



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Purchase Order

PURCHASE ORDER NO.
 DIGCOP04G

PAGE
 1

BLANKET RELEASE
 00

CORRECT PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS PUR-
 CHASE ORDER SHOULD BE DIRECTED
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER
 1

**SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS**

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

AGENCY COPY

*709041141 304-525-7250
 SUPERIOR OFFICE SERVICE INC
 108 WEST EIGHT AVENUE

 HUNTINGTON WV 25701

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	FEIN/SSN	FUND		
09/10/2004	NET 30	550465039			
SHIP VIA	FOB	FREIGHT TERMS	ACCOUNT NUMBER		
BEST WAY	DESTINATION	PREPAID	MUL-MUL		
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
			CHANGE ORDER #01		
			TO REPLACE THE FOLLOWING MODELS DUE TO MANUFACTURER REPLACEMENT:		
			MONOCHROME COPIERS - BAND 1 - FROM: IR1330		
			TO: IR1630		
			COLOR PRINTERS - BAND 1 - FROM: IRC3200		
			TO: IRC3220		
			SEE ATTACHED REPLACEMENT ACCESSORY PAGES FOR BOTH MODELS.		
			EFFECTIVE: 09/10/04		
			----- NO OTHER CHANGES -----		
0001	08/14/2005	LS	985-64	.00000	
			C.O.#01 - MODEL CHANGES		
			PREVIOUS PO TOTAL==>	OPEN	END
			PO NET CHANGE (+)==>		

WV STATE PURCHASING DIVISION
 ADMINISTRATION UNIT
 CERTIFIED ENCUMBERED

SEP 15 2004

Beverly Toler

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE 9/10/04

Dwayne Wayfield
 APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY *[Signature]*
 CHARLYN MILLER 304-558-2596
 PURCHASING DIVISION AUTHORIZED SIGNATURE

OPEN END
TOTAL

**GENERAL TERMS & CONDITIONS
PURCHASE ORDER/CONTRACT**

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this Order will: [a] conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; [b] be merchantable and fit for the purpose intended; and/or [c] be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the Seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor / contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.

Model Name	Description	Item Type(Machine/Accessory/Supply)	PURCHASE PRICE	MONTHLY MAINTENANCE	24 MO RENTAL	36 MO RENTAL	48 MO RENTAL
MONOCHROME COPIERS - BAND 1 ACCESSORIES LIST							
IR1330	AXIS1610-NIC	Accessories	198.75	4.00	12.63	9.86	8.51
IR1330	BRILLE LABEL KIT-A1	Accessories	25.00	-	1.09	0.74	0.57
IR1330	ICD600/IR1300CST 500	Accessories	60.00	-	2.60	1.77	1.36
IR1330	IR1300 CABINET	Accessories	103.75	-	4.50	3.06	2.36
IR1330	FAX OPTION*	Accessories	256.25	3.00	14.12	10.56	8.82
IR1330	SURGE PROTECTOR	Accessories	125.00				
IR1330	GPR-10 DRUM UNIT	Supplies	140.00				
IR1330	GPR-10 TONER BLACK	Supplies	32.00				

*Selection of the fax option must be made at time of original purchase

1

Model Name	Description	Item Type(Machine/Accessory/Supply)	PURCHASE PRICE	MONTHLY MAINTENANCE	24 MO RENTAL	36 MO RENTAL	48 MO RENTAL
	COLOR PRINTER - BAND 1 ACCESSORIES LIST						
CIR C3200COP	Multi-Function Kit (Doc Feed, ect.)	Accessories	2,068.00		90.10	61.54	47.27
CIR C3200COP	BASIC CARD SET FOR C,CARD 3	Accessories	130.00	-	5.64	3.84	2.95
CIR C3200COP	C.FEEDING UNIT-X1 120V	Accessories	1,073.75	5.00	51.60	36.68	29.37
CIR C3200COP	CARD READER-D1	Accessories	232.50	-	10.09	6.86	5.28
CIR C3200COP	CARD SET 1 (1-30) FOR C,C.3	Accessories	116.25	-	5.05	3.43	2.64
CIR C3200COP	CARD SET 2 (31-100) FOR C,C.3	Accessories	260.00	-	11.28	7.67	5.90
CIR C3200COP	CARD SET 3 (101-200)	Accessories	347.50	-	15.08	10.25	7.89
CIR C3200COP	COLOR SEND KIT-A1P SET	Accessories	1,462.50	5.00	68.47	48.14	38.20
CIR C3200COP	COPY TRAY UNIT-H1	Accessories	35.00	-	1.52	1.03	0.79
CIR C3200COP	DENSITOMETER ED-100	Accessories	975.00	-	42.32	28.76	22.13
CIR C3200COP	DOCBUILDER PRO KIT 1, V2.1	Accessories	2,581.25	-	112.03	76.15	58.59
CIR C3200COP	DOCBUILDER PRO KIT 3, V2.1	Accessories	6,525.00	-	283.19	192.49	148.12
CIR C3200COP	DOCBUILDER PRO KIT 7, V2.1	Accessories	13,625.00	-	591.33	401.94	309.29
CIR C3200COP	FINISHER-M1	Accessories	990.00	5.00	47.97	34.21	27.47
CIR C3200COP	FINISHER-N1	Accessories	1,985.00	10.00	96.15	68.56	55.06
CIR C3200COP	FL CASSETTE-X1	Accessories	100.00	5.00	9.34	7.95	7.27
CIR C3200COP	IMAGEPASS-C1 (UPGRADE)*	Accessories	1,550.00	16.00	83.27	61.73	51.19
CIR C3200COP	IR C.C. CABLE.	Accessories	50.00	-	2.17	1.48	1.14
CIR C3200COP	KEY SWITCH UNIT-A1	Accessories	31.25	-	1.36	0.92	0.71
CIR C3200COP	PLAIN PEDESTAL C1	Accessories	512.50	2.00	24.24	17.12	13.63
CIR C3200COP	PLATEN COVER TYPE G	Accessories	72.50	-	3.15	2.14	1.65
CIR C3200COP	RESOLUTION S.B.OARD-A1	Accessories	262.50	-	11.39	7.74	5.96
CIR C3200COP	S/S CIR C3200	Accessories	4,485.00	19.00	193.78	131.72	101.36
CIR C3200COP	SADDLE FINISHER-N2	Accessories	3,971.25	-	191.35	136.15	109.15
CIR C3200COP	SECURITY KIT-A1P EXP	Accessories	500.00	-	21.70	14.75	11.35
CIR C3200COP	SIDE PAPER DECK-P1 LTR	Accessories	1,372.50	6.00	65.57	46.49	37.16
CIR C3200COP	SIMPLIFY MAILROOM ADD ON SEATS	Accessories	648.75	-	28.16	19.14	14.73
CIR C3200COP	SS C3200 WZK	Accessories	4,485.00	-	193.78	131.72	101.36
CIR C3200COP	SUPER G3 FAX BD-M1 USA	Accessories	540.00	3.00	26.44	18.93	15.26
CIR C3200COP	SUPPORT DESKTOP10	Accessories	250.00	-	10.65	7.38	5.68
CIR C3200COP	SUPPORT DESKTOP5	Accessories	125.00	-	5.43	3.69	2.84
CIR C3200COP	USB INTERFACE BOARD-A1	Accessories	68.75	-	2.98	2.03	1.56
CIR C3200COP	1 UP GLOSSY LABEL BULK	Supplies	220.00				
CIR C3200COP	160GSM,C1S,G,CARD,LTR	Supplies	79.00				
CIR C3200COP	17X11 90# CVR UNCOATED	Supplies	129.00				
CIR C3200COP	18X12 90# CVR UNCOATED	Supplies	104.00				
CIR C3200COP	210GSM,C1S,G,CARD,LTR	Supplies	79.00				
CIR C3200COP	4 UP GLOSSY LABEL LTR	Supplies	27.99				
CIR C3200COP	6 UP GLOSSY LABEL LTR	Supplies	27.99				
CIR C3200COP	8.5X11 90# CV UNCOATED	Supplies	129.00				
CIR C3200COP	CANON STAPLE CARTRIDGE-L1	Supplies	49.00				
CIR C3200COP	CARD SHEET NS-700 LEDGER	Supplies	125.00				
CIR C3200COP	CARD SHEET NS-700 LEGAL	Supplies	80.00				
CIR C3200COP	CID LABEL	Supplies	15.00				
CIR C3200COP	COATED 2SIDE DUL 17X11	Supplies	100.00				
CIR C3200COP	COATED 2SIDE DUL LTR	Supplies	100.00				
CIR C3200COP	CTD 2SIDE DUL CVR 18X12	Supplies	113.00				
CIR C3200COP	CTD 2SIDE DUL CVR17X11	Supplies	99.00				
CIR C3200COP	CTD 2SIDE DUL 18X12	Supplies	120.00				
CIR C3200COP	CTD 2SIDE DUL CVR LTR	Supplies	99.00				
CIR C3200COP	GLOSSY CARD SHEET NS-1000 LDR	Supplies	89.00				
CIR C3200COP	GLOSSY CARD SHEET NS-1000 LTR	Supplies	45.00				
CIR C3200COP	GLOSSY FILM FOR CLBP 46QS/IC C	Supplies	30.00				
CIR C3200COP	GPR-11 DRUM UNIT BK	Supplies	283.00				
CIR C3200COP	GPR-11 DRUM UNIT C	Supplies	433.00				

CIR C3200COP	GPR-11 DRUM UNIT M	Supplies	433.00				
CIR C3200COP	GPR-11 DRUM UNIT Y	Supplies	433.00				
CIR C3200COP	GPR-11 TONER BLACK	Supplies	105.00				
CIR C3200COP	GPR-11 TONER CYAN	Supplies	167.00				
CIR C3200COP	GPR-11 TONER MAGENTA	Supplies	167.00				
CIR C3200COP	GPR-11 TONER YELLOW	Supplies	167.00				
CIR C3200COP	MATTE LABEL 1 PER PAGE	Supplies	15.00				
CIR C3200COP	MATTE LABEL 30 PER PAGE	Supplies	15.00				
CIR C3200COP	MATTE LABEL 6 PER PAGE	Supplies	15.00				
CIR C3200COP	STAPLE CARTRIDGE D2	Supplies	39.00				
CIR C3200COP	STAPLE E1	Supplies	50.00				
CIR C3200COP	TRANSPARENCY TYPE-E	Supplies	30.00				
*Selection of the upgraded print option must be made at the time of original purchase							