



# Event Details

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-000009356	Sell	RFx	1
<b>Event Round</b>	<b>Version</b>		
1	2		
<b>Event Name</b>			
SWC 208 Gasoline and Diesel Bulk Fuel			
<b>Start Time</b>		<b>Finish Time</b>	
02/23/2016 16:00:00 CST		03/25/2016 16:00:00 CDT	

**Bidder:** PUBLIC EVENT DETAILS

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

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

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

## Event Description

This event is to bid for a 3 year statewide contract for Gasoline and Diesel fuels.

UPDATE: 03-14-2016 - Please see attached Memo for changes made to the Bid Event Document, "Bid Sheet 9356." Contact the Event Coordinator if you have questions.

Specifications, Bid Sheet, and terms & conditions are attached.

State Solicitation Coordinator Contact Information: Douglas Whitcomb at (615) 741-3856 or Douglas.Whitcomb@tn.gov

READ THE ENTIRE BID, 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 <https://supplier.edison.tn.gov/psp/suprd/SUPPLIER/ERP/h/?tab=DEFAULT>

Lines will be awarded per Region, Grouped Lines: (1-15) (15-28) (29-42) (43-56), vendors must bid all lines in a group to be accepted for award. Spreadsheet for bid in on attachment and must be filled out and re-attached to the return event.

The purpose of this Invitation to Bid Event/Source of Supply Event is to establish a term contract (s) to provide 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).

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: The website is constantly being updated with information to assist the agency and vendors; you are encouraged to visit 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		



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## PeopleSoft Strategic Sourcing

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Event Round	Version		
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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.

No

Required: Yes Mandatory Response No

### Response Comments

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.

Purchases by local governmental units, private



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

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Event Round	Version		
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SWC 208 Gasoline and Diesel Bulk Fuel			
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**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

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. Yes  
Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

**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.

If your company intends to use carriers under this contract then provide a list of carriers that will be utilized in this section.

Required: Yes 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



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

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Event Round	Version		
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Event Name			
SWC 208 Gasoline and Diesel Bulk Fuel			
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**Email:** Douglas.Whitcomb@tn.gov

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**Bids allowed in other currency:** No

- 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)

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 ResponseNo

### 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.



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## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
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Event Round	Version		
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Event Name			
SWC 208 Gasoline and Diesel Bulk Fuel			
Start Time		Finish Time	
02/23/2016 16:00:00 CST		03/25/2016 16:00:00 CDT	

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

**Bidder:** PUBLIC EVENT DETAILS

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

**Contact:** Douglas Whitcomb  
**Phone:** 615/741-3856  
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The bidder shall indicate whether or not they plan to subcontract:

No: The bidder does not anticipate using a subcontractor at this time and agrees to submit a request to sub



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-000009356	Sell	RFx	6
Event Round	Version		
1	2		
Event Name			
SWC 208 Gasoline and Diesel Bulk Fuel			
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02/23/2016 16:00:00 CST		03/25/2016 16:00:00 CDT	

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# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000009356	Sell	RFx	7
Event Round	Version		
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Event Name			
SWC 208 Gasoline and Diesel Bulk Fuel			
Start Time		Finish Time	
02/23/2016 16:00:00 CST		03/25/2016 16:00:00 CDT	

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

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# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-000009356	Sell	RFx	8
Event Round	Version		
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Event Name			
SWC 208 Gasoline and Diesel Bulk Fuel			
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**Phone:** 615/741-3856  
**Email:** Douglas.Whitcomb@tn.gov

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

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No

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.

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

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

Confirm below that you have completed this attached form by choosing, "Yes".

Yes

Required: Yes Mandatory Response:Yes



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-000009356	Sell	RFx	9
Event Round	Version		
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Event Name			
SWC 208 Gasoline and Diesel Bulk Fuel			
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**Email:** Douglas.Whitcomb@tn.gov

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

### Response Comments

How many days after receipt of purchase order will it take you to deliver this item? 0  
Required: Yes Mandatory ResponseNo

### Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date: 0  
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.

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.  
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

Please list the following for all licenses and permits required by federal and state law.

- List the Type of License
- List the Name on the License
- List the License Number
- List the Expiration Date



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-000009356	Sell	RFx	10
<b>Event Round</b>	<b>Version</b>		
1	2		
<b>Event Name</b>			
SWC 208 Gasoline and Diesel Bulk Fuel			
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ReqYes Mandatory ResponseNo

### Response Comments

Associated Terms:

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**Licenses (Listings):**

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

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# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-000009356	Sell	RFx	11
<b>Event Round</b>	<b>Version</b>		
1	2		
<b>Event Name</b>			
SWC 208 Gasoline and Diesel Bulk Fuel			
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### Line Details

**No Bid:**

**Line:** 1 **Item ID:** **Line Qty:** 1.00 **UOM:** Each **Bid Qty:**

**Required:** No **Reserve Price:** No

**Description:** Line items to be bid on spreadsheet and attached, no response on this line is needed.

Question	UOM	Best	Worst	Response
What is the unit price of this item?		0		<input type="text"/>

**Required:** Yes **Mandatory Response:** No

#### Response Comments

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

**Required:** No **Mandatory Response:** No

#### 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.



## Event Details (cont.)

### PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-000009356	Sell	RFx	12
Event Round	Version		
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Event Name			
SWC 208 Gasoline and Diesel Bulk Fuel			
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**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>		



## Event Details (cont.)

### PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
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Event Round	Version		
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Event ID	Format	Type	Page
32110-000009356	Sell	RFx	14
Event Round	Version		
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Event Name			
SWC 208 Gasoline and Diesel Bulk Fuel			
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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.