



## How Do I Buy or Handle...

### *Furniture*

**Commonwealth of Virginia Preferred Furniture Vendor:**

[Virginia Correctional Enterprises \(VCE\)](#)

**Description of Purchase Process:**

#### **Furniture Purchases from Virginia Correctional Enterprises (VCE)**

Virginia Correctional Enterprises (VCE) has a right of first refusal to provide furniture products to the university. If VCE does not manufacture the goods required and grants an exemption, the purchase may be made from a commercial source.

Use the HokieMart Virginia Correctional Enterprises punch-out catalog to place your order. If the items required are not found through the HokieMart punch-out catalog, contact the VCE sales representative.

#### **Sales Representative: Kevin May**

Cell: (540) 632-3561      Office: (540) 265-3150

Email: [kevin.may@vadoc.virginia.gov](mailto:kevin.may@vadoc.virginia.gov)

Written releases are required for transactions valued at \$10,000 and above. The release allows for purchase from commercial vendors and are granted if VCE has nothing compatible with the requirement or cannot meet the required delivery. **VCE will not grant a release after a purchase has been made.**

**As of February 1, 2019, VCE has changed its process for obtaining a release.**

Click [here](#) for instructions regarding the VCE release process. You will be asked to provide your "Agency Number" which for Virginia tech is **A208**.



**Furniture Purchases from Other Vendors:**

If VCE does not manufacture the goods required and grants an exemption, the purchase may be made from a commercial source. Vendors that have access to cooperative contracts are:

**[Barrows, Inc.](#)**

Representative: Robert McAden

Phone: 540-293-3230

Email: [robert.mcaden@barrowsinc.com](mailto:robert.mcaden@barrowsinc.com)

**[Harris Office Furniture](#)**

Representative: Sharon Simmons

Phone: 540-283-3068

Email: [ssimmons@harrisofficefurniture.com](mailto:ssimmons@harrisofficefurniture.com)

**For more information contact:**

- Procurement 540-231-6221
- Or [hokiemark@vt.edu](mailto:hokiemark@vt.edu)