

Ordering Instructions

Statewide Contract

CMA FASTEN22

Miscellaneous Fasteners & Fastening Devices

Ordering Requirements – All West Virginia Agencies utilizing this contract will place their own orders with the approved contract vendor, Grayson Industries Inc. Agencies should issue an agency delivery order (ADO) to the vendor.

Special Instructions– State Agencies are exempt from using this Contract for orders totaling \$200.00 or less per month.

Approvals Required - No additional approvals are required.

Agency and/or Vendor Contact Information:

Grayson Industries, Inc.

Atn: Karen Rose or Daniel Kliegman

Phone Number: 866-720-0175 & 954-868-2771 (24- hour service line)

Fax Number: 954-720-0175

Email: graysonind@gmail.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 – Should create a wvOasis Agency Delivery Order (ADO)

How to submit the completed order to the Vendor – Agencies should follow the direction of their designated Procurement Officer regarding submitting completed orders to the Vendor.

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