



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.
IPT07A

PAGE
1

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

CHANGE ORDER
2

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

## AGENCY COPY

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

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 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

\*323141320 304-757-6542  
 ADVANCED TECHNICAL SOLUTIONS  
 PO BOX 149  
 SCOTT DEPOT WV 25560-0149

DATE PRINTED	TERMS OF SALE	FEIN/SSN	FUND		
06/27/2008	NET 30	550772695			
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 #02		
			1. ORDERING PROCEDURES LESS THAN \$10,000:		
			THE AGENCY MUST USE THIS CONTRACT FOR ALL PURCHASES OF THE COMMODITIES INCLUDED AND FOLLOW THE STATE'S PURCHASING GUIDELINES, WHICH REQUIRE THREE BIDS FOR ANY PURCHASE.		
			AGENCIES MAY TELEPHONE, FAX OR EMAIL BID REQUESTS TO A MINIMUM OF THREE CONTRACT VENDORS OR FORWARD TO THE CONTRACT ADMINISTRATOR AT IP.BOARD@WV.GOV. THE RECORD OF TRANSMISSION MUST BE MAINTAINED WITH THE AGENCY'S PROCUREMENT FILES FOR AUDITING PURPOSES. ELECTRONIC RESPONSES FOR THE VENDORS ARE ACCEPTABLE, BUT IF THE TOTAL OF THE RESPONSE EXCEEDS \$5,000, THE WINNING VENDOR MUST SUBMIT THE ORIGINAL SIGNED QUOTE TO THE AGENCY FOR PROCESSING. VENDORS WHO CHOSE NOT TO BID MUST RESPOND WITH A NO BID RESPONSE, WITHIN THE TIMEFRAME SPECIFIED.		
			IF ALL QUOTES EXCEED THE \$10,000 LIMIT, THE BIDS WILL BE CANCELED AND THE SPECIFICATIONS WILL BE RE-BID		

PURCHASING DIVISION  
 CERTIFIED ENCUMBERED  
 JUL -1 2008  
*Beverly Toler*

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

*6/27/08*

OPEN END

*Daune Wayfield*

JO ANN ADKINS 304-558-8802

BY *[Signature]*  
 PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term 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.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. 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.
12. 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.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**SIGNED BID TO:**

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



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VENDOR FOR

\*323141320      304-757-6542  
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BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UQP	VENDOR ITEM NO		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
	USING THE	SWC-IP	BULLETIN BOARD.				
	2. ALL REQUEST OVER \$10,000 MUST BE SUBMITTED TO: IP.BOARD@WV.GOV						
	*****NO ADDITIONAL CHANGES*****						
0001	01/03/2008	LS	205-16		.00000		
	INTERNET PROTOCOL VOICE (VOIP) COMMUNICATIONS						
						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



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BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE		AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
			RECEIPT TICKET FOR PURCHASE ORDER:			IPT07A	
LINE	CATNO	ITEM NUMBER	DESCRIPTION	QTY	DATE		
0001	205-16		INTERNET PROTOCOL VOICE (VOIP) COMM	_____	_____		
		SIGNATURE _____	DATE _____				
							TOTAL

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