



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.
 SYSFURN10E

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
 3

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

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

AGENCY COPY

VENDOR FOR
 *122142334 800-482-1616
 KIMBALL OFFICE INC
 1600 ROYAL ST MAIL CODE KO-222
 JASPER IN 47549-1022

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

| DATE PRINTED | | TERMS OF SALE | | FEIN/SSN | | FUND | | |
|--------------|---------------|---------------|---|---------------|------------|---|--|--|
| 04/10/2012 | | NET 30 | | 351688210 | | | | |
| 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 | | | | | |
| | | | TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS. | | | | | |
| | | | PROVIDE THE CURRENT AMENDED PRICE LIST. EFFECTIVE: 02/01/2012 | | | | | |
| | | | REVISE THE VENDOR CONTACT INFORMATION. | | | | | |
| | | | CONTACT NAME: TONJA L. BLACKGROVE | | | | | |
| | | | TELEPHONE: 800-482-1616 EXT. 8573 | | | | | |
| | | | FAX NUMBER: 812-634-3014 | | | | | |
| | | | EMAIL ADDRESS: KOGOV@LIMBALL.COM | | | | | |
| | | | EFFECTIVE DATE OF RENEWAL: 02/01/2012 THROUGH 01/31/2013 | | | | | |
| | | | RENEWALS REMAINING: 1 | | | | | |
| | | | PREVIOUS PO TOTAL==> | | OPEN END | | | |
| | | | PO NET CHANGE (+)==> | | | | | |
| | | | | | | PURCHASING DIVISION CERTIFIED ENCUMBERED | | |
| | | | | | | APR 17 2012 | | |
| | | | | | | <i>Beverly Toler</i> | | |
| | | | | | | OPEN END | | |
| | | | | | | TOTAL | | |

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE *See 4/10/12*

APPROVED FOR FISCAL YEAR
Dawn [Signature]

BY *[Signature]* BUYER 42 304-558-8802
 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, 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.html 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.
17. **ANTITRUST:** In accepting this purchase order or signing this contract with any agency for the State of West Virginia, the vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to vendor. Vendor certifies that this purchase order or contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law. Vendor further certifies that this purchase order or contract is in all respects fair and without collusion or fraud.

Kimball Office

1600 Royal Street
Jasper, IN 47549

p 800.482.1616
f 812.482.8300

Kimball Office is a unit of Kimball International

February 16, 2011

Dear Kimball Office Business Partner:

We continue to strengthen our commitment to you by placing an emphasis on quality, reliability and, most importantly, meeting your needs. Vital new product introductions, such as our unprecedented Surface Materials program, Villa™ and Enjoy™ lounge seating, and enhancements to Xsite® and Priority™ product lines, provide relevant solutions for the workplaces of today, and tomorrow. Our recent partnership with ecoScorecardSM also allows for easy documentation of sustainability information, and we just announced that all of our SCS Indoor Advantage certified seating products have moved from silver to gold.

Commodity costs continue to escalate; particularly in metals, transportation, and energy. Our ongoing aggressive variable cost productivity programs have helped minimize but not offset inflation.

This is to advise you that Kimball Office will increase list prices, effective April 4, 2011. The increase is approximately 3.6% overall. By price list and series, the adjustments are:

- **Hum. Minds at Work.® Price List:** 4% increase.
- **Systems and Metal Filing Price Lists:** 4% increase; Traxx® and Tiles 6%.
- **Casegoods Price List:** 3% increase on Definition®, Fluent®, Prevail®, Priority™, and Transcend®; 6% increase on Innsbruck™ & Osterley Park™, President™, Senator®, and Universal products.
- **Tables & Conferencing Solutions Price List:** 0% on Villa™ tables; 6% increase on Traditional and Innsbruck™ and Osterley Park™, 3% increase on all other table lines.
- **Seating Price List:** 0% increase on Enjoy™ and Villa™; 6% increase on Fit™; 4% increase on all other seating lines (including interstuhl®).
- **Perks® Price list:** 4% increase.
- **Kwik Office Price List:** Price adjustment follows the series as listed above.
- **Service Parts:** 6% increase.
- **Other:** 0% increase on all options such as lock cores, fabric upgrades, grommets, etc. Standard modification products will follow the price adjustment of the base series, as listed above.

Please contact your local Kimball Office Sales Representative with any questions.

Thank you for your continued support.

Sincerely,



Jeff Fenwick
Vice President, General Manager, Kimball Office
email: Jeff.Fenwick@kimball.com
phone: 800.482.8310

Form no. LIPLA ver.0211