

UNIFORM SPECIFICATIONS

Department of Agriculture is seeking a three-year contract for the purchase of uniforms with services provided by the Respondent for embroidery, alternations and patchwork. The work completed shall follow the guidelines specified in the products' specifications. All manufacturers and models shall be mandatory. items and Respondent shall be able to provide all items requested.

Scope: The scope of this Contract is inclusive of uniforms deemed necessary by the State and its requirements. The State shall add or remove line items after the signing of the Contract through Memorandum of Understanding "MOU" process per Terms and Conditions Section 8.1. Substitutions may be added if deemed necessary by the State.

The Contractor shall have the ability to perform alterations within 50 miles of 440 Hogan Street Nashville, TN 37211 at the discretion of the State with a two day notice to the vendor with no transportation costs added to the State.

The State's main uniform order is completed in the spring. Supplemental orders may be placed during the rest of the year as deemed necessary by the State. There shall be no minimum or maximum order requirement.

Orders over \$1,000 will be submitted and paid by purchase orders. Orders \$1,000 or less may be submitted by email and may be paid by payment card.

The Contractor shall provide invoices containing the following information.

- Contractor's company name and mailing address (this must be the same address that they have provided when bidding.)
- Invoice number
- Invoice date
- Contract Line-Item identification number and description that corresponds to the ordered uniform item
- The number of items order per line and price per unit
- Total per line and for the invoice
- Name and address as to where order was shipped

Website: Contractor must have a prior functional website and add product specification needed by department of Agriculture

SHIPPING

Contractor must ship all uniform items FOB Destination to one of the delivery addresses listed below. Delivery location will be identified with each purchase order issued.

i. Nashville Headquarters– Division of Forestry

406 Hogan Road

Nashville, TN 37204

Contact: Uniform Coordinator

ii. East TN State Nursery– Division of Forestry

9063 US-411

Delano, TN 37325

iii. East TN District Office – Division of Forestry

2416 Fletcher Luck Lane

Knoxville, TN 37996

Contact: Uniform Coordinator

iv. Cumberland District Office– Division of Forestry

929 West Jackson Street Suite C

Cookeville, TN 38501

Contact: Uniform Coordinator

v. Highland Rim District Office– Division of Forestry

3497 Church Street

Burns, TN 37029

Contact: Uniform Coordinator

vi. West TN District Office– Division of Forestry

220 Eastern Shores Drive

Lexington, TN 38351

Uniform specification

Contract Contact Information:

State of Tennessee

Department of General Services, Central Procurement Office

Contract Administrator: Heather Slayton

Phone:

Fax: 615-741-0684