

SWC #102 Building Materials **Contract Information and Usage Instructions**

Contract Period: This is a five (5) year contract term running from October 12, 2016 to October 11, 2021 with the final two (2) years each being an optional one-year renewal. The contract was procured through an ITB as Edison Event #32110-9503-9539.

Summary/Background Information: This contract includes carpet, resilient tile, resilient base, ceiling tile and grid, paint, doors and door hardware, and flooring installation services and accessories. The contract is open to local governmental units, members of the University of Tennessee or Tennessee Board of Regents systems, and nonprofit entities identified in Tenn. Code Ann. § 33-2-1001.

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State Contact Information:

Contract Administrator

Lanessa Munson
Central Procurement Office, Category
Specialist
(615) 253-2692
Lanessa.M.Munson@tn.gov

STREAM Design Team

State of TN Real Estate Asset
Management (STREAM)
Design Team, Customer Service
(615) 741-2243

Supplier Contact Information: (contract hyperlink will take you to Supplier Portal page for each contract)

Continental Flooring Company

Products: ceiling tile & grid

Edison Contract #[52037](#)

Supplier #70218

Ms. Amy Beck

(480) 281-1249

ABeck@continentalflooring.com

9319 N. 04th Way, Suite 1000

Scottsdale, Arizona 85258

www.continentalflooring.com

Forbo Flooring Inc. dba Forbo Flooring Systems

Products: resilient tile, installation

Edison Contract #[52038](#)

Supplier #200438

Mr. Matt Yanson

(410) 203-2864

matt@MAS-now.com

2204 Merion Pond

Woodstock MD, 21163

www.forbo.com/flooring

Interface Americas Inc.

Products: carpet, installation

Edison Contract #[52040](#)

Supplier #157545

Ms. Sharon Johnson

(706) 812-6356

Contracts.group@interface.com

1503 Orchard Hill Road

LaGrange, GA 30241

www.interface.com

To Order Product Samples:

Patrick Kelley – 615-504-3971

Patrick.Kelley@interface.com

Isenhour Door Products Inc.

Products: doors & door hardware

Edison Contract #[52041](#)

Supplier #83494

Mr. Kim Murkette

(615) 979-9415

kmurkette@isenhourdoor.com

2910 Kraft Drive

Nashville, TN 37204

www.isenhourdoor.com

Mannington Mills Inc.

Products: carpet, resilient tile, resilient base, installation

Edison Contract #[52042](#)

Supplier #152472

Ms. Shanon Newsom

(706) 602-6430

shanon_newsome@mannington.com

1844 US Hwy 41 SE

Calhoun, GA 30701

www.manningtoncommercial.com

To Order Product Samples:

Sample_Service@mannington.com

Mohawk Carpet Distribution Inc.

Products: carpet, resilient tile, installation

Edison Contract #[52043](#)

Supplier #152474

Ms. Stacey Ridley

(706) 879-6582

stacey_ridley@mohawkind.com

160 S. Industrial Blvd.

Calhoun, GA 30701

www.mohawkgroup.com

To Order Product Samples:

Elizabeth Paxton – 615-218-7313

Elizabeth_Paxton@mohawkind.com

PPG Architectural Finishes Inc.

Products: paint
Edison Contract #[52044](#)
Supplier #403
Ms. Mary Goltz
(910) 515-0538
goltz@ppg.com
162 Windham Way
Clayton, NC 27527
www.ppgpaints.com

Shaw Industries Inc.

Products: carpet, resilient tile, installation
Edison Contract #[52045](#)
Supplier #21198
Ms. Tiara Ellis
(706) 879-4094
tiara.ellis@shawinc.com
<https://shawfloors.com/>

Tandus Centiva US LLC

Products: carpet, resilient tile, installation
Edison Contract #[52046](#)
Supplier #157848
Ms. Courtney Keener
(706) 259-2063
courtney.keener@tarkett.com
311 Smith Industrial Blvd.
Dalton, GA 30721
www.tandus-centiva.com

To Order Product Samples:
Brad Hatcher – 615-330-0406
Brad.Hatcher@tarkett.com

The Sherwin-Williams Company

Products: paint
Edison Contract #[52047](#)
Supplier #469
Mr. Craig Mackay
(301) 902-3161
craig.mackay@sherwin.com
10406 Tucker Street
Beltsville, MD 20705
www.sherwin-williams.com

Usage Instructions:

1. Product Categories

The carpet, resilient tile, and paint categories are multi-award with multiple Contractors on contract. The resilient base, ceiling tile and grid, and doors and door hardware categories are single award with one Contractor on contract. The table below shows the awarded Contractors for each product category. Some Contractors are awarded multiple categories.

Carpet & Flooring Installation Services		
Interface Americas Inc.	Mohawk Carpet Distribution Inc.	Tandus Centiva US LLC
Mannington Mills Inc.	Shaw Industries Inc.	
Resilient Tile & Flooring Installation Services		
Forbo Flooring Inc.	Mohawk Carpet Distribution Inc.	Tandus Centiva US LLC
Mannington Mills Inc.	Shaw Industries Inc.	
Resilient Base		
Mannington Mills Inc.		
Ceiling Tile & Grid		
Continental Flooring Company		
Paint		
PPG Architectural Finishes, Inc.	The Sherwin-Williams Company	
Doors & Door Hardware		
Isenhour Door Products Inc.		

2. Selecting a Contractor for Multi-Award Categories

There is not a preferred supplier structure (e.g. Vendor A, B, or C) for this contract, so you may utilize any of the awarded Contractors on contract. There are factors you should take into consideration when choosing among the multiple Contractors that are detailed below.

For Carpet & Resilient Tile:

- Determine the flooring product(s) that best matches your needs. See the section on selecting carpet type for information on the best type of flooring to withstand your traffic level and use)
- Determine the flooring product(s) that best matches your building design aesthetics in terms of pattern and color. Contact the STREAM Design Team (see contact information section above) for assistance.
 - The product offering differs for each Contractor. Please review the Products Collections for each to view the available types, patterns, styles, and colors of carpet or resilient tile offered. The Products Collections are available under each contract in Edison or on the Supplier Portal (see the hyperlinked Edison Contract #'s under contact information).
- Compare the total cost of the flooring project between the available product(s) and Contractor(s) you have narrowed down to. Total cost may include:
 - Carpet or resilient tile cost considering the project square footage or square yardage, some Contractors have tiered pricing based on volume
 - Adhesive cost
 - Installation costs (if applicable)

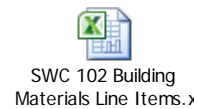
- Also consider delivery time and ensure that the product/service will be done within your project timeline

For Paint:

- Review the product offering and colors available from each Contractor by viewing their product catalog and identify the best product to meet your needs and building design aesthetics. The product catalogs are available under each contract in Edison or on the Supplier Portal (see the hyperlinked Edison Contract #'s under contact information).
- If both Contractors offer the same basic product and color option, identify the Contractor with the lowest cost to complete your project.
- If you are trying to match an existing paint, use the Contractor who manufactured the original paint you are matching.
- Consider the nearest location and store hours.

3. Using Contract Resources

All contract documents and resources are available as comments under each contract in Edison or on the Supplier Portal under [SWC 102 Building Materials](#). The specifications, terms and conditions, solicitation documents, signed line item contracts, and usage instructions are available under each contract. Additional resources are available depending on the product category. There is also a line item spreadsheet embedded to the right with a compilation of all contract lines and a summary of the flooring collections.



Carpet & Resilient Tile:

- Product Summary Sheet – summary of carpet/resilient tile product information for items on contract – information includes: sizes, TARR classification (measure of durability), product specifications, environmental information, warranty, and price
- Products Collections – catalog of items on contract with images and product specifications
- Authorized Installers – list of Contractor’s authorized flooring installation companies with their contact information and what areas they service
- Adhesives product information is available on each Contractor’s website
- Product care instructions are available on each Contractor’s website

Resilient Base:

- Products Collections – catalog of items on contract with images and product specifications

Ceiling Tile & Grid:

- Product Technical Data Sheet – product specifications, images, and environmental information

Paint:

- Catalog – list of items available through contract, broken out by paint category with list rate and percent discount off of list rate

Doors & Door Hardware:

- Catalog – list of items available through contract, broken out by group with list rate and percent discount off of list rate, includes images and product specifications

4. **Selecting Carpet Type**

- Identify the TARR classification best-suited for the traffic level and function of your flooring.
 - TARR is the texture, appearance, retention rating of carpet. Based on the traffic level, there are different TARR classifications. See the table below.

CLASSIFICATION TARR	Traffic Level Classification
MODERATE	≥ 2.5 TARR
HEAVY	≥ 3.0 TARR
SEVERE	≥ 3.5 TARR
SPECIAL: See last section of Table	> 3.5 TARR

- The use or function of your carpet also matters in selecting your carpet. See the embedded document below for a listing of recommended TARR classification for common carpet uses (e.g. lobbies, offices, hospitals).



CRI TARR Carpet Selection Guide.pdf

- Determine the desired carpet size and if tile or broadloom is most appropriate.
- There is a minimum 10 year warranty. Some carpet items have longer warranties.

5. **Flooring Volume Tiers**

- Some flooring Contractors offer more competitive pricing based on the volume tier (e.g. 1-999 SF, 1,000-1,499 SF, 1,500+ SF). The volume tier is based on the total square footage or square yardage for the project. A project may include multiple phases (e.g. floors 1-10 and then floors 11-20 of a building) and multiple purchase orders, but a single project will be from the same funding source. The End User must indicate in its initial purchase what is included in the project with all phases if there are multiple.

6. **Flooring Installation**

- Installation Options – End Users are not required to have carpet installation done through the contract. End Users may elect to only purchase the carpet product and complete installation outside of the Contract agreement. However, if installation is done outside of the Contract agreement, the End User needs to ensure the Installer is certified to install the manufacturer’s product to uphold the product warranty.
- Authorized Installers (subcontractors) – Each flooring company has a list of approved installers (these are often subcontractors but may also be a division of the Contractor’s company). The rates may vary for each Installer, so End Users should ask for quotes from the companies who service their area to get the best overall installation job cost.
 - End Users should not be billed or pay the subcontractor directly, all costs should be invoiced by the Contractor and paid to the Contractor. The Contractor is

responsible for paying their subcontractors.

- There is a 5 year labor and warranty guarantee through the Contract.
- Prior to using an Authorized Installer, contact the Contract Administrator to ensure the Installer has a Certificate of Insurance (COI) for Worker's Compensation on file with the State.
- Installation Coverage – Each flooring company has installation coverage for the entire State. The Authorized Installers list details the region each Installer covers.
- Installation Rates – The labor rates on Contract are “not to exceed” or “ceiling” rates. The Contract rate represents the highest cost the Contractor will charge for use of an Installer. Due to the variability in rates charges by subcontractors across the State, it is likely that not every Installer will charge the “not to exceed” rate. This variability is why it is important to get quotes for installation from the Installers covering your area under the Contract to ensure you are getting the best project cost.
 - To account for this variability the installation line items on contract are set to allow the End User to change the price on your purchase order (PO). End Users will be able to modify the cost for each installation line, but they cannot modify the price to be higher than the rate listed on the Contract.

7. Recycling

- Each carpet Contractor offers carpet recycling, known as a “take back” program. Upon request, the Contractor will accept old carpet products that are being replaced with new products purchased through the Contract. There may be a charge associated with carpet recycling as detailed as a line item on each Contractor's Contract.
- Continental Flooring Company, the Contractor for ceiling tile and grid, will accept and recycle ceiling tile that is being replaced by tile purchased through the Contract upon request and at no additional cost.

8. Items not on Contract & Off-contract Requests

- If an End User has a need for a building material product not on Contract (e.g. a replacement carpet tile pattern that is not on contract), the item may potentially be added or the Contract Administrator may approve an off-contract request to purchase the item through the Agency's purchasing process. Please contact the Contract Administrator in the event that you have a need not covered under the Contract.
- If an End User finds a product available from a non-contract provider at a lower cost, then the Contract Administrator will review and consider off-contract approval to purchase the lower cost item upon written request from the End User.

9. Special Instructions for Local Governments, Universities, and Non-profits

- The full Contract is open to local governments, public and non-profit higher education institutions, and non-profits identified in Tenn. Code Ann. § 33-2-1001 (collectively referred to as other governmental bodies).
- If other governmental body has a need for custom carpet, it may be added to the Contract for other governmental bodies through the Memorandum of Understanding

(MOU) process. Please contact the Contract Administrator if a need occurs.

Requisition and Purchase Order Generation:

There are several resources on CPO's TeamTN webpage that are helpful on the "CPO Job Aid" and "Webinar" pages regarding requisitions, purchase orders, and purchasing with and without item IDs.

For the catalog Contracts, End Users should process the PO using the special request tab in Edison. The Contracts have line items with the discount to apply and the UNSPSC commodity code to utilize.

Catalog Items, no Item ID

- Create a new requisition under eProcurement>Requisition
- On the 2nd screen "Create Requisition", click on the "Special Requests" option
- Add the item from the catalog and enter all required fields
 - Applicable UNSPSC code can be found on contract entry page

Line	Type	Type ID	Description	UOM	Category	Include for Release	Status
1	Item		APCAT - Doors and Door Hardware, Metal Doors, Isenhour Door, 47.53% Discount off List Price - Please see the contract catalog for items	EA	30171505	<input checked="" type="checkbox"/>	Active

- Copy PO from requisition

For the installation lines, the line items allow End Users to adjust the price on their individual PO due to the variability in pricing across the State for each Authorized Installer. Only the installation line item pricing may be changed on the PO, all other lines (e.g. carpet, adhesive) are set rates. End Users cannot increase the installation price above the "not to exceed" rate listed on the Contract.

- Flooring Installation lines:
 - Create new PO, enter Supplier #, & enter Item ID and line info will auto-populate
 - To lower the price from the default "not to exceed" rate, click the drop down icon on the line and in the "schedules" box that displays manually change the price, this will change the merchandise amount on the line item above as well

Line	Item	Description	PO Qty	*UOM	Category	Merchandise Amt	Status
1	1000174346	Flooring Installation, Furniture <small>Use System II line item price is</small> 166 characters remaining	1.0000	SY	72152506	9.00	Open

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amt	Status	*Distribute by
1	11/03/2016		1.0000	9.00000	9.00	Active	Quantity

Billing and Payment Instructions:

Methods of Payment: All Contractors accept p-card, check, and ACH deposit
The Contractor shall submit an itemized invoice to the state agency billing address provided in the PO. The invoice may include only charges for services described in the PO.

Contract is FOB Destination meaning all goods should be delivered with all charges for transportation and unloading prepaid by the Contractor.