



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:  
**MOTEL04VV**

PAGE  
**1**

**04** *D53*  
*R694*

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

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

Purchasing Division's File Copy

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

**VENDOR**  
 \*330133957      304-263-6200  
 COMFORT INN  
 1872 EDWIN MILLER BOULEVARD  
 MARTINSBURG WV      25401

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
02/17/2004		NET 30		550703410			
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	03/17/2004	JB	962-43		0.00000		
	HOTEL/MOTEL	ACCOMODATIONS					
			PRICE AGREEMENT				
			AGREEMENT ON PRICE FOR HOTEL/MOTEL SERVICES WITHIN THE STATE FOR OFFICIAL BUSINESS TRAVEL ONLY. SEE THE ATTACHED AGREEMENT.				
			CHANGE THE FIRST SENTENCE OF THE RENEWAL CLAUSE FROM: "THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTING TO THE DIRECTOR OF PURCHASING (30) DAYS PRIOR TO THE EXPIRATION DATE." TO: "THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN AGREEMENT OF THE PARTIES WITH A (30) DAY NOTICE PRIOR TO THE EXPIRATION DATE."				
			<b>MICROFILMED</b>				
			APR 01 2004				
						WV STATE PURCHASING DIVISION ADMINISTRATION UNIT CERTIFIED ENCUMBERED MAR 03 2004 <i>Beverly Toler</i> <b>ENTERED</b>	
						OPEN END TOTAL 304-558-2316	

APPROVED FOR  
 ONE FISCAL YEAR  
*Samuel Wayfield*

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE  *EW 2/20/04*  
 EVAN WILLIAMS  
 BY *Janeen Bevel*  
 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 or 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.

**AGREEMENT:** This agreement between Comfort Inn Martinsburg and the State of West Virginia serves the purpose of providing the employees of the State of West Virginia guest rooms for state business travel purposes only. This agreement is for guest rooms for the year 2004. The negotiated individual rates for the State of West Virginia shall remain firm for the term of this agreement.

2003 Hotel Published Rates:

<u>Room Types</u>	<u>Rates</u>
Kings	\$ <del>69<sup>00</sup></del> = 72 <sup>00</sup>
Double/Doubles	\$ <del>69<sup>00</sup></del> = 72 <sup>00</sup>
Singles	\$ <del>69<sup>00</sup></del> = 72 <sup>00</sup>

Negotiated rate for State of West Virginia

<u>Room Types</u>	<u>Rates</u>
Kings	\$ <del>59<sup>00</sup></del> = 71 <sup>00</sup> One to four guests to a room
Double/Doubles	\$ <del>59<sup>00</sup></del> = 71 <sup>00</sup> One to four guests to a room
Singles	\$ <del>59<sup>00</sup></del> = 71 <sup>00</sup> One to four guests to a room

These rates are net non commissionable and are subject to all state and local occupancy taxes in effect at the time of arrival.

**RATE AVAILABILITY:** The above quoted negotiated rate will be subject to last room availability. *Blackout dates, if any:* None

**EFFECTIVE DATES:** January 1, 2004 through and including December 31, 2004. Only exceptions are the Blackout dates listed above.

**ELIGIBILITY:** This rate will be available to all employees and guests of the *State of West Virginia* and affiliate companies as named by the State; in order to receive this special rate, all callers must identify themselves with the *State of West Virginia and the Department they represent. The Hotel reserves the right to verify their employment with the State.*

These rates are only valid for transient business or groups consuming nine rooms or less per night. All groups in excess of nine rooms per night will be negotiated independently.

**RESERVATIONS/PAYMENT:** Reservations may be made by contacting the hotel directly at telephone (304) 263-6200 and identify the State of West Virginia/Department to acquire this special rate.

All reservations are held until 6:00 p.m. on the day of arrival unless guaranteed for late arrival. Methods of guarantee include any major credit card or cash payment of the first night's room and tax. Guaranteed reservations that are not canceled with the hotel by 6:00 p.m. on the day of arrival will be charged the first night's room and tax.

Unless otherwise stipulated, full payment of room, tax and incidental charges will be the full responsibility of the individual guest(s). If desiring direct bill privileges, the hotel must receive a signed request and approval from the person/and or department reserving the rooms.

**RESERVATION TRACKING:** The hotel will track reservations that are consumed and will provide quarterly documentation to the State of West Virginia upon written request.

**ACCOUNTABILITY:** Both the hotel and the State of West Virginia will inform all necessary individuals of this agreement. The State of West Virginia will make all reasonable efforts to inform any individuals and departments which may place unlimited reservations of the special rates and this agreement.

**RENEWAL:** This contract may be renewed upon the mutual written consent of the spending unit and vendor, submitting to the Director of Purchasing (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.

**TERMS OF CONTRACT/CANCELLATION:** Either party may terminate this agreement for any reason by stating intent in writing at least 30 days in advance of the proposed termination date.

This contract becomes effective on January 1, 2004 and extends through and including December 31, 2004 (for a period of one (1) year or until such "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.

**AGREEMENT:** This agreement supersedes any prior agreement. This document represents the total agreement between the State of West Virginia and Comfort Inn Martinsburg. Signatures indicate understanding, acceptance and empowerment of the aforementioned by the parties.

**ACCEPTED BY:**

**HOTEL REPRESENTATIVE/TITLE**

TABATHA BOLTON  
(PLEASE PRINT)

Tabatha Bolton  
(SIGNATURE)

12/05/03  
(DATE)

304-263 6200  
PHONE

304 267 0995  
FAX