



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.
PAPER06A

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
2

**SEE REVERSE SIDE FOR TERMS AND CONDITIONS**

## AGENCY COPY

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

O K N O

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

V E N D I N G

\*709055310      304-547-0414  
 LIBERTY DISTRIBUTORS INC  
 PO BOX 498  
 TRIADELPHIA WV 26059

S H I P T O

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
06/30/2006		NET 30		550677029			
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 #02				
	1. NEW PRICE LIST IS ATTACHED; THIS PRICE LIST IS EFFECTIVE 7/1/06.						
	2. DELETE ITEMS 240 AND 242 FROM THIS CONTRACT.						
*****NO ADDITIONAL CHANGES*****							WV STATE PURCHASING DIVISION ADMINISTRATION UNIT CERTIFIED ENCUMBERED  JUL 5 2006  <i>Beverly Toler</i>
				PREVIOUS PO TOTAL==>	OPEN	END	
				PO NET CHANGE (+)==>			

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

1876-30-06

OPEN END

**TOTAL**

*Dawn Wayfield*

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BETTY FRANCISCO 304-558-0468  
 BY *Karen*  
 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.



# LIBERTY DISTRIBUTORS, INC.

(Corporate Office)  
PO Box 498, Rt. 40 East  
Triadelphia, WV 26059  
304-547-0414

(Branch Office)  
P.O. Box 1033, 790 Race St.  
Ravenswood, WV 26164  
304-273-9651

June 29, 2006

Betty Francisco  
Senior Buyer, WV Purchasing Division  
2019 Washington St. East  
Charleston, WV 25305

Dear Betty:

This letter is in reference to State Contract number PAPER06A. Liberty Distributors would like to request the cancellation of items 240 and 242. Since the inception of this contract there has been no activity on these items. The price support received from the manufacturer was based on one shipment one delivery. The price support for the items expired at the end of February creating this request for cancellation.

Betty, I apologize for not being more timely with this request. Unfortunately, the response from the manufacturer was not what I expected. If you have any questions, please contact me at your earliest convenience.

Sincerely,

Robert S. Iden  
Account Executive

Enclosure

Approved HB  
6/30/06

Attn: Bob Iden



**NATIONAL ENVELOPE™**

One Wedding Lane  
Scottsdale, PA 15683

State of West Virginia

Liberty Distributor

12/1/2005

Terms

National Envelope terms are to supersede any and all terms set forth by the State of West Virginia Bid and are considered binding. **Prices are firm until February 2006 only!** Orders placed or shipments made after this date are subject to increases in raw materials and/or labor with 30 days written notice. Envelopes are quoted one shot one shipment in the quantity specified, no variations allowed! National Envelope does not agree to or imply any long term contract beyond above date. Envelopes must be shipped and billed no later than 30 days after manufacture. National Envelope is not responsible to warehouse any part of this quote. Our Brown Kraft is 100% Pre-Consumer Waste and 0% Post-Consumer Waste and our White Preservation Wove is 30% Post-Consumer Waste as defined by Federal EPA Guidelines only. There must be a waste allowance of plus or minus 10% on special make items. Packaging will be standard National Envelope design unless noted otherwise. Envelope construction will be standard National Envelope design. National Envelope does not guarantee absolute insertability or laser compatibility. Due to the effects of storage conditions on the adhesives used to manufacture envelopes, National Envelope is not responsible for envelopes held beyond 90 days. All printing prices are subject to approval of copy. Inspection of National Envelope facilities, persons and/or records by any agency under any circumstances is not permitted without prior written approval. **Prepaid at 100 cartons or prepaid to merchant's dock; if shipped with a prepaid shipment: Backside delivery on skids. Consignee must be able to handle tractor trailers. No inside deliveries.**



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304-273-9651

June 1, 2006

Betty Francisco  
Senior Buyer, WV Purchasing Division  
2019 Washington St. East  
Charleston, WV 25305

Dear Betty:

This letter is in reference to State Contract number PAPER06A. Please be advised of a price increase effective July 1, 2006. Attached, you will find the items with the new pricing along with proof of increase from the mills. These prices will remain firm for ninety days from date of increase.

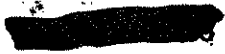
If you have any further questions, please contact me at your earliest convenience.

Sincerely,

Robert S. Iden  
Account Executive

Enclosure

PAPER06A - LIBERTY DISTRIBUTORS					Liberty Distributors
Item	Description	Size	Weight	Color	Price Per 1,000
<b>BOND #1</b>					
			20#	white	10.63
1	bond: #1 watermark, sulphite	8-1/2 x 11	20#	white	13.71
2	bond: #1 watermark, sulphite	8-1/2 X 14	20#	white	21.72
3	bond: #1 watermark, sulphite	11 x 17	20#	white	42.50
4	bond: #1 watermark	17 x 22	20#	white	7.81
5	bond: #1 premium, recycled	8-1/2 x 11	20#	white	9.82
6	bond: #1 premium, recycled	8-1/2 x 14	20#	white	13.17
7	bond: #1 premium, recycled	11 x 17	20#	white	
<b>OFFSET #2</b>					
			70#	white	40.29
30	offset: #2 coated, regular, smooth	17-1/2 x 22-1/2	80#	white	45.95
31	offset: #2 coated, regular, smooth	17-1/2 x 22-1/2	100#	white	57.95
32	offset: #2 coated, regular, smooth	17-1/2 x 22-1/2	70#	white	48.98
34	offset: #2 coated, regular, smooth	19 x 25	80#	white	55.91
35	offset: #2 coated, regular, smooth	19 x 25	100#	white	69.59
36	offset: #2 coated, regular, smooth	19 x 25	70#	white	83.17
38	offset: #2 coated, regular, smooth	23 x 35	80#	white	94.77
39	offset: #2 coated, regular, smooth	23 x 35	100#	white	117.23
40	offset: #2 coated, regular, smooth	23 x 35	70#	white	97.96
42	offset: #2 coated, regular, smooth	25 x 38	80#	white	111.14
43	offset: #2 coated, regular, smooth	25 x 38	100#	white	139.60
44	offset: #2 coated, regular, smooth	25 x 38	70#	white	115.15
46	offset: #2 coated, regular, smooth	28 x 40	80#	white	131.09
47	offset: #2 coated, regular, smooth	28 x 40	100#	white	164.72
48	offset: #2 coated, regular, smooth	28 x 40	70#	white	40.29
50	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	80#	white	45.95
51	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	70#	white	48.98
53	offset: #2 recycled, coated, regular, smooth	19 x 25	80#	white	55.91
54	offset: #2 recycled, coated, regular, smooth	19 x 25	70#	white	83.17
56	offset: #2 recycled, coated, regular, smooth	23 x 35	80#	white	94.77
57	offset: #2 recycled, coated, regular, smooth	23 x 35	70#	white	97.96
59	offset: #2 recycled, coated, regular, smooth	25 x 38	80#	white	111.14
60	offset: #2 recycled, coated, regular, smooth	25 x 38	60#	white	40.59
61	offset: #3 coated, smooth finish	19 x 25	70#	white	47.33
62	offset: #3 coated, smooth finish	19 x 25	80#	white	54.09
63	offset: #3 coated, smooth finish	19 x 25	100#	white	67.61
64	offset: #3 coated, smooth finish	19 x 25	80#	white	68.97
65	offset: #3 coated, smooth finish	23 x 35	70#	white	80.46
66	offset: #3 coated, smooth finish	23 x 35	80#	white	92.81
67	offset: #3 coated, smooth finish	23 x 35	100#	white	114.27
68	offset: #3 coated, smooth finish	23 x 35			



**PAPER06A - LIBERTY DISTRIBUTORS**

**Liberty  
Distributors**

Item	Description	Size	Weight	Color	Price Per 1,000
<b>OFFSET #1</b>					
75	offset: #1 regular finish	8-1/2 x 11	50#	white	6.09
76	offset: #1 regular finish	8-1/2 x 11	60#	white	7.03
77	offset: #1 regular finish	8-1/2 x 11	70#	white	8.29
79	offset: #1 regular finish, recycled	8-1/2 x 11	60#	white	6.53
82	offset: #1 regular finish	8-1/2 x 14	60#	white	9.54
83	offset: #1 regular finish	8-1/2 x 14	70#	white	11.12
84	offset: #1 regular finish	11 x 17	50#	white	12.48
85	offset: #1 regular finish	11 x 17	60#	white	14.98
86	offset: #1 regular finish	11 x 17	70#	white	17.48
87	offset: #1 regular finish	17-1/2 x 22-1/2	50#	white	25.36
88	offset: #1 regular finish	17-1/2 x 22-1/2	60#	white	<del>30.05</del> 30.05
89	offset: #1 regular finish	17-1/2 x 22-1/2	70#	white	34.86
90	offset: #1 regular finish	19 x 25	50#	white	30.93
91	offset: #1 regular finish	19 x 25	60#	white	36.06
92	offset: #1 regular finish	19 x 25	70#	white	42.08
93	offset: #1 regular finish	23 x 35	50#	white	52.58
94	offset: #1 regular finish	23 x 35	60#	white	61.31
95	offset: #1 regular finish	23 x 35	70#	white	71.54
96	offset: #1 regular finish	25 x 38	50#	white	61.86
97	offset: #1 regular finish	25 x 38	60#	white	72.13
98	offset: #1 regular finish	25 x 38	70#	white	84.15
<b>OFFSET #1 OPAQUE COVER</b>					
141	offset: #1 opaque, cover	8-1/2 x 11	65#	white	16.88
142	offset: #1 opaque, cover	8-1/2 x 11	80#	white	20.55
143	offset: #1 opaque, cover	8-1/2 x 11	65#	colors	18.34
<b>COVER: #3 COATED</b>					
129	cover: #3 coated	20 x 26	80#	white	111.68
130	cover: #3 coated	23 x 35	80#	white	173.10
131	cover: #3 coated	20 x 26	100#	white	139.60
132	cover: #3 coated	23 x 35	100#	white	216.38
<b>LASER</b>					
224	laser print: BR 92	8-1/2 x 11	24#	white	11.12
225	laser print: BR 92	8-12 x 14	24#	white	14.62
226	laser print: BR 92	11 x 17	24#	white	22.99



**PAPER06A - LIBERTY DISTRIBUTORS**

**Liberty  
Distributors**

Item	Description	Size	Weight	Color	Price Per 1,000
<b>CHIPBOARD</b>					
227	chipboard, plain, .030 calibre bundle	8-1/2 x 11			25.26
228	chipboard, plain, .030 calibre bundle	8-1/2 x 14			24.32
229	chipboard, plain, .030 calibre bundle	22-1/2 x 34-1/2			37.89
<b>WRAP</b>					
230	paper: wrap, kraft or equal roll	18"w x 9"dia.	40#		21.32
231	paper: wrap, kraft or equal roll	24"w x 9"dia.	40#		26.32
232	paper: wrap, kraft or equal each	30"w x 9"dia. Roll	40#		33.42
233	paper: wrap, kraft or equal, recycled each	18"w x 9"dia. Roll	40#		15.95
234	wrap: plastic shrink, center fold each	16" width Roll	75 gauge		143.84
<b>LINEN</b>					
239	Linen - Ivory	8 1/2 x 11	24#		16.91
241	Writing Ivory	8 1/2 x 11	24#		8.56



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# Purchase Order

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 CHASE ORDER SHOULD BE DIRECTED  
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**CHANGE ORDER**  
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**SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS**

**INVOICE TO**

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

**VENDOR**

\*709055310      304-547-0414  
 LIBERTY DISTRIBUTORS INC  
 PO BOX 498  
 TRIADELPHIA WV 26059

**SHIP TO**

ALL STATE AGENCIES  
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DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
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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:			PAPER06A	
LINE	CATNO	ITEM	NUMBER	DESCRIPTION		QTY	DATE
0001		395-50		MISCELLANEOUS PAPER-COMPUTER-TYPING			
		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