



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.
 SYSFURN02E

PAGE
 1

BLANKET RELEASE
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CORRECT PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS PUR-
 CHASE ORDER SHOULD BE DIRECTED
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER
 3

**SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS**

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

*709040519 304-343-7551
 CAPITOL BUSINESS INTERIORS
 711 INDIANA AVENUE

 CHARLESTON WV 25302

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

| | | | |
|--------------|---------------|---------------|----------------|
| DATE PRINTED | TERMS OF SALE | FEIN/SSN | FUND |
| 09/22/2004 | NET 30 | 550422766 | |
| 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 #03 | | |
| <p>TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT AND ALL AUTHORIZED CHANGE ORDERS. THE DISCOUNT FROM LIST SHALL REMAIN THE SAME; PRICE LISTS HAVE CHANGED PER THE ATTACHED DOCUMENTATION.</p> <p>EFFECTIVE DATE OF RENEWAL: 08/12/2004 THROUGH: 08/11/2005 RENEWALS REMAINING: 0</p> <p>-----NO ADDITIONAL CHANGES-----</p> | | | | | |
| <p>APPROVED FOR ONE FISCAL YEAR</p> | | | <p>PREVIOUS PO TOTAL==> OPEN END PO NET CHANGE (+)==></p> | | |

**WV STATE PURCHASING DIVISION
 ADMINISTRATION UNIT
 CERTIFIED ENCUMBERED**

 SEP 28 2004

Beverly Toler

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE *BS 7 9-21-04* OPEN END

Deanne W. ...
 APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY *Betty Francisco*
 BETTY FRANCISCO 304-558-0468
 PURCHASING DIVISION AUTHORIZED SIGNATURE

TOTAL

**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.

| Product Line | Price Book and Date | End User | Price Increase |
|---------------------------|---|----------|----------------|
| Systems Seating | Transitional Price List 03/2003 | 62 | add 4.5% |
| Catalyst | Transitional Price List 03/2003 | 62 | add 4.5% |
| Accolade | Transitional Price List 03/2003 | 62 | add 4.5% |
| Comforto 28 Non-Wood | Seating Price List 03/2003 | 62 | add 4.5% |
| Monaco | Seating Price List 03/2003 | 62 | add 4.5% |
| System 58 | Seating Price List 03/2003 | 62 | add 4.5% |
| Tas | Seating Price List 03/2003 | 62 | add 4.5% |
| Rush on above | Rush Price List 04/2004 | 52% | add 4.5% |
| Improv | Seating Price List 04/2004 | 57 | add 4.5% |
| Kinetics Seating | Seating Price List 03/2003 | 47.5 | add 4.5% |
| Systems 12 | Seating Price List 03/2003 | 57 | add 4.5% |
| Systems 28 Wood | Seating Price List 03/2003 | 57 | add 4.5% |
| X-99 | Seating Price List 03/2003 | 57 | add 4.5% |
| Improv Tag Seating | Improv Tag Seating Price List 05/2004 | 57 | add 4.5% |
| Rush on above | Rush Price List 04/2004 | 47% | add 4.5% |
| Hello Seating | Hello Seating Price List 10/2003 | 47 | add 4.5% |
| Wood Seating | Seating Price List 03/2003 | 47 | add 4.5% |
| Wood Seating | Transitional Price List 03/2003 | 47 | add 4.5% |
| Lounge Seating | Seating Price List 03/2003 | 47 | add 4.5% |
| Lounge Seating | Transitional Price List 03/2003 | 47 | add 4.5% |
| Look | Seating Price List 03/2003 | 47 | add 4.5% |
| To Do Lounge | To Do Lounge Price List 05/2004 | 47 | add 4.5% |
| Rush on above | Rush Price List 04/2004 | 37.5 | add 4.5% |
| Unigroup Non-wood | Unigroup Price List 03/2003 | 68 | add 4.5% |
| Places Non-wood | Places Price List 03/2003 | 68 | add 4.5% |
| Rush on above | Rush Price List 04/2004 | 58 | add 4.5% |
| Unigroup Full wood | Unigroup Price List 03/2003 | 47.5 | add 4.5% |
| Places Full wood | Places Price List 03/2003 | 47.5 | add 4.5% |
| Rush on above | Rush Price List 04/2004 | 37.5 | add 4.5% |
| Race | Race Price List 03/2003 | 47.5 | add 4.5% |
| Jump Stuff | If/Jump Stuff/Crossings 03/2003 | 47.5 | add 4.5% |
| Lock Program | Lock Program Price List 03/2003 | 47.5 | add 4.5% |
| Crossings | If/Jump Stuff/Crossings 03/2003 | 47.5 | add 4.5% |
| Tactics | Tactics/Kinetics Price List 03/2003 | 47.5 | add 4.5% |
| Kinetics | Tactics/Kinetics Price List 03/2003 | 47.5 | add 4.5% |
| Rush on above | Rush Price List 04/2004 | 37.5 | add 4.5% |
| IF Towers | If/Jump Stuff/Crossings 03/2003 | 57 | add 4.5% |
| IF Files | If/Jump Stuff/Crossings 03/2003 | 57 | add 4.5% |
| 950 Series Files | Casegoods, Files and Storage Price List 03/2003 | 57 | add 4.5% |
| Personal Storage Towers | Casegoods, Files and Storage Price List 03/2003 | 57 | add 4.5% |
| Places Freestanding Steel | Casegoods, Files and Storage Price List 03/2003 | 57 | add 4.5% |
| Rush on above | Rush Price List 04/2004 | 47 | add 4.5% |

| Product Line | Price Book and Date | | End User |
|---------------------------------|--|------|----------|
| X-Files | X-Files Price List 01/2004 | 64.5 | add 4.5% |
| Enhanced Premise | Enhanced Premise Price List 03/2003 | 64.5 | add 4.5% |
| Enhanced Premise | Transitional Price List 03/2003 | 64.5 | add 4.5% |
| IF | If/Jump Stuff/Crossings 03/2003 | 64.5 | add 4.5% |
| Rush on above | Rush Price List 04/2004 | 54.5 | add 4.5% |
| Premise Freestanding | Enhanced Premise Price List 03/2003 | 55 | add 4.5% |
| Rush on above | Rush Price List 04/2004 | 45 | add 4.5% |
| Sherbrook | Executive Casegoods and Tables 03/2003 | 47.5 | add 4.5% |
| Orlando | Executive Casegoods and Tables 03/2003 | 47.5 | add 4.5% |
| Tripoli | Executive Casegoods and Tables 03/2003 | 47.5 | add 4.5% |
| Varia | Executive Casegoods and Tables 03/2003 | 47.5 | add 4.5% |
| Places Wood Casegoods | Executive Casegoods and Tables 03/2003 | 47.5 | add 4.5% |
| Nottingham | Executive Casegoods and Tables 03/2003 | 47.5 | add 4.5% |
| Vancouver | Executive Casegoods and Tables 03/2003 | 47.5 | add 4.5% |
| Conference tables | Executive Casegoods and Tables 03/2003 | 47.5 | add 4.5% |
| Rush on above | Rush Price List 04/2004 | 37.5 | add 4.5% |
| Anderson Hickey | Anderson Hickey Price List 01/2004 | 54 | |
| Anderson Hickey Nvision | Anderson Hickey Nvision Price List 04/2004 | 55 | |
| Anderson Hickey Tailgate | Anderson Hickey Price List 01/2004 | 57 | |
| Nova | Nova Office Solutions Notations 05/2003 | 40 | |
| | Nova Learning Solutions 01/2003 | | |
| | Retrofit Kit Price Book 2003 | | |
| Trendway Choices | Choices Price List 08/2004 | 54 | |
| Trendwall | Trendwall Price List 05/2004 | 50 | add 7% |
| Global | Global Price list 04/15/04 | 54 | |
| Global Evolve | Global Price list 2004 | 54 | |
| Global Tailgate Delivery | Global Price list 04/15/04 | 57 | |

SYSFURN02E
CAPITOL BUSINESS INTERIORS

| Vendor/Contract Number/Contact Information | Manufacturer | Model/Line/ Product | Catalog Identifier | Discount % |
|--|--------------|--|--|-----------------------------|
| Capitol Business Interiors SYSFURN02E | Haworth | Systems Seating, Catalyst, Accolade, | Transitional Price List 3/2003 (+4.5%) | 62% Rush Order 52% |
| Keili Bragg 343-7551 | Haworth | Comforto 28 Non-wood, Monaco, System 58, Tas | Seating Price List 3/2003(+4.5%) | 62% Rush Order 52% |
| Hourly Rate: 25.00 | Haworth | Improv, System 12, System 28 Wood, X-99 | Seating Price List 3/2003(+4.5%) | 57% Rush Order 47% |
| NEW CATALOG INCLUDED | Haworth | Improv Tag Seating | Improv Tag Seating Price List 5/2004 (+4.5%) | 57% Rush Order 47% |
| | Haworth | Kinetics Seating | Seating Price List 3/2003(+4.5%) | 47.5% Rush Order 47% |
| NEW CATALOG INCLUDED | Haworth | Hello Seating | Hello Seating Price List 10/2003 add (+4/5%) | 47% Rush Order 37.5% |
| | Haworth | Wood Seating | Seating Price List 3/2003(+4.5%) | 47% Rush Order 37.50% |
| | Haworth | Wood Seating | Transitional Price List 3/2003 (+4.5%) | 47% Rush Order 37.50% |
| | Haworth | Lounge Seating | Seating Price List 3/2003(+4.5%) | 47% Rush Order 37.50% |
| | Haworth | Lounge Seating | Transitional Price List 3/2003 (+4.5%) | 47% Rush Order 37.50% |

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CAPITOL BUSINESS INTERIORS

| Vendor/Contract Number/Contact Information | Manufacturer | Model/Line/ Product | Catalog Identifier | Discount % |
|--|--------------|-----------------------|--|-------------------------------|
| | Haworth | Look | Seating Price List 3/2003(+4.5%) | 47% Rush Order 37.50% |
| | Haworth | To Do Lounge | To Do Lounge Price List 05/2004 (+4.5%) | 47% Rush Order 37.50% |
| | Haworth | Unigroup Non-Wood | Unigroup Price List 3/2003(+4.5%) | 68% Rush Order 58% |
| | Haworth | Places Non-Wood | Places Price List 3/2003(+4.5%) | 68% Rush Order 58% |
| | Haworth | Unigroup Full-Wood | Unigroup Price List 3/2003(+4.5%) | 47.5% Rush Order 37.50% |
| | Haworth | Places Full-Wood | Places Price List 3/2003(+4.5%) | 47.5% Rush Order 37.50% |
| NEW CATALOG INCLUDED | Haworth | Race | Race 3/2003 (+4.5%) | 47.5% Rush Order 37.5% |
| | Haworth | Jump Stuff, Crossings | If/Jump Stuff/Crossings 03/2003 (+4.5%) | 47.5% Rush Order 37.5% |
| | Haworth | Lock program | Lock Program Price List 03/2003 (+4.5%) | 47.5% Rush Order 37.5% |
| | Haworth | Tactics, Kinetics | Tactics/Kinetics Price List 3/2003 (+4.5%) | 47.5% Rush Order 37.5% |

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| Vendor/Contract Number/Contact Information | Manufacturer | Model/Line/ Product | Catalog Identifier | Discount % |
|--|--------------|---|---|----------------------------------|
| | Haworth | IF Towers, IF Files | If/Jump Stuff/Crossings 03/2003 (+4.5%) | 57% Rush Order 47% |
| | Haworth | 950 Series Files, Personal Storage Towers, Places Freestanding Steel | Casegoods, Files & Storage Price List 03/2003 (+4.5%) | 57% Rush Order 47% |
| NEW CATALOG INCLUDED | Haworth | X-Series Files & Storage | X-Series Files & Storage Price List 01/2004 (+4.5%) | 64.5% Rush Order 54.5% |
| | Haworth | Enhanced Premise | Enhanced Premise Price List 3/2003; (+4.5%) | 64.5% Rush Order 54.5% |
| | Haworth | Enhanced Premise | Transitional Price List 3/2003 (+4.5%) | 64.5% Rush Order 54.5% |
| | Haworth | IF | If/Jump Stuff/Crossings 03/2003 (+4.5%) | 64.5% Rush Order 54.5% |
| | Haworth | Premise Freestanding | Enhanced Premise Price List 03/2003 (+4.5%) | 55% Rush Order 45% |
| | Haworth | Sherbrook, Orlando, Tripoli, Varia, Places Wood Casegoods, Nottingham, Vancouver, Conference Tables | Executive Casegoods and Tables 3/2003(+4.5%) | 47.5% Rush Order 37.5% |

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| Vendor/Contract Number/Contact Information | Manufacturer | Model/Line/ Product | Catalog Identifier | Discount % |
|--|-----------------|--------------------------|--|------------|
| NEW CATALOG INCLUDED | Anderson Hickey | Anderson Hickey | Anderson Hickey Price List 1/1/2004 | 54% |
| NEW CATALOG INCLUDED | Anderson Hickey | Anderson Hickey NVison | Anderson Hickey Nvision Price List 4/1/2004 | 55% |
| | Anderson Hickey | Anderson Hickey Tailgate | Anderson Hickey Price List 1/2004 | 57% |
| NEW CATALOG INCLUDED | Nova | Nova | Nova Office Solutions Price Book PLO18,5/2003 | 40% |
| NEW CATALOG INCLUDED | Nova | Nova | Nova Learning Solutions Price Book PLO10, 1/2003 | 40% |
| NEW CATALOG INCLUDED | Nova | Nova | Nova Retrofit Kit Price Book PLO16, 2/2003 | 40% |
| NEW CATALOG INCLUDED | Trendway | Trendway Choices | Choices Price List PL250 8/1/2004 | 54% |
| NEW CATALOG INCLUDED | Trendway | Trendwall | Trendwall Price List PL240 5/1/2004 (+7%) | 50% |
| NEW CATALOG INCLUDED | Global | Think Global | Global Price List 4/15/2004 | 54% |
| NEW CATALOG INCLUDED | Global | Global Evolve | Global Evolve Price List 5/1/2004 | 54% |
| | Global | Global Tailgate Delivery | Global Price List 4/15/2004 | 57% |



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CHANGE ORDER
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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.

I N V O I C E T O

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

V E N D O R

*709040519 304-343-7551
 CAPITOL BUSINESS INTERIORS
 711 INDIANA AVENUE
 CHARLESTON WV 25302

S H I P T O

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

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

| DATE PRINTED | | TERMS OF SALE | | FEIN/SSN | | FUND | |
|--------------|---------------|---------------|---|----------------------------------|------------|----------------|-------|
| 09/10/2004 | | NET 30 | | 550422766 | | | |
| 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: SYSFURN02E | | | | |
| LINE | CATNO | ITEM | NUMBER | DESCRIPTION | | QTY | DATE |
| 0001 | | 425-94 | | OFFICE FURNITURE, PANEL SYSTEMS, | | CH | _____ |
| | | | 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