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 repellant, 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: Forestry Suppliers, Inc.
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: abneya@forestry-suppliers.com
Mailing Address of Contact: 205 West Rankin Street
P.O. Box 8397
Jackson, MS 39284-8397
Website: forestry-suppliers.com
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:

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