



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
 6

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

NOTICE TO

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

AGENCY COPY

VENDOR

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

 HUNTINGTON WV 25701

SHIP TO

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
01/11/2008		NET 30		550465039			
SHIP VIA		F.O.B.		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 #06				
			THIS CHANGE ORDER PROVIDES THE FOLLOWING CHANGE:				
			1) REPLACE MODEL CANON IMAGE RUNNER C3170 WITH CANON IMAGE RUNNER C3380.				
			SEE ATTACHED ACCESSORY LIST.				
			EFFECTIVE: DECEMBER 10, 2007.				
			***** NO ADDITIONAL CHANGES *****				
			PREVIOUS PO TOTAL==>	OPEN END			
			PO NET CHANGE (+)==>				
						OPEN END	

PURCHASING DIVISION
 CERTIFIED ENCUMBERED

JAN 15 2008

Beverly Toler

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

Dwayne Wayfield

KRISTA FERRELL

304-528-2596

BY

PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

**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 or 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 may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

Superior Office Service, Inc.

12-10-07

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


RECEIVED
2007 DEC 11 A 10:50
PURCHASING DIVISION
STATE OF WV

ATTN: State Purchasing

We would like to request for a change order for the following on the DIGCOP04G contract. These products not only meet but exceed their replacements. All other terms, conditions, with the exception of some accessory pricing (lower) will stay the same.

Current Model: Canon imageRUNNER C3170
Replacement: **Canon imageRUNNER C3380**
Purchase Cost: \$ 6600.00 (Remained the same)
24-Month Rental: \$ 290.00 "
36-Month Rental: \$ 197.00 "
48-Month Rental: \$ 150.00 "
All color copies to billed at .08 and all B&W to be billed at .009.

If you have any questions, please contact me at 414-7250.

Sincerely

Doug Facemyre
Superior Office Service, Inc.

Superior "*Experience the Superior Difference*"
Office "*Representing Canon Imaging Products*"
Service "*Locally Owned for Forty Years*"

Model Name	Description	Item Type	PURCHASE PRICE	24 MO RENTAL	36 MO RENTAL	48 MO RENTAL
	BAND 1 COLOR COPIERS					
CIR3380	DOCUMENT TRAY J1	Accessories	40.00	1.74	1.18	0.91
CIR3380	INNER 2 WAY TRAY C1	Accessories	90.00	3.91	2.66	2.04
CIR3380	FINISHER Z1	Accessories	788.00	34.20	23.25	17.89
CIR3380	COPY TRAY J1	Accessories	31.00	1.35	0.91	0.70
CIR3380	FINISHER Y1	Accessories	1,728.00	75.00	50.98	39.23
CIR3380	SADDLE FINISHER Y2	Accessories	2,550.00	110.67	75.23	57.89
CIR3380	PUNCH UNIT M1	Accessories	506.25	21.97	14.93	11.49
CIR3380	ADDITIONAL FINISHER TRAY A1	Accessories	187.50	8.14	5.53	4.26
CIR3380	CASSETTE FEEDING UNIT Y3	Accessories	956.00	41.49	28.20	21.70
CIR3380	PAPER DECK Z1	Accessories	1,406.00	61.02	41.48	31.92
CIR3380	ENVELOPE FEEDER ATTACHMENT C1	Accessories	112.50	4.88	3.32	2.55
CIR3380	CABINET	Accessories	180.00	7.81	5.31	4.09
CIR3380	FL CASSETTE Y1	Accessories	81.00	3.52	2.39	1.84
CIR3380	FL CASSETTE Z1	Accessories	81.00	3.52	2.39	1.84
CIR3380	PDF HIGH COMPRESSION KIT-A1	Accessories	562.50	24.41	16.59	12.77
CIR3380	UNIVERSAL SEND PDF Compression Kit-C1	Accessories	675.00	29.30	19.91	15.32
CIR3380	SUPER G3 FAX BOARD S1 with 512 MB Expansion	Accessories	790.00	34.29	23.31	17.93
CIR3380	SUPER G3 MultiLineFAX F1 & 512 MB Expansion	Accessories	975.00	42.32	28.76	22.13
CIR3380	COLOR PCL/PS PRINTER KIT D1	Accessories	730.00	31.68	21.54	16.57
CIR3380	BRAILLE KIT-A1	Accessories	30.00	1.30	0.89	0.68
CIR3380	ACCESSIBILITY HANDLE-A1	Accessories	112.50	4.88	3.32	2.55
CIR3380	SECURITY KIT-A2 WITH EXPANTION BD & 512MG	Accessories	900.00	39.06	26.55	20.43
CIR3380	WEB ACCESS SOFTWARE-B1	Accessories	750.00	32.55	22.13	17.03
CIR3380	REMOTE OPERATORS SOFTWARE KIT-A1	Accessories	187.50	8.14	5.53	4.26
CIR3380	512MB EXPANTION RAM-C1	Accessories	312.50	13.56	9.22	7.09
CIR3380	KEY SWITCH UNIT A2	Accessories	42.00	1.82	1.24	0.95
CIR3380	BASIC CARD SET FOR C1 with B1 KIT	Accessories	262.50	11.39	7.74	5.96
CIR3380	CARD SET 1 (1-30) FOR C.C.3	Accessories	116.25	5.05	3.43	2.64
CIR3380	CARD SET 2 (31-100) FOR C.C.3	Accessories	260.00	11.28	7.67	5.90
CIR3380	CARD SET 3 (101-200)	Accessories	347.50	15.08	10.25	7.89
CIR3380	GPR-13 DRUM UNIT	Supplies	\$ 196.00			
CIR3380	GPR-13 BLACK TONER	Supplies	\$ 65.00			
CIR3380	GPR-13 CYAN, MAGENTA, OR YELLOW TONER	Supplies	\$ 133.00			
CIR3380	STAMP INK CARTRIDGE-B1	Supplies	\$ 44.00			
CIR3380	STAPLE CARTRIDGE-J1	Supplies	\$ 56.00			
CIR3380	STAPLE CARTRIDGE-D2 (For use with Saddle Finisher)	Supplies	\$ 39.00			
CIR3380	TRANSPARENCY TYPE E	Supplies	\$ 30.00			
CIR3380	MATTE LABELS 30 UP	Supplies	\$ 15.00			



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	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
			RECEIPT TICKET FOR PURCHASE ORDER: DIGCOP04G				
LINE	CATNO	ITEM	NUMBER	DESCRIPTION	QTY	DATE	
0001	985-64			C.O.#01 - MODEL CHANGES			
		SIGNATURE _____		DATE _____			
						TOTAL	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE