



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**  
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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**  
10

**SEE REVERSE SIDE FOR TERMS AND CONDITIONS**

## AGENCY COPY

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

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

**VENDOR**  
 \*502130846 304-529-0085  
 OFFICE MAX INC  
 1331 BOLTONFIELD STREET  
 COLUMBUS OH 43228

**SHIP TO**

DATE PRINTED	TERMS OF SALE	FEIN/SSN	FUND		
07/27/2006	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 #10		
<p>THIS CHANGE ORDER IS TO ATTACH THE NET PRICER EFFECTIVE JULY 1, 2006. AGENCIES MAY ORDER THIS NEW NET PRICER THROUGH THE CUSTOMER SERVICE BY REQUESTING ITEM NUMBER B9SWVPRICER.</p> <p>SEE THE ATTACHED LETTER FOR ADDITIONAL INFORMATION ON ORDERING THIS NET PRICER.</p> <p>IF YOU ONLY NEED THE NEW PAPER PRICES, YOU MAY REQUEST B9SWVPAPER BY CONTACTING ANY OF THE NUMBERS OR THROUGH THE WEBSITE. THE PRICING OF ONLY THE PAPER PRICES WILL BE AVAILABLE SHORTLY AFTER AUGUST 1, 2006.</p> <p>*****NO ADDITIONAL CHANGES*****</p> <p>PREVIOUS PO TOTAL==&gt; OPEN END          PO NET CHANGE (+)==&gt;</p>					

WV State Purchasing Division  
 Administration Unit  
 Certified Encumbered

JUL 28 2006

*[Signature]*

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

OPEN END

**TOTAL**

*[Signature]*

BY BETTY FRANCISCO 304-558-0468  
 PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

**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.

**Valerie Sellards**  
Business Development Manager  
Tel 800 532 6473 x 8347  
304 529 0085  
valeriesellards@officemax.com

July 24, 2006

To Whom It May Concern:

Because of a high demand for the SWV 2006 Net Pricers, OfficeMax printed more of them to send to the SWV customers. This printing of net pricers is in a slightly different size font and because of this the page numbers are different from the original net pricer.

If you already have a 2006 SWV Net Pricer, but need an updated copy of the paper pricing, you can order an insert with the paper pricing from customer service at OfficeMax. The item number for the insert is B9SWVPaper and can be ordered on the website or called in to customer service. The inserts will be ready in about two weeks from now. If you need a SWV 2006 Net Pricer you can order one the same way. The item number is B9SWVPricer.

Customer service can be contacted by phone at 1-877-633-2629 and they can be faxed at 1-877-633-1629. The OfficeMax web address is [www.officemaxsolutions.com](http://www.officemaxsolutions.com). If you do not have a username and password you can request one from the site.

Thank You,  
Valerie Sellards



OfficeMax Business Development Manager



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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:		OFFICE02
LINE	CATNO	ITEM NUMBER	DESCRIPTION	QTY	DATE
0001		615-99-99-999	MISCELLANEOUS OFFICE SUPPLIES		
		SIGNATURE _____	DATE _____		

IF 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