

**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.

PAPER06B - UNISOURCE

Unisource

**Pricing Effective
Oct. 1, 2006**

**(Price per
thousand)**

Item	Description	Size	Weight	Color	(Price per thousand)
BOND #1					
1	bond: #1 watermark, sulphite	8-1/2 x 11	20#	white	10.43
2	bond: #1 watermark, sulphite	8-1/2 X 14	20#	white	13.22
3	bond: #1 watermark, sulphite	11 x 17	20#	white	20.87
4	bond: #1 watermark	17 x 22	20#	white	42.15
5	bond: #1 premium, recycled	8-1/2 x 11	20#	white	10.43
6	bond: #1 premium, recycled	8-1/2 x 14	20#	white	13.22
7	bond: #1 premium, recycled	11 x 17	20#	white	20.87
BOND #4					
8	bond: #4 premium	8-1/2 x 11	20#	white	4.98
9	bond: #4 premium	8-1/2 x 14	20#	white	6.67
10	bond: #4 premium	11 x 17	20#	white	10.58
12	bond: #4 premium	17-1/2 x 22-1/2	20#	white	22.95
13	bond: #4 premium	23 x 35	20#	white	49.65
14	bond: #4 premium	25 x 38	20#	white	58.47
15	bond: #4 premium, 3 hole punch, unlined	8-1/2 x 11	20#	white	5.50
16	bond: #4 premium recycled, 3 hole punch, unlined	8-1/2 x 11	20#	white	6.65
17	bond: #4 premium recycled	8-1/2 x 11	20#	white	6.13
18	bond: #4 premium recycled	8-1/2 x 22	20#	colors	6.45
19	bond: #4 premium recycled	8-1/2 x 14	20#	white	8.24
20	bond: #4 premium recycled	8-1/2 x 14	20#	colors	8.16
21	bond: #4 premium recycled	11 x 17	20#	white	11.33
22	bond: #4 premium recycled	11 x17	20#	colors	13.37
24	bond: #4 premium recycled	17-1/2 x 22-1/2	20#	white	25.60
25	bond: #4 premium recycled	23 x 35	20#	white	52.55
26	bond: #4 premium recycled	25 x 38	20#	white	62.45
28	bond: #4 premium recycled	17-1/2 x 22-1/2	20#	colors	26.95
OFFSET #2					
29	offset: #2 coated,regular, smooth	17-1/2 x 22-1/2	60#	white	30.39
30	offset: #2 coated,regular, smooth	17-1/2 x 22-1/2	70#	white	35.26
31	offset: #2 coated,regular, smooth	17-1/2 x 22-1/2	80#	white	42.13
32	offset: #2 coated,regular, smooth	17-1/2 x 22-1/2	100#	white	52.98
33	offset: #2 coated,regular, smooth	19 x 25	60#	white	38.30
34	offset: #2 coated,regular, smooth	19 x 25	70#	white	44.67
35	offset: #2 coated,regular, smooth	19 x 25	80#	white	51.06
36	offset: #2 coated,regular, smooth	19 x 25	100#	white	63.83
37	offset: #2 coated,regular, smooth	23 x 35	60#	white	65.09
38	offset: #2 coated,regular, smooth	23 x 35	70#	white	75.94
39	offset: #2 coated,regular, smooth	23 x 35	80#	white	86.79
40	offset: #2 coated,regular, smooth	23 x 35	100#	white	107.86
41	offset: #2 coated,regular, smooth	25 x 38	60#	white	76.59
42	offset: #2 coated,regular, smooth	25 x 38	70#	white	89.35

PAPER06B - UNISOURCE					Unisource
					Pricing Effective Oct. 1, 2006
Item	Description	Size	Weight	Color	(Price per thousand)
43	offset: #2 coated,regular, smooth	25 x 38	80#	white	102.12
44	offset: #2 coated,regular, smooth	25 x 38	100#	white	127.64
45	offset: #2 coated,regular, smooth	28 x 40	60#	white	90.63
46	offset: #2 coated,regular, smooth	28 x 40	70#	white	102.12
47	offset: #2 coated,regular, smooth	28 x 40	80#	white	119.97
48	offset: #2 coated,regular, smooth	28 x 40	100#	white	150.61
49	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	60#	white	48.35
50	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	70#	white	56.07
51	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	80#	white	63.82
52	offset: #2 recycled, coated, regular, smooth	19 x 25	60#	white	58.00
53	offset: #2 recycled, coated, regular, smooth	19 x 25	70#	white	67.67
54	offset: #2 recycled, coated, regular, smooth	19 x 25	80#	white	77.34
55	offset: #2 recycled, coated, regular, smooth	23 x 35	60#	white	98.60
56	offset: #2 recycled, coated, regular, smooth	23 x 35	70#	white	115.04
57	offset: #2 recycled, coated, regular, smooth	23 x 35	80#	white	131.47
58	offset: #2 recycled, coated, regular, smooth	25 x 38	60#	white	116.02
59	offset: #2 recycled, coated, regular, smooth	25 x 38	70#	white	135.34
60	offset: #2 recycled, coated, regular, smooth	25 x 38	80#	white	154.67
61	offset: #3 coated, smooth finish	19 x 25	60#	white	35.37
62	offset: #3 coated, smooth finish	19 x 25	70#	white	40.25
63	offset: #3 coated, smooth finish	19 x 25	80#	white	45.96
64	offset: #3 coated, smooth finish	19 x 25	100#	white	57.44
65	offset: #3 coated, smooth finish	23 x 35	60#	white	60.00
66	offset: #3 coated, smooth finish	23 x 35	70#	white	68.42
67	offset: #3 coated, smooth finish	23 x 35	80#	white	78.12
68	offset: #3 coated, smooth finish	23 x 35	100#	white	97.07
72	offset: #3 recycled, coated smooth finish	23 x 35	60#	white	85.27
73	offset: #3 recycled, coated smooth finish	23 x 35	70#	white	99.49
74	offset: #3 recycled, coated smooth finish	23 x 35	80#	white	113.69
	OFFSET #1				
75	offset: #1 regular finish	8-1/2 x 11	50#	white	5.78
76	offset: #1 regular finish	8-1/2 x 11	60#	white	6.71
77	offset: #1 regular finish	8-1/2 x 11	70#	white	7.93
78	offset: #1 regular finish, recycled	8-1/2 x 11	50#	white	6.17
79	offset: #1 regular finish, recycled	8-1/2 x 11	60#	white	6.29
80	offset: #1 regular finish, recycled	8-1/2 x 11	70#	white	15.58
84	offset: #1 regular finish	11 x 17	50#	white	11.71
85	offset: #1 regular finish	11 x 17	60#	white	14.21
86	offset: #1 regular finish	11 x 17	70#	white	16.59
87	offset: #1 regular finish	17-1/2 x 22-1/2	50#	white	24.22
88	offset: #1 regular finish	17-1/2 x 22-1/2	60#	white	28.89
89	offset: #1 regular finish	17-1/2 x 22-1/2	70#	white	33.52
90	offset: #1 regular finish	19 x 25	50#	white	29.55
91	offset: #1 regular finish	19 x 25	60#	white	34.68

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Item	Description	Size	Weight	Color	(Price per thousand)
92	offset: #1 regular finish	19 x 25	70#	white	40.71
93	offset: #1 regular finish	23 x 35	50#	white	50.28
94	offset: #1 regular finish	23 x 35	60#	white	59.00
95	offset: #1 regular finish	23 x 35	70#	white	69.24
96	offset: #1 regular finish	25 x 38	50#	white	59.16
97	offset: #1 regular finish	25 x 38	60#	white	69.81
98	offset: #1 regular finish	25 x 38	70#	white	81.00
OFFSET #1 VELLUM					
99	offset: #1 vellum	8-1/2 x 11	50#	white	6.05
100	offset: #1 vellum	8-1/2 x 11	60#	white	6.96
101	offset: #1 vellum	8-1/2 x 11	70#	white	8.23
103	offset: #1 vellum	8-1/2 x 11	60#	colors	12.51
104	offset: #1 vellum	8-1/2 x 11	70#	colors	14.57
105	offset: #1 vellum	11 x 17	50#	white	12.27
106	offset: #1 vellum	11 x 17	60#	white	14.74
107	offset: #1 vellum	11 x 17	70#	white	17.21
111	offset: #1 vellum	17-1/2 x 22-1/2	50#	white	25.36
112	offset: #1 vellum	17-1/2 x 22-1/2	60#	white	29.97
113	offset: #1 vellum	17-1/2 x 22-1/2	70#	white	34.78
115	offset: #1 vellum	23 x 35	50#	white	52.65
116	offset: #1 vellum	23 x 35	60#	white	61.21
117	offset: #1 vellum	23 x 35	70#	white	71.43
118	offset: #1 vellum	23 x 35	80#	white	81.64
120	offset: #1 vellum	23 x 35	60#	colors	107.84
121	offset: #1 vellum	23 x 35	70#	colors	125.52
122	offset: #1 vellum	23 x 35	80#	colors	143.78
OFFSET #1 OPAQUE					
123	offset: #1 opaque, embossed	23 x 35	70#	white	148.07
124	offset: #1 opaque, embossed	25 x 38	70#	white	173.35
125	offset: #1 opaque, embossed	23 x 35	70#	colors	134.23
126	offset: #1 opaque, embossed	25 x 38	70#	colors	157.92
COVER: #3 COATED					
129	cover: #3 coated	20 x 26	80#	white	106.00
130	cover: #3 coated	23 x 35	80#	white	164.30
131	cover: #3 coated	20 x 26	100#	white	132.50
132	cover: #3 coated	23 x 35	100#	white	205.37
133	cover: cast coated, one side, eight point	23 x 35		white	269.24
134	cover: cast coated, one side, eight point	26 X 40		white	348.95

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Item	Description	Size	Weight	Color	(Price per thousand)
135	cover: cast coated, one side, ten point	20 x 26		white	220.16
136	cover: cast coated, one side, ten point	23 x 35		white	340.64
137	cover: cast coated, one side, ten point	26 X 40		white	424.34
138	cover: cast coated, two side, ten point	20 x 26		white	318.73
139	cover: cast coated, two side, ten point	23 x 35		white	493.66
140	cover: cast coated, two side, ten point	26 X 40		white	637.43
OFFSET #1 OPAQUE COVER					
141	offset: #1 opaque, cover	8-1/2 x 11	65#	white	17.33
142	offset: #1 opaque, cover	8-1/2 x 11	80#	white	21.35
144	offset: #1 opaque, cover	8-1/2 x 11	80#	colors	32.03
INDEX #4					
145	index: #4	8-1/2 x 11	90#	white	14.07
146	index: #4	8-1/2 x 11	90#	colors	14.91
147	index: #4	8-1/2 x 11	110#	white	16.52
148	index: #4	8-1/2 x 11	110#	colors	17.54
149	index: #4	22-1/2 x 35	90#	white	118.42
150	index: #4	22-1/2 x 35	90#	white	118.42
151	index: #4	25-1/2 x 30-1/2	90#	white	117.10
152	index: #4	22-1/2 x 35	90#	colors	125.41
153	index: #4	22-1/2 x 35	90#	colors	125.41
154	index: #4	25-1/2 x 30-1/2	90#	colors	124.02
155	index: #4	22-1/2 x 35	110#	white	139.41
156	index: #4	22-1/2 x 35	110#	white	139.41
157	index: #4	25-1/2 x 30-1/2	110#	white	137.54
158	index: #4	22-1/2 x 35	110#	colors	147.94
159	index: #4	22-1/2 x 35	110#	colors	147.94
160	index: #4	25-1/2 x 30-1/2	110#	colors	145.96
161	index: #4 recycled	22-1/2 x 35	90#	white	118.42
162	index: #4 recycled	25-1/2 x 30-1/2	110#	white	137.54
163	index: #4 recycled	22-1/2 x 35	90#	colors	125.39
164	index: #4 recycled	25-1/2 x 30-1/2	110#	colors	145.94
CARBONLESS					
165	carbonless: 2 part	8-1/2 x 11			9.55
166	carbonless: 3 part, straight	8-1/2 x 11			10.75
167	carbonless: 4 part, straight	8-1/2 x 11			11.50
168	carbonless: 5 part, straight	8-1/2 x 11			11.79
169	carbonless: 6 part, straight	8-1/2 x 11			12.16
170	carbonless: 2 part, straight	8-1/2 x 14			12.15

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Item	Description	Size	Weight	Color	Pricing Effective Oct. 1, 2006
					(Price per thousand)
171	carbonless: 3 part, straight	8-1/2 x 14			13.66
172	carbonless: 4 part, straight	8-1/2 x 14			14.59
173	carbonless: 5 part, straight	8-1/2 x 14			15.05
174	carbonless: 6 part, straight	8-1/2 x 14			15.49
175	carbonless: 2 part, straight	11 x 17			18.92
176	carbonless: 3 part, straight	11 x 17			21.32
177	carbonless: 4 part, straight	11 x 17			22.45
178	carbonless: 5 part, straight	11 x 17			23.61
179	carbonless: 2 part, reverse	8-1/2 x 11			9.55
180	carbonless: 3 part, reverse	8-1/2 x 11			10.75
181	carbonless: 4 part, reverse	8-1/2 x 11			11.50
182	carbonless: 5 part, reverse	8-1/2 x 11			11.79
183	carbonless: 6 part, reverse	8-1/2 x 11			12.16
184	carbonless: 2 part, reverse	8-1/2 x 14			12.15
185	carbonless: 3 part, reverse	8-1/2 x 14			13.66
186	carbonless: 4 part, reverse	8-1/2 x 14			14.59
187	carbonless: 5 part, reverse	8-1/2 x 14			15.05
188	carbonless: 6 part, reverse	8-1/2 x 14			15.49
189	carbonless: 2 part, reverse	11 x 17			18.92
190	carbonless: 3 part, reverse	11 x 17			21.32
191	carbonless: 4 part, reverse	11 x 17			22.45
192	carbonless: 5 part, reverse	11 x 17			23.61
193	carbonless: 6 part, reverse	11 x 17			24.32
194	carbonless: 4 part, reverse	17-1/2 x 22-1/2			48.74
195	carbonless: cb	8-1/2 x 11		white	10.68
196	carbonless: cb	8-1/2 x 11		color	10.82
197	carbonless: cfb	8-1/2 x 11		white	12.97
198	carbonless: cfb	8-1/2 x 11		color	13.12
199	carbonless: cf	8-1/2 x 11		white	7.68
200	carbonless: cf	8-1/2 x 11		color	7.81
201	carbonless: cb	8-1/2 x 14		white	13.52
202	carbonless: cb	8-1/2 x 14		color	13.70
203	carbonless: cfb	8-1/2 x 14		white	16.49
204	carbonless: cfb	8-1/2 x 14		color	16.68
205	carbonless: cf	8-1/2 x 14		white	9.71
206	carbonless: cf	8-1/2 x 14		color	9.88
207	carbonless: cb	11 x 17		white	21.35
209	carbonless: cfb	11 x 17		white	25.97
210	carbonless: cfb	11 x 17		color	26.25
211	carbonless: cf	11 x 17		white	15.34
212	carbonless: cf	11 x 17		color	15.62
213	carbonless: cb	22-1/2 x 34-1/2		white	89.39
214	carbonless: cb	22-1/2 x 34-1/2		color	90.58
215	carbonless: cfb	22-1/2 x 34-1/2		white	109.72
216	carbonless: cfb	22-1/2 x 34-1/2		color	110.92
217	carbonless: cf	22-1/2 x 34-1/2		white	64.59
218	carbonless: cf	22-1/2 x 34-1/2		color	65.77

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					Pricing Effective Oct. 1, 2006
Item	Description	Size	Weight	Color	(Price per thousand)
219	carbonless: cf tag	22-1/2 x 34-1/2		white	216.01
220	carbonless: cf tag	22-1/2 x 34-1/2		manila	216.05
COMPOUND PADDING					
221	compound: padding for carbonless paper	quarts			9.11
222	compound: padding for carbonless paper	gallons			27.57
LASER					
223	laser print: 25% cotton fiber	8-1/2 x 11	24#	white	17.30
224	laser print: BR 92	8-1/2 x 11	24#	white	6.79
225	laser print: BR 92	8-12 x 14	24#	white	9.48
226	laser print: BR 92	11 x 17	24#	white	14.25
WRAP					
230	paper: wrap, kraft or equal roll	18"w x 9"dia.	40#		12.18
231	paper: wrap, kraft or equal roll	24"w x 9"dia.	40#		15.16
232	paper: wrap, kraft or equal each	30"w x 9"dia.Roll	40#		21.66
233	paper: wrap, kraft or equal, recycled each	18"w x 9"dia. Roll	40#		12.18
234	wrap: plastic shrink, center fold each	16" width Roll	75 gauge		170.55
COMPUTER					
236	paper: computer	14-7/8 x 11	20#		11.82
237	paper: microperf, computer	9-1/2 x 11	20#		8.20



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.

PAPER06B

PAGE

BLANKET RELEASE

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CHANGE ORDER

5

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.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

INVOICE TO

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

VENDOR

*709003613 01 304-522-0331
 UNISOURCE WORLDWIDE INC
 550 27TH STREET
 HUNTINGTON WV 25702

SHIP TO

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
09/01/2006		NET 30		135369500			
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				
			RECEIPT TICKET	FOR PURCHASE ORDER:		PAPER06B	
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