



**SWC# 700 Electrical, HVAC, Plumbing, Boiler, and Chiller Systems
Maintenance & Repair
Contract Information and Usage Instructions**

Contract Period:

This contract runs from April 1, 2021 to March 31, 2024. This contract does contain two optional one-year renewals.

Summary/Background Information:

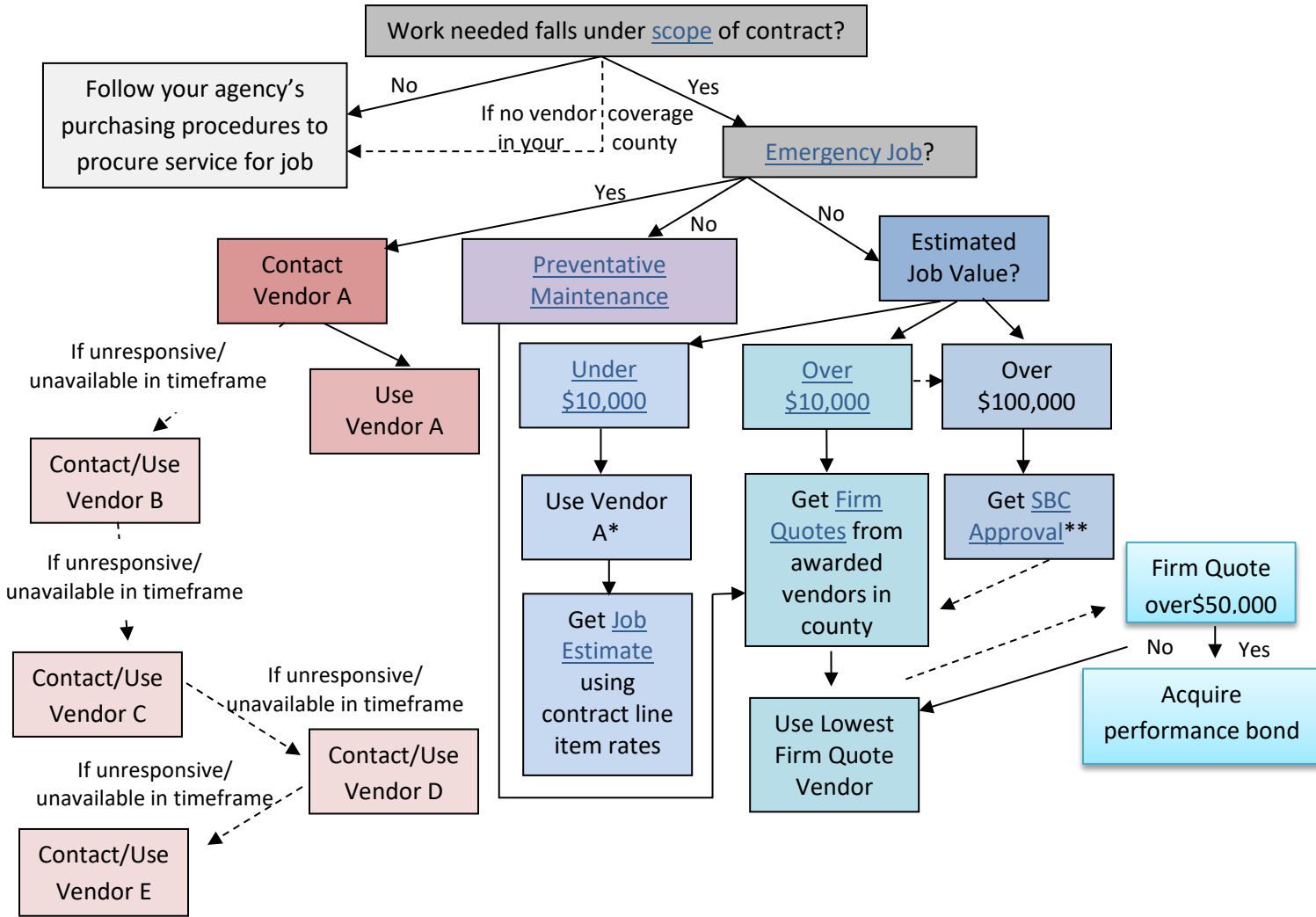
This contract includes maintenance and repair work on electrical, HVAC, plumbing, boiler, and chiller systems. It includes labor, trip charges for each county, and parts reimbursement. The contract also includes preventative maintenance for each of the job groups. The contract follows an A, B, C, D, and E Vendor award structure for electrical, HVAC, and plumbing so that each county has up to five vendors on contract with priority A, B, C, D, or E status for jobs under \$10,000. The contract follows an A, B, and C Vendor award structure for Boiler and Chiller Systems so that each county has up to three vendors on contract with priority A, B, C, D, or E status for jobs under \$10,000.

State Contract Administrator:

Maya Carpenter
Category Specialist
Central Procurement Office
(615) 532-7941
Maya.Carpenter@tn.gov

Summary of Basic Contract Use Process:

START: Need for Electrical, HVAC, Plumbing, Boiler, or Chiller Systems work



* Authorized User may also get quotes from additional vendors (A, B, C, D, or E; neighboring county contractors; and non-contract vendors).

**SBC has discretion on whether or not to use SWC 700 or procure the services using another contract.

Vendor Contact Information:

Please reference "Vendor Info" (Tab 3) of the "SWC 700 Vendor and Contract Information" spreadsheet available at <https://www.tn.gov/content/tn/generalservices/procurement/central-procurement-office-cpo/state-agencies/statewide-contract-instruction-swc.html> for detailed vendor contact information. The list below shows the service dispatch contact information for each vendor.

Vendor Name	Vend or ID	Edison Contract ID	24/7 Service Dispatch Contact	Contract Administrator Contact Information
Acorn Electrical Specialist, Inc.	139450	69302	(423) 538-6007	Jeff Tucker; (423) 538-6007; cell (423) 335-1948; jeff@acornelectrical.com
Action Heating & Cooling	87944	69303	931-484-1114	Becky Looper; Becky@action-hc.com; Cell (931) 265 - 9526
Advent Electrical	31744	69326	865-588-0631	Kevin Ramsey; kramsey@adventelectric.com; 865-621-5510
AHA Mechanical Contractors	190258	69339	(901) 383-2900 service@ahamechanical.com	Donna Burlon; (901) 461 - 6330; donna@ahamechanical.com
Air Quest America, Inc.	1192	69410	(865) 925-3000 airquestamerica@tds.net	Ginger DeVault 865-925-3000 airquestamerica@tds.net
Alpha Mechanical Service	147652	69411	888-212-6324	Gerry Lewis; 502-777-0780; Gerry.lewis@aamservice.com
Anderson Piping Co	90615	69412	615-256-1166	William Gilmore; 615-256-1166; william@Andersonpiping.com
Archer Air Conditioning Service, Inc.	923	69413	(865) 859-9082 service@archerac.com	Chester Butler (865) 859-9082 cbutler@archerac.com John Butler (865) 859-9082 jbutler@archerac.com
Beltline Electric Company	141562	69434	865-314-0200	Thom Zirkle; TZirkle@BeltlineService.com; 865-685-4479

BLLC Hold Co; Bernhard MCC	2472 88	69614	1-833-bernhard	David Hill; 615-760-4613; dhill@bernhard.com Anderson; 901-260-8188; landerson@bernhard.com	Lisa
Darana Hybrid	2104 61	69435	314-537-0547	Frank Shumate; 314-537-0547; f.shumate@daranahybrid.com	
Demand Mechanical	1587 80	69438	Carlye Mader, Service Dispatcher 615-873-1058, Hvac@demandmechanical.com	Chris Clark; 615-490-1455; chrisc@demandmechanical.com	
Electrical Contracting Services	2473 53	69342		Steven Wilson; (931) 209-0385; SWILSON@ELECTRICAL-CONTRACTING.NET	
Evolution Maintenance	2467 81	69346	615-649-0622 service@evolutionmaintenance.com	Eric Greschner; eric@evolutionmaintenance.com; 615-649-0622	
FM Sylvania Inc	383	69347		Todd Wallace; twallace@fmsylvan.com; 615-360-0004	
Four Seasons	9338 62	69348	Toll Free 865-250-1774	Curtis Guignard; service@fourseasonscorp.com; 865-219-7730	
Future Vision dba ELS Electric	2478 35	69439	855.270.3300	Nina Coomes; 615.732.8074; nina@elsco.org	
Horace Sullivan, Inc.	1041	69349	(615) 254-7791	Wayne Sullivan (615) 254-7791; cell (615) 579-1405 horacesullivan@comcast.net William Kensey Jenkins (615) 254-7791; cell (615) 593-0364 horacesullivan@comcast.net	
Interstate AC Service LLC	1027 92	69350	615-832-8500	Scott Jackson; 615-854-2328; sjackson@interstateac.com	
Interstate Mechanical Service LLC	2439 56	69351	(865) 440-4866	Tracey Farris; (865) 602-4128; tfarris@interstatemechanical.com	
J & F Mechanical Inc	1468	69333	865-637-3675	Jennifer Kerr; 865-805-1651; jkerr@jfmehanical.com; Dallas Brummitte; dbrummitte@gmail.com 865-637-3675	

J2 Company LLC	2472 44	69334	Office # (731) 424-5549	Jerrold Kitchen; (731) 234-5242; jkitchen@j2companyllc.com
Jarrold Paul Phillips dba Phillips Home Services LLC	2211 58	69336		Jarrold Phillips; 731-549-7288 (CELL); PhillipsHomeServicesLLC@yahoo.com
Jason Moore dba New Creations Construction LLC	2470 50	69340	615-339-9977	Jason Moore; 615-339-9977; jasonmoore@NewCreationsInChrist.com
Jay Alan Schwartz Electric	2486 23	69663		Jay Schwartz; 901-331-8594; jayschwartz@att.net
Johnson Controls, Inc.	557	69341	(866) 825-8866	David Morgan; 317-316-7444; david.g.morgan@jci.com
Landmark Construction General Contractor	1352 09	69344	901-452-0390	Robert Kuntzman; 901-461-7650; robert@landmarkco.org
Lawrence Jones dba Nano/baud LLC	2470 44	69343	901.878.3880	Lawrence Jones; 901.210.4740; lawrence.jones@nanobaud.com
Lawson Electric Company, Inc.	917	69345	(931) 728-9511	Kenny Olinger (931) 728-9511; cell (423) 593-4921 kolinger@lawsonelectric.com
Lowrie Electric Co Inc	9225 6	69335	1-901-381-4300	Chuck Wells; 1-901-607-3250; chuck.wells@lowrieelectric.com
Massey Electric	2471 59	69338		Jeff Hubbard; 423-349-7666; jhubbard@masseyelectric.com

Maynard Select, LLC	348	69360	(615) 255-0603; 1-800-369-0603 mail@maynardselect.com	Tim Heath (615) 255-0603; cell (615) 400-1588 THEATH@THEMAYNARDMAN.COM
Mountain City Service, Inc.	251	69377	(423) 266-1909; office@mtncity.net	David Broome (423) 266-1909; cell (423) 595-2061 db@mtncity.net
Nabco Electric Company	7372 7	69381	24hr Dispatcher: 423-622-8463	Caleb Bowman; Phone: 423-624-0073; Cell: 832-205-2306; cbowman@nabcoelectric.com
Stephen C Nance dba Nance Mechanical Services, LLC	1903 11	69366	(901) 867-1527	Steve Nance; (901) 867-1527; cell (901) 428-6123 steve@nanceservices.net Secondary Contact: Kim Dollahite Phone: (901) 867-1527 Cell: (901) 378-3962; kim@nanceservices.net
Ncube Industries 1981 LLC	2470 29	69383	(615) 957-7530	Kelvin Ncube; Cell - (615) 635-4115; ncube@ncubeindustries.com
Northwest Plumbing Company	1191	69337	(865) 690-7777	Steve Graham (865) 690-7777; cell (865) 388-7757 steve@northwestplumbingco.com Tammy Graham (865) 690-7777; cell (865) 804-8074 tammyg@northwestplumbingco.com info@northwestplumbingco.com
OSB Services LLC	8058 1	69339	901-547-2500; service@osbenterprises.com	Andy Osborne; 901-547-2500; andyo@osbenterprises.com
Precision Mechanical & Controls	2445 21	69354	615-220-6231	Ronald Ernser; 615-203-9145; RErnser@outlook.com
Proctor & Graves Service Company	1395 52	69356	615-255-3337	Chris Welch; 615-207-4504; Chris.welch@proctorandgraves.com
Shermco Industries Inc	2062 49	69361	(888) SHERMCO	Richard Knapek, (615) 454-5985; rknappek@shermco.com
SM Lawrence Company	964	69358		Allison Moore; Phone: (731) 695-9829; amoore@smlawrence.com

Standard Electric Company, Inc.	997	69364	(901) 527-6460	Chris McLemore; (901) 527-6460; cell (901) 326-2176; chris@4standardelectric.com
Stones River (TLC Investments)	127409	69368	(615) 885-0019	Primary Email - TNState@stonesriverelectric.com Main Contact – Chris Hurley Office - 615-885-0019 / Cell - 615-476-2518 2nd Contact – Chase Winger Office - 615-885-0019 / Cell – 270-799-2060 3rd Contact – - Darrell Starkey Office - 615-885-0019 / Cell – 615-394-3456 4th Contact – Kyle Roosevelt Office - 615-885-0019 / Cell – 862-444-1170
Tennessee Associated Electric, LLC	161200	69372	865-524-3686 ext. 20	Tony Rines; 865-805-9341; trines@tn-associated.com
Travis Electrical Service LLC	247185	69373	931-542-2878	Chris Travis; 931-206-0699; chris@traviselectricalservice.com
United Mechanical & Electrical Inc	189450	69375	615-446-9369	David Baggett; 615-207-6064; david@unitedme.us
Upchurch Plumbing Inc	203414	69376		Jamie Kesler; Jamie@upchurchmechanical.com; 731-984-8422
Upchurch Services, LLC	440	69379	(866) 478-2325; (901) 388-0333	Guy Bulliner; (901) 388-0333; fax: (901) 647-2129; gbulliner@upchurchservices.com
Boiler Supply Co	900	71113	615-244-3504; 800-849-5001	John Largen - jlargen@boisco.com; 615-244-3504 Jessica Dytmire - jdytmire@boisco.com; 615-915-5694

Emergency Call Procedures:

Please reference the 24/7 service dispatch contact information listed above to reach vendor(s) in the event of an emergency. More information can be found in Specifications Section D.4.

Usage Instructions:

1. Determine if Job Falls within Contract Scope:

- **Electrical:** Scheduled maintenance, repairs, additions, retrofits, upgrades, and replacements on the following systems:

<i>All lighting systems</i>	<i>High mast lighting</i>
<i>Breakers</i>	<i>Light controls/sensors</i>
<i>Cables</i>	<i>Light fixtures</i>
<i>Commissioning</i>	<i>Metering</i>
<i>Electrical transformer</i>	<i>Panels</i>
<i>Electrical utility lines</i>	<i>Poles</i>
<i>Electrical wiring</i>	<i>Underground electrical</i>
<i>Fuses</i>	

- **HVAC:** Scheduled maintenance, preventative maintenance, repairs, additions, retrofits, upgrades, replacements, testing, inspections, calibrations, vibration tests, and eddy current tests on the following systems:

<i>Air handlers</i>	<i>Refrigeration units</i>
<i>Condenser units</i>	<i>Variable air volume (VAV) systems</i>
<i>Freezers</i>	<i>Variant refrigerant flow (VRF) systems</i>
<i>Geothermal equipment</i>	<i>Walk-in coolers</i>
<i>Heat pumps</i>	<i>Walk-in freezers</i>
<i>Ice makers</i>	<i>Water coolers</i>
<i>Motors</i>	<i>Water heaters</i>
<i>Multi-splits</i>	<i>Water source heat pumps</i>
<i>Pumps</i>	

Repair services for HVAC systems shall include any peripheral equipment that is a component whose function is required for proper operation of the system(s) under contract which may include, electric wiring, insulation, controls, starters, gas piping and fan coils units.

- **Plumbing:** Scheduled maintenance, repair, additions, retrofits, upgrades, and replacements on the following systems:

<i>Actuators</i>	<i>Sewer related</i>
<i>Grinder pumps</i>	<i>Underground chilled and hot water</i>
<i>Mechanical lines</i>	<i>Underground domestic/waste water</i>
<i>Operating systems</i>	<i>Underground natural gas lines</i>

- **Boilers:** Any maintenance and repair work which is required to be done to the boiler must be in compliance with the Tennessee Department of Labor and Workforce Development Division of Boiler and Elevator Inspection Board of Boiler Rules as published by the Tennessee Secretary of State's Office, currently available online at <https://publications.tnsosfiles.com/rules/0800/0800.htm> and Tenn. Code Ann. § 68-122-101 et seq.

<i>All electrical wiring to all boilers</i>	<i>Pressure gauge replacement</i>
<i>Blower motor testing with reports and replacement if needed</i>	<i>Pump motor testing and replacement</i>
<i>Boiler inspections of all steam, hydronic and domestic units</i>	<i>Pump seal replacement</i>
<i>Boiler safety relief valve testing and replacement</i>	<i>Pump motor and pump testing with reports</i>
<i>Boiler vent valve testing and reports</i>	<i>Steam trap testing and reporting</i>
<i>E stop installation to meet boiler code</i>	<i>Testing of all gas valves with reports to make sure valves are sealing. Reports are part of CSD1 report</i>
<i>Electrical troubleshooting and replacement</i>	<i>Testing of all temperature switches for proper operation with paperwork</i>
<i>Flame safeguard testing with paperwork</i>	<i>Testing of differential switches on hydronic units with reports</i>
<i>Flame safeguard upgrades with the latest equipment</i>	<i>Testing of gas pressure high and low for proper working order for safety purpose with reports. This is part of CSD1 inspection</i>
<i>Hydronic, steam and domestic gas train CSD 1 inspection with reports</i>	<i>Testing of pressure switches on steam boiler for proper operation with paperwork. This is part of CSD1 report</i>
<i>Low water controls upgrade and testing with reports</i>	<i>Wiring to building management system</i>
<i>Loop circuit setting testing and calibration</i>	

- **Chiller Systems:**

This job category includes scheduled maintenance, preventative and predictive maintenance, seasonal maintenance services, repairs, additions, retrofits, upgrades, replacements, testing, inspections, calibrations, vibration tests, eddy current tests and cleaning chiller tubes on the following systems:

<i>Air cooled and water-cooled chillers</i>	<i>Hermetic and semi hermetic compressors</i>
<i>Air to air transfer condensers</i>	<i>Hydronic piping</i>
<i>Air to water or glycol condensers</i>	<i>Low voltage control circuits</i>
<i>Chilled water loop technology</i>	<i>Misters and fans in cooling towers</i>
<i>Chilled water units in excess of 25 tons</i>	<i>Motors</i>
<i>Chiller and refrigerant monitoring equipment</i>	<i>Oil filtration systems</i>

<i>Chiller and tower gearboxes</i>	<i>Pneumatic controls</i>
<i>Chiller control equipment</i>	<i>Pumps</i>
<i>Chiller exchanger and condenser units</i>	<i>Purge tanks</i>
<i>Cooling tower fill media</i>	<i>Recirculating pumps</i>
<i>Cooling tower pumps liquid medium condensers</i>	<i>Refrigerant recovery</i>
<i>Cooling towers</i>	<i>Thermistors</i>
<i>Drive couplers</i>	<i>Variable air volume (VAV) systems</i>
<i>Fan controls</i>	<i>Zone controls</i>

- **Contract Exclusions:**

Certain projects are under the jurisdiction of the State Building Commission (“SBC”) and are therefore excluded from being purchased under this Statewide Contract, without prior SBC approval. Authorized Users should consult Item 2, Jurisdiction, of the most current version of the Policy and Procedure of the State Building Commission of Tennessee to determine applicability. (For more information, please see the Office of the State Architect’s website currently available at <https://www.tn.gov/content/tn/osa/general-information/policy---procedure.html>). If further clarification is needed, the Authorized User should contact their development manager with the State of Tennessee Real Estate and Asset Management or the Contract Administrator. Any documentation of SBC Approval must be maintained by the Authorized User.

- **Additional Contract Exclusions***

- a. Handling of Asbestos
- b. Recurring Sludge Removal from Septic Tank
- c. Maintenance and Repair of Energy Management Systems
- d. Maintenance and Repair of Fuel Monitoring Systems
- e. Installation of Water Treatment Feeder Units
- f. Monitoring System Services
- g. Programming and Software Upgrades
- h. Duct Cleaning Services
- i. Water Treatment Services
- j. Work requiring an “R” Stamp
- k. Server Room HVAC Units
- l. Fire Hydrants
- m. Electrical Utility Lines

*The services listed above shall be excluded from this Contract unless the Contractor is in agreement to perform the services using the Contractor’s rates as set forth in the Contract (no additional mark-ups shall be allowed, including no mark-ups for Rental Equipment utilized in the performance of the excluded work).

2. Emergency Jobs:

- (1) The Facility Administrator may deem a job as an emergency. When requesting service, the Authorized User must notify the Contractor that the job is an emergency.
- (2) Contact Vendor A for the county your facility is located in. Vendor A must respond within 30 minutes and be on-site within 2 hours.
 - To find Vendor A for your county, use “ABCDE Vendor” (Tab 1) of the [“SWC 700 Vendor and Contract Information”](#) spreadsheet.
- (3) If Vendor A is non-responsive or cannot be available on-site within 2 hours, then the Authorized User should contact Vendor B. If Vendor B is non-responsive or unavailable within the required timeframe, then the Authorized User should contact Vendor C. If Vendor C is non-responsive or unavailable within the required timeframe, then the Authorized User should contact Vendor D. If Vendor D is non-responsive or unavailable within the required timeframe, then the Authorized User should contact Vendor E.
- (4) If Vendors A, B, C, D or E are non-responsive or unavailable, then the Authorized User should contact awarded vendors in neighboring counties and then non-contract vendors until a vendor is available to complete the required work.
- (5) Contractor must provide work reports to the Authorized User when a service job is complete. (See Specifications E.5)
- (6) It is the Authorized User’s discretion whether to use the contract labor and trip charge rates or to request a firm quote from the vendor for emergency jobs.

3. Non-Emergency Jobs under \$10,000:

- (1) Use Vendor A for the county your facility is located in.
 - To find Vendor A for your county, use “ABCDE Vendor” (Tab 1) of the [“SWC 700 Vendor and Contract Information”](#) spreadsheet.
- (2) Vendor A must provide a job estimate using the [Pricing Template](#).
 - Estimates must be broken down according to the contract line items.
 - Job estimates must be provided free of charge within 5 business days.
 - Job costs cannot exceed the amount estimated without prior written approval from the Authorized User. (If there is a scope change, a supplemental job estimate may be provided and approved—see Specifications D.5)
- (3) Contractor must respond within 2 hours (allow the Contractor up to 24 hours response time before by-passing the vendor). Contractor must be on-site within 24 hours or at a time agreed to by the Authorized User. (See Specifications E.6)
- (4) Contractor must sign-in and sign-out on the [Job Log](#) at the facility. This will be used for verification of hours worked.
- (5) Contractor must provide work reports to the Authorized User when a service job is complete. (See Specifications E.5)

4. Non-Emergency Jobs over \$10,000:

- (1) Request firm quotes from Vendors A, B, C, D and E for the county your facility is located in.
 - To find Vendors A, B, C, D and E for your county, use “ABCDE Vendor” (Tab 1) of the [“SWC 700 Vendor and Contract Information”](#) spreadsheet.
- (2) Vendors must provide a written firm quote using the [Pricing Template](#).
 - Firm quotes must be provided free of charge within 5 business days.
 - Job costs cannot exceed the amount on the firm quote. (If there is a scope change, a supplemental firm quote may be provided and approved—see Specifications D.5)
- (3) Contractor must respond within 2 hours (allow the Contractor up to 24 hours response time before by-passing). Contractor must be on-site within 24 hours or at a time agreed to by the Authorized User. (See Specifications E.6)
- (4) Contractor must sign-in and sign-out on the [Job Log](#) at the facility.
- (5) Contractor must provide work reports to the Authorized User when a service job is complete. (See Specifications E.5)
- (6) If there is no Vendor B, C, D or E for you county, you should still seek three quotes – it is best practice to request quotes from neighboring county contract vendors, and you may seek quotes from non-contract vendors.
- (7) Authorized User may seek additional firm quotes from vendors at their discretion even when an ABCDE Vendor is present in their county. Use of non-contract vendors must be approved by the Central Procurement Office prior to commencement of work.
- (8) Contractors must provide an estimated timeline of project completion and a dedicated point of contact for all Firm Quote jobs.

5. Labor Rates:

- Labor rates include the contract rates for technicians and helpers for regular time (7am-6pm M-F) and premium time (6:01pm-6:59am M-F, Saturday, Sunday, and State holidays). Labor rates are broken out by region with the largest metropolitan county in each region (Knox, Hamilton, Davidson, and Shelby) having its own labor rates.
- Contractor may charge only for the hours worked on-site as verified by the [Job Log](#) (verification for jobs under \$10,000).
- Contractor must sign-in and sign-out on the [Job Log](#) at the facility. Contractor must sign-in and sign-out when taking a lunch break, when getting parts, and when going to another building or leaving the facility.

6. Trip Charges:

- Trip charges are limited to a single charge per round trip or per invoice.
- Trip charges are for each county.
- Trip charges are not applied when providing estimates or firm quotes, when returning due to incomplete work, or when the service is completed in under an hour.
- Jobs requiring more than 2 working days may incur additional trip charges, but only upon written approval from the Authorized User.

7. Diagnostics:

- Diagnostics may be necessary if an Authorized User is unable to provide a detailed enough scope of work in order to obtain a free estimate or firm quote.
- Authorized Users will use Vendor A for any diagnostic work.
- Authorized Users must note that the call is a diagnostic call.
- The contractor must provide the full details of the diagnostic to the Authorized User so that the job can be awarded to vendor A or it can be provided to all vendors in the job location county for a firm quote.

8. Parts Reimbursement:

- For jobs requiring a Job Estimate, if parts, materials, and supplies are needed to complete a job, the Contractor may charge the cost of the part(s) minus any sales tax plus a 15% markup.
- For jobs requiring a Firm Quote, the parts, materials, and supplies needed are to be included in the Firm Quote price for the job. Contractors still may not charge sales tax on the parts.
- Contractor must provide a copy of the invoice/receipt with the final invoice to the Authorized User as proof of the cost upon Authorized User request for all jobs.
- All new equipment shall be Energy Star certified, WaterSense certified, and/or meet or exceed low flow standards as per the Tennessee High Performance Building Requirements where applicable.
- When parts are being used from the Contractor's stock, the contractor can provide a copy of the original invoice to substantiate cost. If an invoice is not available, the Authorized User may elect to verify the current market value.

9. Subcontracting:

- Contractors must receive written approval by the Central Procurement Office prior to using a subcontractor.
- Subcontractors are required to sign-in and sign-out on the [Job Log](#).
- Contractors cannot charge any higher rates than the contract prices even though the subcontractor may be charging a higher price to the Contractor.
- Subcontractors must hold the appropriate licenses and certifications as listed in Attachment C Required Licenses and Certifications.

10. Specialized Equipment:

- Specialized equipment is equipment not considered industry standard that is needed in order to fulfill services within the contract scope of work.
- If a job will require specialized equipment, this must be contemplated in the job estimate or firm quote and cannot be added as an additional charge at a later date.
- Specialized equipment cannot be used without the Authorized User's prior written approval.
- If an operator is required with the specialized equipment, the operator may be included in the equipment rental cost.
- Specialized equipment may be charged using the rental invoice price less any taxes plus a 15% mark-up. A copy of the rental invoice must be provided with the job invoice. (If the specialized equipment is owned, then the Contractor may charge the current rate rental companies would charge as evidenced by 2 rental company quotes).

11. Preventative Maintenance:

- Authorized Users may schedule preventative annual and/or quarterly maintenance on all job groups in accordance with Sections F, G, H, I & J in the Contract's Specifications.
- Authorized Users should get firm quotes from the A, B, C, D, and E Vendors in their county for preventative work and award to the vendor with the lowest firm quote.

12. Off-Contract Requests:

- Any requests to use a non-contract vendor must be submitted to the Central Procurement Office Contract Administrator.
- Authorized Users may request quotes from non-contract vendors, but may not award a job to non-contract vendors without prior approval from the CPO.
- Non-contract vendors must hold the appropriate licenses and certifications needed to perform the requested job.

13. Payment & Performance Bond:

***Please request the vendor submit original Payment & Performance Bond to the Central Procurement Office. Notify the contract administrator so a copy of the bond may be submitted to your Agency upon receipt.*

Central Procurement Office
312 Rosa L. Parks Ave., 3rd Floor
Nashville, TN 37243-1102

- For jobs \$50,000, Contractor must provide a performance bond of 100% of the job price.
- For jobs over \$100,000, Contractor must provide a payment bond of 25% of the job price.

14. Security Requirements:

- Contractors/subcontractors must meet Authorized User's security requirements, including being uniformed/having visible ID and providing photographic ID upon entrance. (Sub)Contractors may be subject to background checks and inspection and search while on facility grounds (including vehicles).

15. Warranty/Incomplete Work:

- Services requiring the Contractor to return to the Facility due to equipment or system(s) failure with reference to services previously provided by the Contractor will be at no charge to the Authorized User. This service request must be made within one-month after completion of the job.
- The Contractor shall give the Authorized User the manufacturer warranty agreements for equipment, parts and materials used by the Contractor on the equipment or system(s) under Contract, when ownership is assumed.
 - i. In the case an Authorized User has an active warranty on a piece of equipment, the Authorized User can request approval from the Central Procurement Office Contract Administrator to utilize the Contractor that holds said warranty.

Requisition and Purchase Order Generation:

There are line items with item IDs for hourly labor rates and trip charges for each county. Since there are multiple vendors associated with each line item, please be sure to select the correct vendor when using the labor and trip charge item IDs during the requisition and purchase order generation. Please reference the "Vendor Contract Lines" (Tab 3) of the ["SWC 700 Vendor and Contract Information"](#) spreadsheet to determine the appropriate vendor ID and Edison contract ID to select.

There are generic line items for the variable cost lines such as parts reimbursement, firm quote jobs over \$10,000, and firm quote HVAC preventative maintenance jobs. These generic line items can be utilized and referenced through the **"special requests"** option on requisitions and purchase orders. Special requests will need to be tagged against the appropriate contract number, vendor ID number, item ID, and UNSPSC code. The table below shows the generic item IDs and UNSPSC codes for the parts reimbursement, firm quote, and preventative maintenance items.

There are several resources on CPO's TeamTN webpage that are helpful on the ["CPO Job Aid"](#) and ["Webinar"](#) pages regarding requisitions, purchase orders, and purchasing without item IDs.

Generic Item ID	Generic Item Description	UO M	UNSPSC Code
1000171103	Electrical Maintenance, Parts Reimbursement, 15% Markup, Generic Item for SWC 700	EA	72151515
1000170929	Electrical Maintenance, Firm Quote, Jobs over \$10,000, Generic Item for SWC 700	EA	72151515
1000193772	Electrical Maintenance, Firm Quote, Preventative Maintenance, Generic Item for SWC 700	EA	72151515
1000171102	HVAC Maintenance, Parts Reimbursement, 15% Markup, Generic Item for SWC 700	EA	72101511
1000171105	HVAC Maintenance, Firm Quote, Jobs over \$10,000, Generic Item for SWC 700	EA	72101511
1000171106	HVAC Maintenance, Firm Quote, Preventative Maintenance, Generic Item for SWC 700	EA	72101511
1000171104	Plumbing Maintenance, Parts Reimbursement, 15% Markup, Generic Item for SWC 700	EA	72101510
1000171140	Plumbing Maintenance, Firm Quote, Jobs over \$10,000, Generic Item for SWC 700	EA	72101510
1000193771	Plumbing Maintenance, Firm Quote, Preventative Maintenance, Generic Item for SWC 700	EA	72101510
1000194483	Boiler Maintenance, Firm Quote, Jobs over \$10,000, Generic Item for SWC 700	EA	72151001
1000194484	Boiler Maintenance, Parts Reimbursement, 15% Markup, Generic Item for SWC 700	EA	72151001
1000194485	Boiler Maintenance, Firm Quote, Preventative Maintenance, Generic Item for SWC 700	EA	72151001
1000193769	Chiller Systems Maintenance, Firm Quote, Jobs over \$10,000, Generic Item for SWC 700	EA	72101511
1000193768	Chiller Systems Maintenance, Parts Reimbursement, 15% Markup, Generic Item for SWC 700	EA	72101511
1000193770	Chiller Systems Maintenance, Firm Quote, Preventative Maintenance, Generic Item for SWC 700	EA	72101511

Billing and Payment Instructions:

FOB Destination; Net 45 Payments

The Contractor shall submit an **itemized invoice**, with all necessary supporting documentation (i.e. parts receipts, specialized equipment rental invoice), to the state agency billing address provided in the PO. The invoice will include only charges for service described in the PO and detailed in the job quote, and may only include labor charges as verified in the [Job Log](#) (unless the invoice is for a firm quote). 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.



Multiple Contractors accept ACH deposit and purchasing-card (“p-card”) payments. Additionally, multiple Contractors offer prompt pay discounts. Please reference the “Vendor Info” (Tab 3) of the “[SWC 700 Vendor and Contract Information](#)” spreadsheet to determine the appropriate vendor ID and Edison contract ID to select.

Asset and Inventory Management: N/A

Miscellaneous Information:

Please contact the contract administrator with any additional questions regarding the use of SWC #700 Electrical, HVAC, Plumbing, Boilers, and Chiller Systems Maintenance and Repair.

All contract documents are publicly available in Edison through the [Supplier Portal](#) under “Statewide Contract Information” by SWC #700 Electrical, HVAC, and Plumbing Maintenance and Repair.

Note – Contractors awarded Boiler Maintenance & Repair contracts have slightly different version of the specifications and Licenses Requirements (Attachment C) due to the re-advertisement that was needed for the Boiler Maintenance and Repair Job Category. Contractors awarded Boiler Maintenance and Repair contracts are Alpha Mechanical and Boiler Supply Co.