

# Purchase Order



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

PURCHASE ORDER NO  
 PBKPBOWES

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  
 10

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

## AGENCY COPY

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

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

\*709001550 304-744-1067  
 PITNEY BOWES INC  
 527 SECOND AVE  
 SOUTH CHARLESTON WV 25303

| DATE PRINTED                                                                                                                                                                                                                                                                                                                     |               | TERMS OF SALE |                 | FEIN/SSN             |            | FUND           |        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|-----------------|----------------------|------------|----------------|--------|
| 08/24/2011                                                                                                                                                                                                                                                                                                                       |               | NET 30        |                 | 060495050            |            |                |        |
| 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     |                      |            |                |        |
| 0001                                                                                                                                                                                                                                                                                                                             | 09/01/2009    |               | 600-71          |                      |            |                |        |
| CHANGE ORDER #10<br><br>TO EXTEND THE ORIGINAL CONTRACT ACCORDING TO ALL<br>TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED<br>IN THE ORIGINAL CONTRACT AND ALL AUTHORIZED CHANGE<br>ORDERS.<br>NO CHANGE IN CONTRACT TOTAL.<br><br>EFFECTIVE DATE OF EXTENSION: 09/09/2011<br>THROUGH 11/08/2011<br><br>MAILING MACHINES |               |               |                 |                      |            |                |        |
|                                                                                                                                                                                                                                                                                                                                  |               |               |                 | PREVIOUS PO TOTAL==> |            | OPEN END       |        |
|                                                                                                                                                                                                                                                                                                                                  |               |               |                 | PO NET CHANGE (+)==> |            |                |        |

PURCHASING DIVISION  
 CERTIFIED ENCUMBERED  
 AUG 25 2011  
*Beverly Toler*

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

*Dwight Wayfield*

*Shelley L Murray*  
 BUYER 42 304-558-1802

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

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, the State may deem this contract null and void, and terminate such contract without further order.
- 14. HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
- 15. CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
- 16. LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
- 17. ANTITRUST:** In accepting this purchase order or signing this contract with any agency for the State of West Virginia, the vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to vendor. Vendor certifies that this purchase order or contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law. Vendor further certifies that this purchase order or contract is in all respects fair and without collusion or fraud.



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  
 PBKPBOWES

PAGE  
 \_\_\_\_\_

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  
 10

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

INVOICE TO

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

ROONEY

\*709001550      304-744-1067  
 PITNEY BOWES INC  
 527 SECOND AVE  
 SOUTH CHARLESTON WV 25303

SHIP TO

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

| DATE PRINTED |               | TERMS OF SALE |                                    | FEIN/SSN         |            | FUND           |       |
|--------------|---------------|---------------|------------------------------------|------------------|------------|----------------|-------|
| 08/24/2011   |               | NET 30        |                                    | 060495050        |            |                |       |
| 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                        |                  |            |                |       |
|              |               |               | RECEIPT TICKET FOR PURCHASE ORDER: |                  |            | PBKPBOWES      |       |
| LINE         | CATNO         | ITEM          | NUMBER                             | DESCRIPTION      |            | QTY            | DATE  |
| 0001         | 600-71        |               |                                    | MAILING MACHINES |            | _____          | _____ |
|              |               |               | 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