

SWC #106 Interior and Exterior Signs **Contract Information and Usage Instructions**

*****The contact information and processes detailed in this document are subject to change at any time. Please go to <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo/state-agencies-/statewide-contract-instruction--swc-.html> for the most up-to-date version of statewide contract usage instructions.**

Contract Period: This contract has a total five-year term, with the initial term being three years and the remaining two years consisting of optional one-year renewals.

Contract Start Date: 2/1/2018

Current Contract Expiry Date: 1/31/2021

Summary/Background Information: This contract includes all labor, equipment, and materials for specific Interior and Exterior Signs approved by the State of Tennessee.

Supplier Name: Jarvis Award Sign & Flag

Supplier ID: 77006

Edison Contract: 57481

State Contact Information

Contract Administrator:

Eve Whittenburg

Category Specialist

Central Procurement Office

(615) 253-3000

Eve.Whittenburg@tn.gov

Supplier Contact Information:

Jarvis Award Sign & Flag

Jennifer Sychareune

615-865-6062

jennifer@jarvissigns.com

Agency Instructions for Purchases:

1. List what line items are needed and the quantity.
2. Notify the State of Tennessee Real Estate Asset Management (STREAM) of intended purchase by sending an email to furniture.requests@tn.gov.
3. Once the purchase is approved by STREAM, contact Jarvis to implement order.

4. Find which region your location resides in and apply the trip charge line item.

NOTE: Locations in Davidson County are exempt from trip charges.

5. Once you have received your requested order from the Supplier, you should inspect the order to ensure it is complete. It is highly recommended that you do this as soon as possible. **Any missing items will be replaced by the Supplier at no cost only if reported to them within forty-eight (48) hours after receipt.** After that time, the supplier may request payment for those items as they cannot verify if or when the items went missing.

Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please reference our CPO Job Aids on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>

Billing and Payment Instructions:

Net 45 payment terms. The supplier accepts P-card payments.

Asset and Inventory Management: Not applicable.