

# Ordering Instructions

## Statewide Contract

### CMA 0212 HOUSE22

**Ordering Requirements** – Agencies may order all Eligible Items that are not on any other statewide contract or available through internal resources.

No items may be purchased from the following sections of the 2022 catalog:

- A. Paper and Dispensers (All Subsections)
- B. Safety and Security (All Subsections)
- C. Facility Maintenance Subsections as follows:
  - a. Step Stools & Ladders
  - b. Tools
  - c. Tables & Chairs
  - d. Air Care
  - e. Pack & Ship
  - f. Office Supplies
- D. Storage & Material Handling (All Subsections)
- E. Bags & Canliners (All Subsections)
- F. Breakroom (All Subsections)
- G. Foodservice Disposables (All Subsections)

**Special Instructions**– The contract is mandatory use for all orders in excess of \$300.00 and shall include F.O.B destination to the Agency’s location. For orders under \$300.00, transportation charges (if any) will be invoiced as a separate charge with the original freight bill attached to the invoice. 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:**

Liberty Distributors Inc.

Mark Peluchette, President

Phone: 800-828-9920

Fax: 304-547-0490

Email: [markp@libertydistributors.com](mailto:markp@libertydistributors.com)

Steve Shallcross, Director of Purchasing

Phone: 304-547-0414 ext. 157

Fax: 304-547-0490

Email: [steves@libertydistributors.com](mailto:steves@libertydistributors.com)

**Type of Delivery Order** – An ADO should be created in wvOasis. See instructions below:

**How to submit the completed order to the Vendor** – Assemble document, print and submit the ADO to the vendor by fax to 304-547-0490 or by email to:

Mike Hersch [mikeh@libertydistributors.com](mailto:mikeh@libertydistributors.com) Phone: 1-800-828-9920 ext. 518

or

McKenzie Peluchette [mckenziep@libertydistributors.com](mailto:mckenziep@libertydistributors.com) Phone: 1-800-828-9920 ext. 116

You may call either representative for assistance in placing orders.

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