

Ordering Instructions

Statewide Contract - SYSFURN

Ordering Requirements – An agency may request use of the SYSFURN15A and/or SYSFURN15B Statewide Contracts for any order as-needed.

Special Instructions – State Agencies will work directly with the vendor to design a furniture layout. The vendor will provide the agency with a quote built on the layout, based solely on the eligible items from the awarded catalog(s).

Approvals Required - No prior approvals are required.

Agency and/or Vendor Contact Information:

Capitol Business Interiors - SYSFURN15A

Kelli Bragg and Janet Clayman, Contract Manager

Telephone Number – 304-343-7551

Fax Number – 304-346-3350

Email Address – kbragg@champion-industries.com and jclayman@champion-industries.com

Contemporary Galleries of WV - SYSFURN15B

Jennifer Kirkpatrick, Contract Manager

Telephone Number – 304-344-1231

Fax Number – 304-344-1262

Email Address – jkirkpatrick@cgwv.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 must be created in Oasis with the appropriate documentation attached for orders less than \$25,000.00 and a CDO for orders greater than \$25,000.00 must be submitted to central purchasing for review.

How to submit the completed order to the Vendor - Contact the vendor by email or by phone to begin designing the layout of the furniture installation.

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