



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.
SYSFURN07B

PAGE
1

BLANKET RELEASE
00

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

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

AGENCY COPY

INVOICE TO

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

VENDOR

*709040519 304-343-7551
 CAPITOL BUSINESS INTERIORS
 711 INDIANA AVENUE
 CHARLESTON WV 25302

SHIP TO

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
10/24/2006		NET 30		550422766			
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		JB			0.00000		
<p>BLANKET OPEN - END STATEWIDE CONTRACT</p> <p>THIS BLANKET OPEN - END STATEWIDE CONTRACT IS TO FURNISH FURNITURE, PANEL SYSTEMS, CHAIRS, DESKS, ETC. TO ALL WEST VIRGINIA STATE AGENCIES AND POLITICAL SUBDIVISIONS.</p> <p>10/31/2007 425-94 OFFICE FURNITURE, PANEL SYSTEMS, CHAIRS, ETC.</p> <p>THIS AWARD IS PER THE FOLLOWING: 1. REQUEST FOR QUOTATION DATED 7/27/06 2. SPECIFICATIONS, 18 PAGES, DATED 7/18/06 3. VENDOR'S BID DATED 09/19/2006</p> <p>SEE THE ATTACHED LIST FOR CATALOGS/LINES BID AND DISCOUNTS THAT APPLY. CONTACT THE CONTRACT COORDINATOR FOR CATALOGS AND QUOTATIONS.</p> <p>IF EXPANDING CURRENT WORK AREA(S), AGENCIES SHOULD ISSUE A RELEASE ORDER TO THE VENDOR FOR ORDERS UNDER \$100,000. IF A NEW AREA IS TO BE FURNISHED, AGENCIES</p>							
<p>APPROVED FOR ONE FISCAL YEAR</p> <p><i>Dawn Wayfield</i></p>						<p>WV STATE PURCHASING DIVISION ADMINISTRATION UNIT CERTIFIED ENCUMBERED</p> <p>NOV - 3 2006</p> <p><i>Beverly Toler</i></p>	
<p>IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input checked="" type="checkbox"/> <i>BSA 10-24-06</i></p>						<p>OPEN END</p>	
						<p>TOTAL</p>	

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 acceptance 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.
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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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
	<p>MUST OBTAIN A MINIMUM OF THREE BIDS FROM THE SYSFURN07 VENDORS. ORDERS UNDER \$100,000 ARE TO BE ISSUED DIRECTLY TO THE VENDOR. ALL ORDERS IN EXCESS OF \$100,000 SHALL BE SENT TO THE PURCHASING DIVISION FOR DECISION ON BIDDING AND ISSUING OF RELEASE ORDER, REGARDLESS OF WHETHER AN AGENCY IS. FURNISHING A NEW AREA OR EXPANDING CURRENT SPACE.</p> <p>IT IS NOT THE INTENT OF THIS CONTRACT TO SUPERCEDE THE RIGHTS OF THE DEPARTMENT OF CORRECTIONS. ALL STATE AGENCIES ARE TO CONTACT THE WV DEPARTMENT OF CORRECTIONS, PRISON INDUSTRIES TO DETERMINE IF THE SAME OR SIMILAR ITEM IS AVAILABLE FROM THE DEPARTMENT OF CORRECTIONS, PRIOR TO ISSUING ORDERS TO SYSFURN07 VENDOR(S).</p> <p>THE DISCOUNT PRICES INCLUDE DELIVERY AND INSTALLATION. ALL ITEMS ARE TO BE FULLY ASSEMBLED AND INSTALLED ON-SITE IN THE LOCATION DETERMINED BY THE AGENCY. THE VENDOR SHALL CHECK FOR DAMAGE, CLEAN AND ADJUST ALL FURNITURE SYSTEMS, AND MUST REMOVE ALL DEBRIS FROM THE</p>						
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
						TOTAL	

BETTY FRANCISCO

304-558-0468

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<p>PREMISES. ANY ITEM FOUND TO BE DAMAGED OR OTHERWISE UNACCEPTABLE SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE AGENCY. DEBRIS AND PACKING MATERIALS ARE TO BE PROPERLY DISPOSED OF BY THE VENDOR AT ITS EXPENSE AND SHALL NOT BE LEFT AT THE JOB SITE.</p> <p>ALL ITEMS FURNISHED IN CONJUNCTION WITH THIS CONTRACT SHALL BE NEW. REFURBISHED AND/OR REFINISHED ITEMS SHALL NOT BE ACCEPTABLE. AN INSTALLATION SHALL MEAN MEAN ALL COMPONENTS, TOOLS, HARDWARE, LABOR, ETC. NECESSARY TO PROVIDE A COMPLETE INSTALLATION.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON NOVEMBER 1, 2006, AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p>							
						TOTAL	

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<p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR</p>							
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<p>IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>WV-39 IS NOT REQUIRED IF AGENCY IS USING P-CARD.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER</p>					
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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
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	ORDER.						
	THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.						
	PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A LOCAL BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY FOR ORDERS THAT ARE LESS THAN \$2,500 AS A CONDITION OF AWARD.						
						TOTAL	

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ATTACHMENT A
SYSFURN07B
CAPITOL BUSINESS INTERIORS

Vendor/Contract Number/Contact Information	Manu-facturer	Model/Line/ Product	Catalog Identifier	Discount %
Capitol Business Int SYSFURN07B				
	AIS	MWALL	2006	55.0%
Contract Coordinator:	AIS	MATRIX	2006	55.0%
Kelli Bragg	AIS	A02	2006	55.0%
711 Indiana Avenue	INDIANA	CONF/SEATING	06/12/2006	52.0%
Charleston, WV 25302	INDIANA	INDIANA PRICE LIST	01/01/2006	52.0%
	GLOBAL	DESKS, TABLES AND FILING	2006	52.0%
Phone# : 304-343-7551	GLOBAL	SEATING	2006	52.0%
Fax# : 304-346-3350	EVOLVE	EVOLVE	2006	52.0%
Toll Free# : 1-800-628-7880	GLOBAL	GLOBALCARE	01/01/2005	40.0%
Email: kbragg@ntelos.net	ST. TIMOTHY	ST. TIMOTHY	01/16/2006	50.0%
	ST. TIMOTHY	SUPPLEMENTAL	06/12/2006	50.0%
	ST. TIMOTHY	ASAP QUICK SHIP	01/16/2006	50.0%
Labor Rate:	ST. TIMOTHY	CLASSICS	01/16/2006	50.0%
\$30/hr	STATESVILLE CHAIR CO.	STATESVILLE CHAIR	09/01/2006	50.0%
Design Fee:	LACASSE	OFFICE FURNITURE SOLUTIONS	01/03/2006	47.0%
\$30/hr	LACASSE	UNITED CHAIR	08/01/2005	50.0%
	LACASSE	AVENUE	04/01/2006	50.0%
	LACASSE	NVISION	04/01/2004	50.0%
	MAGNUSON GROUP	MAGNUSON GROUP	06/01/2006	30.0%
	RIGHT ANGLE	ERGONOMIC PRODUCTS	01/01/2006	50.0%
	HON	HON FOR LEARNING	10/01/2006	45.0%
	HON	BASYX	10/01/2006	30.0%
	HON	GROUP PRICE LIST	10/01/2006	45.0%
	HAWORTH	LIFESPACE USA	10/14/2006	18.0%
	HAWORTH	LIFESPACE MONDRI	10/14/2006	18.0%
	HAWORTH	LIFESPACE PRAIRIE	10/14/2006	18.0%
	HAWORTH	LIFESPACE KYOTO	10/14/2006	18.0%
	HAWORTH	LIFESPACE SOLID PANELS	10/14/2006	18.0%
	HAWORTH	LIFESPACE ELECTRICAL	10/14/2006	18.0%
	HAWORTH	LIFESPACE BAHAU	10/14/2006	18.0%
	HAWORTH	LIFESPACE EMPIRE	10/14/2006	18.0%
	HAWORTH	LIFESPACE LUNE	10/14/2006	18.0%
	HAWORTH	LIFESPACE EXPRESS	10/14/2006	18.0%
	HAWORTH	LIFESPACE CONNECTORS	10/14/2006	18.0%
	HAWORTH	LIFESPACE ACCESSORIES	10/14/2006	18.0%
	HAWORTH	ACCESS FLOORING	10/14/2006	0.0%
	HAWORTH	CASEGOODS/FILES AND STORAGE	10/14/2006	57.0%
	HAWORTH	COMPOSE	10/14/2006	62.0%
	HAWORTH	IF/JUMPSTUFF/CROSSINGS	10/14/2006	45.0%
	HAWORTH	MASTERS SERIES	10/14/2006	50.0%
	HAWORTH	NEXIS	10/14/2006	0.0%
	HAWORTH	POWER WEB	10/14/2006	0.0%
	HAWORTH	SEATING	10/14/2006	57.0%
	HAWORTH	SEATING/WOOD ONLY ***	10/14/2006	50.0%
	HAWORTH	TRANSITIONAL	10/14/2006	50.0%
	HAWORTH	UNIGROUP	10/14/2006	70.0%
	HAWORTH	UNIGROUP ADDENDUM	10/14/2006	70.0%
	HAWORTH	YORK ADDENDUM	10/14/2006	50.0%
	HAWORTH	ADDAPTABLE COMPONENTS	10/14/2006	70.0%
	HAWORTH	ZODY	10/14/2006	52.0%
	HAWORTH	VOICE AND DATA	10/14/2006	0.0%

ATTACHMENT A
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Vendor/Contract Number/Contact Information	Manu-facturer	Model/Line/ Product	Catalog Identifier	Discount %
	HAWORTH	UNIGROUP TOO	10/14/2006	70.0%
	HAWORTH	TACTICS/KINETICS	10/14/2006	45.0%
	HAWORTH	RACE	10/14/2006	57.0%
	HAWORTH	PLACES	10/14/2006	70.0%
	HAWORTH	PLACES/ FULL WOOD ONLY ***	10/14/2006	45.0%
	HAWORTH	MONITOR ARMS	10/14/2006	45.0%
	HAWORTH	LOCKS	10/14/2006	30.0%
	HAWORTH	ENHANCED PREMISE / MOXIE	10/14/2006	70.0%
	HAWORTH	CASSIS LOUNGE SEATING	10/14/2006	50.0%
	HAWORTH	ADAPTABLE COMP. ADDENDUM	10/14/2006	70.0%
	HAWORTH	WOOD CASEGOODS	10/14/2006	50.0%
	HAWORTH	ALL PRICE LISTS RUSH PRODUCT **	10/14/2006	50.0%
	NOVA	DESTINY	10/01/2005	40.0%
	NOVA	LEARNING SOLUTIONS 45/40	10/01/2005	40.0%
	NOVA	RETROFIT KIT	10/01/2005	40.0%
	NOVA	LEARNING SOLUTIONS 85/80	10/01/2005	40.0%
	ERGOGENSIS	BODYBUILT ERGONOMIC SEATING	02/23/2006	50.0%
** DENOTES THAT ALL HAWORTH PRODUCT THAT IS AVAILABLE ON RUSH IS DISCOUNTED AT 50% OFF OF LIST PRICE.				
THE QUICK SHIP PRODUCT IS NOTED IN PRICE LISTS BY A BLACK DIAMOND.				
*** DENOTES THAT THIS PORTION WITHIN THE PRICE LIST IS AT A DIFFERENT DISCOUNT				
ALL FILE CABINETS ON THIS CONTRACT ARE GRADE A.				



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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				
RECEIPT TICKET FOR PURCHASE ORDER: SYSFURN07B							
LINE	CATNO	ITEM	NUMBER	DESCRIPTION		QTY	DATE
0001	425-94			OFFICE FURNITURE, PANEL SYSTEMS, CH			
SIGNATURE _____				DATE _____			
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

BETTY FRANCISCO

304-558-0468

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL