

SWC #503 Summer Road Maintenance & Materials **Contract Information and Usage Instructions**

Contract Period:

This contract has a three year term running from April 1, 2022 to March 31, 2025.

Summary/Background Information:

This contract includes asphalt and crushed stone to be used for parking lots, driveways, or to repair roads and highways.

State Contract Administrator:

Ellen Lipinski
Category Team Lead
Central Procurement Office
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Supplier Contact Information:

There are 36 suppliers currently on contract. Please click on the individual plants on the interactive map to see the contact information for each supplier and each plant location.

Note: Vulcan Materials is not able to service their two Memphis yards at this time due to lack of supply and the cost of freight to supply the yards. Fullen Dock and Mid South Suppliers are the next closest suppliers to service the Memphis areas.

Usage Instructions:

Ordering Asphalt and Crushed Stone:

1. Go to the map to identify the closest supplier (located on the Statewide Contract Instruction page or [click here](#) to go directly to the map)
 1. Select the check box for the commodity type (i.e. Asphalt or Crushed Stone) and unselect the commodity type(s) not needed
 2. Type in the address for your job site in the search bar and click the search button (magnifying glass icon)
 3. Find the three closest suppliers (note: you may need to zoom out or drag your view of the map to find the nearest suppliers)
 4. Click on the icon to get information for each supplier location
 - Make note of the Contract Number for each of the three closest locations
 - Make note of the Supplier address for each of the three closest locations

- Make note of the Supplier Contact Information for each of the three closest locations. Use the appropriate Quote form to calculate total cost or send form to the three (3) suppliers.

2. Or, send the appropriate quote form to the three closest suppliers (plants) to the job site.



SWC 503 Invoice
Verification Calculat



SWC 503 Quote
Sheet.xlsx

3. For delivery of item(s): Identify the haul charge associated with the delivery of the item(s) desired. Identify the distance between your job site and the delivery location. Calculate the item price plus delivery using the following formula:
- $(1^{\text{st}} \text{ Mile Price} + \text{Remaining Miles}) * \text{Unit of Measure} * \text{Price per Unit} = \text{Total Price}$
 - 1st Mile is the first mile between the plant and delivery locations
 - Remaining miles should be calculated as the total miles to the delivery location from the plant minus the 1st mile (the miles for the return trip from the delivery location to the plant should not be included)
4. Release the Purchase Order to the supplier with the lowest total price based on Step 3 calculations.
1. If ordering hot mix asphalt, please note that there may be a price adjustment based on the Bituminous Adjustment Factor. Please reference the Terms and Conditions, section 7.4 for information on the bituminous adjustment.
 2. There may be minimum order requirements for the item(s) you are purchasing, please reference the Terms and Conditions special term #9 for further information on the minimum order requirements.
 3. Note: There are multiple ways to identify which supplier, line item, and price to utilize. The method described above in Step 3 is our recommendation, but you should find a method that best fits your needs. Please use the Map tool and Spreadsheets as resources.

Performance Bonds must be collected for all projects over \$50,000.00. Please follow the steps below for collecting Performance Bonds:

1. State Agency/Authorized User receives quotes over \$50,000.00 for a project under SWC 503.
 - Note: If the Authorized User anticipates quotes over \$50,000.00, please include a reference to (Terms and Conditions Section 8.9., 100% of the job price) when the quote request is sent, to remind the supplier(s) of this requirement.
2. “Awarded” supplier is identified with the lowest quote.
3. State Agency/Authorized User requests the performance bond per terms and conditions section 8.9. The initial bond can be sent via email as a PDF.
4. State Agency/Authorized User emails the PDF bond to the SWC Administrator for verification. The SWC Administrator may ask the supplier for changes based on the CPO Risk Manager’s review. Once deemed compliant with the terms and conditions, the SWC Administrator will request the hard copy bond be mailed to CPO.

Payment Bonds must be collected for all projects over \$100,000.00. Please follow the steps below for collecting Payment Bonds:

1. State Agency/Authorized User receives quotes over \$100,000.00 for a project under SWC 503.
 - Note: If the Authorized User anticipates quotes over \$100,000.00, please include a reference to (Terms and Conditions Section 8.10., 25% of the job price) when the quote request is sent, to remind the supplier(s) of this requirement.
2. “Awarded” supplier is identified with the lowest quote.
3. State Agency/Authorized User requests the performance bond per terms and conditions section 8.10. The initial bond can be sent via email as a PDF.
4. State Agency/Authorized User emails the PDF bond to the SWC Administrator for verification. The SWC Administrator may ask the supplier for changes based on the CPO Risk Manager’s review. Once deemed compliant with the terms and conditions, the SWC Administrator will request the hard copy bond be mailed to CPO.

Local Governments:

Use the map tool ([click here](#) to access) to determine whether or not a supplier has opened up pricing to local governments, universities, etc. When you click on the icon for each location there is a field at the bottom of the pop-up box called “Local Govs.” This field will say YES if open to local governments and No if the supplier has not extended their contract to local users.

Full contract documents – including the Specifications, Terms and Conditions, and contract lines – for SWC 503 Road Maintenance Service and Materials are available for review through the Supplier Portal (supplier.edison.tn.gov) under the “Statewide Contracts” link under the “Procurement Information” box. Contract documents are also available through TN Smart Shop ([TN Smart Shop](#)) under the “TN Statewide Contract Documents” link.

Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please use the “Guide to Agency Purchasing” document in Edison under the Procurement Tab, Procurement Information box.



Billing and Payment Instructions:

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.

Miscellaneous Information:

If you have any questions about this contract and the products or services covered, please contact the Contract Administrator listed above.