

Ordering Instructions

Statewide Contract – SWC0000000019 - DIGCOP17A

Ordering Requirements – An agency may request use of the DIGCOP17A Statewide Contracts for any order as-needed.

Special Instructions – The above referenced contract is intended to provide Agencies with a purchase price for contract items as contained in the completed Pricing Pages attached to the contract.

Approvals Required – Office of Technology approval is required for any copier purchase or lease. Email: Consulting.Services@wv.gov

Agency and/or Vendor Contact Information:

Komax, LLC
500 D Street
South Charleston, WV 25303
Phone: 304-744-7440
Toll Free: 888-483-7440
Fax: 304-744-7450
Website: www.komaxwv.com
Contact: David Humphrey
Email: dhumphrey@komaxwv.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 – Agency should prepare an Agency Delivery Order (ADO) for any copier purchase or lease.

Agency Delivery Orders (ADO) should include the following information:

- 1 ADO number
- 2 SWC number, band and model number
- 3 Additional accessories ordered (list separately)
- 4 Quantity of items of being ordered
- 5 Purchase or rental price of items ordered
- 6 Contact name, phone number and delivery address
- 7 Meter reading contact information, if different from contact name
- 8 If connected for scanning/printing, the Office of Technology approval letter must be attached.

An ADO must be created in Oasis with the appropriate documentation attached for orders less than \$25,000.00.

How to submit the completed order to the Vendor – The agency must contact the vendor representative to initiate the procurement process. 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. The vendor shall deliver standard orders within thirty (30) days upon receipt of order.

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