



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.  
IPT07C

PAGE  
1

BLANKET RELEASE  
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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  
2

SEE REVERSE SIDE FOR  
TERMS AND CONDITIONS

INVOICE TO

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

VENDOR

\*423132115      304-746-4434  
 POMEROY COMPUTER RESOURCES SAL  
 4013 WASHINGTON STREET WEST  
  
 CHARLESTON WV 25313

SHIP TO

## AGENCY COPY

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
06/27/2008		NET 30		611352158			
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

*Dwayne 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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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				
	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						

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

TOTAL

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY \_\_\_\_\_  
 PURCHASING DIVISION AUTHORIZED SIGNATURE



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SHIP VIA BEST WAY	FOB DESTINATION	FREIGHT TERMS PREPAID	ACCOUNT NUMBER MUL-MUL

LINE	QUANTITY	UOP	VENDOR ITEM NO	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT NO	ITEM NUMBER		
			RECEIPT TICKET FOR PURCHASE ORDER:		IPT07C
0001		205-16	INTERNET PROTOCOL VOICE (VOIP) COMM		
			SIGNATURE _____		DATE _____

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BY \_\_\_\_\_  
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