

Ordering Instructions

Statewide Contract – SECSVS15

Security Guard Services

Ordering Requirements - All agencies utilizing statewide contract SECSVS15, must submit a CDO through WVOasis with an attached SECSVS15 Request Form. Request Form is attached above the vendor name at <http://www.state.wv.us/admin/purchase/swc/SECSVS.htm>.

Special Instructions– Agencies must fill out SECSVS15 Request form attached to the Statewide Contract. The request form must be attached to the header of the CDO in WVOasis.

Approvals Required - Submit the completed CDO through WVOasis. The CDO will be completed by the Purchasing Division Buyer.

Agency and/or Vendor Contact Information:

G4S Secure Solutions USA Inc.

Jim Mullins

Phone: 304-727-4608

Fax: 304-727-4198

See **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 CDO must be created in WVOasis with the appropriate documentation attached to the header. CDO will follow the standard approval path.

How to submit the completed order to the Vendor After the CDO has been encumbered, a copy will be mailed to the vendor by the Purchasing Division.