

Ordering Instructions

Statewide Contract

DRUGTESTING17

Ordering Requirements – An agency may order any item from the designated categories. Designated categories, discount percentages, and authorized locations are listed within these instructions.

Special Instructions– Delivery orders of \$25,000.00 or less should be processed as an ADO. Any agency issuing a delivery that exceeds \$25,000.00 must process the delivery order as a Central Delivery Order (CDO). No agency shall issue a series of delivery orders anticipated to cost \$25,000.00 or less to circumvent this requirement. If paying with PCard, the agency shall indicate on the face of the ADO. The ADO shall be provided to the vendor as authorization for shipment; a copy shall be retained by spending unit **PRODUCT AND SUPPLY REORDERS** - When an agency begins to run low on onsite screening devices or testing supplies, please use the following options to contact Redwood Toxicology.

Agency and/or Vendor Contact Information:

Grace Miranda
Redwood Toxicology Laboratory Inc
Phone: (800) 255-2159 Ext. 34301
Direct: (707) 570-4301
Fax: (707) 577-8102
gmiranda@redwoodtoxicology.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 –

- A. All agencies using WVOASIS must create an ADO in Oasis with the appropriate documentation attached for purchases over \$2,500.00
- B. For orders over \$25,000.00, a CDO (Central Delivery Order) must be submitted through Oasis and will be processed by the designated Purchasing Division Buyer