

Ordering Instructions

Statewide Contract - CANLINE

Ordering Requirements – An agency may request use of the CANLINE16A Statewide Contract for any order as-needed.

Special Instructions – Vendor shall deliver standard orders within ten working days after orders are received. Vendor shall deliver emergency orders within five working day(s) after orders are received.

All orders totaling \$200.00 or more shall be delivered FOB. Vendor shall pay all shipping chargers. Orders less than \$200.00 shall be delivered FOB: shipping point.

Approvals Required - No prior approvals are required.

Agency and/or Vendor Contact Information:

Calico Industrial Supply, LLC

Christopher M. Hartnett, Contract Manager

Telephone Number – 800-638-0828

Fax Number – 301-498-2056

Email Address – bids@calicoindustrial.com

See the **List of Buyer Assignments** located at the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

Type of Delivery Order - An ADO must be created in Oasis with the appropriate documentation attached for orders less than \$25,000.00 and a CDO for orders greater than \$25,000.00 must be submitted to central purchasing for review.

How to submit the completed order to the Vendor - Contact the vendor by email or by phone with the Vendor Per Case Order or Part number(s) and quantity, in accordance with Exhibit A of the contract, CANLINE PRICING PAGE.

POLITICAL SUBDIVISIONS: Contact vendor to confirm that contract pricing is available.