

## **SWC #436 Lamps, Batteries, and Scrap Metal Recycling Contract Information and Usage Instructions**

### **Contract Period:**

This is a three-year contract with two one-year renewal options. It began on January 18, 2022. The final end date if all renewal options are exercised will be January 17, 2027.

### **Summary/Background Information:**

This contract is for the recycling of lamps, ballasts, and a variety of batteries for all State agencies, local governmental units, higher education institutions, and eligible 501(c)(3) tax-exempt corporations.

### **State Contract Administrator:**

Seth Lake  
Category Specialist  
Central Procurement Office  
(615) 507-6930  
[Seth.Lake@tn.gov](mailto:Seth.Lake@tn.gov)

### **Supplier Contact Information:**

**Lighting Resources, LLC**  
Edison Contract #: 50987  
Steve Barnett  
423-532-6717  
[steve.barnett@lightingresourcesinc.com](mailto:steve.barnett@lightingresourcesinc.com)  
PO BOX 102717  
Pasadena, CA 91189-2717

## **Usage Instructions:**

### **To Initiate Service on This Contract:**

To initiate service on this contract, the user should contact the supplier outlined in the Supplier Contact Information. At that point the supplier will establish a date to have the proper containers delivered to the user's location.

After the container arrives and the user decides they want a pickup they should contact the supplier to coordinate a pickup time and date according to the pickup/delivery options listed below.

### **Pickup/Delivery Options:**

*See Specifications Section 4.A.1.f., 4.A.2.h., & 4.A.3.f*

Container pickup or delivery shall be scheduled by the respective Authorized User on a "call in" basis. Authorized Users shall allot 5 business days, unless otherwise agreed upon, for container pickup or delivery.

1. Flat rate - Shipments under 750 LBS shall be subject to Contractor flat rate pickup and/or delivery fees as outlined in the Contract.
  - a. 750 LB shipments may consist of various recyclables within each Contractor's awarded category.
2. Weight minimum – shipments that meet or exceed the minimum weight will not incur a transportation fee.
3. Milk Run discounts for combined pickups must adhere to the following: Milk Run pickup or delivery shall be accepted at the Authorized Users discretion.
  - a. Discount off of flat rate fee according to Supplier Contract.
  - b. Pickup or delivery shall be made within 15 calendar days of scheduling.
  - c. The Authorized User reserves the right to modify a Milk Run pick up or delivery to a flat rate or weight minimum pickup or delivery.
  - d. Additional modifications to a Milk Run pickup or delivery must be approved by the Authorized User.
  - e. Pickup or delivery of State goods must be clearly separated and labeled when multiple shipments are loaded on a single truck.

\*\*Milk Run Discount – Supplier will grant a 20% discount for 3 or more pickup/deliveries within 50 miles of sites on milk run.

\*\*Shipments 1,000 lbs and over – Supplier will grant a 2% discount on any shipments over 1,000 lbs.

**Mail-Back Recycling Program**

*See Specifications Section 4.A.1.f. & 4.A.2.h.*

A Mail-Back Recycling option for small quantity shipments is available for use at Authorized User's discretion. The recycling brochure and order form can be accessed using the links below:

[Lighting Resources EZ Recycling Program Brochure](#)

[Lighting Resources EZ Recycling Order Form](#)

*Authorized Users shall not submit items not included in the mail-back catalog to the Supplier for recycling.*

Upon recycling of the materials, the supplier will provide an invoice or check (whichever is applicable) with the required documentation as outlined in the specifications document.

**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>

**Billing and Payment Instructions:**

Follow your Agency specific rules for bill and payments. Please ensure all documentation required by the contract is included with the invoice prior to making or accepting payment.