

**SWC# 537 – Forestry & Agricultural Supplies**  
**Contract Information and Usage Instructions**

**Contract Period:** This is a three (3) year contract with two (2) annual options to renew. The contract was competitively bid and was awarded to one (1) vendor, Forestry Suppliers, Inc.

*\*\*This contract was extended for one (1) year, making the final end date 1/31/20*

**Summary/Background Information:** This is a statewide contract for Forestry & Agricultural Supplies such as tree calipers, fire shelters, rain gauges, safety flags, work gloves, insect repellent, soil test kits, binoculars, marking tape, etc. The contract is available to local governments.

**State Contact Information**

**Contract Administrator:**

Lindsey Lattner  
Category Specialist  
Central Procurement Office  
(615) 741-9282  
Lindsey.Lattner@tn.gov

**Additional State Contacts:** N/A

**Vendor Contact Information:**

Company Name:	<b>Forestry Suppliers, Inc.</b>
Edison Contract Number:	44645
Vendor Number:	1328
Name of Contact Person:	Ashley Abney
Position of Contact:	Bid & Contract Representative
Phone Number(s) of Contact:	(800) 752-8461 ext. 733 (Toll Free) (800) 543-4203 (Fax) (800) 752-8460 (Customer Service) (800) 360-7788 (Catalog Request)
Email Address of Contact:	<a href="mailto:abneya@forestry-suppliers.com">abneya@forestry-suppliers.com</a>
Mailing Address of Contact:	205 West Rankin Street P.O. Box 8397 Jackson, MS 39284-8397
Website:	<a href="http://forestry-suppliers.com">forestry-suppliers.com</a>

**Emergency Call Procedures:** N/A

**Access to Contract Documents Online:**

1. Click on the link below to go to the Supplier Portal homepage:

<https://supplier.edison.tn.gov/psp/suprd/SUPPLIER/ERP/h/?tab=DEFAULT>

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 "Forestry & Agricultural Supplies". 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 click on the "Agency Upgrade User Guide" link on the following page:

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

**Billing and Payment Instructions:**

Orders are to be delivered FOB Destination within 10 business days after receipt of a purchase order (ARO). Payment terms are Net 30.

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

**Catalog Information/Pricing:**

The contract provides for an 8% discount off catalog list price from Forestry Suppliers Master Catalog 2015 (Catalog #66). Printed catalogs can be ordered by calling (800) 360-7788. For an electronic version, please click on the link below:

<https://www.magazooms.com/HTML5/Forestry-Suppliers-Catalogs-Science-Education-2019>

For written quotes, please contact the contract representative, Ashley Abney, using the contact information provided above

