



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:



PROCUREMENT DEPARTMENT

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: Jessica Twiest

Phone: 651-210-9621

Email:

jessica.twiest@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 hokiemarket@vt.edu