

SWC #114 Dishwashing Rental Service
Contract Information and Usage Instructions

Contract Period:

Start Date – February 1, 2018

End Date – January 31, 2021, with 2 one-year renewal options

Edison contract number: #57461

Summary/Background Information:

The purpose of this solicitation is for the State of Tennessee to secure a contract for statewide dishwashing rental services at various agency locations across the state. At least one maintenance visit per month is required in performance of the contract as well as: delivery of needed supplies and chemicals, removal of empty chemical bottles to be recycled, emergency maintenance calls, and all labor and parts required for repairs, installation, and removal of machines. All of the above is included in the monthly rental fee for all machines on contract. This contract will be available for use for all state agencies, departments, institutions, authorized local users, and higher education institutions.

State Contact Information

Contract Administrator:

Eve Whittenburg

Category Specialist

Central Procurement Office

(615) 253-3000

Eve.Whittenburg@tn.gov

Vendor Contact Information:

Auto-Chlor System

Edison Contract Number: #57461

Supplier Number: #74880

Phil Barry – Nashville Office

Manager – Contract Contact

615-837-2544

barry@autochlor.com

408-B Harding Industrial Drive Nashville, TN 37211

Usage Instructions: *Please refer to Specifications for additional information*

- Three types of machines are available to rent monthly, no lease agreements should be signed by users. Each machine has a monthly rack or cycle limit. If the using agency exceeds this limit, a \$0.06 charge per rack will be applied. Please see below:
 - o Single Rack Machine (1,000 rack limit per month)
 - o Double Rack Machine (2,000 rack limit per month)
 - o Conveyor Machine (10,000 rack limit per month)

- Specific chemicals are included in the monthly rental fee and are **not** paid for by agencies, please see the list below. However, if the agency chooses to order other products from the Supplier (not included on the list below) these items must be on a separate invoice and **must not** be attributed to the contract.

These products are included in the monthly machine rent.	Product Name	Container Size	List pack size this product is delivered in. Must be >=1.
Detergent	Mach Turbo	3.78 liter	1 each
Rinse Additive	Mach Drymate	3.78 liter	1 each
Sanitizer	Solution CL	2.5 gallon	1 each
Scale Remover	Scale Away	1 gallon	4x1 gallon

- Additionally, agencies must not use any other products in Supplier machines. Only products provided by the Supplier will be used in order to avoid damage to machines.

- Service for machines is available twenty-four (24) hours a day, three hundred sixty-five (365) days a year. Repairs must return machines to operating condition within twelve (12) hours after initial notification of failure is made. **In the event of an emergency, agencies should contact:**
 - o Chattanooga Branch: (423) 629-4722
 - o Knoxville Branch: (865) 984-8503
 - o Memphis Branch: (901) 523-0136
 - o Nashville Branch: (615) 837-2544

- Monthly maintenance is included in the rental charge as well as pick up of empty containers for recycling, and delivery of needed chemical.

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:

- Invoices are to be submitted to the Authorized User's facility once per month after services are rendered. Note: the invoices shall reflect an entire month's service. Invoices must be submitted to the using facility within 30 days of the month following service.
- One invoice shall be issued every month, totaling twelve (12) invoices per one year period. Each invoice shall always include the monthly machine rental charge. Any extra rack charges for the previous month shall be included if applicable for that billing period. Products sold to Authorized Users that are not included on this contract must be billed on a separate invoice from contracted items and services.

New contract pricing will take effect beginning February 1, 2018