



Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34101-000009242	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
Grounds Maintenance-TN Air National Guard, Memphis			
Start Time		Finish Time	
12/16/2015 13:00:00 CST		01/14/2016 14:00:00 CST	

Bidder: State of Tennessee
 WRS Tennessee Tower
 312 Rosa L Parks Ave Fl 3
 Nashville TN 37243
 United States

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

Contact: Sharon L Pope
Phone: 615/741-9588
Email: Sharon.Pope@tn.gov

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

Event Description

This event is to bid for a two year contract for Grounds Maintenance.

Department of Military
 Air National Guard
 4607 Galaxy Drive
 Memphis TN 38118

 Site Contact: Mathew Durkee at 901-291-7540

Site Visit Date/Time: January 5, 2016 at 10:00 AM Central

 Central Procurement Contact: Sharon Pope, 615-741-9588, sharon.pope@tn.gov

 Military Procurement Office Contact:
 Crystal Lysinger, PH: 615-313-0691, crystal.m.lysinger@tn.gov

Specifications and terms & conditions are attached.

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

The purpose of this Invitation to Bid Event/Source of Supply Event is to establish a term contract (s) to provide Grounds Maintenance for the 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 of time 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 the link that says Bid Opportunities and log in with your vendor ID and password.

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 it 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: www.tn.gov/generalserv/cpo

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to check 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		



Event Details (cont.)

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Event ID	Format	Type	Page
34101-0000009242	Sell	RFx	2
Event Round	Version		
1	1		
Event Name			
Grounds Maintenance-TN Air National Guard, Memphis			
Start Time		Finish Time	
12/16/2015 13:00:00 CST		01/14/2016 14:00:00 CST	

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

Bidder: State of Tennessee
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Response Comments

Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

- (a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;
- (b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and
- (d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.



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Event ID	Format	Type	Page
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Event Round	Version		
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Grounds Maintenance-TN Air National Guard, Memphis			
Start Time		Finish Time	
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Email: Sharon.Pope@tn.gov

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

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

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:
- 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)

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.



Event Details (cont.)

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Event ID	Format	Type	Page
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Event Round	Version		
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Event Name			
Grounds Maintenance-TN Air National Guard, Memphis			
Start Time		Finish Time	
12/16/2015 13:00:00 CST		01/14/2016 14:00:00 CST	

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Email: Sharon.Pope@tn.gov

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

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
- Required: Yes 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.

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



Event Details (cont.)

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Event ID	Format	Type	Page
34101-000009242	Sell	RFx	5
Event Round	Version		
1	1		
Event Name			
Grounds Maintenance-TN Air National Guard, Memphis			
Start Time		Finish Time	
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Email: Sharon.Pope@tn.gov

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

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 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.

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.

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and



Event Details (cont.)

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Event Round	Version		
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Event Name			
Grounds Maintenance-TN Air National Guard, Memphis			
Start Time		Finish Time	
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 NASHVILLE TN 37243
 United States

Contact: Sharon L Pope
Phone: 615/741-9588
Email: Sharon.Pope@tn.gov

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

monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".
 Required: Yes Mandatory Response:Yes

Response Comments

Please list your company's pesticide charter number and employee(s) license number. Please submit copies with bid.
 Required: Yes Mandatory Response:No

Response Comments

In preparing bid(s), All bidders shall comply with the requirements of T.C.A. Section 62-6-119 in Providing the specified information within the sealed bids. Any bid not in strict compliance with the requirements of T.C.A. section 62-6-119 shall be rejected.

Bids Over \$25,000.01 Requiring a Contractor's License

Bidder shall enter the following information:

List your Company's Tennessee State Contractor License Number

List the License Classification(s) Applicable to Bid

List the License Expiration Date

Bidder shall enter the following information regarding the subcontractor, if applicable:

List the Subcontractor's Tennessee State Contractor License Number

List the License Classification(s) Applicable to Bid

List the License Expiration Date
 Required: Yes Mandatory Response:No



Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34101-000009242	Sell	RFx	7
Event Round	Version		
1	1		
Event Name			
Grounds Maintenance-TN Air National Guard, Memphis			
Start Time		Finish Time	
12/16/2015 13:00:00 CST		01/14/2016 14:00:00 CST	

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

Bidder: State of Tennessee
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 NASHVILLE TN 37243
 United States

Contact: Sharon L Pope
Phone: 615/741-9588
Email: Sharon.Pope@tn.gov

Response Comments

Associated Terms:

Tennessee Contractor License Information (Bids Over \$25,000.01 Requiring a Contractor's License)
 In preparing bids(s), all bidders shall comply with the requirements of T.C.A. Section 62-6-119 in providing the specified information within the Invitation to Bid. Any bid not in strict compliance with the requirements of T.C.A. Section 62-6-119 shall be rejected. Note: Submit additional subcontractor's information as an attachment to the bid.



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Event ID	Format	Type	Page
34101-000009242	Sell	RFx	8
Event Round	Version		
1	1		
Event Name			
Grounds Maintenance-TN Air National Guard, Memphis			
Start Time		Finish Time	
12/16/2015 13:00:00 CST		01/14/2016 14:00:00 CST	

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

Bidder: State of Tennessee
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 NASHVILLE TN 37243
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Contact: Sharon L Pope
Phone: 615/741-9588
Email: Sharon.Pope@tn.gov

Line Details

Line: 1 **Item ID:** 1000105200 **Line Qty:** 56.00 **UOM:** Each **Bid Qty:**
Required: Yes **Reserve Price:** No

Description: Grounds maintenance, cutting service improved grounds includes edging, trimming and policing of grass length Tennessee Air National Guard, 4607 Galaxy Drive, Memphis, TN 38118

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

Required: Yes **Mandatory Response:** No

Response Comments

Line: 2 **Item ID:** 1000145408 **Line Qty:** 56.00 **UOM:** Each **Bid Qty:**
Required: Yes **Reserve Price:** No

Description: Bed Maint., TN Air National Guard, 4607 Galaxy Dr, Memphis, TN 38118

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

Required: Yes **Mandatory Response:** No

Response Comments

Line: 3 **Item ID:** 1000105201 **Line Qty:** 24.00 **UOM:** Each **Bid Qty:**
Required: Yes **Reserve Price:** No

Description: Grounds maintenance, cutting service semi-improved grounds Tennessee Air National Guard, 4607 Galaxy Drive, Memphis, TN 38118

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



Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34101-000009242	Sell	RFx	9
Event Round	Version		
1	1		
Event Name			
Grounds Maintenance-TN Air National Guard, Memphis			
Start Time		Finish Time	
12/16/2015 13:00:00 CST		01/14/2016 14:00:00 CST	

Bidder: State of Tennessee
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Contact: Sharon L Pope
Phone: 615/741-9588
Email: Sharon.Pope@tn.gov

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

Line: 4 **Item ID:** 1000105202 **Line Qty:** 2.00 **UOM:** Year

Bid Qty:

Required: Yes **Reserve Price:** No

Required: Yes **Mandatory Response:** No

Description: Fertilizer and weed control, apply turf application (improved area) late winter Tennessee Air National Guard, 4607 Galaxy Drive, Memphis, TN 38118

Response Comments

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

Required: Yes **Mandatory Response:** No

Response Comments

Line: 5 **Item ID:** 1000105203 **Line Qty:** 2.00 **UOM:** Year

Bid Qty:

Required: Yes **Reserve Price:** No

Description: Fertilizer and weed control, apply turf application (improved area) spring Tennessee Air National Guard, 4607 Galaxy Drive, Memphis, TN 38118

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

Required: Yes **Mandatory Response:** No

Response Comments

Line: 6 **Item ID:** 1000105204 **Line Qty:** 2.00 **UOM:** Year

Bid Qty:

Required: Yes **Reserve Price:** No

Description: Fertilizer and weed control, apply turf application (improved area) summer Tennessee Air National Guard, 4607 Galaxy Drive, Memphis, TN 38118

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



Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34101-000009242	Sell	RFx	10
Event Round	Version		
1	1		
Event Name			
Grounds Maintenance-TN Air National Guard, Memphis			
Start Time		Finish Time	
12/16/2015 13:00:00 CST		01/14/2016 14:00:00 CST	

Bidder: State of Tennessee
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 NASHVILLE TN 37243
 United States

Contact: Sharon L Pope
Phone: 615/741-9588
Email: Sharon.Pope@tn.gov

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

Line: 7 **Item ID:** 1000105205 **Line Qty:** 2.00 **UOM:** Year

Bid Qty:

Required: Yes **Reserve Price:** No
Required: Yes **Mandatory Response:** No

Description: Fertilizer and weed control, apply turf application (improved area) fall Tennessee Air National Guard, 4607 Galaxy Drive, Memphis, TN 38118

Response Comments

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

Required: Yes **Mandatory Response:** No

Response Comments

Line: 8 **Item ID:** 1000145410 **Line Qty:** 2.00 **UOM:** Each

Bid Qty:

Required: Yes **Reserve Price:** No

Description: Bed Appl., Dormant Oil, TN Air National Guard, 4607 Galaxy Dr, Memphis, TN 38118

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

Required: Yes **Mandatory Response:** No

Response Comments

Line: 9 **Item ID:** 1000145411 **Line Qty:** 2.00 **UOM:** Each

Bid Qty:

Required: Yes **Reserve Price:** No

Description: Bed Appl., Pre-post emergent, TN Air National Guard, 4607 Galaxy Dr, Memphis, TN 38118

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

Required: Yes **Mandatory Response:** No

Response Comments



Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34101-000009242	Sell	RFx	11
Event Round	Version		
1	1		
Event Name			
Grounds Maintenance-TN Air National Guard, Memphis			
Start Time		Finish Time	
12/16/2015 13:00:00 CST		01/14/2016 14:00:00 CST	

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

Bidder: State of Tennessee
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Contact: Sharon L Pope
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Line: 10 **Item ID:** 1000145412 **Line Qty:** 2.00 **UOM:** Each
Required: Yes **Reserve Price:** No

Bid Qty:

Description: Bed Appl., Fertilization, TN Air National Guard, 4607 Galaxy Dr, Memphis, TN 38118

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes Mandatory Response: No				

Response Comments

Line: 11 **Item ID:** 1000145413 **Line Qty:** 2.00 **UOM:** Each
Required: Yes **Reserve Price:** No

Bid Qty:

Description: Mulch, TN Air National Guard, 4607 Galaxy Dr, Memphis, TN 38118

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes Mandatory Response: No				

Response Comments

Line: 12 **Item ID:** 1000105206 **Line Qty:** 2.00 **UOM:** Year
Required: Yes **Reserve Price:** No

Bid Qty:

Description: Irrigation, start-up.Tennessee Air National Guard, 4607 Galaxy Drive, Memphis, TN 38118

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes Mandatory Response: No				

Response Comments



Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34101-000009242	Sell	RFx	12
Event Round	Version		
1	1		
Event Name			
Grounds Maintenance-TN Air National Guard, Memphis			
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Event Currency: US Dollar
Bids allowed in other currency: No

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Line: 13 **Item ID:** 1000105207 **Line Qty:** 14.00 **UOM:** Month
Required: Yes **Reserve Price:** No

Bid Qty:

Description: Irrigation checks, Tennessee Air National Guard, 4607 Galaxy Drive, Memphis, TN 38118

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

Required: Yes Mandatory Response: No

Response Comments

Line: 14 **Item ID:** 1000170726 **Line Qty:** 2.00 **UOM:** Year
Required: Yes **Reserve Price:** No

Bid Qty:

Description: Irrigation Shut Down, winterize.Tennessee Air National Guard, 4607 Galaxy Drive, Memphis, TN 38118

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

Required: Yes Mandatory Response: No

Response Comments



Event Details (cont.)

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Email: Sharon.Pope@tn.gov

Bidder Information

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



Event Details (cont.)

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34101-0000009242	Sell	RFx	14
Event Round	Version		
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Bids allowed in other currency: No

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Event Details (cont.)

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34101-000009242	Sell	RFx	15
Event Round	Version		
1	1		
Event Name			
Grounds Maintenance-TN Air National Guard, Memphis			
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12/16/2015 13:00:00 CST		01/14/2016 14:00:00 CST	

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

Bidder: State of Tennessee
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Nashville TN 37243
United States

Submit To: General Services
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3rd Floor
NASHVILLE TN 37243
United States

Contact: Sharon L Pope
Phone: 615/741-9588
Email: Sharon.Pope@tn.gov

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.