



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.

Sales Representative: Kevin May

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

Email: kevin.may@vadoc.virginia.gov

Design Services: Erika Cook

Cell: (540) 632-3978 Office: (540) 265-3149

Email: erika.cook@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 Ratcliffe

Phone: 540-613-0010

Email: raymond@barrowsinc.com

[Harris Office Furniture](#)

Representative: Sharon Simmons

Phone: 540-283-3068

Email: ssimmons@harrisofficefurniture.com