

Ordering Instructions

Statewide Contract

CMA 0212 HOUSE26

Ordering Requirements – Agencies may order all Eligible Items from the **Exhibit_A Pricing Pages AND the Vendor’s On-Line Catalog** except items from the following list below:

No items may be purchased from the following sections of the HOUSE26 catalog:

- A. Paper and Dispensers (All Subsections) (Use SWC CMA SANPAP23)
- B. Safety and Security (All Subsections)
- C. Facility Maintenance Subsections as follows:
 - a. Step Stools & Ladders
 - b. Tools
 - c. Tables & Chairs
 - d. Air Care
 - e. Pack & Ship
 - f. Office Supplies
- D. Storage & Material Handling (All Subsections)
- E. Bags & Canliners (All Subsections)
- F. Breakroom (All Subsections)
- G. Foodservice Disposables (All Subsections)

Online Catalog: <http://house26.libertydistributors.com/>

At the top of the page, customers will see HOUSE26 and LOGIN.

NOTE: Customers who place orders through customer service can continue to work directly with Lee or Mike.

To request an account online, go to:
https://house26.libertydistributors.com/account_request.aspx

Special Instructions– The contract is mandatory use for all orders more than **\$300.00** and shall include F.O.B destination to the Agency’s location.

For orders under \$300.00, transportation charges (if any) will be invoiced as a separate charge with the original freight bill attached to the invoice. Orders of less than \$300.00 may be purchased from any local source to eliminate delivery charges, if such local delivered purchases result in savings.

Approvals Required- none.

Vendor Contact Information:

Liberty Distributors Inc.

Lee Peluchette, Customer Service Manager

Phone: 800.828.9920 ext.143

Fax:

Mark Peluchette, President

Phone: 800-828-9920

Fax: 304-547-0490

Email: markp@libertydistributors.com

Mckenzie Peluchette, Director of Purchasing

Phone: 304-547-0414 ext. 116

Fax: 304-547-0490

Email: mckenziep@libertydistributors.com

Type of Delivery Order – An ADO should be created in wvOasis. See instructions below:

How to submit the completed order to the Vendor – Assemble document, print and submit the ADO to the vendor by fax to 304-547-0490 or by email to:

Mike Hersch mikeh@libertydistributors.com Phone: 1-800-828-9920 ext. 518

or

McKenzie Peluchette mckenziep@libertydistributors.com Phone: 1-800-828-9920 ext. 116

You may call either representative for assistance in placing orders.

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