

**ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly Requirements, Total Amount per Item and the Grand Total.
- APPs are considered **purchase orders** and are not to be used for other than the prescribed format downloaded at www.dps.tn.gov (a) correct format is used but fields were deleted or filled in; (b) correct format is used but fields were deleted or filled in; (c) correct format is used but fields were deleted or filled in.
- For items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the items. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- The accomplished **MAILED COPY** of the APP-CSC shall be submitted to the following address:
 - DPM Central Office for supplies at the Central office.
 - DPM Regional Office (RO) for regional offices, operating units of Dept. of Health, DOT, DPH, OIG, TSDA and DUC.
 The accomplished **HOT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - app.nga@dps.tn.gov for central and regional offices of all national government agencies
 - app.state@dps.tn.gov for state and other campuses of all state universities and colleges
 - app.local@dps.tn.gov for all central and regional offices of government owned and controlled institutions
 - app.educ@dps.tn.gov for primary and secondary schools
 - app.local@dps.tn.gov for Local government units.
- Consistent with Circular Letter No. 2010-03 dated October 16, 2010, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
- Remove your APP file in the following format: APP-123-Name of Agency-Region (e.g. APP2017-05-Central Office).
- For further assistance/inquiries, agencies may call the Sales Division of the Procurement Service at telephone nos. (65)361-6084 or (65)361-2701 to 2702.

Approved/Author: _____ Agency/Division/Office: _____ Contact Person: _____
 Region: _____ Address: _____ Telephone: _____
 Address: _____ Email: _____
 Region/Division: _____ Telephone/Facsimile No.: _____

Item & Specifications	Unit Price	Quarterly Requirements												Total Quarterly	Price Catalogue	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON-ELECTRONIC SUPPLIES																				
PRINTING SUPPLIES (Consumable) 200 pages	100			2	0			2	0		0	0	0	0	0	0	0	2	100.00	200.00
PRINTING SUPPLIES (Consumable) 500 pages	100			0	0			0	0		0	0	0	0	0	0	0	0	0.00	0.00
PRINTING SUPPLIES (Consumable) 1000 pages	100			0	0			0	0		0	0	0	0	0	0	0	0	0.00	0.00
PRINTING SUPPLIES (Consumable) 2000 pages	100			0	0			0	0		0	0	0	0	0	0	0	0	0.00	0.00
PRINTING SUPPLIES (Consumable) 5000 pages	100			0	0			0	0		0	0	0	0	0	0	0	0	0.00	0.00
PRINTING SUPPLIES (Consumable) 10000 pages	100			0	0			0	0		0	0	0	0	0	0	0	0	0.00	0.00
COMMON OFFICE SUPPLIES																				

471421 2000, 20000000, 10000	1000												14.88	1244
471421 20000000, 2000, 10000000	1000												37.91	2844
471421 20000000, 2000, 10000000	1000												196.24	-
471421 20000000, 2000, 10000000	1000												32.88	-
471421 20000000, 2000, 10000000	1000												11.95	2444
471421 20000000, 2000, 10000000	1000												31.92	-
471421 20000000, 2000, 10000000, 100, 10000	1000												70.90	2444
471421 20000000, 2000, 10000000	1000												21.90	-
471421 20000000, 2000, 10000000, 100, 10000	1000												120.85	-
471421 20000000, 2000, 10000000	1000												0.95	-
COMMON OFFICE SUPPLIES														
471421 20000000, 2000, 10000000	1000												16.22	2444
471421 20000000, 2000, 10000000	1000												34.95	-
471421 20000000, 2000, 10000000, 100, 10000	1000												497.54	-
471421 20000000, 2000, 10000000, 100, 10000	1000												144.94	-
471421 20000000, 2000, 10000000, 100, 10000	1000												114.40	2444
471421 20000000, 2000, 10000000, 100, 10000	1000												14.08	-
471421 20000000, 2000, 10000000, 100, 10000	1000												85.48	-
471421 20000000, 2000, 10000000, 100, 10000	1000												915.85	-
471421 20000000, 2000, 10000000	1000												18.91	-
471421 20000000, 2000, 10000000, 100, 10000	1000												31.92	-
471421 20000000, 2000, 10000000, 100, 10000	1000												34.95	-
COMMON OPERATIONAL SUPPLIES														
471421 20000000, 2000, 10000000	1000												21.94	-

GENERAL ELECTRICAL: conduit, weathering, conduit cap	2000			*			*			*	*	54.00	-
ELECTRICAL: CONDUIT, RHW-2, 1/2", 350ft	2400			*			*			*	*	45.00	-
ELECTRICAL: CONDUIT, RHW-2, 3/4", 350ft	2500			*			*			*	*	44.00	-
ELECTRICAL: PANEL, 48 ports, 48	2040			*			*			*	*	38.00	-
ELECTRICAL: PANEL, 60 ports, 480 volt, 480 volt	240			*			*			*	*	95.00	-
ELECTRICAL: PANEL, 60 ports, 480 volt, 480 volt	2000			*			*			*	*	28.00	-
ELECTRICAL: PANEL, 60	240			*			*			*	*	286.00	-
ELECTRICAL: PANEL, 60 ports, 480 volt, 480 volt	240			*			*			*	*	94.00	-
ELECTRICAL: PANEL, 60 ports, 480 volt, 480 volt	240			*			*			*	*	94.00	-
ELECTRICAL: PANEL, 60 ports, 480 volt, 480 volt	2000			*			*			*	*	507.00	-
ELECTRICAL: PANEL, 60 ports, 480 volt, 480 volt	2000			*			*			*	*	148.00	-
ELECTRICAL: PANEL, 60 ports, 480 volt, 480 volt	2000			*			*			*	*	94.00	-
ELECTRICAL: PANEL, 60 ports, 480 volt, 480 volt	2000			*			*			*	*	94.00	-
ELECTRICAL: PANEL, 60 ports, 480 volt, 480 volt	2000			*			*			*	*	94.00	-
ELECTRICAL: PANEL, 60 ports, 480 volt, 480 volt	2000			*			*			*	*	94.00	-
COMMON SITE EQUIPMENT													
EQUIPMENT: PUMP, 1/2 HP, 115V, 115V	400			*			*			*	*	11,816.00	-
EQUIPMENT: PUMP, 1/2 HP, 115V, 115V	400			*			*			*	*	549.00	240.00
EQUIPMENT: PUMP, 1/2 HP, 115V, 115V	2000			*			*			*	*	375.00	-
EQUIPMENT: PUMP, 1/2 HP, 115V, 115V	2000			*			*			*	*	375.00	-
EQUIPMENT: PUMP, 1/2 HP, 115V, 115V	2000			*			*			*	*	6,808.00	-
EQUIPMENT: PUMP, 1/2 HP, 115V, 115V	2000			*			*			*	*	28,381.00	-
EQUIPMENT: PUMP, 1/2 HP, 115V, 115V	2000			*			*			*	*	500.00	-

4 ELECTRIC IAW 0007 type, ceiling, 100000000	unit															1272.55	-
4 ELECTRIC IAW 0008 type, 100000000	unit															1245.80	-
4 ELECTRIC IAW 0009 type, 100000000	unit															781.89	-
4 ELECTRIC IAW 0010 type, 100000000	unit															3543.83	-
4 ELECTRIC IAW 0011 type, 100000000	unit															1273.28	-
4 ELECTRIC IAW 0012 type, 100000000	unit															539.88	-
4 ELECTRIC IAW 0013 type, 100000000	unit															17543.04	-
4 ELECTRIC IAW 0014 type, 100000000	unit															849.00	-
4 ELECTRIC IAW 0015 type, 100000000	unit															5077.17	-
4 ELECTRIC IAW 0016 type, 100000000	unit															7640.90	-
4 ELECTRIC IAW 0017 type, 100000000	unit															6354.70	-
4 ELECTRIC IAW 0018 type, 100000000	unit															744.14	-
4 ELECTRIC IAW 0019 type, 100000000	unit															1270.94	-
4 ELECTRIC IAW 0020 type, 100000000	unit															1270.94	-
4 ELECTRIC IAW 0021 type, 100000000	unit															3543.83	-
4 ELECTRIC IAW 0022 type, 100000000	unit															36182.00	-
COMMON SUPPLIES																	
4 COMMON SUPPLIES 0001 type, 100000000	unit															709.32	3400.00
4 COMMON SUPPLIES 0002 type, 100000000	unit															1079.00	-
4 COMMON SUPPLIES 0003 type, 100000000	unit															788.00	3344.00
4 COMMON SUPPLIES 0004 type, 100000000	unit															1221.00	-
4 COMMON SUPPLIES 0005 type, 100000000	unit															826.00	-
4 COMMON SUPPLIES 0006 type, 100000000	unit															1006.00	-
4 COMMON SUPPLIES 0007 type, 100000000	unit															31.00	-

RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	9.00	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	9.00	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	661.18	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	284.75	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	273.75	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	273.75	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	894.27	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	894.27	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	554.17	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	1,281.07	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	654.29	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	828.87	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	4.28	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	4.28	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	3.27	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	3.27	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	1,218.98	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	1,221.01	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	1,221.01	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	373.75	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	373.75	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	373.74	
RECORD OF CIVIL RIGHTS ACT	1961			*							*	*	373.74	

4	MINOR CACTI, BROWNSVILLE, TEXAS	147															18.00	124.44
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															1,005.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															1,290.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															2,258.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															3,008.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS (EXCEPTED CONTRACT)	147															4,406.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															1,074.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															1,644.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															2,014.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															3,225.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															3,095.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															1,481.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															3,000.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															1,291.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															1,381.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															1,905.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															3,010.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															3,010.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															3,010.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															3,004.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															1,004.00	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															16,077.55	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															16,077.55	-
4	MINOR CACTI, BROWNSVILLE, TEXAS	147															16,077.55	-

We hereby warrant that the total amount reflected on this Annual Supply Statement Agreement has in prior years the total combined supplies, materials and equipment has been included in a written agreement budget for the year.

Prepared by:



David S. Padden
Property/Supply Officer

Certified Funds Available - Certified
Appropriate Funds Available



Accountant / Local Budget Officer

Approved by:



Head of Office/Agency

Date: 12/3/2007