

**SWC #207 Fleet Maintenance**  
**Contract Information and Usage Instructions**

**Contract Period:**

Start Date – November 22, 2023

End Date – November 21, 2026, with two (2), one (1) year renewal options remaining

**Summary/Background Information:**

The purpose of this solicitation is for the State of Tennessee to secure a statewide contract (SWC) for Preventative and Full-Service vehicle maintenance across the State. The goal of the contract is to drive cost savings and provide quality maintenance and repair to the State of Tennessee's vehicle fleet while reducing downtime of vehicles in need of maintenance and repair. This contract will be available for use by all state agencies, departments, institutions, authorized local users, and higher education institutions.

**State Contact Information**

**Contract Administrator:**

Andrew Martin  
Category Specialist  
Central Procurement Office  
(615) 532-7367  
Andrew.Martin@tn.gov

**Supplier Contact Information:**

Valvoline Inc.  
Edison Contract Number: #81076  
Supplier Number: #201852  
Keith Coleson  
Commercial Accounts  
502-773-6073  
[kdcoleson@valvoline.com](mailto:kdcoleson@valvoline.com)

Bridgestone America Inc.  
Edison Contract: #81092  
Supplier Number: #139019  
Chad Ruder  
National Account Manager  
785-393-2151  
[ruderchad@bfusa.com](mailto:ruderchad@bfusa.com)

*Please refer to Specifications for additional information.*

**Awarded Categories:**

Two separate categories were bid and awarded through this contract. The contracts include set pricing and catalog discounts.

1. **Preventative Maintenance Awarded to Valvoline Inc.:** lube, oil, filter, tire rotation, replace air filter, replace wiper blades, air conditioning evacuate and recharge, radiator flush and fill, transmission fluid
2. **Full Service Maintenance Awarded to Bridgestone America Inc.:** wheel balance, wheel alignments, flat tire repair, brake inspections, brake service, replace spark plugs, engine diagnostics, radiator service, battery service, fuel system service, safety inspections, emissions testing, air conditioner service

Agencies should schedule and have maintenance performed with the appropriately awarded supplier per category.

**Service Locations:**

Please follow this link, [SWC 207 Fleet Maintenance \(tn.gov\)](https://www.tn.gov/swc207), to see the list of service locations for both suppliers.

**Specification Requirements for Agencies to Follow:**

Preventative maintenance services must be performed within 30 minutes of a scheduled appointment time. State agencies must be on time for scheduled appointments.

Agency end users must receive approval from Vehicle and Asset Management (VAM) for additional repairs over \$200.00 that is discovered while the Contractor is performing other scheduled services on a vehicle. Prior approval must be provided through a purchase order number that will be used by the Contractor when invoicing for the services.

**Billing and Payment Instructions:**

Vehicle and Asset Management is in charge of billing for maintenance of State vehicles. When making appointments or communicating with service locations; agencies should notify the Contractor that the vehicle is under the State contract or account. Invoices will be sent to VAM on a weekly basis. VAM will then bill agencies for the services received.

\*\*\*New contract pricing will take effect beginning November 22, 2023\*\*\*

**Requisition and Purchase Order Generation:**

For information on how to create a requisition and/or purchase order please reference our CPO Job Aids on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>