



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.
WAN08A

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
2

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

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

AGENCY COPY

*323141320 304-757-6542
 ADVANCED TECHNICAL SOLUTIONS
 PO BOX 149
 SCOTT DEPOT WV 25560-0149

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

DATE PRINTED	TERMS OF SALE	FEIN/SSN	FUND		
06/17/2008	NET 30	550772695			
SHIP VIA	FOB	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 #02		
	<p>1. ORDERING PROCEDURES LESS THAN \$10,000:</p> <p>THE AGENCY MUST USE THIS CONTRACT FOR ALL PURCHASES OF THE COMMODITIES INCLUDED AND FOLLOW THE STATE'S PURCHASING GUIDELINES, WHICH REQUIRE THREE BIDS FOR ANY PURCHASE.</p> <p>AGENCIES WILL TELEPHONE, FAX OR EMAIL BID REQUESTS TO A MINIMUM OF THREE CONTRACT VENDORS. THE RECORD OF TRANSMISSION MUST BE MAINTAINED WITH THE AGENCY'S PROCUREMENT FILES FOR AUDITING PURPOSES. ELECTRONIC RESPONSES FOR THE VENDORS ARE ACCEPTABLE, BUT IF THE TOTAL OF THE RESPONSE EXCEEDS \$5,000, THE WINNING VENDOR MUST SUBMIT THE ORIGINAL SIGNED QUOTE TO THE AGENCY FOR PROCESSING. VENDORS WHO CHOSE NOT TO BID MUST RESPOND WITH A NO BID RESPONSE, WITHIN THE TIMEFRAME SPECIFIED.</p> <p>IF ALL QUOTES EXCEED THE \$10,000 LIMIT, THE BIDS WILL BE CANCELED AND THE SPECIFICATIONS WILL BE RE-BID USING THE SWC-IP BULLETIN BOARD.</p> <p>PREVIOUS PO TOTAL==> OPEN END PO NET CHANGE (+)==></p>				
					PURCHASING DIVISION CERTIFIED ENCUMBERED JUN 19 2008 <i>Beverly Toler</i>
					OPEN END
					TOTAL

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE *6/17/08*

Daunte Wayfield

JO ANN ADKINS 304-558-8802

BY *[Signature]*
 PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term 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.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. 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.
12. 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 may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

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



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VENDOR

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LINE	QUANTITY	UOP	VENDOR ITEM NO		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO	ITEM NUMBER				
	2. ALL REQUEST OVER \$10,000 MUST BE SUBMITTED TO: IP.BOARD@WV.GOV *****NO ADDITIONAL CHANGES*****						
0001	04/01/2008	EA	205-43		.00000		
	PERIPHERAL DEVICES AND ACCESSORIES, COMPUTER SYSTEM						
						TOTAL	

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

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 ASSISTANT ATTORNEY GENERAL

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE



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	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
			RECEIPT TICKET FOR PURCHASE ORDER:		WAN08A		
LINE	CATNO	ITEM NUMBER	DESCRIPTION		QTY	DATE	
0001	205-43		PERIPHERAL DEVICES AND ACCESSORIES,				
		SIGNATURE	_____		DATE	_____	
							TOTAL

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