



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.  
 SYSFURN10B

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  
 5

# 13

FILE LOCATION 25768

INVOICE TO

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

VENDOR

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

SHIPTO

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
05/22/2013		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				
			CHANGE ORDER #05		Purchasing Division's File Copy		
			TO CANCEL THE CONTRACT IN ITS ENTIRETY EFFECTIVE JUNE 30TH, 2013, IF NOT ALREADY EXPIRED, PER THE ATTACHED DOCUMENTATION.				
			NO OTHER CHANGES.				
			OFFICE FURNITURE, PANEL SYSTEMS, CHAIRS, ETC.				
			<b>SCANNED</b>				
			RETURNED TO BUYER				
			DATE: <u>JUN 03 2013</u>				
			PREVIOUS PO TOTAL==>		OPEN END		
			PO NET CHANGE (+)==>				

PURCHASING DIVISION  
 CERTIFIED ENCUMBERED

MAY 30 2013

*Beverly Toler*

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

OPEN END

TOTAL

*On h h*  
*5/22/13*  
*MA*

BY *[Signature]*  
 BUYER #2      304-558-8802

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

PURCHASING DIVISION AUTHORIZED SIGNATURE



EARL RAY TOMBLIN  
GOVERNOR

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

ROSS TAYLOR  
CABINET SECRETARY  
DAVID TINCHER  
DIRECTOR

## MEMORANDUM

**TO:** Vendors of Secondary Bid Contracts

**FROM:** West Virginia Purchasing Division

**DATE:** May 21, 2013

**SUBJECT:** Contract Cancellation

In recent months, the secondary bidding process has been reviewed by various entities within state government. Subsequent to those reviews, a decision has been made to discontinue the use of the secondary bidding process in the procurement of goods and services.

Contracts that currently contain a secondary bidding process are being cancelled and new contracts to obtain those goods and services may be awarded through the state's normal competitive bidding processes.

Pursuant to *West Virginia Code of State Rules* §148-1-7.16.2, the Director of the Purchasing Division is authorized to cancel a contract for any reason or no reason by providing a vendor with 30 days notice of the cancellation.

Accordingly, please be advised that unless the contract has already expired, the attached contract will be cancelled, effective June 30, 2013.