

Ordering Instructions

Statewide Contract – PESTCTR18A

Pest Control for DISTRICT 1

Ordering Requirements – Spending Unit(s) should issue a wvOASIS Agency Delivery Order (ADO) to the Vendor.

Approvals Required – None required by the Purchasing Division.

Vendor Contact Information:

Exterm-Tek Pest Control, LLC
Conrad Carpenter

Phone: 304-988-5885

Email: admin@bestofthepest.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 – An ADO should be created in wvOASIS with the appropriate documentation attached.

How to submit the completed order to the Vendor – Assemble document, print and submit the ADO to the vendor either by Email or USPS mail.

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