

Ordering Instructions

Statewide Contract – HOUSE

Ordering Requirements – An agency may request use of the HOUSE14 Statewide Contracts for any order as-needed.

Special Instructions – The above referenced contract is intended to provide Agencies with a discounted purchasing price for contract items as contained in the Catalog attached to the contract and the vendor's full catalog, available upon request from the vendor. Statewide contract HOUSE14 is a contract to furnish housekeeping supplies.

All items in the vendor's HOUSE14 catalog (attached to the contract) and full catalog (available from the vendor upon request) will be provided at a discount of 20% from the catalog price, with the following exceptions: no items available on any other statewide contract may be purchased using this contract, no items may be purchased from sections Skin care and personal hygiene (all subsections), paper and dispensers (all subsections), safety (all subsections), facility maintenance, including packaging supplies and tool supplies, storage and material handling (all subsections), bags and can liners (all subsections), small wares (all subsections), and food service disposables (all subsections).

The vendor shall supply only eligible items contained in the approved catalog. The vendor shall not supply substitute items.

Approvals Required - No prior approvals are required.

Agency and/or Vendor Contact Information:

Liberty Distributors
6015 National Road
Triadelphia, WV 26059
Phone: 304-547-0414 x 113
Fax: 304-547-0490
Contact: F. Mark Peluchette
Email: MarkP@LibertyDistributors.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 – The vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication. Furthermore, the vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Standard order delivery shall be F.O.B. destination to the agency's location. The vendor has included the cost of standard order delivery charges in their pricing/discount and is not permitted to charge the agency separately for such delivery. The agency, however, will pay delivery charges on all emergency orders provided that the vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

The minimum order for pre-paid shipping to one, instate destination shall be \$200.00. For orders less than \$200.00, transportation charges (if applicable) will be invoiced as a separate charge with the original freight bill attached to the invoice. Agencies may make purchases that fall under the \$200.00 limit from a local source under the authority delegated from the Purchasing Division without violating the terms of the contract, provided that such purchases do not exceed Purchasing Division's spending and bidding limits.

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