

## **SWC# 352 – Envelopes**

### **Contract Information and Usage Instructions**

**Contract Period:** This is a two (2) year contract with three (3) annual options to renew. The contract was competitively bid and was awarded to one (1) vendor, Cenveo Corporation.

**Final End Date: August 14, 2023**

**Summary/Background Information:** This is a statewide contract for Envelopes. The contract was primarily established to support large volume orders of envelopes equal to or greater than 10,000 envelopes. The contract is available to local governments.

#### **State Contact Information**

##### **Contract Administrator:**

DeRenne Raley  
Category Specialist  
(615) 251-5173  
[DeRenne.Raley@tn.gov](mailto:DeRenne.Raley@tn.gov)

##### **Additional State Contacts:**

Laitin Beecham  
Category Team Lead -Commodities  
(615) 626-4960  
[Laitin.Beecham@tn.gov](mailto:Laitin.Beecham@tn.gov)

#### **Vendor Contact**

##### **Information:**

Company Name:	<b>Cenveo Corporation</b>
Edison Contract Number:	59913
Vendor Number:	138792
Name of Contact Person:	Anthony Sharber
Position of Contact:	Sales Representative
Phone Number(s) of Contact:	(615) 776-3705 (Local) (615) 776- 1457 (Fax)

(615) 351-6266 (Mobile)  
Email Address of Contact: anthony.sharber@cenveo.co  
m Mailing Address of Contact: One Centerbury Green  
(Corporate) 200 First Stamford Place  
Stamford, CT 06901  
Website: cenveo.com

**Emergency Call Procedures:** N/A

**Access to Contract Documents Online:**

1. Click on the link below to go to the Supplier Portal homepage:

[https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST)

2. Click on the "Statewide Contract (SWC) Search" link at the top of the page under "Statewide Contract Information".
3. Scroll down the list of contracts and locate "Envelopes". Click on the picture of a folder under the "Details" column.
4. You will get a rectangular box and one of the columns (to the right) will say "Contract Documents", and below will be a picture of a file folder, click on it and you will get a new box with multiple contract documents shown. Click on the picture of the document to view the attachment.

**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:

<https://www.teamtn.gov/content/dam/teamtn/cpo/documents/learning-and-development/cpo-job-aid/Doc%20Type%20Job%20Aid.pdf>

**Billing and Payment Instructions:**

Individual orders for less than 10,000 envelopes are exempt from purchase from this contract. Orders are to be delivered FOB Destination within 5 days after receipt of a purchase order (ARO) on standard stock items and 15 days after receipt of a purchase order (ARO) on special order items. Payment terms are Net 30.

**Asset and Inventory Management:** N/A