



BOB WISE
GOVERNOR

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
P.O. BOX 50130
CHARLESTON, WEST VIRGINIA 25305-0130

TOM SUSMAN
ACTING CABINET SECRETARY

DAVID TINCHER
DIRECTOR

Memorandum

February 27, 2004

TO: All State Agencies
FROM: Betty L. Francisco
SUBJECT: OFFICE02 – Renewal

Attached is the renewal for the subject statewide contract.

P-Card purchases against OFFICE02 do not require a WV-39 to the Purchasing. A WV-39 is required for all orders placed via purchase order release.

During 2003, only 23.16% of orders placed against this statewide contract were placed using the internet. All West Virginia State agencies with internet capability should be placing orders to cover their needs using the Boise web site. This should save time for our employees, eliminate errors and speed your products to you.

Sharon Covert (304-755-8172) and Mick Bell (304-) are available to train you in using the internet. There are step-by-step instructions available that are quite simple to follow; in fact, that is all the direction that many have required to make the change to the internet.

A county listing showing which Boise representative you should contact is attached.

Agencies are also encouraged to use Boise as your "stockroom". In almost all cases delivery is made the next day and the savings to the State of West Virginia would be significant if all agencies purchased on an "as needed" basis. I'm certainly not suggesting that you keep no stock, but that a reasonable amount of supplies be kept on hand, versus complete stockroom.

Dear Sir,

Reference is made to your letter of the 15th inst.

in relation to the above mentioned matter.

The same has been forwarded to the relevant authorities for their consideration.

Very truly yours,

Yours faithfully,

Signature

Designation

Address

West Virginia County Breakdown

Boise Customer Care

Phone: 800-472-6473

Fax: 800-264-7366

Sharon Covert

p 800-532-6473 ext. 8354

SharonCovert@boiseoffice.com

Barbour
Berckley
Brooke
Fayette
Grant
Greenbrier
Hampshire
Hancock
Hardy
Jefferson
Kanawha
Marion
Marshall
Mercer
Mineral
Monanghalia
Monroe
Morgan
Ohio
Pendelton
Pocohontas
Preston
Raleigh
Summers
Taylor
Tucker
Wetzel

Mick Bell

p 800-532-6473 ext. 8466

MickBell@boiseoffice.com

Boone
Braxton
Cabell
Calhoun
Clay
Doddridge
Gilmer
Harrison
Jackson
Lewis
Lincoln
Logan
McDowell
Mason
Mingo
Nicholas
Pleasants
Putnam
Randolph
Ritchie
Roan
Tyler
Upshur
Wayne
Webster
Wirt
Wood
Wyoming

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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.
 OFFICE02

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
 2

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

2004-02-12

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

PODZEM

*502130846 304-755-8172
 BOISE CASCADE OFFICE PRODUCTS
 20 SYLVESTER DRIVE
 WINFIELD WV 25213-9386

SHIP TO

AGENCY COPY

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
02/12/2004		NET 30		820477390			
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				
	TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS. EFFECTIVE DATE OF RENEWAL: 03/01/2004 THROUGH 02/28/2005 RENEWALS REMAINING: 1 ORDERS PLACED USING THE P-CARD DO NOT REQUIRE A WV-39 OR COPY OF ORDER TO THE PURCHASING DIVISION. PURCHASE ORDER RELEASES ARE REQUIRED TO SEND A WV-39 TO THE PURCHASING DIVISION. ALL ORDERS SHOULD BE PLACED THROUGH THE INTERNET IF INTERNET ACCESS IS AVAILABLE. -----NO ADDITIONAL CHANGES----- PREVIOUS PO TOTAL==> OPEN END PO NET CHANGE (+)==>						
						WV STATE PURCHASING DIVISION ADMINISTRATION UNIT CERTIFIED ENCUMBERED FEB 24 2004 <i>Beverly Toler</i>	
						OPEN END	
						TOTAL	

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

Donna Wayfield

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BETTY FRANCISCO 304-558-0468

BY *[Signature]*
 PURCHASING DIVISION AUTHORIZED SIGNATURE

**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.



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01-10-0321

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

BODZEM

*502130846 304-755-8172
 BOISE CASCADE OFFICE PRODUCTS
 20 SYLVESTER DRIVE

 WINFIELD WV 25213-9386

S
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O

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
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LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
0001		615-99-99-999	MISCELLANEOUS OFFICE SUPPLIES		
			SIGNATURE _____		DATE _____
			RECEIPT TICKET FOR PURCHASE ORDER:		OFFICE02
			LINE CATNO ITEM NUMBER DESCRIPTION QTY DATE		

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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