution reports sent out by vendors on this contract. SWC 616 authorized users should respond to the substitution report via email to confirm.

If a SWC 616 authorized user places an unusual order not usually ordered by the user, please notify the vendor an additional 3-5 days in advance to give the vendor enough time to complete the order. The only exception to this is if there is a TEMA emergency. In this event, additional notice is not required.