

# Ordering Instructions

## Statewide Contract

### CANLINER22

## Trash Can Liners

**Ordering Requirements** – For contract releases valued at or less than \$250,000.00 in a year's time, Spending Unit (s) should issue a wvOASIS Agency Delivery Order (ADO) to the vendor.

**Special Instructions**– WV State Agencies should provide an ADO Purchase Order Number to the Vendor for each order. Each order should include the following:

- Contract Item Number
- Item description
- Size
- Color
- Gauge

Note: The contract is mandatory use for all order in excess of \$300.00. Orders of less than \$300.00 may be purchased from any local source to eliminate delivery charges, if such local delivered purchases result in savings

**Approvals Required**- None.

### Vendor Contact Information:

Calico Packaging LLc  
10621 Iron Bridge Road, Suite F  
Jessup, MD 20794  
Phone: 800-638-0828  
Fax: 301-498-2056  
Email: Chris Hartnett, COO [bids@calicopackaging.com](mailto:bids@calicopackaging.com)

### Type of Delivery Order –

An ADO should be created in wvOasis with the appropriate documentation attached.

**How to submit the completed order to the Vendor** – Assemble the ADO document in wvOasis and print, then submit the printed ADO document to the vendor in the following methods:

EMAIL: The preferred order submission to the vendor is by email. Email the final ADO document to [bids@calicopackaging.com](mailto:bids@calicopackaging.com) . All agencies submitting orders by email will be sent an email receipt to confirm that the order has been received.

Or

FAX\*: You may fax the ADO document to 301-498-2056.

Or

MAIL\*: You may mail the ADO document to:

Calico Packaging LLC  
10621 Iron Bridge Road, Suite F  
Jessup, MD 20794

\*Fax and Mail orders will not have an order confirmation provided by the vendor.

**Vendor Inquires:** When inquiring about an order, please provide the ADO Purchase Order Number for quick reference.

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