

**Ordering Instructions Form
INSTRUCTIONS TO ELIGIBLE USERS**

The following Contractor has select awards within State Term Contract, No. 365-001-11-1; Floor Maintenance Machines, Commercial. For specific Contract awards, Eligible Users are referred to Section 7.1, Price Sheet & Ordering Instructions (See also the linked Authorized Price List(s)). All Orders are to be placed in accordance with the Contract prices, discounts, requirements, specifications, terms, and conditions.

**RESPONDENT INFORMATION
ORGANIZATION INFORMATION**

ORGANIZATION NAME:	Tennant Sales and Service Company
ORGANIZATION FEID NO.:	F41-1986217
MFMP / SPURS VENDOR NO.:	F41-1986217-002
ADDRESS:	701 N. Lilac Drive
CITY, STATE and ZIP:	Minneapolis, MN 55440-1452
INTERNET ADDRESS:	www.tennantco.com
TELEPHONE NO.:	763-540-1200
TOLL-FREE NO.:	800-553-8033
FAX NO.:	763-513-2116

REPRESENTATIVE INFORMATION

NAME:	Sean Heylek
TITLE:	Region Manager
ADDRESS:	1025 Shadowmoss Drive
CITY, STATE and ZIP:	Winter Garden, FL 34787
E-MAIL ADDRESS:	sean.heylek@tennantco.com
TELEPHONE NO.:	N/A
TOLL-FREE NO.:	800-553-8033 X 7441
CELL PHONE NO.:	407-758-4234
FAX NO.:	763-765-9010

REMIT-TO INFORMATION (IF AWARDED; REMIT-TO INFORMATION FOR PURCHASE ORDER ACQUISITIONS ONLY)

REMIT-TO ORGANIZATION NAME:	Tennant Sales and Service Company
REMIT-TO ADDRESS:	P.O. Box 71414
REMIT-TO CITY, STATE and ZIP:	Chicago, IL 60694-1414

Note: Please make sure the Ordering Instructions information provided above and below (if applicable) matches the State of Florida Vendor Registration System account information (Vendor Information Portal ("VIP"): <http://vendor.myfloridamarketplace.com>).

RESPONDENT'S DEALER INFORMATION / LIST (IF AWARDED; FOR USE BY MANUFACTURER AS CONTRACTOR ONLY, NOT DEALER AS CONTRACTOR)

GENERAL DEALER INSTRUCTIONS:	
Dealers are not authorized to receive purchase orders directly or to invoice for any goods under the contract. Dealers may initiate contact and determine the needs of the customer but must inform the customer that purchase orders are to be made out directly to Tennant and all invoicing will be done by Tennant.	

Note: The Manufacturer as Contractor is fully responsible for compliance with all the prices, discounts, requirements, specifications, terms, and conditions of the Contract and for any actions or inactions of the Dealer(s) they include in the Ordering Instructions.

DEALER NAME	CONTACT NAME	DEALER ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NO.	FAX NO.
South Florida Janitorial	George Gross	2119 N. Congress Avenue	Riviera Beach	FL	33404	561-848-7002	561-848-5383
AMSAN Florida	Mike Dinnen	3031 N. Andrews Avenue Ext.	Pompano Beach	FL	33064	954-972-1700	877-712-6726
All-Brite Sales and Service	Marty LaBarbera	2204 Haines Street	Jacksonville	FL	32206	904-354-4687	904-353-1431
Osceola Supply	Jeff Hittinger Sr.	915 Commerce Boulevard	Midway	FL	32343	850-545-0438	850-580-8001
Xpedex	Carmen Agostini	9105 Sabal Industrial Boulevard	Tampa	FL	33619	866-473-4606	901-214-2552
Xpedex	Carmen Agostini	2224 Hazelhurst Avenue	Orlando	FL	32804	866-473-4606	901-214-2552