

**SWC #369 Household Linen and Rags**  
**Edison Contracts 57540/ 57542/ 57546/ 58503**  
**Contract Information and Usage Instructions**

**Contract Period:**

This is a three (3) year contract term running from April 4, 2018 to April 3, 2021 with an additional two (2) year renewal option. The contract was procured through an ITB- Edison event #32110-10303-10330 and 32110-10303-10330-10476.

**Summary/Background Information:**

This contract includes product and delivery of Household Linen and Rags for all State agencies, local governmental units, higher education institutions, and eligible 501(c)(3) tax-exempt corporations.

**State Contract Administrator:**

Dellaria Martin  
Category Specialist  
Central Procurement Office  
(615) 741-2165  
[dellaria.martin@tn.gov](mailto:dellaria.martin@tn.gov)

**Contractor Contact Information:**

Bob Barker  
Edison Contract Number: 57540  
Vendor Number: 0000000755  
Betsy Copeland  
(919) 753-1654  
[betsycopeland@bobbarker.com](mailto:betsycopeland@bobbarker.com)

Intex DIY Inc.  
Edison Contract Number: 57542  
Vendor Number: 0000000328  
Dale Rowland  
(615) 371-2509  
[drowland@intexsupply.com](mailto:drowland@intexsupply.com)

Tabb Textile Company  
Edison Contract Number: 57546  
Vendor Number: 0000000245  
Marsha Thrift  
(334) 745-6762  
[marsha@textilegroup.net](mailto:marsha@textilegroup.net)

Kentron Health Care  
Edison Contract Number: 58503  
Vendor Number: 0000000394  
Nari Sadarangani  
(615) 668-1147  
[kentron@kentronmedical.com](mailto:kentron@kentronmedical.com)

## **Usage Instructions:**

### **1. Specific Ordering Information:**

- Contact the appropriate Contractor and submit a purchase order for your needs.
- Please see the contract line items for pricing information

### **2. General Delivery Information:**

- Deliveries must be completed during regular State business hours (Monday - Friday, 8:00 AM – 4:30 PM, excluding authorized State holidays), unless otherwise requested by the purchasing agency.

### **3. Delivery Turnaround Requirements:**

- All items must be delivered within approximately 30 days after receipt of a purchase order.

## **Requisition and Purchase Order Generation:**

- Requisitions and Purchase Orders should be generated using each agencies specific processes and guidelines.
- There are several resources on CPO's TeamTN webpage under <https://www.teamtn.gov/cpo/learning-development.html> that are helpful on the "CPO Job Aid" and "Webinar" pages regarding requisitions, purchase orders, and purchasing contract items with item IDs.

## **Billing and Payment Instructions:**

- All invoices shall be F.O.B. destination. All charges for transportation and unloading are to be prepaid by the Contractor.
- The Contractor shall submit an itemized invoice, with all necessary supporting documentation, to the state agency billing address provided in the PO. The invoice will also include only charges for service described in the PO. Once the agency is in possession of the invoice the timeframe for payment begins and the agency will then follow their normal procedures for invoice payment.
- Any questions concerning payment should be addressed to the "bill to" agency and not to the Central Procurement Office.

## **Miscellaneous Information:**

- If you have any questions about this contract and the products or services covered please contact the Contract Administrator listed on the first page of this document.