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

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: Raymond Ratcliffe
- Phone: 540-613-0010
- Email: raymondr@barrowsinc.com

**Harris Office Furniture**
- Representative: Sharon Simmons
- Phone: 540-283-3068
- Email: ssimmons@harrisofficefurniture.com

**For more information contact:**
- Procurement 540-231-6221
- Or hokiemart@vt.edu