## **Purchase Order**



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

PURCHASE ORDER NO. SANPAPO8 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

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

\*7090553 LIBERTY PO BOX TRIADEI

BY ORDER

APPRONED AS TO FORM BY

ASSISTANT ATTORNEY GENERAL

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

AND POLITICAL SUBDIVISIONS

VARIOUS LOCALES AS INDICATED

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ALL STATE AGENCIES
AND POLITICAL SUBDIVISIONS
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BY ORDER

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JO ANN

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PURCHASING DIVISION AUTHORIZED SIGNATURE

304-558-8802

## GENERAL TERMS & CONDITIONS PURCHASE ORDER/CONTRACT

- 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.
- **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.
- 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 may be deemed null and void, and 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.
- 15. West Virginia Alcohol & Drug-Free Workplace Act: If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."



## LIBERTY DISTRIBUTORS, INC.

PO Box 498, Rt. 40 East Triadelphia, WV 26059 304-547-0414

August 1, 2008

Ms. Jo Ann Adkins Senior Buyer WV Purchasing Division 2019 Washington St. East Charleston, WV 25305 2000 AUG 1 PM 1:39

Dear Jo Ann:

This letter is in reference to State Contract number SANPAP08. Listed below are three items we would like to add to the current contract.

Item#	Description	Pack	Cost
GP-26401	Brown Roll Towel 8"x350"	12/rolls per case	\$21.20/cs
KC-50606	White Roll Towel 8"x600"	6/rolls per case	\$33.39/cs
KC-09703	Dispenser Automated Touchless	1/ea	\$35.00/ea

The KC items we have requested were on the old SANPAP05A contract. We feel these items need to be added so we can continue to provide the products to the agencies that previously purchased them. The GP item is the replacement for item number 9 (SC-01860) on the old contract. Currently on contract SANPAP08 item number 9 (KC-04142) will not fit the dispenser which was on the old contract. As you requested, please find the print-out enclosed with the agencies and amount of product purchased in the last six months.

Sincerely,

Robert S. Iden
Account Executive

Enclosure

Toilet Tissue, Rolls Single Ply		**************************************	December	Droduot Codo	Sheets/Lengt	Case Price	
Tollet Tissue, Rolle, Single Ply   Tissue, Tollet, Jumbo Rolls, Single Ply   Tissue, Tollet, Jumbo Rolls, Single   Rimberty Clark   2000 ft.   \$24.45   Tissue, Tollet, Rolls, Two-Ply, Facial   Rimberty Clark   7223   2000 ft.   \$24.45   Tissue, Tollet, Rolls, Two-Ply, Facial   Rimberty Clark   77713   5006   \$30.35   Covers, Tollet Seat, Half-Fold, flat, covers per case, in dispensing cardon   470.46   250   \$29.30   Secretary   Sec		item#	Description	ļ	11 07 7011	043611106	
2 Ply 07223 2000 ft. \$24.45 Tissue, Toilet, Rolls, Two-Ply, Facial 17713 506 \$30.35  Covers, Toilet Seat, Half-Fold, flat, 4 covers per case, in dispensing carton 17713 506 \$250.35  Tissue, Facial, Two-Ply 477410 100 \$15.15  Hand Towels, Multi-Fold, unbleached, Georgia Pacific 6 Single-Ply Sheet 23304 27410 250 \$15.95  Hand Towels, Single-Fold, Georgia Pacific 23504 \$15.95  Hand Towels, C-Fold, Unbleached, Kimberly Clark 6 Single-Ply Sheet 23504 \$15.95  Hand Towels: Non perforated roll, 01510 200 \$17.65  Hand Towels: Non perforated roll, 4142 800 ft \$37.65  Hand Towels: Non perforated roll, 27885 85 \$18.90  Kimberly Clark 6 \$10.90 (Service, Heavy Duty 05825 300 \$24.55  Towels: (Must fit automated Georgia Pacific 12 touchiess dispenser Item 17.) 89460 800 ft \$47.90  Wipers: Industrial Paper, Medium 10 10 125 \$28.90  Wipers: Toilet tissue roll, open style; open style; open style; ingile roll, heavy duty construction; Pricing must be per individual dispenser.  Dispenser: Toilet Tissue roll, open style; one colored in supplementary of the per individual dispenser.  Dispenser: Hand Towel, non-perforated roll, Pricing shall be per individual dispenser. \$44.95  Dispenser: Hand Towel, pon-perforated roll, Pricing shall be per individual dispenser. \$44.95  Dispenser: Automated Touchless (This is for use with Item 12.) Pricing 19 the per individual dispenser. \$23.70  Dispenser: Hand Towel, non-perforated roll; Unbleached single-ply sheet. (This is for use with Item 3.) Pricing shall be per individual dispenser. \$23.70  Dispenser: Automated Touchless (This is for use with Item 3.) Pricing shall be per individual dispenser. \$23.70  Dispenser: Automated Touchless (This is for use with Item 3.) Pricing shall be per individual dispenser. \$23.70  Dispenser: Rand Towel, 2-Ply 500 sheet/rolls (Simberly Clark 07827 2000 ft. \$26.25  Towel, White Single Ply Kimber Vollark (Simberly Clark 12.) Pricing 1900 ft. \$26.25  Towel, White Roll 1000 ft. \$40.05		11	Toilet Tissue, Rolls Single Ply		1210	\$40.60	commence of the decomposition and the second
Covers, Tollet Seat, Half-Fold, flat, Georgia Pacific covers per case, in dispensing carton 47046		2	PIV	07223	2000 ft.	\$24,45	
**Covers, Tollet Seat, Half-Fold, flat, dovers per case, in dispensing carton decovers per case, in dispension decov		3			506	\$30.35	
1		4	*Covers, Toilet Seat, Half-Fold, flat,	47046	250	\$29.30	
Hand Towels, Multi-Fold, unbleached, Single-Ply Sheet   23304   250   \$15.95		_	Tissue Facial Two-Phy		100	\$15.15	
Hand Towels: Single-Fold,   2504   250   \$14,75			Hand Towels, Multi-Fold, unbleached,	Georgia Pacific			
Hand Towels, C-Fold, Unbleached, 8   Single-Ply Sheet   Single-Ply Sheet   Hand Towels: Non perforated roll,   Wimberly Clark   9   Unbleached, single ply sheet   Mand Towels: Bleached, household   10   type, two-ply, perforated roll,   27385   85   \$18.90   \$18	,		Hand Towels: Single-Fold,	Georgia Pacific		_	
9 unbleached, single ply sheet  Hand Towels: Bleached, household type, two-ply, perforated roll, 27385 85 \$18.90    10 type, two-ply, perforated roll, 27385 85 \$18.90    11 Towels: (Must fit automated 5925 300 \$24.55    Towels: (Must fit automated 69460 89460 800 ft \$47,90    Wipers: Industrial Paper, Medium 69320 125 \$28.90    Dispenser: Toilet tissue roll, open style; open style; open style, single roll, heavy duty construction; Pricing must be per individual dispenser.  Dispenser: Toilet Tissue roll, open style; enclosed style, jumbo roll. Pricing shall be per individual dispenser.  Dispenser: Hand Towel, non-perforated roll; Unbleached single-ply sheet. (This is for use with Item 9.) Pricing shall be per individual dispenser.  Dispenser: Automated Touchless (This is for use with Item 12.) Pricing shall be per individual dispenser.  Dispenser: Automated Touchless (This is for use with Item 12.) Pricing shall be per individual dispenser.  \$23.70    Dispenser: Automated Touchless (This is for use with Item 12.) Pricing shall be per individual dispenser.  \$23.70    18 Tissue, Toilet, 2-ply. 500 sheet/rolls   19880 550 \$34.40    Hand Towels, C-Fold, White Single-ply Sheet (This is for use with Item 12.) Pricing shall be per individual dispenser.  Georgia Pacific   200 \$17.65    Kimberly Clark   07827 2000 ft. \$26.25    Kimberly Clark   07827 2000 ft. \$26.25    Kimberly Clark   07805   1000 ft \$26.25    Kimberly Clark   07805   1000 ft \$48.05    22 Towel, White Roll   01040 800 ft \$48.05		·	Hand Towels, C-Fold, Unbleached,	Kimberly Clark			
10		9			800 ft	\$37.65	
11   Towels: Food Service, Heavy Duty   05925   300   \$24.55     Towels: (Must fit automated   Georgia Pacific   89460   800 ft   \$47.90     Wipers: Industrial Paper, Medium   Kimberly Clark   05320   125   \$28.90     Dispenser: Toilet tissue roll, open   style; open style, single roll, heavy   duty construction; Pricing must be per   individual dispenser.   Dispenser: Toilet Tissue roll, open   style; open style, jumbo roll, Pricing shall be per individual   dispenser.   \$4.95     Dispenser: Hand Towel, non-perforated roll; Unbleached single-ply   sheet. (This is for use with item 9.)   Pricing shall be per individual   dispenser.   \$23.70     Dispenser: Automated Touchless   (This is for use with item 12.)   Pricing   Pricing shall be per individual   dispenser.   \$35.00     Tissue, Toilet, 2-ply. 500 sheet/rolls   19880   550   \$34.40     Hand Towels, C-Fold, White Single-Ply Sheet   Toilet Tissue, Rolls, 2 Ply   O7827   2000 ft.   \$26.25   Kimberly Clark   Toilet Tissue, JR, Rolls, 2 Ply   O7805   1000 ft   \$26.25   Kimberly Clark   Toilet Tissue, JR, Rolls, 2 Ply   O7805   1000 ft   \$26.25   Kimberly Clark   Towel, White Roll   O1040   800 ft   \$48.05	-	10		27385	85	\$18.90	
12   touchless dispenser Item 17.)   89460   800 ft   \$47.90	_	11	Towels: Food Service, Heavy Duty		300	\$24.55	
13	_	12			800 ft	\$47.90	
style; open style, single roll, heavy duty construction; Pricing must be per individual dispenser.  Dispenser: Toilet Tissue roll, open style; enclosed style, jumbo roll. Pricing shall be per individual dispenser.  \$6.10  Dispenser: Hand Towel, non-perforated roll; Unbleached single-ply sheet. (This is for use with item 9.) Pricing shall be per individual dispenser.  Dispenser: Automated Touchless (This is for use with item 12.) Pricing shall be per individual dispenser.  \$35.00  Dispenser: Automated Touchless (This is for use with item 12.) Pricing shall be per individual dispenser.  \$35.00  Georgia Pacific 19880 550 \$34.40  Hand Towels, C-Fold, White Single-19 Ply Sheet 19880 550 \$34.40  Kimberly Clark 01510 200 \$17.65  Kimberly Clark 01510 200 \$17.65  Kimberly Clark 07805 2000 ft. \$26.25  Toilet Tissue, Rolls, 2 Ply 07827 2000 ft. \$26.25  Kimberly Clark 07805 1000 ft \$26.25  Kimberly Clark 07805 1000 ft \$26.25  Kimberly Clark 07805 1000 ft \$26.25	-	13	Duty		125	\$28.90	
Style; enclosed style, jumbo roll.   Pricing shall be per individual   S6.10   S6.10	_	14	style; open style, single roll, heavy duty construction; Pricing must be per individual dispenser.		7	\$4.95	
perforated roll; Unbleached single-ply sheet. (This is for use with item 9.)   Pricing shall be per individual   dispenser.   \$23.70	_	15	style; enclosed style, jurnbo roll. Pricing shall be per individual dispenser.		200	\$6.10	
(This is for use with item 12.) Pricing shall be per indivdual dispenser. \$35.00  18 Tissue, Toilet, 2-ply. 500 sheet/rolls 19880 550 \$34.40  Hand Towels, C-Fold, White Single- Kimberly Clark 01510 200 \$17.65  Ply Sheet 07827 2000 ft. \$26.25  Kimberly Clark 07827 2000 ft. \$26.25  Toilet Tissue, Rolls, 2 Ply 07827 1000 ft \$26.25  Kimberly Clark 07805 1000 ft \$26.25  Kimberly Clark 07805 1000 ft \$26.25  Towel, White Roll 01040 800 ft \$48.05		16	perforated roll; Unbleached single-ply sheet. (This is for use with item 9.) Pricing shall be per individual		1	\$23.70	
Tissue, Toilet, 2-ply. 500 sheet/rolls   Georgia Pacific   19880   550   \$34.40	:	17	(This is for use with Item 12.) Pricing			\$35.00	
Hand Towels, C-Fold, White Single-						]	
Kimberly Clark   20 Toilet Tissue, Rolls, 2 Ply   07827   2000 ft.   \$26.25     Kimberly Clark     07805   1000 ft   \$26.25     Kimberly Clark			Hand Towels, C-Fold, White Single-	Kimberly Clark			
20   Toilet Tissue, Rolls, 2 Ply   07827   2000 ft.   \$26.25		19	Ply Sheet		200	\$17.65	
Kimberly Clark   22 Towel, White Roll   01040   800 ft   \$48.05	_	20	Toilet Tissue, Rolls, 2 Ply	07827	2000 ft.	\$26.25	
22 Towel, White Roll 01040 800 ft \$48.05	1	21	Toilet Tissue, JR, Rolls, 2 Ply		1000 ft	\$26.25	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		22	Towel, White Roll	01040	800 ft	\$48.05	
23 Towel, White Roll 01080 425 ft \$48.05	1	23	Towel, White Roll	01080	425 ft	\$48.05	
Kimberly Clark			Towel, White Multi-fold	01890			
25   Towel, Brown Roll   GP - 26401   350 ft   \$21,20     26   Towel, White Roll   KC-50606   600 ft   \$33,39	ŀ						
<u> </u>		27		KC-09703		\$35.00	

## **Purchase Order**



BY ORDER

TRIADELPHIA WV

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

SANPAP08

PURCHASE ORDER NO

PAGE

ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED 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

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

26059

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

DATE PRINTED	TERMS OF SALE	FEIN/SSN	FUND
08/07/2008 SHIPVIA	NET 30	550677029	ACCOUNT NUMBER
BEST WAY	DESTINATION		MUL-MUL
LINE QUANTITY	UOP VENDOR ITEM NO.	UNIT PRICE	AMOUNT
DELIVERY DATE C	AT NO ITEM NUMBER		
	RECEIPT TICK	ET FOR PURCHASE ORDER	SANPAP08
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