

ORDERING INSTRUCTIONS

SYSFURN23

ORDERING REQUIREMENTS – An agency may request use of the SYSFURN23 Statewide Contract for any order as-needed. A Delivery Order should be provided to the vendor for all orders.

Special Instructions – State Agencies will work directly with the vendor to design a furniture layout. The vendor will provide the agency with a quote built on the layout, based solely on the eligible items from the awarded catalog.

Approvals Required – No prior approvals are required.

Vendor Contact Information:

Capitol Business Interiors – SYSFURN23
Kelli Bragg and Janet Clayman, Contract Manager
Telephone Number – 304-343-7551
Fax Number – 304-346-3350
Email: kbragg@champion-industries.com &
jclayman@champion-industries.com

See the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

Type of Delivery Order - An Agency Delivery Order (ADO) should be created in wvOasis with the appropriate documentation attached for orders following the Purchasing Division Handbook guidelines for orders under \$250,000.00. A Central Delivery Order (CDO) should be created for orders over \$250,000.01 and submitted to the Purchasing Division for processing.

How to submit the completed order to the Vendor - Contact the vendor by email or by phone to begin designing the layout of the furniture installation. Once a quote is approved by the Agency, create the appropriate Delivery Order.

NOTE: All Quotes must be signed by an agent of Capitol Business Interiors and an agency procurement officer identified on the Agency Procurement Designation Form on file with the WV Purchasing Division. A current list of procurement officers may be found at: <http://www.state.wv.us/admin/purchase/vrc/agencyli.html>

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