

SWC# 106 Interior and Exterior Signs **Contract Information and Usage Instructions**

Contract Period: This is a five year contract term running from February 1, 2018 to January 31, 2021 with the final two years being an optional one-year renewal. The contract was procured through an ITB as Edison Event #32110-10323 and Edison contract #57481 was awarded to Jarvis Award Sign & Flag.

Summary/Background Information: This contract includes all labor, equipment, and materials for specific Interior and Exterior Signs approved by the State of Tennessee.

State Contact Information

Contract Administrator:

Eve Whittenburg
Category Specialist
Central Procurement Office
(615) 253-3000
Eve.Whittenburg@tn.gov

Agency Instructions for Purchases:

1. List what line items are needed and the quantity
2. Notify the State of Tennessee Real Estate Asset Management (STREAM) of intended purchase by sending an email to furniture.requests@tn.gov
3. Once the purchase is approved by STREAM, contact Jarvis to implement order
4. Find which region your location resides in and apply the trip charge line item, only locations in Davidson County are exempt from trip charges

Supplier Contact Information:

Jarvis Award Sign & Flag
Jennifer Sychareune
615-865-6062
jennifer@jarvissigns.com

Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please reference our CPO Job Aids on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>

Billing and Payment Instructions:

Net 45 payment terms. The supplier does accept P-card payments.

Asset and Inventory Management: Not applicable.