SWC# 563 Laboratory Supplies
Contract Information and Usage Instructions

Contract Period: This is a cooperative statewide contract between the State of Tennessee and NASPO ValuePoint. The State signed participating addendums with two (2) of the contracted suppliers, Fisher Scientific and VWR. The State executed participating addendums with VWR on April 1, 2016 and Fisher Scientific on August 11, 2016. The initial term on the master agreements is for three (3) years with two (2) annual options to renew for one (1) year each with a final end date of March 31, 2021.

Summary/Background Information:
The NASPO contract was established to provide multiple states with a source of laboratory supplies. This cooperative contract was entered into by the state to meet the end user needs and expectations at the best value.

State Contact Information
Contract Administrator:
Karen Conway
Category Specialist
Central Procurement Office
(615) 507-6211
karen.conway@tn.gov

Vendor Contact Information:
Vendor Name: VWR
Contract: 49150
Vendor Number: 1441
Vendor Contact: Lewis McMillan
Phone: Main: (678) 288-3150
Fax: (484) 881-5697
Email: Lewis_McMillan@vwr.com

Vendor Name: Fisher Scientific
Contract: 51339
Vendor Number: 397
Vendor Contact: Kris Schoolfield
Phone: Mobile: (336) 254-6285
Fax: (412) 200-6475
Email: kris.schoolfield@thermofisher.com

Special Instructions:
- Minimum Order - None (VWR); $50 (Fisher Scientific)
- Payment Terms - Net 30 days
- Available to local governments: Yes
- Contact the supplier to set up an account.
- The VWR & Fisher Scientific Catalogs are available through TNSmartShop in Edison. For further instruction on using TNSmartshop, please reference the TNSmartshop job aid below:

Requisition and Purchase Order Generation:
For information on how to create a requisition and/or purchase order Job Aid “Requisitions and Purchase Order Document Types” below:

Billing and Payment Instructions:
Follow your agency specific rules for bill and payments.

Contract Documents:
Contract documents including the master agreements, participating addendums, catalog discounts, and the RFP can be accessed via the documents imbedded below.