



Event Details

PeopleSoft Strategic Sourcing

| | | | |
|-------------------------|----------------|-------------------------|-------------|
| Event ID | Format | Type | Page |
| 34401-000009211 | Sell | RFx | 1 |
| Event Round | Version | | |
| 1 | 1 | | |
| Event Name | | | |
| DIDD - Natural Gas | | | |
| Start Time | | Finish Time | |
| 11/24/2015 15:40:15 CST | | 12/11/2015 14:00:00 CST | |

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States

Contact: Nancy M Ternes
Phone: 615/253-4008
Email: Nancy.M.Ternes@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Event Description

This event is to bid for a five (5) year contract for the Tennessee Department of Intellectual and Development Disabilities Specifications and terms & conditions are attached.
 Agency Contact: Hany Ghabious at Hany.Ghabious@tn.gov
 Procurement Contact: Nancy Ternes at Nancy.M.Ternes@tn.gov
 READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attached DEPARTMENT OF REVENUE REGISTRATION FOR SALES AND USE TAX
 Please: ensure you are registered with the Department of Revenue, and have a certificate to provide with your bid. The following links and phone number will be helpful to better assist you with any questions:
<https://apps.tn.gov/bizreg/> - E-mail help is also available at: TN.Revenue@tn.gov or contact the Department of Revenue's Electronic Commerce Hotline at (866)368-6374 or (615)253-0704.
 The purpose of this Invitation to Bid Event/Source of Supply Event is to establish a term contract(s) to provide State of Tennessee, with products and/or services as described in the attached terms, conditions, specifications and price sheet.
 A term contract means a contract in which a source or sources for supply are established for a specified period at an agreed upon price(s).
 If the Review and bid on this event link included in the e-mail notification does not work, please go to: http://state.tn.us/generalserv/cpo/for_bidders.html.
 Click on "Vendor Community" then the "Bid Opportunities" link and log in with your vendor ID and password.
 If you are not registered as a vendor click on the following link to register: <http://www.tn.gov/generalserv/cpo/vendreg.html>.
 NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357.
 Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep current by logging into the Supplier Portal and making changes as needed.
 Supplier Portal Link: <https://supplier.edison.tn.gov/> (Maintain supplier information).
 Central Procurement Office Website: <http://www.tn.gov/generalservices/section/central-procurement-office>.
 The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

General Questions

| Question | UOM | Best | Worst | Response |
|---|-----|------|-------|----------|
| I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid. IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud. Required: Yes Mandatory Response:Yes | | Yes | | |

Response Comments

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:

List the Service Organization:
List the Service Organizations Address:



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List the Area(s) in TN that the Service Organization will Service:

- List the Service Organizations Phone Number:
 - List the Service Organizations Toll Free Number:
 - List the Service Organizations Pager or Cell Phone:
 - List the Service Organizations Fax Number:
 - List the Service Organizations Email Address:
 - List the Service Organizations Website:
- Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms: Service Organization
All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary)

Service Experience, Time in Business, Contracts

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.
Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms: Service Experience, Time in Business - Contracts
A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with



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the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space provided below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.

Technical Assistance

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

List the Name of the Technician/Service Representative

List the Technician/Service Representative Address

List the Technician/Service Representative Phone Number

List the Technician/Service Representative Toll Free Phone Number

List the Technician/Service Representative Pager or Cell Number

List the Technician/Service Representative Email Address

List the Technician/Service Representative Website
Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Technical Assistance

The vendor/contractor will furnish telephone technical assistance for the type of equipment or services requested within the time frame listed in the attached specifications following and without additional cost to the state.

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

Please list the following for all licenses and permits required by federal and state law.

List the Type of License

List the Name on the License

List the License Number

List the Expiration Date

Required: Yes Mandatory ResponseNo



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Response Comments

Associated Terms:

Licenses (Listings):

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website
Required: Yes Mandatory Response No

Response Comments

Associated Terms:

Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name
List the Sub-Contractor's Address
List the Sub-Contractor's Contact Person
List the Sub-Contractor's Phone Number

No



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ReqYes Mandatory ResponseNo

Response Comments

Associated Terms:

Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

A link to the Central Procurement Office's [surveying](#) tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

Required: No Mandatory ResponseNo

Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

Response Comments



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Line Details

Line: 1 **Item ID:** 1000170698 **Line Qty:** 208000 **UOM:** Each
Required: Yes **Reserve Price:** No

Bid Qty:

Description: Gas, Natural, Per Dekatherm, Greene Valley Developmental Center

| Question | UOM | Best | Worst | Response |
|--------------------------------------|-----|------|-------|----------------------|
| What is the unit price of this item? | | | | <input type="text"/> |

Required: Yes **Mandatory Response:** No

Response Comments



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Bidder Information

| | | |
|--------------------------|-------------------|--------------|
| Firm Name: | | |
| Name: | Signature: | Date: |
| Phone #: | Fax #: | |
| Street Address: | | |
| City & State: | Zip Code: | |
| Email: | | |



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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

Tennessee Department of General Services
Purchasing Division
3rd Floor Tennessee Tower
Nashville, TN 37243

If the supplier is currently doing business with the state please submit changes to the following address:

Department of Finance and Administration

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.
4. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.