

Ordering Instructions

Statewide Contract

CMA 0212 DIGCOP22

Ordering Requirements – An agency may request use of the DIGCOP22 Statewide Contract for any order as-needed.

Approvals Required – None

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

Copy: Bob Maxwell

Email: dhumphrey@komaxwv.com

Email: bmaxwell@komaxwv.com

Type of Delivery Order – Agency should create in wvOasis an Agency Delivery Order (ADO). 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

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.