



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
 00

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

**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

SHIP TO

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

AGENCY COPY

DATE PRINTED 08/14/2002	TERMS OF SALE NET 30	FEIN/SSN 550422766	FUND
SHIP VIA BEST WAY	FOB DESTINATION	FREIGHT TERMS PREPAID	ACCOUNT NUMBER MUL-MUL

LINE	QUANTITY DELIVERY DATE	UOP CAT. NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
BLANKET PURCHASE ORDER					
THIS CONTRACT COVERS THE FOLLOWING:					
MFG/MODEL/LINE/PRODUCT	CATALOG IDENTIFIER	DISCOUNT	WV State Purchasing Division Administration Unit Certified Encumbered AUG 22 2002 <i>Amy Fairchild</i>		
HAWORTH/SYSTEMS SEATING CATALYST, ACCOLADE, COMFORTO 28 NON-WOOD MONACO, SYSTEM 58, TAS	SEATING 01/2002	62% RUSH 52%			
HAWORTH/IMPROV, SYSTEM 12, SYSTEM 28 WOOD, X-99	SEATING 01/2002	57% RUSH 47%			
HAWORTH/WOOD/LOUNGE SEATING, SIT 10	SEATING 01/2002	47.50% RUSH 37.50%			
HAWORTH/UNIGROUP NON-WOOD TRIM, PLACES NON-WOOD	UNIGROUP 07/2001 PLACES 11/2000	68% RUSH 58%			
HAWORTH/PLACES FULL WOOD UNIGROUP FULL WOOD	PLACES 11/2000 UNIGROUP 07/2001	47.5% RUSH 37.			
	07/2001				

APPROVED FOR
 ONE FISCAL YEAR
 APPROVAL AS TO FORMS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

OPEN END
TOTAL

James C. Wayfield

BETTY FRANCISCO 304-558-0468
 BY *Betty Francisco* 8/16/02
 PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

**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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08/14/2002		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				
	HAWORTH/CLOCKWORKS		CLOCKWORKS 05/01	58%			
	HAWORTH/RACE		RACE 03/2002	57.5%			
	JUMP STUFF		JUMP STUFF 11/2000 RUSH	37.5%			
	LOCK PROGRAM		LOCK PROGRAM 11/2000				
	CROSSINGS		CROSSINGS 11/2000				
	TACTICS		TACTICS 11/2000				
	KINETICS		KINETICS 11/2000				
	HAWORTH/IF TOWERS, 950 SERIES FILES,		IF DRAFT 02/2001	57%			
			STORAGE TOWERS	RUSH 47%			
			03/2002				
	STORAGE FILES, STORAGE TOWERS, PLACES FREESTANDING STEEL		CASEGOODS/FILES/ STORAGE 11/2000				
	HAWORTH/ENHANCED PREMISE PREMISE, IF		ENHANCED PREMISE 11/2000;	64.5%			
			PREMISE 11/2000, IF DRAFT	RUSH 54.5%			
	HAWORTH/PREMISE FREESTANDING		ENHANCED PEMISE 11/2000	55%			
				RUSH 45%			
	HAWORTH/SHERBROOK, ORLANDO, TRIPOLI, VARIA, PLACES WOOD		VANCOUVER BY SMED 10/2001	47.5%			
			EXECUTIVE CASEGOODS	RUSH 37.5%			

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	CASEGOODS, VANCOUVER, TABLES	NOTTINGHAM CONFERENCE	06/2002				
	ANDERSON HICKEY/NVISION (NON-ACOUSTICAL)		NVISION 10/01	55%			
	ANDERSON HICKEY		ANDERSON HICKEY 01/2002	54%			
	ANDERSON HICKEY		ANDERSON HICKEY 01/2002 (FOR DROP SHIPMENTS)	57%			
	ECK ADAMS/ALL		ECK ADAMS 03/00	50%			
	NOVA 80/85/88		NOVA 01-2001	40%			
	TRENDWAY/CHOICES 2		CHOICES 2 07/01	54%			
	TRENDWAY/SEATING		SEATING 02/02	54%			
	TRENDWAY		TRENDWAY 04/01	50%			
	GLOBAL		DECEMBER 1, 2001	54%			
	GLOBAL (DROP SHIP)		DECEMBER 1, 2001	57%			
0001		JB		.00000			

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LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE		AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
	08/01/2002		425-94				
	OFFICE FURNITURE, PANEL SYSTEMS, CHAIRS, ETC.						
	THIS CONTRACT IS TO PROVIDE FURNITURE TO ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS. THE STATE OF WEST VIRGINIA DEPARTMENT OF CORRECTIONS IS AUTHORIZED TO FURNISH AND SUPPLY OFFICE FURNITURE TO THE STATE AGENCIES. IT IS NOT THE INTENT OF THIS CONTRACT TO SUPERCEDE THE RIGHTS OF THE DEPARTMENT OF CORRECTIONS. ALL STATE AGENCIES ARE TO CONTACT THE WV DEPARTMENT OF CORRECTIONS, PRISON INDUSTRIES TO DETERMINE IF THE SAME OR SIMILAR ITEM IS AVAILABLE FROM THE DEPARTMENT OF CORRECTIONS.						
	CONTACT INFORMATION: THE CONTACT FOR THIS CONTRACT IS KELLI BRAGG AT 304 343-7551; FAX NUMBER IS 304-346-3350; E-MAIL ADDRESS: KBRAGG@NTELOS.NET						
	CATALOGS SHALL BE FURNISHED AT NO CHARGE. VENDOR IS TO RESPOND TO CALLS AND INQUIRIES WITHIN THREE (3) BUSINESS DAYS OF THE INITIAL CONTACT BY THE AGENCY. A DETAILED DESIGN AND A PRICE QUOTE MUST BE SUBMITTED TO AND APPROVED BY THE AGENCY PRIOR TO ISSUING A RELEASE ORDER. THE VENDOR SHALL BE RESPONSIBLE FOR VERIFICATION OF COMPONENT QUANTITIES AND SIZES AS SET FORTH. DESIGN CHARGES MAY BE BILLED AT \$30.00/HOUR WITH A MAXIMUM DESIGN FEE OF \$500. THIS FEE MUST BE						

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	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
	APPROVED BY THE ORDERING AGENCY.						
	RECONFIGURATION CHARGES ARE TO BE BILLED AT \$25.00 PER HOUR. THESE CHARGES MUST BE REVIEWED AND APPROVED BY THE AGENCY FOR WHOM THE WORK IS BEING DONE.						
	THE SPECIFICATIONS ENTITLED "STATEWIDE CONTRACT SPECIFICATION FOR OFFICE FURNITURE" DATED JUNE 17, 2002, AND AMENDED BY ADDENDUM DATED JULY 5, 2002, ARE ATTACHED HERETO AND MADE A PART HEREOF.						
	THE DISCOUNT PRICES INCLUDE DELIVERY AND INSTALLATION. ALL ITEMS ARE TO BE FULLY ASSEMBLED AND INSTALLED ON-SITE IN THE LOCATION DETERMINED BY THE AGENCY. THE VENDOR SHALL CHECK FOR DAMAGE, CLEAN AND ADJUST ALL FURNITURE SYSTEMS, AND MUST REMOVE ALL DEBRIS FROM THE PREMISES. ANY ITEM FOUND TO BE DAMAGED OR OTHERWISE UNACCEPTABLE SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE AGENCY. DEBRIS AND PACKING MATERIALS ARE TO BE PROPERLY DISPOSED OF BY THE VENDOR AT ITS EXPENSE AND SHALL NOT BE LEFT AT THE JOB SITE.						
	ALL EQUIPMENT FURNISHED IN CONJUNCTION WITH THIS CONTRACT SHALL BE NEW. REFURBISHED AND/OR REFINISHED EQUIPMENT SHALL NOT BE ACCEPTABLE. AN INSTALLATION SHALL BE TAKEN TO MEAN ALL COMPONENTS, TOOLS,						

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	HARDWARE, LABOR, ETC. NECESSARY TO PROVIDE A COMPLETE INSTALLATION.						
	ORDERING PROCEDURE: ORDERS \$100,000 OR LESS: STATE AGENCIES SHALL ISSUE A WV-39, BLANKET RELEASE ORDER, TO THE CONTRACT VENDOR FOR THE DESIRED ITEM(S), IN ACCORDANCE WITH THE TERMS OF THE CONTRACT.						
	PURCHASES IN EXCESS OF \$100,000 WILL BE REVIEWED BY THE PURCHASING DIVISION. AT THE DISCRETION OF THE DIRECTOR OF PURCHASING, OR HIS DESIGNEE, THESE REQUIREMENTS MAY BE BID.						
	EXHIBIT 3						
	LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AUGUST 12, 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 TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.						
	UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE						

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LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
	IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.				
	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.				
	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.				
	OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY 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.)				
	QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE				

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<p>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 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>					

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