

## SWC# 414 Non-Roadway Snow and Ice Services Contact Information and Usage Instructions

### **Contract Period:**

This is a three year contract term running from October 1, 2015 to September 30, 2018 with two additional 1-year renewal options.

### **Summary/Background Information:**

- To establish a statewide supply for non-roadway snow and ice services
- All labor, materials, equipment, and vehicles to perform the described services are included
- This Contract is a constant compete award in which Contractors will provide quotes on properties individually.
- SWC 414 Non-Roadways Snow and Ice Services is a multi-vendor award Contract with four (4) Contractors who provide non-roadway snow and ice services in one or more of the counties specified

### **State Contract Administrator:**

Laitin Beecham  
Category Specialist  
Central Procurement Office  
(615) 291-5794  
[Laitin.Beecham@tn.gov](mailto:Laitin.Beecham@tn.gov)

### **Vendor Contact Information:**

Appalachian Lawn Care  
Jeff Coggins  
423-741-0538  
[aplawn@comcast.net](mailto:aplawn@comcast.net)  
Contract #47897  
Supplier #61858

Volunteer Erosion Control, LLC  
865-609-9176  
[service@vectn.com](mailto:service@vectn.com)  
Contract #47990  
Supplier #109996

### **Emergency Procedures:** N/A

### **Usage Instructions:**

1. Identify the Contractors who service the county where your property is located.  
*Refer to the list of Contractors with their county service coverage and contact info ([click here to access](#)).*

2. Fill out the Location Specifications Sheet with all of the details about your property. *Refer to Attachment 1 – Agency Evaluation Model SWC 414, see the Location Information tab ([click here to access](#)).*
3. Ask for quotes, with a submission deadline, from all Contractors who service the county of your property. *Refer to Attachment 1 – Agency Evaluation Model SWC 414 ([click here to access](#)).*
4. Evaluate quotes and send notice of award (email or letter) to all Contractors who submitted quotes.
  - Service will be awarded to the qualified Contractor with the lowest quote who submitted the quote by the deadline.
  - **Note:** Contractors who were qualified and submitted a quote by the deadline have the option to request to review the award and quotes.
  - If there are any changes that impact the services being provided by this contract (i.e. changes in scope, schedule, or areas to be serviced) after an award, the agency should immediately contact the awarded Contractor
    - If there is a change to the scope, the agency has the sole discretion to send the changes to all qualified Contractors and allow them to re-quote. If the agency does not ask for re-quotes, and there is a change in cost due to the scope change, then the awarded Contractor must provide a supplemental quote.
5. Complete the services. It is the agency’s responsibility to verify all services have been completed to a satisfactory level.
  - While working on the property, the Contractor shall protect the property from damages. Contractor shall be responsible for damages sustained while working and accept liability for damages. See Section 1.E. in the Specifications for more information.
6. Additional requirements and information:
  - Subcontractors—Contractor must get all subcontractors pre-approved. Contractor is responsible and liable for work and actions of subcontractors.
7. Review the Contract Specifications for more detailed information on the use of this Contract. *Refer to SWC 414 Non-Roadway Snow and Ice Services Specifications ([click here to access](#)).*

### **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>

When creating a requisition or purchase order against the contract, use UNSPSC code 72102903 and be sure to indicate the correct Contract # and supplier ID #.

### **Billing and Payment Instructions:**

The Contractor shall submit an itemized invoice, with all necessary supporting documentation, to the state agency billing address provided. Invoice shall not exceed the last quoted amount without written documentation. 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.

- Note: If there is a dispute about charges, the Contractor must provide written documentation of the agreed upon charge(s). The State may not pay the charges in question if the Contractor fails to provide documentation.

### **Asset and Inventory Management:** N/A

### **Miscellaneous Information:**

If you have any questions about this Contract and the products or services covered please contact the Contract Administrator listed at the top of this page.