

SWC #303 Equipment Maintenance **Contract Information and Usage Instructions**

Contract Period:

This is a three year contract running from January 28, 2015 to January 27, 2020 with no renewal options remaining.

Summary/Background Information:

The contract provides cost savings for Agencies and provides services for a broad range of equipment including office, communications, facilities, mail processing, laboratory, medical, information technology equipment and any other capital assets deemed by the State to be in-scope.

State Contact Administrator:

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Category Specialist
Central Procurement Office
(615) 253-3000
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Vendor Contact Information:

Specialty Underwriters
Jessica Ristau
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(800) 558-9910 x2732

Emergency Call Procedures:

Not applicable.

Usage Instructions:

Refer to Specifications and Terms and Conditions.

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:

<https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html> .