



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:  
 SYSFURN07J

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:  
 1

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

INVOICE

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

## AGENCY COPY

ADDRESS

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

SHIP TO

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

| DATE PRINTED   | TERMS OF SALE                                 | FEIN/SSN      | FUND            |            |          |
|--|---|---------------|-----------------|------------|----------|
| 04/20/2010   | 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     |            |          |
| 0001   | 05/31/2010                                    |               | 425-94          |            |          |
|  | CHANGE ORDER # 01                             |               |                 |            |          |
|  | TO PROVIDE UPDATED CONTACT INFORMATION.       |               |                 |            |          |
|  | THERESA JEWELL                                |               |                 |            |          |
|  | 513-714-5062                                  |               | OFFICE          |            |          |
|  | 502-435-8205                                  |               | CELL            |            |          |
|  | OFFICE FURNITURE, PANEL SYSTEMS, CHAIRS, ETC. |               |                 |            |          |
|  | PREVIOUS PO TOTAL==>                          |               | OPEN            | END        |          |
|  | PO NET CHANGE (+)==>                          |               |                 |            |          |
| IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input checked="" type="checkbox"/> |   |               |                 |            | OPEN END |
|  |   |               |                 |            | TOTAL    |

PURCHASING DIVISION  
 CERTIFIED ENCUMBERED  
 MAY - 7 2010  
*Beverly Toler*

*George S. [Signature]*  
 APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY *Ann Adkins*  
 TO ANN ADKINS 304-558-8802  
*Chuck Bowman* 5/6/2010  
 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](http://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.



business interiors  
by Staples  
Midwest

2228 City Gate Drive  
Columbus, OH 43219

**Telephone**  
216-469-3789 cell

**Fax**  
330-523-3049

**Email**  
jon.rovniak@staples.com

April 19, 2010

Kelly Winebrenner  
State of West Virginia

Dear Kelly:

Thanks for taking the time to call me to get your contact person for office furniture purchases and specification assistance. Your contact is:

Theresa Jewell, Major Account Manager  
Business Interiors by Staples  
5443 Duff Drive  
Cincinnati, OH 45246  
513-714-5062 office  
502-435-8205 cell

This office will be moving in the next 6 to 8 months to a new facility, but her mail & cell # should still work even after the move. We will make sure you have our updated information as it becomes available.

Please feel free to contact me as well, if there are questions or additional information required.

Regards,

A handwritten signature in cursive script that reads "Jon A. Rovniak".

Jon A. Rovniak, Market Manager  
Business Interiors by Staples  
Central Midwest Division



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 Purchasing Division  
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| LINE  | CATNO         | ITEM NUMBER   | DESCRIPTION                         |               | QTY        | DATE           |  |
| 0001  | 425-94        |               | OFFICE FURNITURE, PANEL SYSTEMS, CH |               |            |                |  |
| SIGNATURE _____   |               |               | DATE _____                          |               |            |                |  |
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APPROVED AS TO FORM BY  
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BY \_\_\_\_\_  
 PURCHASING DIVISION AUTHORIZED SIGNATURE