

# Event Details

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32801-0000012815	Sell	RFx	1
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
TWRA Printing and Distribution			
<b>Start Time</b>		<b>Finish Time</b>	
05/19/2023 13:26:56 CDT		06/30/2023 14:00:00 CDT	

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Wildlife Resources  
Call for Shipping Information  
United States

**Contact:** Parker Birt  
**Phone:** 615/291-5948  
**Email:** parker.birt@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Event Description

This is a three (3) year Contract for the printing and distribution of wildlife magazines and calendars. Contact shall include four (4) publications per year for TWRA: three (3) magazines and one (1) magazine/calendar.

\*\*\* Questions and Comments: All questions must be submitted no later than Thursday, June 19, 2023 in accordance with Terms & Conditions 1.4.

Specifications and terms & conditions are attached.

Procurement Contact:  
Parker Birt  
Parker.Birt@tn.gov  
615-291-5948

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to <http://www.edison.tn.gov/> and click the link to the Supplier Portal Home Page. Log in with your vendor ID and password in order to search bid opportunities.

NOTE: Internet Explorer and Firefox are the recommended browsers to access the Supplier Portal and bid on events. Google Chrome is not supported and should not be used. Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: <http://www.edison.tn.gov> (Maintain supplier information)

Central Procurement Office Website: <https://www.tn.gov/generalservices/procurement>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

## General Questions

Question	UOM	Best	Worst	Response
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Please list the following information:

- List the Contract Administrator's Name
- List the Contract Administrator's Address
- List the Contract Administrator's Phone Number
- List the Respondent's Toll Free Phone Number
- List the Contract Administrator's Pager or Cell Number
- List the Contract Administrator's Email Address
- List the Respondent's Website

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32801-0000012815	Sell	RFx	2
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
TWRA Printing and Distribution			
<b>Start Time</b>		<b>Finish Time</b>	
05/19/2023 13:26:56 CDT		06/30/2023 14:00:00 CDT	

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### Response Comments

Question	UOM	Best	Worst	Response
----------	-----	------	-------	----------

Please enter the number of days, from the bid opening date, after which your bid offer will expire:

0

Required: Yes Mandatory ResponseNo

### Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

### Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, "Yes."

Required: Yes Mandatory ResponseNo

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32801-0000012815	Sell	RFx	3
<b>Event Round</b>	<b>Version</b>		
1	1		
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TWRA Printing and Distribution			
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**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

Question	UOM	Best	Worst	Response
----------	-----	------	-------	----------

The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at:  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-public-information-library.html>

Required: Yes Mandatory ResponseNo

### Response Comments

### Service Experience, Time in Business, Contracts

List the length of time respondent's company has been in business. A respondent must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the description of services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

#### Comparable Contract

List Name/Address of Comparable Contract  
List the Contact Person  
List the Phone Number  
List the Contact Person's Email Address

Required: Yes Mandatory ResponseNo

### Response Comments

#### Associated Terms:

A respondent must have occupied a bona fide place of business for at least one (1) year with suitable equipment, supplies and a trained staff capable of performing the services requested. A respondent must furnish satisfactory evidence of successful completion of comparable contracts for at least three (3) customers within the past two (2) years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications.

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32801-0000012815	Sell	RFx	4
Event Round	Version		
1	1		
Event Name			
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Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

### Response Comments

Respondent has delivered publication samples in accordance with Specification A.3.

Required: Yes Mandatory ResponseNo

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32801-0000012815	Sell	RFx	5
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
TWRA Printing and Distribution			
<b>Start Time</b>		<b>Finish Time</b>	
05/19/2023 13:26:56 CDT		06/30/2023 14:00:00 CDT	

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Call for Shipping Information  
United States

**Contact:** Parker Birt  
**Phone:** 615/291-5948  
**Email:** parker.birt@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

Question	UOM	Best	Worst	Response
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I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Yes

Required: Yes Mandatory Response:Yes

### Response Comments

We ask that you take a few short minutes to complete this survey. The purpose of this survey is to capture Respondents' assessments of CPO procurement processes. Your responses will remain anonymous, and will have no bearing or consideration on contract award.

<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory Response:No

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32801-0000012815	Sell	RFx	6
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
TWRA Printing and Distribution			
<b>Start Time</b>		<b>Finish Time</b>	
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Call for Shipping Information  
United States

**Contact:** Parker Birt  
**Phone:** 615/291-5948  
**Email:** parker.birt@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

### Line Details

**Line:** 1    **Item ID:** 1000201367    **Line Qty:** 900000 **UOM:** Each    **Bid Qty:**   
**Required:** Yes    **Reserve Price:** No

**Description:** Wildlife Magazine, Spring, April, Print & Mail, Individuals

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input style="width: 100%; height: 20px;" type="text"/>
Required: Yes    Mandatory Response: No				

**Response Comments**

**Line:** 2    **Item ID:** 1000201369    **Line Qty:** 900000 **UOM:** Each    **Bid Qty:**   
**Required:** Yes    **Reserve Price:** No

**Description:** Calendar/Wildlife Magazine, Summer, August, Print & Mail, Individuals

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input style="width: 100%; height: 20px;" type="text"/>
Required: Yes    Mandatory Response: No				

**Response Comments**

**Line:** 3    **Item ID:** 1000201370    **Line Qty:** 900000 **UOM:** Each    **Bid Qty:**   
**Required:** Yes    **Reserve Price:** No

**Description:** Wildlife Magazine, Fall, October, Print & Mail, Individuals

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input style="width: 100%; height: 20px;" type="text"/>
Required: Yes    Mandatory Response: No				

**Response Comments**

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32801-0000012815	Sell	RFx	7
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
TWRA Printing and Distribution			
<b>Start Time</b>		<b>Finish Time</b>	
05/19/2023 13:26:56 CDT		06/30/2023 14:00:00 CDT	

**Bidder:** PUBLIC EVENT DETAILS  
**Submit To:** Wildlife Resources  
 Call for Shipping Information  
 United States  
**Contact:** Parker Birt  
**Phone:** 615/291-5948  
**Email:** parker.birt@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Line:** 4 **Item ID:** 1000201371 **Line Qty:** 900000 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Wildlife Magazine, Winter, December, Print & Mail, Individuals

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes Mandatory Response: No				

**Response Comments**

**Line:** 5 **Item ID:** 1000201372 **Line Qty:** 75000. **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Calendar/Wildlife Magazine, Print & Mail, TWRA Five (5) Regional Offices

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes Mandatory Response: No				

**Response Comments**

**Line:** 6 **Item ID:** 1000201373 **Line Qty:** 45000. **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Magazine, Print & Mail, Three (3) times per year (April, October, December), TWRA Five (5) Regional Offices

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes Mandatory Response: No				

**Response Comments**

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32801-0000012815	Sell	RFx	8
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
TWRA Printing and Distribution			
<b>Start Time</b>		<b>Finish Time</b>	
05/19/2023 13:26:56 CDT		06/30/2023 14:00:00 CDT	

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Call for Shipping Information  
United States

**Contact:** Parker Birt  
**Phone:** 615/291-5948  
**Email:** parker.birt@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Line:** 7 **Item ID:** 1000201375 **Line Qty:** 3.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Shipping, Total Cost, Calendar/Wildlife Magazine, Print & Mail, TWRA Five (5) Regional Offices

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes Mandatory Response: No				

**Response Comments**

**Line:** 8 **Item ID:** 1000201376 **Line Qty:** 9.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Shipping, Total Cost, Wildlife Magazine, Three (3) Times Per Year, Print & Mail, TWRA Five (5) Regional Offices

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes Mandatory Response: No				

**Response Comments**



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32801-0000012815	Sell	RFx	9
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
TWRA Printing and Distribution			
<b>Start Time</b>	<b>Finish Time</b>		
05/19/2023 13:26:56 CDT	06/30/2023 14:00:00 CDT		

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**Phone:** 615/291-5948  
**Email:** parker.birt@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32801-0000012815	Sell	RFx	10
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
TWRA Printing and Distribution			
<b>Start Time</b>		<b>Finish Time</b>	
05/19/2023 13:26:56 CDT		06/30/2023 14:00:00 CDT	

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**Phone:** 615/291-5948  
**Email:** parker.birt@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Appendix A - Line Specifications

**Line:** 1 **Item ID:** 1000201367 **Line Qty:** 900000 **UOM:** Each  
**Description:** Wildlife Magazine, Spring, April, Print & Mail, Individuals

### Item Specifications

<b>Manufacturer:</b>		<b>Item Height:</b>	0
<b>Mfg Item ID:</b>		<b>Dimension UOM:</b>	
<b>Item Length:</b>	0	<b>Volume UOM:</b>	
<b>Item Width:</b>	0	<b>Weight UOM:</b>	
<b>Item Volume:</b>	0	<b>Item Color:</b>	
<b>Item Weight:</b>	0		
<b>Item Size:</b>			

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>	TWRA Headquarters Bldg
<b>Quantity:</b>	900000		5107 Edmondson Pike
<b>Due Date:</b>	05/24/2023		Ellington Agricultural Center
<b>Freight Terms:</b>			Nashville TN 37211
<b>Ship Via:</b>	Best Option Available		United States

**Line:** 2 **Item ID:** 1000201369 **Line Qty:** 900000 **UOM:** Each  
**Description:** Calendar/Wildlife Magazine, Summer, August, Print & Mail, Individuals

### Item Specifications

<b>Manufacturer:</b>		<b>Item Height:</b>	0
<b>Mfg Item ID:</b>		<b>Dimension UOM:</b>	
<b>Item Length:</b>	0	<b>Volume UOM:</b>	
<b>Item Width:</b>	0	<b>Weight UOM:</b>	
<b>Item Volume:</b>	0	<b>Item Color:</b>	
<b>Item Weight:</b>	0		
<b>Item Size:</b>			

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>	TWRA Headquarters Bldg
<b>Quantity:</b>	900000		5107 Edmondson Pike
<b>Due Date:</b>	05/24/2023		Ellington Agricultural Center
<b>Freight Terms:</b>			Nashville TN 37211
<b>Ship Via:</b>	Best Option Available		United States

**Line:** 3 **Item ID:** 1000201370 **Line Qty:** 900000 **UOM:** Each  
**Description:** Wildlife Magazine, Fall, October, Print & Mail, Individuals

# Event Details (cont.)

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1	1		
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**Email:** parker.birt@tn.gov

**Event Currency:** US Dollar  
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### Item Specifications

**Manufacturer:**  
**Mfg Item ID:**  
**Item Length:** 0  
**Item Width:** 0  
**Item Volume:** 0  
**Item Weight:** 0  
**Item Size:**

**Item Height:** 0  
**Dimension UOM:**  
**Volume UOM:**  
**Weight UOM:**  
**Item Color:**

### Shipping Information

**Schedule:** 1  
**Quantity:** 900000  
**Due Date:** 05/24/2023  
**Freight Terms:**  
**Ship Via:** Best Option Available

**Ship To:** TWRA Headquarters Bldg  
5107 Edmondson Pike  
Ellington Agricultural Center  
Nashville TN 37211  
United States

**Line:** 4 **Item ID:** 1000201371 **Line Qty:** 900000 **UOM:** Each  
**Description:** Wildlife Magazine, Winter, December, Print & Mail, Individuals

### Item Specifications

**Manufacturer:**  
**Mfg Item ID:**  
**Item Length:** 0  
**Item Width:** 0  
**Item Volume:** 0  
**Item Weight:** 0  
**Item Size:**

**Item Height:** 0  
**Dimension UOM:**  
**Volume UOM:**  
**Weight UOM:**  
**Item Color:**

### Shipping Information

**Schedule:** 1  
**Quantity:** 900000  
**Due Date:** 05/24/2023  
**Freight Terms:**  
**Ship Via:** Best Option Available

**Ship To:** TWRA Headquarters Bldg  
5107 Edmondson Pike  
Ellington Agricultural Center  
Nashville TN 37211  
United States

**Line:** 5 **Item ID:** 1000201372 **Line Qty:** 75000 **UOM:** Each  
**Description:** Calendar/Wildlife Magazine, Print & Mail, TWRA Five (5) Regional Offices

### Item Specifications

**Manufacturer:**  
**Mfg Item ID:**  
**Item Length:** 0  
**Item Width:** 0  
**Item Volume:** 0  
**Item Weight:** 0  
**Item Size:**

**Item Height:** 0  
**Dimension UOM:**  
**Volume UOM:**  
**Weight UOM:**  
**Item Color:**

# Event Details (cont.)

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<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32801-0000012815	Sell	RFx	12
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
TWRA Printing and Distribution			
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**Phone:** 615/291-5948  
**Email:** parker.birt@tn.gov

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<b>Quantity:</b>	75000		5107 Edmondson Pike
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<b>Freight Terms:</b>			Nashville TN 37211
<b>Ship Via:</b>	Best Option Available		United States

**Line:** 6 **Item ID:** 1000201373 **Line Qty:** 45000 **UOM:** Each  
**Description:** Magazine, Print & Mail, Three (3) times per year (April, October, December), TWRA Five (5) Regional Offices

### Item Specifications

<b>Manufacturer:</b>		<b>Item Height:</b>	0
<b>Mfg Item ID:</b>		<b>Dimension UOM:</b>	
<b>Item Length:</b>	0	<b>Volume UOM:</b>	
<b>Item Width:</b>	0	<b>Weight UOM:</b>	
<b>Item Volume:</b>	0	<b>Item Color:</b>	
<b>Item Weight:</b>	0		
<b>Item Size:</b>			

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>	TWRA Headquarters Bldg
<b>Quantity:</b>	45000		5107 Edmondson Pike
<b>Due Date:</b>	05/24/2023		Ellington Agricultural Center
<b>Freight Terms:</b>			Nashville TN 37211
<b>Ship Via:</b>	Best Option Available		United States

**Line:** 7 **Item ID:** 1000201375 **Line Qty:** 3 **UOM:** Each  
**Description:** Shipping, Total Cost, Calendar/Wildlife Magazine, Print & Mail, TWRA Five (5) Regional Offices

### Item Specifications

<b>Manufacturer:</b>		<b>Item Height:</b>	0
<b>Mfg Item ID:</b>		<b>Dimension UOM:</b>	
<b>Item Length:</b>	0	<b>Volume UOM:</b>	
<b>Item Width:</b>	0	<b>Weight UOM:</b>	
<b>Item Volume:</b>	0	<b>Item Color:</b>	
<b>Item Weight:</b>	0		
<b>Item Size:</b>			

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>	TWRA Headquarters Bldg
<b>Quantity:</b>	3		5107 Edmondson Pike
<b>Due Date:</b>	05/24/2023		Ellington Agricultural Center
<b>Freight Terms:</b>			Nashville TN 37211
<b>Ship Via:</b>	Best Option Available		United States

# Event Details (cont.)

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**Email:** parker.birt@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Line:** 8 **Item ID:** 1000201376 **Line Qty:** 9 **UOM:** Each  
**Description:** Shipping, Total Cost, Wildlife Magazine, Three (3) Times Per Year, Print & Mail, TWRA Five (5) Regional Offices

### Item Specifications

<b>Manufacturer:</b>			
<b>Mfg Item ID:</b>			
<b>Item Length:</b>	0	<b>Item Height:</b>	0
<b>Item Width:</b>	0	<b>Dimension UOM:</b>	
<b>Item Volume:</b>	0	<b>Volume UOM:</b>	
<b>Item Weight:</b>	0	<b>Weight UOM:</b>	
<b>Item Size:</b>		<b>Item Color:</b>	

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>	TWRA Headquarters Bldg
<b>Quantity:</b>	9		5107 Edmondson Pike
<b>Due Date:</b>	05/24/2023		Ellington Agricultural Center
<b>Freight Terms:</b>			Nashville TN 37211
<b>Ship Via:</b>	Best Option Available		United States

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32801-0000012815	Sell	RFx	14
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
TWRA Printing and Distribution			
<b>Start Time</b>		<b>Finish Time</b>	
05/19/2023 13:26:56 CDT		06/30/2023 14:00:00 CDT	

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Wildlife Resources  
Call for Shipping Information  
United States

**Contact:** Parker Birt  
**Phone:** 615/291-5948  
**Email:** parker.birt@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016