



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.
 SANPAP02

PAGE
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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

AGENCY COPY SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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

*70900361301 800-344-6604
 UNISOURCE
 550 27TH STREET
 HUNTINGTON WV 25702

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

DATE PRINTED	TERMS OF SALE	FEIN/SSN	FUND
03/06/2002	NET 30	135369500	
SHIP VIA	FOB	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		
STATEWIDE CONTRACT #SANPAP02					
OPEN-END CONTRACT TO PROVIDE SANITARY PAPER PRODUCTS TO VARIOUS STATE AGENCIES AND POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA.					
NAME OF CONTRACT COORDINATOR: W. ROBIN REED					
ADDRESS: 550 27TH STREET HUNTINGTON, WV 25702					
FAX NUMBER: (304) 522-7170					
TOLL-FREE NUMBER: (800) 847-5707					
TELEPHONE NUMBER: (304) 522-0331					
TOILET TISSUE SHALL BE MADE IN ACCORDANCE WITH REASONABLE INDUSTRY PRACTICES, TAPPI STANDARD: T410 BASIS WEIGHT. T432 ABSORPTION TIME 30 SECONDS MAXIMUM. T525 BRIGHTNESS 68% MINIMUM. TISSUE SHALL EASILY DETACH FROM THE ROLL WITH NO RAGGED TEARS AT PERFORATIONS AND SHALL BE WOUND ON PASTE BOARD TUBE AND FREELY DISPENSE FROM ROLL. TOILET TISSUE SHOULD COMPLY WITH THE RESOURCE					
WV State Purchasing Division Administration Unit Certified Encumbered					
MAR 21 2002					
<i>Army Fairchild</i>					

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE *APR 3/1/02*

APPROVED FOR ONE FISCAL YEAR

Dawn E. Wayfield

APPROVED AS TO FORM BY ASSISTANT ATTORNEY GENERAL

BY PAM JONES
3-11-02
 PURCHASING DIVISION AUTHORIZED SIGNATURE

OPEN END
 TOTAL

304-558-0067

**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 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.



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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				
0001	03/14/2003	CS	640-75-01-001		29.94000		
	CONSERVATION AND RECOVERY ACT OF 1976 AS TO MINIMUM POST CONSUMER CONTENT.						
	TISSUE, TOILET, ROLLS, 1000 SHEETS PER ROLL, SINGLE-PLY, 4.5" X 4.5" PER SHEET, 96 EACH INDIVIDUALLY WRAPPED ROLLS PER CASE.						
	MFG: GEORGIA-PACIFIC MODEL NO.: 15590						
	ROLLS PER CASE: 96 NO. OF SHEETS PER ROLL: 1,000						
0002	03/14/2003	CS	640-75-01-002		18.55000		
	TISSUE, TOILET, JUMBO ROLLS, SINGLE-PLY,						
	MFG: GEORGIA-PACIFIC MODEL NO.: 12690						
	ROLLS PER CASE: 12 NO. OF FEET/CASE: 24,000						
0003	03/14/2003	CS	640-75-01-003		12.45000		
	TISSUE, TOILET, ROLLS, TWO-PLY, FACIAL						

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TOTAL

PAM JONES

304-558-0067

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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
0004	QUALITY, 400 SHEETS PER ROLL, SHEET SIZE: 4.5" X 4.5", 45 INDIVIDUALLY WRAPPED ROLLS PER CASE.						
	MFG: GEORGIA-PACIFIC		MODEL NO.: 14047				
	ROLLS PER CASE: 45		NO. OF SHEETS PER ROLL: 400				
		CS			33.60000		
	03/14/2003		640-75-01-004				
	COVERS, TOILET SEAT, HALF-FOLD FLAT COVERS PER						
	CASE, IN DISPENSING CARTON. 5,000 COVERS PER CASE.						
	MFG: GEORGIA-PACIFIC		MODEL NO.: 47046				
	# OF COVERS PER CASE: 5,000						
	FACIAL TISSUE SHALL BE MADE IN ACCORDANCE WITH STANDARD INDUSTRY PRACTICES FOR CLEANLINESS, HOLES, TEARS, WRINKLES, SHIVERS, BREAKS, AND FOREIGN MATERIALS. TISSUES SHALL BE CLEANLY CUT. TISSUES SHALL BE PACKAGED IN CARTONS OF APPROXIMATELY 100 PER CARTON. IN ACCORDANCE WITH EPA RESOURCE CONSERVATION AND RECOVERY ACT, THE MINIMUM POST CONSUMER RECOVERED MATERIAL CONTENT IS 5%.						

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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				
0005	03/14/2003	CS	640-75-01-005		11.00000		
	TISSUE: FACIAL, TWO-PLY, SIZE: 8" X 8.33",						
	COUNT: 100 TISSUES PER CARTON, 30 CARTONS PER CASE.						
	MFG: GEORGIA-PACIFIC		MODEL NO.: 48090				
	BOXES PER CASE: 30		NO. OF SHEETS PER ROLL: 3,000				
	TOWELS SHALL BE MADE IN ACCORDANCE WITH REASONABLE INDUSTRY PRACTICES WITH RESPECT TO HOLES, TEARS, WRINKLES, SHIVERS, BREAKS, CLEANLINESS, AND IN COMPLIANCE WITH EPA RECOMMENDED GUIDELINES FOR POST CONSUMER RECOVERED MATERIAL CONTENT. PERFORATED ROLL TOWELS SHALL EASILY DETACH FROM THE ROLL WITH NO RAGGED TEARS AT PERFORATIONS AND SHALL BE WOUND ON PASTE BOARD TUBE.						
0006	03/14/2003	CS	640-75-01-006		10.75000		
	HAND TOWELS, MULTI-FOLD, UNBLEACHED,						
	SINGLE-PLY SHEET, 9.25" X 9.5" (MINIMUM), 4000 TOWELS PER CASE.						

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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				
0007	03/14/2003	CS	640-75-01-007		11.00000		
	MFG: GEORGIA-PACIFIC MODEL NO.: 29990 ROLLS PER CASE: 16 PKS. NO. OF SHEETS PER CS.: 4,000 HAND TOWELS, SINGLE-FOLD, UNBLEACHED, SINGLE-PLY SHEET, 9.50" X 10.625" (MINIMUM), 4000 TOWELS PER CASE.						
0008	03/14/2003	CS	640-75-01-008		9.65000		
	MFG: GEORGIA-PACIFIC MODEL NO.: 24090 ROLLS PER CASE: 16 PKS. NO. OF SHEETS PER CS.: 4,000 HAND TOWELS, C-FOLD, UNBLEACHED, SINGLE-PLY SHEET, 10.25" X 13.25" (MINIMUM), 2400 TOWELS PER CS.						
0009	03/14/2003	CS	640-75-01-009		12.45000		
	MFG: GEORGIA-PACIFIC MODEL NO.: 25290 ROLLS PER CASE: 10 PKS. NO. OF SHEETS PER CS.: 2,400 HAND TOWELS, NON-PERFORATED ROLL, UNBLEACHED,						
						TOTAL	

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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				
0010	SINGLE-PLY SHEET, 7.87" X 350 FEET.						
	MFG: GEORGIA-PACIFIC		MODEL NO.:	27691			
	ROLLS PER CASE: 12		NO. OF FEET/CASE:	4,200			
		CS			13.95000		
	03/14/2003		640-75-01-010				
	HAND TOWELS, BLEACHED, HOUSEHOLD TYPE,						
	TWO-PLY, PERFORATED ROLL, SHEET SIZE: 11.0" X 9.0"						
0011	MFG: GEORGIA-PACIFIC		MODEL NO.:	27951/01			
	ROLLS PER CASE: 30		NO. OF SHEETS PER ROLL:	90			
		CS			24.34000		
	03/14/2003		640-85-01-011				
	TOWELS: FOOD SERVICE, HEAVY DUTY, SIZE: 14" X 21.5"						
	160 TOWELS PER CASE.						
	MFG: GEORGIA-PACIFIC		MODEL NO.:	29414			
	ROLLS PER CASE: 8 PKS.		NO. OF SHEETS PER CS.:	160			

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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				
0012	03/14/2003	CS	640-85-01-012		27.24000		
	WIPERS: INDUSTRIAL PAPER, MEDIUM DUTY, SIZE: 9.875" X 10.0" MFG: GEORGIA-PACIFIC MODEL NO.: 29811 ROLLS PER CASE: 15 PKS. NO. OF SHEETS PER CS.: 1,875						
	THE SANITARY PAPER DISPENSERS HEREIN SHALL BE OF STANDARD MANUFACTURE AND SHALL BE NEW AND SHALL BE OF THE CURRENT PRODUCTION MODEL. DISPENSERS SHALL BE SUITABLE FOR PUBLIC BUILDINGS.						
0013	03/14/2003	EA	485-86-01-013		4.10000		
	DISPENSER, TOILET TISSUE ROLL, OPEN STYLE, SINGLE ROLL, HEAVY DUTY CONSTRUCTION. PRICING IS BY INDIVIDUAL DISPENSER. MFG: GEORGIA-PACIFIC MODEL NO.: 57220 NUMBER PER CASE: 1						
0014	03/14/2003	EA	485-86-01-014		8.80000		
	DISPENSER, TOILET TISSUE ROLL, ENCLOSED STYLE,						
						TOTAL	

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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
0015	JUMBO ROLL. MFG: GEORGIA-PACIFIC NUMBER PER CASE: 1	EA	PRICING IS BY INDIVIDUAL DISPENSER. MODEL NO.: 58050		17.85000		
	03/14/2003		485-46				
	DISPENSER, HAND TOWEL, NON-PERFORATED ROLL, UNBLEACHED, SINGLE-PLY SHEET. (THIS IS FOR USE WITH ITEM #0009 ABOVE.) MFG: GEORGIA-PACIFIC NUMBER PER CASE: 1		MODEL NO.: 56201				
GENERAL CONDITIONS							
1) ORDERS SHALL BE DELIVERED WITHIN 21 DAYS AFTER ORDERS ARE PLACED. PREFERRED DELIVERY IS 10 DAYS ARO. DELIVERY GREATER THAN 21 DAYS WILL NOT BE CONSIDERED. SPENDING UNITS MUST BE ADVISED IN WRITING IF ORDERS WILL BE DELAYED FOR ANY REASON. CONTRACTOR SHALL							

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	CARRY AN ADEQUATE STOCK TO INSURE SUCH DELIVERY SERVICE FOR THE DURATION OF THE CONTRACT.						
	DELIVERY WITHIN: 10 DAYS ARO.						
	2) ALL ORDERS FROM THIS CONTRACT TOTALLING \$200.00 OR MORE SHALL BE DELIVERED FOB: DESTINATION.						
	ALL ORDERS LESS THAN \$200.00 SHALL BE DELIVERED FOB: SHIPPING POINT. ANY TRANSPORTATION COSTS WILL BE INVOICED AS A SEPARATE CHARGE ON THE INVOICE.						
	3) CONTRACTOR SHALL REMOVE ANY PRODUCT ON THIS CONTRACT THAT THE AGENCY HAS RECEIVED AND DETERMINED THE PRODUCT IS UNSATISFACTORY IN PERFORMANCE AND/OR IS NOT SUITABLE FOR THEIR FACILITY.						
	4) ALL QUANTITIES LISTED IN THE REQUEST FOR QUOTATION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNITS. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.						

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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
	5) THE SUCCESSFUL BIDDER SHALL NOT SUBSTITUTE ANY OTHER BRAND FROM THOSE AWARDED, NOR SELL ANY ADDITIONAL ITEMS UNDER THEIR CONTRACT NOT SPECIFICALLY COVERED HEREIN, WITHOUT PRIOR WRITTEN PERMISSION OF THE PURCHASING DIVISION.						
	6) VERIFICATION OF PRODUCT QUALITY IS THE RESPONSIBILITY OF THE VENDOR.						
	7) SUCCESSFUL VENDOR IS TO PROVIDE A NINE MONTH SUMMARY REPORT OF PROCUREMENT VOLUMES BY ITEM AND DOLLAR AMOUNTS. THIS REPORT MUST ALSO INCLUDE ANY PURCHASES MADE BY ANY POLITICAL SUBDIVISIONS AS WELL AS STATE AGENCIES IN THE STATE OF WV. THIS IS A SINGLE REPORT WHICH IS TO BE FURNISHED AT THE BEGINNING OF THE TENTH MONTH OF THE CONTRACT. THE REPORT IS TO BE DELIVERED TO PAM JONES, SENIOR BUYER, PURCHASING DIVISION, 2019 KANAWHA BLVD., EAST, CHARLESTON, WV, 25305-0130.						

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

TOTAL

PAM JONES

304-558-0067

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE



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.

SANPAP02

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ALL STATE AGENCIES
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 VARIOUS LOCALES AS INDICATED
 BY ORDER

*70900361301 800-344-6604
 UNISOURCE
 550 27TH STREET
 HUNTINGTON WV 25702 25702
 25702

ALL STATE AGENCIES
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 BY ORDER

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SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A LOCAL BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY FOR ORDERS THAT ARE LESS THAN \$2,500 AS A CONDITION OF AWARD. REV 04/17/2001 EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON MARCH 15, 2002 AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE							

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	<p>TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (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.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY</p>						

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LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
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<p>AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES</p>					
					TOTAL

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LINE	QUANTITY	UOP-	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
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<p>FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p>							

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