

# **STEP 1 TEACHING GARDEN GRANT**

[www.hcstep1.org](http://www.hcstep1.org)

## **Purchasing Guidelines for the Step ONE Teaching Gardens**

The Step ONE Teaching Gardens have been very successful over the years. In order to ensure effective response and management of your awarded funds, we have instituted the following guidelines to improve our service to you while providing our staff with a more structured and supportive purchasing procedure. These guidelines will streamline the process and alleviate any confusion.

1. Every Grantee will need to submit the names and contact information of the two persons authorized to place an order. Only those individuals are permitted to place an order for purchase.
2. No one is permitted to open accounts with any vendor for any reason.
3. Vendors have been identified that all materials and supplies must be purchased from. Vendors not on this list must be pre-approved by the Step ONE Program Manager. They have been selected based on Step ONE staff's ability to acquire the necessary documentation of the purchases. This is necessary to meet Hamilton County purchasing policies.
  - A. Lowe's - <http://www.lowes.com/>
    - 1) In-store pickup - no charge
    - 2) Delivery - \$59
  - B. The Home Depot - <http://www.homedepot.com/>
    - 1) In-store pickup - no charge
    - 2) Delivery - \$79
  - C. Crabtree Farms - <http://crabtreefarms.org/events/spring-plant-sale>
  - D. Wal-Mart- <http://www.walmart.com/ip/Garden-Center/5774967>
  - E. The Barn Nursery-<http://www.barnnursery.com>
  - F. Windwood Bulk (3 scoop maximum - 1 scoop = 5/8 yard)
    - 1) Black Gold Soil - \$26.17/scoop
    - 2) Delivery fee—\$55
4. All gardens must fill out the Purchase Request form (included) in full. Please fill out only one form per vendor; we will not accept forms with multiple vendors.
5. All gardens are to place orders through Renee Craig ([reneec@hamiltontn.gov](mailto:reneec@hamiltontn.gov)) at least five working days prior to need. All faxes should be to the attention of Renee Craig.
6. Orders must be placed by E-mailing (Renee Craig at: [reneec@hamiltontn.gov](mailto:reneec@hamiltontn.gov)) or faxing (209-8089) the accompanying order form with all necessary information filled out, along with the estimated cost.
7. The Step ONE staff will respond within 48 hours to let you know we have received your order and are processing it.
8. The Step One staff will place the order once we have verified the balance in your account.
9. If preferred, you may call Renee Craig at (423) 208-8142 and set up an appointment to meet at any approved vendor/store in order to make purchases in person.
10. All purchases must be made by the Step ONE staff. We cannot reimburse for any purchases that do not follow this guideline.
11. Services of consultants/guest speakers must be approved prior to service rendered and an agreement letter between the garden organization and the consultant/guest speaker is required if this resource is to receive compensation for services rendered. This letter must be reviewed and approved by the Health Department Step ONE manager, John Bilderback, before it is signed by the garden organization and the consultant/guest speaker. After the service is rendered, payment will be made in 3 to 4 weeks.