

# RFI Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000013012	RFI	RFx	1
Event Round	Version		
1	1		
Event Name			
SWC209 Toyota Vehicles			
Start Time	Finish Time		
11/03/2023 10:30:00 CDT	11/08/2023 09:00:00 CST		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services - CPO  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

**Contact:** Michael Neely  
**Phone:** (615) 741-5971  
**Email:** michael.t.neely@tn.gov

## Event Description

Request for information (RFI), 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 <https://supplier.edison.tn.gov>. Click on the link that says Supplier Portal Home Page and then log in with your supplier ID and password. Click on the event under the Events box.

Note: Information at the pre-bid will be displayed electronically. No paper copies will be provided. Attendees are advised to prepare copies of the attached event documents for their use at the pre-bid.

This is not a bid request; this is a request for information. Request for Information (RFI) Conference: Pre-Bid Conference  
Title: SWC209 Toyota Vehicles  
-Statewide Contract for Vehicles  
Date: November 8, 2023  
Time: 9:00 AM Central Time Location:  
MS Teams Only Please note link below.

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NGRlYmZiNGMtZWRLYy00NTM0LWFkOGEtMjc5ZGI4MmJiM2Vi%40thread.v2/0?context=%7b%22Tid%22%3a%22f345bebf-0d71-4337-9281-24b941616c36%22%2c%22Oid%22%3a%22de6e4c54-f562-4165-841c-e3b33c72af40%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGRlYmZiNGMtZWRLYy00NTM0LWFkOGEtMjc5ZGI4MmJiM2Vi%40thread.v2/0?context=%7b%22Tid%22%3a%22f345bebf-0d71-4337-9281-24b941616c36%22%2c%22Oid%22%3a%22de6e4c54-f562-4165-841c-e3b33c72af40%22%7d)

If you have questions, please contact the Solicitation Coordinator Mike Neely at (615) 741-5971 or Michael.t.neely@tn.gov or call the Central Procurement Office main number at (615) 741-1035.

## Factor Summary

Question	Response
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

# RFI Details (cont.)

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Question	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.

Required: Yes Mandatory Response:Yes

### Response Comments

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 Response:No

### Response Comments

# RFI Details (cont.)

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**Email:** michael.t.neely@tn.gov

Question	Response
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Please provide the brand and model names of the goods included in this bid:

Required: Yes Mandatory ResponseNo

### Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

### Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

How many days after receipt of purchase order will it take to deliver item(s)?

Required: Yes Mandatory ResponseNo

### 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 ResponseNo

### Response Comments

# RFI Details (cont.)

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Question	Response
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Do you have a minimum of 5 years of fleet experience?

Required: No Mandatory ResponseNo

### Response Comments

The purpose of this Invitation to Bid is to establish a source or sources of supply for all Tennessee State Agencies and Authorized Users.

Tennessee State Agencies refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies.

Authorized Users are those entities that are authorized to purchase off of Statewide Contracts and include the following:

- a) all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
- b) Tennessee local governmental agencies;
- c) the board of trustees of the University of Tennessee system, the Tennessee board of regents system, or the State university boards;
- d) any private nonprofit institution of higher education chartered in Tennessee; and,
- e) any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse Services or the Department of Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001).

Any contracts awarded from this Invitation to Bid shall be made available to Authorized Users in addition to Tennessee State Agencies, unless a letter is attached to this Invitation to Bid, requesting that the contract is only available for use by Tennessee State Agencies.

NOTE: To request that any resulting contract be available only to Tennessee State Agencies, enter No and attach an exemption request letter addressed to the Central Procurement Office.

Required: Yes Mandatory ResponseNo

### Response Comments

# RFI Details (cont.)

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Question	Response
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The respondent shall indicate the standard warranty period.

List the Standard Warranty Period:

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

# RFI Details (cont.)

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**Email:** michael.t.neely@tn.gov

## 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>		

# RFI Details (cont.)

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## 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