

Ordering Instructions

Statewide Contract

SIRNRADIO24

SIRN Network Approved Two-Way Radios & Accessories

Ordering Requirements – For contract releases valued at or less than \$250,000.00. Spending Unit (s) **should** issue a wvOASIS Agency Delivery Order (ADO) to the vendor.

Special Instructions– WV State Agencies should provide an ADO Purchase Order Number to the Vendor for each order. Each order should include the following:

- Contract Item Number
- Part Number
- Description
- Quantity
- Contract Price
- Copy and paste the payment terms listed in the General Terms and Conditions Section 14 and 15 of the Contract into the extended description.
 - 14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services whichever is later.
 - PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia’s Purchasing Card Program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards).

Vendor Contact Information: Peter Marotta, Account Manager

Motorola Solutions, Inc.
Phone: 304-860-5051

Email: petermarotta@motorolasolutions.com

Type of Delivery Order –

wvOasis users: An ADO should be created in wvOasis with the appropriate documentation attached.

Non wvOasis users: Agency purchase order with the equivalent ordering information.

How to submit the completed order to the Vendor – Assemble the ADO document in wvOasis (or equivalent) and print, then submit the printed ordering documents to the vendor in the following methods:

EMAIL: The preferred order submission to the vendor is by email. Email the final ADO document to petermarotta@motorolasolutions.com . **CONFIRMATION EMAIL**: All agencies submitting orders by email will be sent an email receipt to confirm that the order has been received within 72 hours.

Or

Do not Fax

Or

MAIL*: You may mail the ordering documents to:

Motorola Solutions, Inc.
c/o Peter Marotta
809 Pinnacle Drive Suites E-H
Linthicum, MD 21090

*Mail orders will not have an order confirmation provided by the vendor.

NO CONFIRMATION EMAIL: In the event an order confirmation has **NOT** be received within the 72 hour timeframe, please resend the order to petermarotta@motorolasolutions.com and **COPY** regan.baxter@motorolasolutions.com . Please indicate in the subject line this is a second order request. All agencies submitting a second order request will be sent an email receipt within 24 hours to confirm that the order has been received. If the order confirmation is not received, then the agency should call Peter Marotta at 304-860-5051 to discuss how to proceed with the order.

Vendor Inquires: When inquiring about an order, please provide the ADO Purchase Order Number for quick reference.

POLITICAL SUBDIVISIONS: Contact vendor to confirm that contract pricing is available and order instructions for their specific agency.