

SWC# 317 – Copy Paper
Contract Information and Usage Instructions

Contract Period: This is a three (3) year contract with one (1) annual option to renew. The contract was competitively bid via RFP and was awarded to one (1) vendor, American Paper & Twine (AP&T).

Summary/Background Information: This is a statewide contract for copy paper, including both plain (virgin and recycled) and colored copy paper (virgin pastels and brights). The contract is available to local governments.

State Contact Information:

Primary Contract Administrator:

James Vallone
Category Specialist - Commodities
Central Procurement Office
(615) 253-8528
James.Vallone@tn.gov

Backup Contract Administrator:

Michael Neely
Category Specialist - Commodities
Central Procurement Office
(615) 741-5971
Michael.T.Neely@tn.gov

Vendor Contact Information:

Company Name:	American Paper & Twine (AP&T)
Edison Contract Number:	56924
Vendor Number:	0895
Name of Contact Person:	Gary Dotson
Position of Contact:	Director of Office Products
Phone Number(s) of Contact:	615-350-5233 (Local) 800-251-2437 (Toll Free) 615-350-5519 (Fax)
Email Address of Contact:	gdotson@aptcommerce.com

Mailing Address of Contact: 7400 Cockrill Bend Blvd
Nashville, TN 37209
Website: shopapt.com

Emergency Call Procedures: N/A

State Agency Usage Instructions:

1. Please consult the contract, TNSmartshop, or the punch-out catalog within Edison to determine what to order.
2. For those unfamiliar with the punch-out catalogs available within Edison, please reference the following attachment:



Utilizing AP&T's
Punch-Out Cat...

3. Follow your normal requisition/purchase order process to complete the order.

Local Government Entity Instructions:

1. Local Governments and other eligible entities are encouraged to use this contract.
2. Local entities should contact Gary Dotson, as provided in the vendor contact information above, with respect to how they would like to conduct business transactions. You can email him at gdotson@aptcommerce.com.
3. The State requires AP&T to report all sales to Local Government entities making use of the State contract.

Access to Contract Documents Online:

1. Click on the link below to go to the Supplier Portal homepage:
https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST
2. Click on the "Statewide Contract (SWC) Search" link at the top of the page under "Statewide Contract Information".
3. Scroll down the list of contracts and locate "Copy Paper". Click on the picture of a folder under the "Details" column.
4. You will get a rectangular box and one of the columns (to the right) will say "Contract Documents", and below will be a picture of a file folder, click on it and you will get a

new box with multiple contract documents shown. Click on the picture of the document to view the attachment.

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/content/dam/teamtn/cpo/documents/learning-and-development/cpo-job-aid/Doc%20Type%20Job%20Aid.pdf>

Billing and Payment Instructions:

Deliveries are FOB Destination. The payment term associated with this contract is Net 30.

Asset and Inventory Management: N/A