

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

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 . 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.