



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.
 SYSFURN02M

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
 1

**SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS**

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

VENDOR
 *113111645 216-556-8014
 STEELCASE INC
 1301 EAST 9TH ST
 SUITE 2900
 CLEVELAND OH 44114 44114

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
08/25/2003		NET 30		380819050			
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 #01			AGENCY COPY	
	TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS. PRICE BOOKS REPLACED PER THE ATTACHED LIST. EFFECTIVE DATE OF RENEWAL: 08/12/2003 THROUGH 08/11/2004 RENEWALS REMAINING: 1 -----NO ADDITIONAL CHANGES-----						
						WV State Purchasing Division Administration Unit Certified Encumbered SEP 12 2003 <i>Jenkins</i>	
					PREVIOUS PO TOTAL==>		.00
					PO INCREASE =====>		.00
						OPEN END	
						TOTAL	

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

**APPROVED FOR
 ONE FISCAL YEAR**
[Signature]
 APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BETTY FRANCISCO 304-558-0468
 BY *[Signature]* 9/5/03
 PURCHASING DIVISION AUTHORIZED SIGNATURE

**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.

SYSFURN02M - Steelcase

Notes	LINE	CATALOG	DISCOUNT
	Avenir	Price List 156/Dated 05/03	57%
	Series 9000	Price List 156/Dated 05/03	57%
1	Task Lighting (LSH24KF & LSH48KF)	Price List 156/Dated 05/03	57%
	900 Vertical & Lateral Files	Price List 156/Dated 05/03	57%
	Answer**	Price List 156/Dated 05/03	54%
2	Kick***	Price List 156/Dated 05/03	52%
	Steel Seating*	Price List 156/Dated 05/03	52%
3	Balance of Steel Storage*	Price List 156/Dated 05/03	52%
4	Steel Desks & Tables*	Price List 156/Dated 05/03	52%
	Context	Price List 156/Dated 05/03	52%
	Ellipse	Price List 156/Dated 05/03	50%
	Montage**	Price List 156/Dated 05/03	50%
	Universal Worksurfaces	Price List 156/Dated 05/03	54%
5	Activity Products	Price List 156/Dated 05/03	50%
	Steelcase Wood* Casegoods, Seating, Tables, Elective Elements, Relevant	Price List 156/Dated 05/03	45%
	Turnstone (Excludes Nest & New Products)	Price List 156/Dated 05/03	44%

1. Task Lighting – these are included in Avenir and Series 9000
2. Kick – is included in Turnstone
3. Balance of Steel Storage – is included in the Storage Catalog
4. Steel Desks & Tables – depending on model and style – can be found in: Avenir, Series 9000 and Turnstone
5. Activity Products – some of the products are included in the storage catalog, for others refer to the product information CD



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LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: SYSFURN02M							
LINE	CATNO	ITEM NUMBER	DESCRIPTION		QTY	DATE	
0001	425-94		OFFICE FURNITURE, PANEL SYSTEMS, CH				
SIGNATURE _____				DATE _____			
						TOTAL	

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

BETTY FRANCISCO

304-558-0468

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BY _____
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