

## **SWC# 563 Laboratory Supplies** **Contract Information and Usage Instructions**

**Contract Period:** This is a cooperative statewide contract between the State of Tennessee and NASPO ValuePoint. The State signed participating addendums with two (2) of the contracted suppliers, Fisher Scientific and VWR. The State executed participating addendums with VWR on April 1, 2016 and Fisher Scientific on August 11, 2016. The initial term on the master agreements is for three (3) years with two (2) annual options to renew for one (1) year each with a final end date of March 31, 2021.

### **Summary/Background Information:**

The NASPO contract was established to provide multiple states with a source of laboratory supplies. This cooperative contract was entered into by the state to meet the end user needs and expectations at the best value.

### **State Contact Information**

#### **Contract Administrator:**

Karen Conway  
Category Specialist  
Central Procurement Office  
(615) 507-6211  
[karen.conway@tn.gov](mailto:karen.conway@tn.gov)

### **Vendor Contact Information:**

Vendor Name: VWR  
Contract: 49150  
Vendor Number: 1441  
Vendor Contact: Lewis McMillan  
Phone: Main: (678) 288-3150  
Fax: (484) 881-5697  
Email: [Lewis\\_McMillan@vwr.com](mailto:Lewis_McMillan@vwr.com)

Vendor Name: Fisher Scientific  
Contract: 51339  
Vendor Number: 397  
Vendor Contact: Kris Schoolfield

Phone: Mobile: (336) 254-6285  
Fax: (412) 200-6475  
Email: kris.schoolfield@thermofisher.com

**Special Instructions:**

- Minimum Order - None (VWR); \$50 (Fisher Scientific)
- Payment Terms - Net 30 days
- Available to local governments: Yes
- Contact the supplier to set up an account.
- The VWR & Fisher Scientific Catalogs are available through TNSmartShop in Edison. For further instruction on using TNSmartshop, please reference the TNSmartshop job aid below:



TNSmartShop\_Users  
\_Guide Acquire.docx

**Requisition and Purchase Order Generation:**

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



Requisition and  
Purchase Order Doc 1

**Billing and Payment Instructions:**

Follow your agency specific rules for bill and payments.

**Contract Documents:**

Contract documents including the master agreements, participating addendums, catalog discounts, and the RFP can be accessed via the documents imbedded below.



Master



Fisher Scientific



VWR\_Master



VWR\_State\_of\_Tenn



NASPO



VWR\_Discount  
Schedule.pdf

Agreement\_Fisher 03Category Names and Agreement\_Fully Exe essee\_Signed\_ParticipiRFP16000231 Lab Eq



SWC 563 Lab  
Supplies Contract .pdnt



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\_FisherScientific\_TI