

How Do I Buy...

Furniture

Buyer Contact Information:

[Mary Seyler](#)

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.

Representative: Glenn Walthall

Office: (540) 265-3150

Mobile: (804) 510-9167

Email: glenn.walthall@vadoc.virginia.gov

Written releases are required for transactions valued at \$5,000 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.**

Click [here](#) to download the VCE release request form and instructions for submission. To use another vendor:

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: Raymond Ratcliff

Phone: 540-613-0010

Email: raymond_r@barrowsinc.com

Harris Office Furniture

Representative: Sharon Simmons

Phone: 540-283-3068

Email: SSimmons@harrisofficefurniture.com