



## 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: Robert Tilkey**

Office: (804) 743-4107      Mobile: 804-241-8570

Email: [robert.tilkey@vadoc.virginia.gov](mailto:robert.tilkey@vadoc.virginia.gov)

##### **Design Services: Barbara Miner**

Office: (804) 887-3994      Mobile: 804-840-5029

Email: [barbara.miner@vadoc.virginia.gov](mailto:barbara.miner@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: [raymondrr@barrowsinc.com](mailto:raymondrr@barrowsinc.com)

#### **Harris Office Furniture**

Representative: Sharon Simmons  
Phone: 540-283-3068  
Email: [ssimmons@harrisofficefurniture.com](mailto:ssimmons@harrisofficefurniture.com)