

SWC# 616 Staple Groceries **Contract Information and Usage Instructions**

Contract Period: The contract starts on July 1, 2024, and continues until June 30, 2027, with two renewal options extending through June 30, 2029.

Summary/Background Information: This contract covers the distribution of food and beverage products to K-12 schools and other public agencies. It is a statewide contract accessible to local governments.

This contract is only to be utilized for the core 25 items and items that fall into the discounted catalog categories listed below. Nothing outside of that is to be purchased through this contract. Items such as small wares, cleaning items, paper & plastic products are covered under other statewide contracts and should be purchased through those contracts. Please contact the contract administrator if you have any questions.

Please list your customer account number in the subject line of all emails to the vendor.

Minimum Order Requirements

For both suppliers the minimum order requirement is three hundred **(\$300.00)** dollars.

Regions Serviced:

Please refer to the attachment below to determine the region your facility is in and ensure you are using the appropriate contract. Gordon Food Service covers regions 1, 3, and 4, while Institutional Wholesale Co. (IWC) covers region 2. If you have any questions about which contract to use, please contact the contract administrator.

State Contact Information:

Contract Administrator

Chad Butler
Category Specialist
Central Procurement Office
(615) 532-7235
Chad.Butler@tn.gov

Gordon Food Service – Contract # 63159 – Regions 1, 3, & 4

Contact Information for Gordon Food Service:

Vendor Contact Information:

Company Name: Gordon Food Service Inc
Edison Contract ID: 83307
Mailing address: PO Box 88029
Chicago, IL 60680-1029
Website: www.gfs.com

Region 1, 3 & 4 Contact Information (Primary Contacts – Shepherdsville DC)

Name of contact person: Susan Johnson (Region 3) or Jason Fortune (Region 4)
Position of contact: Customer Development Specialist
Phone number(s): (615) 414-8332 (Susan)
(615) 485-3022 (Jason)
Email address: susan.johnson@gfs.com
Jason.fortune@gfs.com
Mailing address: 342 Gordon Industrial Dr.
Shepherdsville, KY 40165

Region 1, 3 & 4 Contact Info. (Primary Contact – Daily Operations for Susan & Jason)

Name of contact person: Denise Duba (Susan's Contact)
Position of contact: Inside Sales Rep
Phone number(s): (616) 591-5976
Email address: denise.duba@gfs.com

Name of contact person: Emily Savageau (Jason's Contact)
Position of contact: Inside Sales Rep
Phone number(s): (616) 555-5555
Email address: emily.savageau@gfs.com

Region 1, 3 & 4 Contact Information (Primary Contact – Douglasville DC)

Name of contact person: Chris Ramsey
Position of contact: Customer Development Specialist
Phone number(s): (865) 919-6017
Email address: chris.ramsey@gfs.com
Mailing address: 1500 N. River Rd.
Lithia Springs, GA 30122 (Douglasville)

Region 1, 3 & 4 Contact Info. (Primary Contact – Daily Operations for Chris Ramsey)

Name of contact person: Josh Sagraves
Position of contact: Inside Sales Rep
Phone number(s): (616) 552-1708
Email address: josh.sagraves@gfs.com
Mailing address: 1500 N. River Rd.
Lithia Springs, GA 30122 (Douglasville)

Region 1, 3 & 4 Contact Information (Last Resort)

Name of contact person: Rhonda Skelley
Position of contact: Non-Commercial Sales Manager
Phone number(s): (502) 215-1044 Office
(502) 664-7856 Mobile
Email address: Rhonda.Skelley@gfs.com
Mailing address: 342 Gordon Industrial Dr.
Shepherdsville, KY 40165

Ordering information for Gordon Food Service (GFS)

First Time Orders:

- Contact the supplier to set up an account
- Account set-up for the first order could take up to two weeks
- Please provide facility information to get set up with an order and delivery date

How to guide for ordering:

If you place an order by emailing a copy of the Edison PO to GFS, include the customer account number in the subject line. **(Please include the GFS customer account number in the subject line of all emails sent to GFS.)** Also include contact information for the shipping location.

Alternatively, users can use GFS's online system to place orders.

***** When you are done with your order hit the Review Order button. On the next screen left click on your mouse and it will give you the option to save it as an attachment. Click save as an attachment so that you can utilize that order guide to put your requisition into Edison.**

This contract is not set-up as a punch-out at this time. If you submit an order on the GFS website, the order will go directly to Gordon Food Service without an Edison Requisition or PO!

Additional Option for ordering from Gordon Food Service (GFS)

GFS does have store locations throughout Tennessee. They are retail stores that also serve their wholesale customers. If any State of TN locations purchase product at a store, they pay the contracted price as long as they order by the case. This is an option for facilities in a pinch. The stores are open until 9pm during the week and open on the weekends. GFS can provide agencies security cards. They must have their card scanned in order to bill product to their facility.

If you know that your agency would utilize these locations in case something came up and a quick purchase was needed, please contact the contract administrator in order to obtain a security card for your location so that you can receive the contracted price if you go to the store to purchase. **This would not require a \$300 dollar minimum.**

Institutional Wholesale Co. - Contract # 63148 - Region 2

Contact Information for Institutional Wholesale Co.:

Vendor Contact Information:

Company Name: International Wholesale Co., Inc. (IWC Food Service)
Edison Contract ID: 83311
Mailing address: 535 Dry Valley Road
Cookeville, TN 38506
Website: www.goiwc.com

Region 2 Contact Information

Name of contact person: Garren Huber
Position of contact: 1st Point of Contact
Phone number(s): (931) 537-4253 (Office)
(931) 537-4353 (Fax)
Email address: Garren.Huber@goiwc.com

Name of contact person: Alan Pitts
Position of contact: 2nd Point of Contact
Phone number(s): (931) 537-4249 (Office)
(800) 239-9588 Ext. 4249
Email address: apitts@goiwc.com

Region 2 Contact Information (Last Contact)

Name of contact person: Melissa Hammock
Position of contact: Contract Sales Manager
Phone number(s): Office # 931-537-4282
Cell # 931-349-4648
Email address: Melissa.Hammock@goiwc.com

Ordering information for Institutional Wholesale (IWC)

First Time Orders:

- Contact the supplier to set up an account
- Account set-up for the first order could take up to two weeks
- Please provide facility information to get set up with an order and delivery date

How to guide for ordering:

Authorized Users may send a PDF file of their Purchase Order to the vendor.

This contract is not set-up as a punch-out at this time. If you submit an order on the IWC website, the order will go directly to Institutional Wholesale Co. without an Edison Requisition or PO!

Authorized Users may order via the Power Net system.

When using the IWC ordering system, after you have started and saved your order but before completing it, you can access the dropdown menu next to "Show Status" at the top right of the page and select "Open". This will give you the option to print or save a PDF version of the order, which includes the following details:

- Item Number
- Description
- Quantity
- Price
- Extended Price

You can then create your requisition in Edison using this PDF. After obtaining the necessary approvals in Edison, you can proceed to finalize your order on the IWC website for delivery. It is recommended to include your PO number on the order before submitting it to IWC.



Cust#: 3544 Direct Acct.
Bccx Commissary

[IWC Portal](#) [Edit Profile](#) [Order Templates](#) [Search Guide](#) [Logout](#)

Orders Summary [Sequence](#) [Print Open Orders](#) [Send Open Orders](#)

iSAMS v2.0

Bccx Commissary Sent Orders Log

Select Delivery Date Show Status:

Order#	PO#	Status	Cust#	Customer Name	Delivery	Day	Lines	Total Amt
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Below are the categories covered in the catalog:

Food Catalog Categories
Frozen Foods Excluding Entrée's Excluding Desserts
Frozen Entrée's
Desserts
Dry Foods
Produce
Fresh Meats
Class II, III, and IV Dairy Products
Fresh Eggs
Beverages

Local Government Ordering:

Local governments follow the same instructions for account set-up and ordering; local procedures will be used for submitting an order by email, fax, or directly through each suppliers' website.

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:

<http://tn.gov/generalservices/article/agency-reference-material>.

Billing and Payment Instructions:

Please follow your agency specific rules for billing and payments.

Additional Info.

Please respond ASAP to substitution reports sent out by vendors on this contract. SWC 616 authorized users should respond to the substitution report via email to confirm.

If a SWC 616 authorized user places an unusual order not usually ordered by the user, please notify the vendor an additional 3-5 days in advance to give the vendor enough time to complete the order. The only exception to this is if there is a TEMA emergency. In this event, additional notice is not required.

ATTACHMENT A: PURCHASING REGIONS AND COUNTIES OF TENNESSEE

Region 1 Counties, East Tennessee

Anderson	Johnson
Blount	Knox
Campbell	Loudon
Carter	Monroe
Claiborne	Morgan
Cocke	Roan
Grainger	Scott
Greene	Sevier
Hamblen	Sullivan
Hancock	Unicoi
Hawkins	Union
Jefferson	Washington

Region 3 Counties, Middle Tennessee

Bedford	Maury
Cheatham	Montgomery
Davidson	Moore
Dickson	Perry
Giles	Robertson
Hickman	Rutherford
Houston	Smith
Humphreys	Stewart
Lawrence	Sumner
Lewis	Trousdale
Lincoln	Wayne
Macon	Williamson
Marshall	Wilson

Region 2 Counties, East/Mid Tennessee

Bledsoe	McMinn
Bradley	Marion
Cannon	Meigs
Clay	Overton
Coffee	Pickett
Cumberland	Polk
Dekalb	Putnam
Fentress	Rhea
Franklin	Sequatchie
Grundy	Van Buren
Hamilton	Warren
Jackson	White

Region 4 Counties, West Tennessee

Benton	Henderson
Carroll	Henry
Chester	Lake
Crockett	Lauderdale
Decatur	McNairy
Dyer	Madison
Fayette	Obion
Gibson	Shelby
Hardeman	Tipton
Hardin	Weakley
Haywood	