

SWC #207 Fleet Maintenance
Contract Information and Usage Instructions

Contract Period:

Start Date – November 22, 2018

End Date – November 21, 2021, with 2 one-year renewal options

Summary/Background Information:

The purpose of this solicitation is for the State of Tennessee to secure a statewide contract (SWC) for Preventative and Full Service vehicle maintenance across the State. The goal of the contract is to drive cost savings and provide quality maintenance and repair to the State of Tennessee's vehicle fleet while reducing downtime of vehicles in need of maintenance and repair. 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:

Parker Birt
Category Specialist
Central Procurement Office
(615) 291-5948
Parker.Birt@tn.gov

Supplier Contact Information:

Valvoline Inc.
Edison Contract Number: #60711
Supplier Number: #201852
David Wade
Commercial Accounts
859-279-6188
David.Wade@valvoline.com

Bridgestone Retail Operations LLC
Edison Contract: #60712
Supplier Number: #89701
Tim Lampley
Key Account Executive
615-491-5254
lampleytim@bfusa.com

Please refer to Specifications for additional information.

Awarded Categories:

Two separate categories were bid and awarded through this contract. The contracts include set pricing and catalog discounts.

1. **Preventative Maintenance Awarded to Valvoline Inc.:** lube, oil, filter, tire rotation, replace air filter, replace wiper blades, air conditioning evacuate and recharge, radiator flush and fill, transmission fluid
2. **Full Service Maintenance Awarded to Bridgestone Retail Operations LLC:** wheel balance, wheel alignments, flat tire repair, brake inspections, brake service, replace spark plugs, engine diagnostics, radiator service, battery service, fuel system service, safety inspections, emissions testing, air conditioner service

Agencies should schedule and have maintenance performed with the appropriately awarded supplier per category.

Service Locations:

Please see the list of service locations in the linked documents below.



SWC 207 - Valvoline Locations.xlsx

Valvoline Inc.



SWC 207 - Bridgestone Location

Bridgestone Retail Operations LLC

Specification Requirements for Agencies to Follow:

Preventative maintenance services must be performed within 30 minutes of a scheduled appointment time. State agencies must be on time for scheduled appointments.

Agency end users must receive approval from Vehicle and Asset Management (VAM) for additional repairs over \$200.00 that is discovered while the Contractor is performing other scheduled services on a vehicle. Prior approval must be provided through a purchase order number that will be used by the Contractor when invoicing for the services.

Billing and Payment Instructions:

Vehicle and Asset Management is in charge of billing for maintenance of State vehicles. When making appointments or communicating with service locations; agencies should notify the Contractor that the vehicle is under the State contract or account. Invoices will be sent to VAM on a weekly basis. VAM will then bill agencies for the services received.

New contract pricing will take effect beginning November 22, 2018

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>