

**SWC #369 Household Linen and Rags**  
**Edison Contracts 78309 / 78318 / 78322**  
**Contract Information and Usage Instructions**

**Contract Period:**

This contract term runs from May 1, 2023, to April 30, 2026, with two one-year renewal options at the State's discretion. The contract was procured through an ITB - Edison Event #32110-12670-12703.

**Summary/Background Information:**

This Contract includes product and delivery of Household Linen and Rags for all Tennessee State Agencies, Tennessee local governmental entities, of the board of trustees of the University of Tennessee system, the Tennessee board of regent's system, or the state university boards, and the nonprofit entities identified in Tenn. Code Ann § 33-2-1001.

**State Contract Administrator:**

Seth Lake  
Category Specialist  
Central Procurement Office  
(615)507-6930  
[Seth.Lake@tn.gov](mailto:Seth.Lake@tn.gov)

**Contractor Contact Information:**

Bob Barker  
Edison Contract Number: 78322  
Betsy Copeland  
(919) 753-1654  
[betsycopeland@bobbarker.com](mailto:betsycopeland@bobbarker.com)

Now Linens LLC  
Edison Contract Number: 78318  
Rajan Barad  
(312) 267-1698  
[rbarad@nowlinens.com](mailto:rbarad@nowlinens.com)

Tabb Textile Company  
Edison Contract Number: 78309  
Sarah Cook  
(554) 745-6762  
[Tabb@textilegroup.net](mailto:Tabb@textilegroup.net)

## **Usage Instructions:**

### **1. Specific Ordering Information:**

- Contact the appropriate Contractor and submit a purchase order for your needs.
- Please see the contract line items for pricing information

### **2. General Delivery Information:**

- Deliveries must be completed during regular State business hours (Monday - Friday, 8:00 AM – 4:30 PM, excluding authorized State holidays), unless otherwise requested by the purchasing agency.

### **3. Delivery Turnaround Requirements:**

- All items must be delivered within approximately 30 days after receipt of a purchase order.

## **Requisition and Purchase Order Generation:**

- Requisitions and Purchase Orders should be generated using each agencies specific processes and guidelines.
- There are several resources on CPO's TeamTN webpage under <https://www.teamtn.gov/cpo/learning-development.html> that are helpful on the "CPO Job Aid" and "Webinar" pages regarding requisitions, purchase orders, and purchasing contract items with item IDs.

## **Billing and Payment Instructions:**

- All invoices shall be F.O.B. destination. All charges for transportation and unloading are to be prepaid by the Contractor.
- The Contractor shall submit an itemized invoice, with all necessary supporting documentation, to the state agency billing address provided in the PO. The invoice will also include only charges for service described in the PO. 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.
- Any questions concerning payment should be addressed to the "bill to" agency and not to the Central Procurement Office.

## **Miscellaneous Information:**

- If you have any questions about this contract and the products or services covered, please contact the Contract Administrator listed on the first page of this document.