



# RFI Details

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-0000009300	RFI	RFx	1
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
RFI - SWC 208 Gasoline and Diesel Bulk Fuel			
<b>Start Time</b>		<b>Finish Time</b>	
01/26/2016 10:00:00 CST		02/02/2016 14:00:00 CST	

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:**  
**Contact:** Douglas Whitcomb  
**Phone:** 615/741-3856  
**Email:** Douglas.Whitcomb@tn.gov

## Event Description

PRE-BID CONFERENCE NOTIFICATION

Pre-Bid Meeting Time: February 10, 2016 at 3:00 PM CST.

Contact Douglas Whitcomb at 615-741-3856 or email at Douglas.Whitcomb@tn.gov

Please follow conference call instructions bellow

For callers in the 615 area code, call 253-8313.

For callers outside the 615 area code, call 1-855-543-5040.

The first person who calls, whether it is the host or a participant, will get a ring until the 2nd person calls. The 2nd person calls, the two participants will be connected. Each successive participant will be joined with the existing participants.

This meeting is to review draft documents for a potential opportunity to competitively bid for a statewide contract for appliances. It is intended to be an information gathering and sharing session.

READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and Terms and Conditions, and any other attachments.

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/purchasing/for\\_bidders.html](http://state.tn.us/generalserv/purchasing/for_bidders.html). Click on the link that says Bid Opportunities and login with your vendor ID and password.

Note: No paper copies will be provided. Attendees are advised to print copies of the attached event documents for their use at the pre-bid.

This is not a bid request; this is a request for information.

Request for Information (RFI)  
Conference: Pre-Bid Conference

Title: Gasoline and Diesel Fuel  
Pre-Bid Conference: 02/10/16 at 3:00PM (CDT)

Location:  
Conference Room Center, Conference Room F  
Tennessee Tower, 3rd Floor  
312 Rosa L. Parks Blvd  
Nashville, TN 37243

If you have questions, please call the Central Procurement Office's main number at (615) 741-1035 and ask for Douglas Whitcomb

## Factor Summary

Question	Response
Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies	

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Central Procurement Officer, requesting exemption to this allowance.



# RFI Details (cont.)

## PeopleSoft Strategic Sourcing

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Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Required: Yes Mandatory Response No

### Response Comments

Associated Terms:

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**Purchases by Local Government and Authorized Non-Profit Agencies (SWC) - T500**

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Chief Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

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### 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 Response No



# RFI Details (cont.)

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Event Round	Version		
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### 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 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



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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.

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 ResponseYes

### 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.

How many days after receipt of purchase order will it take you to deliver this item?

Required: Yes Mandatory ResponseNo



# RFI Details (cont.)

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**Response Comments**

Did you return the spreadsheet and have filled out for the Regions you wish to bid on? Make sure spreadsheet is attached to this line. Regions are grouped in lines (1-12) (13-24) (25-36) (37-48) , if bidding a Region all items in that region must be bid for consideration for award. If there is a discrepancy between pricing within the spreadsheet and pricing submitted in the Edison system then the bid submitted in the Edison system will take precedence.

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.**  
**Your bid will need to be edited online to include attachment responses.**

**Response Comments**



## RFI Details (cont.)

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**Phone:** 615/741-3856  
**Email:** Douglas.Whitcomb@tn.gov

### Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		



# RFI Details (cont.)

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## Appendix B - Terms & Conditions

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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.