



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

State of West Virginia  
**Master Agreement**

Order Date: 2017-01-04

CORRECT ORDER NUMBER  
 MUST APPEAR ON ALL PACKAGES,  
 INVOICES, AND SHIPPING PAPERS.  
 QUESTIONS CONCERNING THIS  
 ORDER SHOULD BE DIRECTED TO  
 THE DEPARTMENT CONTACT.

Order Number: CMA 0212 0212 OFFICE15	Procurement Folder: 69103
Document Name: OFFICE15-Office Supplies	Reason for Modification:
Document Description: OFFICE15-Office Supplies	Change Order No. 2 - to extend the original contract under the same terms and conditions, per the attached documentation.
Procurement Type: Central Master Agreement	
Buyer Name:	
Telephone:	
Email:	
Shipping Method: Best Way	Effective Start Date: 2015-01-08
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2019-12-19

VENDOR	DEPARTMENT CONTACT
Vendor Customer Code: 000000217322 OFFICE DEPOT INC 4700 MUHLHAUSER RD  HAMILTON OH 45011  US Vendor Contact Phone: (999) 999-9999 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Crystal Rink Requestor Phone: (304) 558-2402 Requestor Email: crystal.g.rink@wv.gov

INVOICE TO	SHIP TO
ALL STATE AGENCIES  VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999  US	STATE OF WEST VIRGINIA  VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999  US

AGENCY COPY

Total Order Amount	Open End
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12/14/17

<b>PURCHASING DIVISION AUTHORIZATION</b> SIGNED BY: <i>[Signature]</i> DATE: <i>12/14/17</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> SIGNED BY: <i>[Signature]</i> DATE: <i>1/5/17</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> SIGNED BY: <i>Beverly Tolson</i> DATE: <i>JAN 5 2017</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order No. 2 - To extend the original contract according to all terms, conditions, prices and specifications contained in the original contract and all authorized change orders in accordance with Master Agreement No. PA 5737.

No change in contract total.

Effective date of extension: 01/08/2017 through 12/19/2019

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	44120000			LS	\$0.000000
	<b>Service From</b>	<b>Service To</b>			

Commodity Line Description: Office supplies

**Extended Description:**

<b>OFFICE15</b>	<b>Document Phase</b> Draft	<b>Document Description</b> OFFICE15-Office Supplies	<b>Page 3</b> of 3
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



EARL RAY TOMBLIN  
GOVERNOR

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

MARY JANE PICKENS  
ACTING CABINET SECRETARY  
DAVID TINCHER  
DIRECTOR

November 21, 2016

Mr. Mick Bell  
Office Depot  
184 South Edgemont Road  
Huntington, WV 25701

Subject: Contract# OFFICE15

Dear Mr. Bell:

The State of West Virginia is offering to extend subject contract under the same terms, conditions and pricing. The extension dates are January 8, 2017 through December 19, 2019. If your company agrees to this extension, please sign below and return the original to my attention as soon as possible.

Also attached is an Affidavit that is to be part of the purchase order and is required to be signed and dated.

Please call if you have any questions.

**\*\*Please note-**

1. The renewal is based upon the the terms and conditions of the NASPO Master Agreement # 5737, as modified by the State's Order Number CMA0212- OFFICE15.
2. The State of West Virginia Order Number CMA0212-OFFICE15 can be terminated by either party upon 30 days' notice.
3. Effective December 15, 2016, the State will be utilizing the Office Depot South Platform.

Very truly yours,

Tara Lyle  
Buyer Supervisor

Attachment

*We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.*

\_\_\_\_\_  
Name/Signature

01/04/2017  
\_\_\_\_\_  
Date

Vice President  
\_\_\_\_\_  
Title

