

Ordering Instructions - Statewide Contract

WVRFJAN19

Janitorial Services

Ordering Requirements-For contract releases valued at or less than \$250,000.00 in a year's time, Spending Unit (s) should issue a wvOASIS Agency Delivery Order (ADO) to The West Virginia Association of Rehabilitation Services (WVARF). The ADO should have the following attachments: the vendor's Service Agreement signed by both agency and vendor and the Current Year Commodity or Service Fair Market Price Form.

For contract releases valued at more than \$250,000.01 in a year's time, Spending Unit (s) should create a Central Delivery Order (CDO) for Purchasing Division processing. The CDO shall have the following attachments: the vendor's Service Agreement signed by both agency and vendor and the Current Year Commodity or Service Fair Market Price Form

To determine the servicing Community Rehabilitation Program (CRP), the agency should contact the vendor.

Pricing for contract services will be at the listed hourly rate for the servicing CRP.

Special Instructions – All State agencies are required by West Virginia Code §SA-3-10, to purchase commodities and services from sheltered workshops whenever such commodities and services are available and meet certain quality and price standards which are comparable to open-market sources.

Approvals Required - None

Agency and/or Vendor Contact Information:

WVARF

Phone:(304) 205-7970

Fax:(304) 205-7915

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-For an ADO: Assemble document, print and submit the ADO to the vendor. For a CDO: Assemble document, print and submit the CDO to the Purchasing Division.