

SWC #503 Summer Road Maintenance & Materials
Contract Information and Usage Instructions

Contract Period:

This contract has a three year initial term running from April 1, 2017 to March 31, 2021 followed by two one-year renewal options.

Summary/Background Information:

This contract includes asphalt and crushed stone to be used for parking lots, driveways, or to repair roads and highways.

State Contract Administrator:

Erik Busby
Category Specialist
Central Procurement Office
(615) 253-8900
Erik.Busby@tn.gov

Supplier Contact Information:

There are 40 suppliers currently on contract. Please click on the individual plants on the interactive **map** to see the contact information for each supplier and each plant location.

Usage Instructions:

Ordering Asphalt and Crushed Stone:

1. Go to the map to identify the closest supplier (located on the Statewide Contract Instruction page or [click here](#) to go directly to the map)
 1. Select the check box for the commodity type (i.e. Asphalt or Crushed Stone) and unselect the commodity type(s) not needed
 2. Type in the address for your job site in the search bar and click the search button (magnifying glass icon)
 3. Find the three closest suppliers (note: you may need to zoom out or drag your view of the map to find the nearest suppliers)
 4. Click on the icon to get information for each supplier location
 - Make note of the Contract Number for each of the three closest locations
 - Make note of the Supplier address for each of the three closest locations
 - Make note of the Supplier Contact Information for each of the three closest locations

- Refer to the attached the **Excel spreadsheets** for (Asphalt, In-Place), (Asphalt, Pick-up), (Crushed Stone), or (Non-Highway) to identify contract line items.
 - Use the **Contract Summary document** to determine the suppliers who have bid on the different category products. Note: If county where product or service is needed, use the item number for the Supplier in the appropriate TDOT Region Code or the closest TDOT Region Code.
 - Use the appropriate **Quote form** to calculate total cost or send form to the three (3) suppliers.
2. Once the line items are determined, compare prices across the three closest suppliers identified in Step 1 and calculate which supplier will be the lowest cost for the item(s) desired
 1. For pick-up of item(s): The contract line with the lowest cost per unit for the item should be used. To calculate the total price use the following formula:
 - Unit of Measure * Price per Unit = Total Price
 3. Or, Send the appropriate Quote form to the three closest suppliers (plants) to the job site.
 4. For delivery of item(s): Identify the haul charge associated with the delivery of the item(s) desired. Identify the distance between your job site and the delivery location. Calculate the item price plus delivery using the following formula:
 - (1st Mile Price + Remaining Miles) * Unit of Measure * Price per Unit = Total Price
 - 1st Mile is the first mile between the plant and delivery locations
 - Remaining miles should be calculated as the total miles to the delivery location from the plant minus the 1st mile (the miles for the return trip from the delivery location to the plant should not be included)
 5. Release the Purchase Order to the supplier with the lowest total price based on Step 3 calculations.
 1. If ordering hot mix asphalt, please note that there may be a price adjustment based on the Bituminous Adjustment Factor. Please reference the Terms and Conditions, special term #35 for information on the bituminous adjustment.
 2. There may be minimum order requirements for the item(s) you are purchasing, please reference the Terms and Conditions special term #9 for further information on the minimum order requirements.
 3. Note: There are multiple ways to identify which supplier, line item, and price to utilize. The method described above in Step 3 is our recommendation, but you should find a method that best fits your needs. Please use the Map tool and Spreadsheets as resources.

Local Governments:

Use the map tool ([click here](#) to access) to determine whether or not a supplier has opened up pricing to local governments, universities, etc. When you click on the icon for each location there is a field at the

bottom of the pop-up box called “Local Govs.” This field will say YES if open to local governments and No if the supplier has not extended their contract to local users.

Full contract documents – including the Specifications, Terms and Conditions, and contract lines – for SWC 503 Road Maintenance Service and Materials are available for review through the Supplier Portal (supplier.edison.tn.gov) under the “Statewide Contracts” link under the “Procurement Information” box. Contract documents are also available through TN Smart Shop ([TN Smart Shop](#)) under the “TN Statewide Contract Documents” link.

Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please use the “Guide to Agency Purchasing” document in Edison under the Procurement Tab, Procurement Information box.

Billing and Payment Instructions:

The contractor shall submit an itemized invoice, with all necessary supporting documentation, to the state agency billing address provided in the PO. The invoice will also include only charges for service described in the PO. Once the agency is in possession of the invoice the timeframe for payment begins and the agency will then follow their normal procedures for invoice payment.

Miscellaneous Information:

If you have any questions about this contract and the products or services covered please contact the Contract Administrator listed above.