

SWC# 616 Staple Groceries **Contract Information and Usage Instructions**

Contract Period: Contracts begins July 1, 2019 through June 30, 2022 with 2 options for renewal through June 30, 2024.

Summary/Background Information: This contract is for food products and distribution to K-12 and other public agencies. This statewide contract is available to local governments.

This contract is only to be utilized for the core 22 items and items that fall into the discounted food categories listed below. Nothing outside of that is to be purchased through this contract. Items such as small wares, cleaning items, paper & plastic products are covered under other statewide contracts and should be purchased through those contracts. Please contact the contract administrator if you have any questions.

Please list your customer account number in the subject of all emails to the vendor.

Minimum Order Requirements

For both suppliers the minimum order requirement is five hundred (**\$500.00**) Dollars

Regions Serviced:

Please see attachment below for which region your facility falls under to make sure you are using the appropriate contract. If your county falls into regions 1, 3, or 4 please follow instruction for Gordon Food Service (GFS). If your county falls into region 2 please follow instructions for Institutional Wholesale Co. (IWC). Please contact the contract administrator if you have any questions on the correct contract to use.



Attachment A -
Purchasing Regions a

State Contact Information:

Contract Administrator

Caroline Ballinger
Category Specialist
Central Procurement Office
(615) 770-5277
Caroline.C.Ballinger@tn.gov

Additional State Contact

Josh Polk
Category Specialist
Central Procurement Office
(615) 360-4460
Joshua.Polk@tn.gov

Gordon Food Service – Contract # 63159 – Regions 1, 3 & 4

Contact Information for Gordon Food Service:

Please see attached document for your location and who your main contact would be:



Tennessee Locations
with GFS Contact Inf

If your location is not shown, please contact the contract administrator to get set up.

Vendor Contact Information:

Company Name: Gordon Food Service
Edison Contract ID: 63159
Vendor Number: 0000000555
Mailing address: P.O. Box 1787
Grand Rapids, MI 49501
Website: www.gfs.com

Region 1, 3 & 4 Contact Information (Primary Contacts – Shepherdsville DC)

Name of contact person: Gene Harding or Thomas Brenner
Position of contact: Customer Development Specialist
Phone number(s): (615) 310-6312 (Gene)
(901) 568-1055 (Thomas)
Email address: gene.harding@gfs.com
thomas.brenner@gfs.com
Mailing address: 342 Gordon Industrial Dr.
Shepherdsville, KY 40165

Region 1, 3 & 4 Contact Info. (Primary Contact – Daily Operations for Gene & Thomas)

Name of contact person: Autumn Bollman
Position of contact: Inside Sales Rep
Phone number(s): (800) 905-2088
Email address: autumn.bollman@gfs.com

Region 1, 3 & 4 Contact Information (Primary Contact – Douglasville DC)

Name of contact person: Chris Ramsey
Position of contact: Customer Development Specialist
Phone number(s): (865) 919-6017
Email address: chris.ramsey@gfs.com
Mailing address: 1500 N. River Rd.
Lithia Springs, GA 30122 (Douglasville)

Region 1, 3 & 4 Contact Info. (Primary Contact – Daily Operations for Chris Ramsey)

Name of contact person: Darrin Schuler
Position of contact: Inside Sales Rep
Phone number(s): (877) 728-1055
Email address: darrin.schuler@gfs.com
Mailing address: 1500 N. River Rd.
Lithia Springs, GA 30122 (Douglasville)

Region 1, 3 & 4 Contact Information (Last Resort)

Name of contact person: Rhonda Skelley
Position of contact: Non-Commercial Sales Manager
Phone number(s): (502) 215-1044 Office
(502) 664-7856 Mobile
Email address: Rhonda.Skelley@gfs.com
Mailing address: 342 Gordon Industrial Dr.
Shepherdsville, KY 40165

Ordering information for Gordon Food Service (GFS)

First Time Orders:

- Contact the supplier to set up an account
- Account set-up for the first order could take up to two weeks
- Please provide facility information to get set up with an order and delivery date

How to guide for ordering:

If you place an order by emailing a copy of the Edison PO to GFS, include the customer account number in the subject line. **(Please include the GFS customer account number in the subject line of all emails sent to GFS.)** Also include contact information for the shipping location.

Alternatively, the attachment below is step by step instructions for ordering with GFS with their online ordering system.



UserGuide-OnlineOrdering.pdf

*** When you are done with your order hit the Review Order button. On the next screen left click on your mouse and it will give you the option to save it as an attachment. Click save as an attachment so that you can utilize that order guide to put your requisition into Edison.

This contract is not set-up as a punch-out at this time. If you submit an order on the GFS Foods site, the order will go directly to Gordon Food Service without an Edison Requisition or PO!

Additional Option for ordering from Gordon Food Service (GFS)

GFS does have three (3) store locations around middle Tennessee. They are retail stores that also serve their wholesale customers. If any of the State of TN locations purchased product at the store, they would pay the contracted price. This is an option for the facilities in a pinch. The stores are open until 9pm during the week and open on the weekends. GFS can provide agencies security cards; they must have their card scanned in order to bill product to their facility. The locations of the stores in the Nashville area are shown on the map below along with addresses, phone numbers and operating times for each store.

If you know that your agency would utilize these locations in case something came up and a quick purchase was needed, please contact the contract administrator in order to obtain a security card for your location so that you can receive the contracted price if you go to the store to purchase. **This would not require a \$500 dollar minimum**

Goodlettsville ✓ Current Store 11.17 mi
 317 Bluebird Dr
 Goodlettsville, TN 37072
 615-859-0283
 Driving Directions
 Shop this store

Mon: 7:00am - 9:00pm
 Tues: **7:00am - 9:00pm**
 Wed: 7:00am - 9:00pm
 Thurs: 7:00am - 9:00pm
 Fri: 7:00am - 9:00pm
 Sat: 7:00am - 9:00pm
 Sun: 12:00pm - 6:00pm

Cool Springs 14.66 mi
 95A Seaboard Lane
 Brentwood, TN 37027
 615-370-2432
 Driving Directions
 Shop this store

Mon: 7:00am - 9:00pm
 Tues: **7:00am - 9:00pm**
 Wed: 7:00am - 9:00pm
 Thurs: 7:00am - 9:00pm
 Fri: 7:00am - 9:00pm
 Sat: 7:00am - 9:00pm
 Sun: 12:00pm - 6:00pm

Murfreesboro 23.87 mi
 465 N Thompson Ln
 Murfreesboro, TN 37129
 615-494-3267
 Driving Directions
 Shop this store

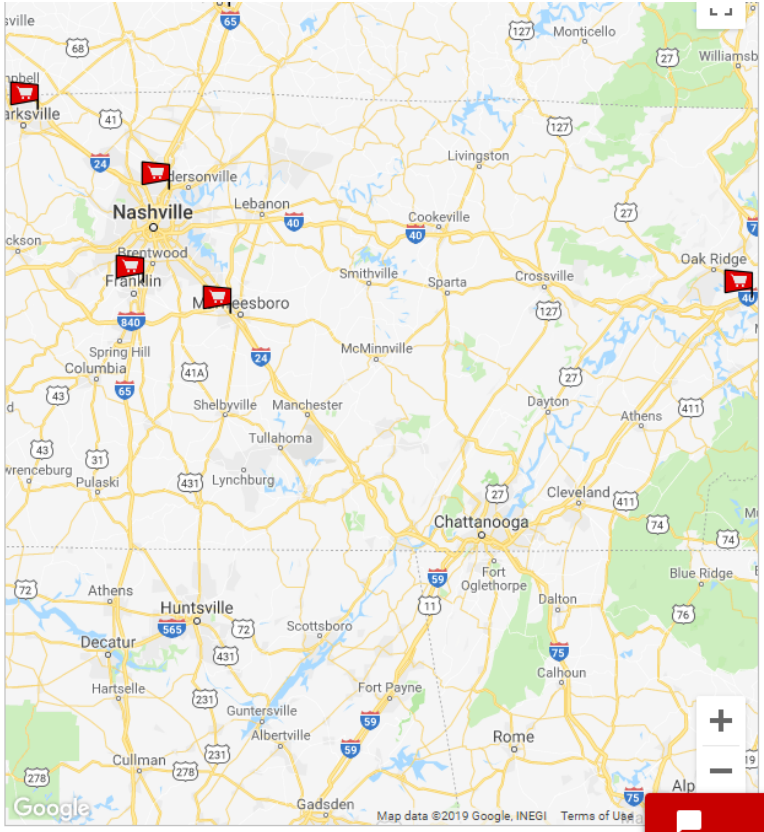
Mon: 7:00am - 9:00pm
 Tues: **7:00am - 9:00pm**
 Wed: 7:00am - 9:00pm
 Thurs: 7:00am - 9:00pm
 Fri: 7:00am - 9:00pm
 Sat: 7:00am - 9:00pm
 Sun: 12:00pm - 6:00pm

Clarksville TN 46.38 mi
 2809 Wilma Rudolph Blvd
 Clarksville, TN 37040
 931-552-5501
 Driving Directions
 Shop this store

Mon: 7:00am - 9:00pm
 Tues: **7:00am - 9:00pm**
 Wed: 7:00am - 9:00pm
 Thurs: 7:00am - 9:00pm
 Fri: 7:00am - 9:00pm
 Sat: 7:00am - 9:00pm
 Sun: 12:00pm - 6:00pm

Knoxville 145.15 mi
 9312 Kingston Pike
 Knoxville, TN 37922
 865-560-8859
 Driving Directions
 Shop this store

Mon: 7:00am - 9:00pm
 Tues: **7:00am - 9:00pm**
 Wed: 7:00am - 9:00pm
 Thurs: 7:00am - 9:00pm
 Fri: 7:00am - 9:00pm
 Sat: 7:00am - 9:00pm
 Sun: 12:00pm - 6:00pm



Institutional Wholesale Co. - Contract # 63148 - Region 2

Contact Information for Institutional Wholesale Co.:

Vendor Contact Information:

Company Name: International Wholesale Co., Inc. (IWC Food Service)
 Edison Contract ID: 63148
 Vendor Number: 0000000939
 Mailing address: P.O. Box 458
 Cookeville, TN 38503
 Website: www.goiwc.com

Region 2 Contact Information

Name of contact person: Denny Maynard or Alan Pitts

Position of contact: Contract Sales Representative
Phone number(s): (931) 537-4273 (Office) - Denny
(800) 239-9588 Ext. 4273 - Denny
(931) 537-4249 (Office) - Alan
(800) 239-9588 Ext. 4249 - Alan
Email address: dmaynard@goiwc.com
apitts@goiwc.com
Mailing address: P.O. Box 458
Cookeville, TN 38503

Region 2 Contact Information (Last Contact)

Name of contact person: Shirley M. Barbosa
Position of contact: Contract Sales Manager
Phone number(s): (931) 537-4240 (Office)
(800) 239-9588
(931) 260-4922 (Cell)
Email address: sbarbosa@goiwc.com
Mailing address: P.O. Box 458
Cookeville, TN 38503

Ordering information for Institutional Wholesale (IWC)

First Time Orders:

- Contact the supplier to set up an account
- Account set-up for the first order could take up to two weeks
- Please provide facility information to get set up with an order and delivery date

How to guide for ordering:

The first attachment is step by step instructions for logging in with IWC and then ordering instructions



iSAMS Guide Order
Grid.pdf

The second attachment shows you how to create an order guide to help make your future purchases quicker and easier.



iSAMS Sequence.pdf

This contract is not set-up as a punch-out at this time. If you submit an order on the IWC website, the order will go directly to Institutional Wholesale Co. without an Edison Requisition or PO!

When you are in the IWC ordering System, once you have started your order and saved it, before you actually complete it, you can go to the top of the page on the right side next to "Show Status" and select for the drop down "Open". This will provide an option to print or save a PDF version in order to create your requisition in Edison. It will provide you with the following:

- Item Number
- Description
- Quantity
- Price
- Extended Price

Once you have created your order in Edison and gained approvals you can then put your order through on the IWC website for delivery. It is preferred that you include your PO number on your order before submitting to IWC.

The screenshot shows the IWC website interface. At the top left is the IWC logo (a blue square with a white 'i' and a red square with a white 'c'). To its right, the text reads "Cust#: 3544 Direct Acct." and "Bccx Commissary". On the right side, there are several navigation links: "IWC Portal", "Edit Profile", "Order Templates", "Search Guide", and "Logout". Below these links are "Orders Summary", "Sequence", "Print Open Orders", and "Send Open Orders". In the center, there is a dropdown menu for "Bccx Commissary" and a "Sent Orders Log" dropdown with a "Go" button. Below these are "iSAMS v2.0", "Delete", "Hold", and "Release" buttons, and a "Select Delivery Date" dropdown with a "Go" button. On the right, a "Show Status:" dropdown menu is highlighted with a blue circle and is set to "Open". At the bottom, there is a red header for a table with columns: "Order#", "PO#", "Status", "Cust#", "Customer Name", "Delivery", "Day", "Lines", and "Total Amt".

Discount information for both supplier catalog items

Below are the categories covered in the catalog under contract. Please see Edison comments section in your respective contracts for discounts provided by your supplier for each category

Food Catalog Categories
Frozen Foods Excluding Entrée's Excluding Desserts
Frozen Entrée's
Desserts
Dry Foods
Fresh Meats
Dairy
Cheese
Fresh Eggs
Beverages

Local Government Ordering:

Local governments follow the same instructions for account set-up and ordering; local procedures will be used for submitting an order by email, fax, or directly through each suppliers' website.

Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please click on the "Agency Upgrade User Guide" link on the following page:

<http://tn.gov/generalservices/article/agency-reference-material>.

Billing and Payment Instructions:

Please follow your agency specific rules for bill and payments.