

ORDERING INSTRUCTIONS SYSFURN19

ORDERING REQUIREMENTS – An agency may request use of the SYSFURN19 Statewide Contract for any order as-needed. An ADO or CDO must be provided to the vendor for all orders.

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.

Approvals Required – No prior approvals are required.

Vendor Contact Information:

Capitol Business Interiors - SYSFURN19
Kelli Bragg and Janet Clayman, Contract Manager
Telephone Number – 304-343-7551
Fax Number – 304-346-3350
Email: kbragg@champion-industries.com &
jclayman@champion-industries.com

See 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. Once a quote is approved by the Agency, create the appropriate Delivery Order. An agency representative must sign the quote and submit with the appropriate Delivery Order.

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