

Purchase Order



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

PURCHASE ORDER NO.
 SYSFURN07J

PAGE
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CORRECT PURCHASE ORDER NUMBER
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 QUESTIONS CONCERNING THIS PUR-
 CHASE ORDER SHOULD BE DIRECTED
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

AGENCY COPY

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

*329155053 06 513-714-5062
 BUSINESS INTERIORS BY STAPLES
 5443 DUFF DRIVE
 CINCINNATI OH 45246

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
01/27/2010		NET 30		042896127			
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				
BLANKET OPEN-END STATEWIDE CONTRACT TO RE-ISSUE SYSFURN07D DUE TO CORPORATE EXPRESS INC. BEING ACQUIRED BY BUSINESS INTERIORS BY STAPLES. FROM: CORPORATE EXPRESS, INC. TO: BUSINESS INTERIORS BY STAPLES EFFECTIVE DATE: NOVEMBER 1, 2009 TO EXTEND THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT AND ALL AUTHORIZED CHANGE ORDERS. NO CHANGE IN CONTRACT TOTAL. EFFECTIVE DATE OF EXTENSION: 11/01/2009 THROUGH 05/31/2010							
0001		JB			.00000		
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input checked="" type="checkbox"/>						PURCHASING DIVISION CERTIFIED ENCUMBERED FEB 2 2010 <i>Beverly Toler</i>	
						OPEN END	
						TOTAL	

Henry A. Wayfield

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY *JO ANN ADKINS* 304-558-8802
 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, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
16. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE		AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
	05/31/2010		425-94				
OFFICE FURNITURE, PANEL SYSTEMS, CHAIRS, ETC.							
SEE THE ATTACHED LIST FOR CATALOGS/LINES BID AND DSICOUNTS THAT APPLY. CONTACT THE CONTRACT COORDINATOR FOR CATALOGS AND QUOTATIONS.							
IF EXPANDING CURRENT WORK AREA(S), AGENCIES SHOULD ISSUE A RELEASE ORDER TO THE VENDOR FOR ORDERS UNDER \$100,000. IF A NEW AREA IS TO BE FURNISHED, AGENCIES MUST OBTAIN A MINIMUM OF THREE BIDS FROM THE SYSFURN07 VENDORS. ORDERS UNDER \$100,000 ARE TO BE ISSUED DIRECTLY TO THE VENDOR. ALL ORDERS IN EXCESS OF \$100,000 SHALL BE SENT TO THE PURCHASING DIVISION FOR DECISION ON BIDDING AND ISSUING OF RELEASE ORDER, REGARDLESS OF WHETHER AN AGENCY IS FURNISHING A NEW AREA OR EXPANDING CURRENT SPACE.							
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, PRIOR TO ISSUING ORDERS TO SYSFURN07							
							TOTAL

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

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<p>VENDOR(S) .</p> <p>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.</p> <p>ALL ITEMS FURNISHED IN CONJUNCTION WITH THIS CONTRACT SHALL BE NEW. REFURBISHED AND/OR REFINISHED ITEMS SHALL NOT BE ACCEPTABLE. AN INSTALLATION SHALL MEAN MEAN ALL COMPONENTS, TOOLS, HARDWARE, LABOR, ETC. NECESSARY TO PROVIDE A COMPLETE INSTALLATION.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON NOVEMBER 1, 2009 AND EXTENDS TO MAY 31, 2010 OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL</p>							
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	DELIVERY DATE	CAT NO	ITEM NUMBER				
<p>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.</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 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</p>							
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<p>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>WV-39 IS NOT REQUIRED IF AGENCY IS USING P-CARD.</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</p>							
							TOTAL

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VENDOR RECORD

*329155053 06 513-714-5062
 BUSINESS INTERIORS BY STAPLES
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<p>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>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.</p>					
					TOTAL

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BY _____
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 ASSISTANT ATTORNEY GENERAL

304-558-4115



Dear Valued Vendor:

Staples' acquisition of Corporate Express (CE) in July, 2008 combined two of the world's best office products companies resulting in a global organization with expanded product and service offerings. Since the time of the acquisition, we have been working to integrate the companies into one business.

We are writing to inform you that on June 30, 2009, as a result of our integration, your reseller agreement with Corporate Express shall be assigned to Staples the Office Superstore, LLC ("Staples") – with such change, Corporate Express Business Interiors now will be known as Business Interiors by Staples. Soon after that date you shall start receiving purchase orders and payments under the Staples name. Although your invoices should continue to be sent as they are today, we ask that you change the CE name, subsidiaries to Staples.

If you are already doing business with Staples, you should already have the appropriate reseller's certificate. However, if you have until now been a CE-only vendor, please contact our Accounts Payable group via email at apservicedesk@staples.com or call 1-877-595-6401 to request the Staples reseller certificate.

We appreciate your cooperation in working with us through this transition. Please do not hesitate to contact Accounts Payable above if you have any questions

Sincerely,

Staples Financial Services Team

A large, stylized handwritten signature in black ink, which appears to read "Linda Guel", is written over the typed name of the Staples Financial Services Team.



JOE MANCHIN III
GOVERNOR

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
P.O. BOX 50130
CHARLESTON, WEST VIRGINIA 25305-0130

ROBERT W. FERGUSON, JR.
CABINET SECRETARY

DAVID TINCHER
DIRECTOR

September 10, 2009

Theresa Jewell
Corporate Express
5443 Duff Dr.
Cincinnati, OH 45246

Subject: SYSFURN07D

Dear Ms. Jewell:

The State of West Virginia is offering to extend subject contract under the same terms, conditions and pricing. The extension dates are November 1, 2009 through May 31, 2010. If your company agrees to this extension, please sign below and return the original to my attention as soon as possible.

Also attached is an **Affidavit** that is to be part of the purchase order and is required to be signed and dated.

Please call if you have any questions.

Very truly yours,

JoAnn Adkins / Senior Buyer
304/558-8802

Attachment

We agree to extend the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

Name/Signature

Title

10-8-09
Date

WV PURCHASING
DIVISION

2009 OCT 16 11:10:04

RECEIVED

ATTACHMENT A
SYSFURN07D
CORPORATE EXPRESS

Vendor/Contract Number/Contact Information	Manufacturer	Model/Line/ Product	Catalog Identifier	Discount %
CORPORATE EXPRESS				
SYSFURN07D			<u>List Order Size</u>	<u>E/U Discount from List</u>
Contract Coordinator:	ALLSTEEL	Systems and Casegoods 3/05/06	\$1 - \$50,000	57.3%
John J. Magrini III		Concensys	\$50,001 - \$100,000	57.3%
2228 City Gate Drive		Terrace	\$100,001 and Above	Negotiable
Columbus, OH 43219		Align 3/05/06		
		Reach 2/06/05		
Phone: 614-472-2130		Metal & Wood Casegoods 3/05/06		
Fax: 614-472-2001		Marbles		
		Get Set 2/06/05		
john.magrini@cexo.com		Tables 3/05/06		
Labor Rate: \$30/hr				
Design Fee: \$30/hr				
			<u>List Order Size</u>	<u>E/U Discount from List</u>
		Wood & Metal Casegoods 3/05/06	\$1 - \$50,000	52.0%
		Seating & Accessories 3/05/06		
		Executive Seating	\$50,001 - \$100,000	55.0%
		Raptor	\$100,001 and Above	Negotiable
		Tolleson Seating		
		Virage		
		Trooper		
		Pendulum		
		Energy		
		Get Set		
		SUM		
		Nimble		
		Special Seating Models		
		Ambition		
		Relate		
*NOTE: All items quoted are delivered and installed.				



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0001	425-94		OFFICE FURNITURE, PANEL SYSTEMS, CH		_____	_____	
		SIGNATURE	_____		DATE	_____	
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