

## **SWC# 310 Employee Service Awards** **Contract Information and Usage Instructions**

**Contract Period:** This is a three (3) year contract (September 1, 2021 - August 31, 2024) with two (2) annual options to renew for one (1) year each. The contract was competitively bid and was awarded to one (1) vendor, Southern Trophy.

**Summary/Background Information:** This is a statewide contract for Employee Service Awards, including retirement awards and professional development plaques and certificates. Longevity is recognized in five (5) year increments beginning at five (5) years of service through sixty (60) years of service. Employees recognized for five to twenty-five (5-25) years of service will receive a framed award certificate while employees recognized for thirty to sixty (30-60) years will receive an engraved plaque. In addition, each employee will receive one (1) item of his or her choosing from the assortment available at or below their longevity milestone. Selecting an item above your longevity milestone is not permitted. **Upon receipt of an order, please ensure items reflect correct spelling and information and/or is not defective.**

### **State Contact Information**

#### **CPO Contract Administrator:**

DeRenne Raley  
Category Specialist  
Central Procurement Office  
Tennessee Tower, 3rd Floor  
312 Rosa L. Parks Ave., Nashville, TN 37243  
(615) 251-5173 (Office)  
(615) 741-0684 (Fax)  
[DeRenne.Raley@tn.gov](mailto:DeRenne.Raley@tn.gov)

#### **DOHR State Contacts:**

Prachi Patel  
HR Program Manager  
Employee Relations  
312 Rosa L. Parks Ave. Nashville, TN 37243  
(615) 741-0623 (Office)  
[Prachi.N.Patel@tn.gov](mailto:Prachi.N.Patel@tn.gov)

**Vendor Contact Information:**

Company Name:	<b>Southern Trophy House</b>
Edison Contract Number:	71860
Vendor Number:	1100
Vendor Contact Names and Titles:	Wilson Brim, Vice President and Cher Castro, Business Manager
Phone Number(s) of Contact(s):	(615) 256-7295 (General) (615) 256-7295 ext.110 (Office) (615) 242-9595 (Fax)
Email Address of Contact(s):	Wilsonb@southerntrophy.com and Cherm@southerntrophy.com
Mailing Address of Contact(s):	2705 Nolensville Pike Nashville, TN 37211
Website:	southerntrophy.com

**Contract Detail and Usage Instructions:**

Item Specifications: Please review the “Item Specifications and Pictures” document for information about the product being selected. Customizations are non-negotiable. If the item customization includes the employee’s name, please reference the item, years of service, and the employee’s name with the PO that is sent to the supplier.

Minimum Order: There is no minimum order amount and there is no minimum order quantity under this Contract. (Special Terms of the Contract, Section 38, “Minimum Order,” p.15)

Substitutions: In the event that an awarded item is no longer being manufactured or is replaced by a functionally equivalent item with superior technological features to the item being replaced, Contractor may offer a substitute item (“Substitute”). The Substitute shall: (a) meet or exceed the functional, technical, and performance characteristics of the item being replaced; (b) not exceed the cost of the item being replaced by more than ten percent (10%); and (c) be available for order on the date Contractor requests to make the substitution. Contractor shall not make any substitutions for awarded items without the State’s prior, written approval. Contractor shall submit any proposed substitutions to the Central Procurement Office and include sufficient information to show that criteria (a) – (c) above are met. The Central Procurement Office may request sample Substitutes for inspection or testing. (Special Terms of the Contract, Section 15, “Substitute Items Offered by the Contractor,” p.10)

Damaged or Defective Goods: The State shall have the right to inspect all goods or services provided by Contractor under this Contract. If, upon inspection, the State determines that the goods or services are Defective, the State shall notify Contractor, and Contractor shall re-deliver the goods or provide the services at no additional cost to the State. If after a

period of thirty (30) days following delivery of goods or performance of services the State does not provide a notice of any Defects, the goods or services shall be deemed to have been accepted by the State. (Special Terms of the Contract, Section 16, "Inspection and Acceptance," p.10)

Warranty: Contractor represents and warrants that the term of the warranty (“Warranty Period”) shall be the greater of the Term of this Contract or any other warranty offered by Contractor, its suppliers or manufacturers. The goods or services provided under this Contract shall conform to the terms and conditions of this Contract throughout the Warranty Period. Any nonconformance of the goods or services to the terms and conditions of this Contract shall constitute a “Defect” and shall be considered “Defective.” If Contractor receives notice of a Defect during the Warranty Period, then Contractor shall correct the Defect, at no additional charge. Contractor represents and warrants that all goods or services provided under this Contract shall be provided in a timely and professional manner, by qualified and skilled individuals, in conformity with standards generally accepted in Contractor’s industry.

If Contractor fails to provide the goods or services as warranted, then Contractor will re-provide the goods or services at no additional charge. If Contractor is unable or unwilling to re-provide the goods or services as warranted, then the State shall be entitled to recover the fees paid to Contractor for the Defective goods or services. (Special Terms of the Contract, Section 32, “Warranty,” p.14)

Edison Service Awards Query Instructions: Query TN\_HR15\_SERVICE\_AWARDS should be run to obtain the names of employees eligible for a service award. The query prompts for an effective date, which can be entered for the current month or any previous month, to retrieve an employee’s months of service and eligibility for an award as of the date entered.

You may run this query at any time but you should always enter the first day of a month (e.g. 10/01/2013, 11/01/2013) in the prompt field to obtain consistency in service months. This query projects employee who will be eligible to receive service awards within a 15-month time span, based upon the effective date selected on the prompt. For example, if you run the query in September using a 9/1/2013 effective date, you will obtain results for October, November and December 2013 plus all the months in calendar year 2014.

\*Please note that this Query is only available to individuals with HR role mapping in Edison.

**Requisition and Purchase Order Generation:**

For information on how to create a requisition and/or purchase order please reference the Job Aid “Requisitions and Purchase Order Document Types” below:



Requisitions and  
Purchase Order Docu

**Billing and Payment Instructions:**

Delivery Term: FOB Destination within thirty (30) days of receipt of PO.

Payment and Invoicing Terms: NET 30 beginning when the State is in receipt of an undisputed invoice that meets the minimum requirements as set forth in the Special Terms of the Contract, Section 25, "Invoice Requirements," pp.12-13. A payment by the State shall not prejudice the State's right to object to or question any payment, invoice, or other matter. A payment by the State shall not be construed as acceptance of goods delivered, any part of the services provided, or as approval of any amount invoiced.

Invoice Reductions: The Contractor's invoice shall be subject to reduction for amounts included in any invoice or payment that is determined by the State, on the basis of audits conducted in accordance with this Contract, to not constitute proper compensation for goods delivered or services provided. (Special Terms of the Contract, Section 27, "Invoice Reductions," p.13)