



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

State of West Virginia
Centralized Request for Quote
Equipment

Proc Folder: 1459086

Doc Description: Addendum No 1 - Mail Inserter Machine (OT25001)

Reason for Modification:

Addendum No 1 is issued to
modify the bid opening date, and
to publish responses to question:

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2024-07-16	2024-07-25 13:3	CRFQ 0231 OOT2500000001	2

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code:

Vendor Name : Ricoh USA

Address : 5013

Street : Meredith Woods Road

City : Glen Allen

State : VA

Country : USA

Zip : 23060

Principal Contact : Stan Kirby

Vendor Contact Phone: 804-380-0141

Extension:

FOR INFORMATION CONTACT THE BUYER

Toby L Welch
(304) 558-8802
toby.l.welch@wv.gov

RECEIVED
2024 JUL 25 AM 11:35
WV PURCHASING
DIVISION

Vendor
Signature X

FEIN# 230334400

DATE July 24, 2024

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No 1 is issued for the following reasons:

1) To publish vendor questions with the Agency's response.

2) To modify the bid opening date from 7/18/24 to 7/25/24.

---no other changes---

INVOICE TODEPARTMENT OF
ADMINISTRATION
OFFICE OF TECHNOLOGY1900 KANAWHA BLVD E,
BLDG 5 10TH FLOOR

CHARLESTON

US

WV

SHIP TO

STATE OF WEST VIRGINIA

JOBSITE - SEE
SPECIFICATIONSNo City
US

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	4.1.1 - High-Speed Mail Inserting Machine	1.00000	EA	N/A	\$332,690.00

Comm Code	Manufacturer	Specification	Model #
44102100	Quadient	Production Inserter	DS-1200

Extended Description:

4.1.1 - High-Speed Mail Inserting Machine

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US

WV

SHIP TO

STATE OF WEST VIRGINIA

JOBSITE - SEE
SPECIFICATIONSNo City
US

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	4.1.2 - Cut-Sheet Feeder	1.00000	EA	N/A	Included in line 1

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description:

4.1.2 - Cut-Sheet Feeder

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY		STATE OF WEST VIRGINIA	
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR		JOBSITE - SEE SPECIFICATIONS	
CHARLESTON	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	4.1.3 - Postage Meter comments on page 7	1.00000	EA	N/A	N/A – see

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description:
4.1.3 - Postage Meter

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY		STATE OF WEST VIRGINIA	
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR		JOBSITE - SEE SPECIFICATIONS	
CHARLESTON	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	4.1.4 - Maintenance and Support - YR1	12.00000	MO	\$3285.75	\$39,429.00

Comm Code	Manufacturer	Specification	Model #
81112201	Quadient		DS-1200

Extended Description:
4.1.4 - Maintenance and Support - YR1
*Enter a monthly fee in the unit cost field and let the system automatically figure the yearly cost. For example, \$1.00 per month x 1 months = \$12.00 yearly cost.

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1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR		JOBSITE - SEE SPECIFICATIONS	
CHARLESTON	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	4.1.4 - Maintenance and Support - YR2	12.00000	MO	\$3285.75	\$39,429.00

Comm Code	Manufacturer	Specification	Model #
81112201	Quadient		DS-1200

Extended Description:

4.1.4 - Maintenance and Support - YR2

*Enter a monthly fee in the unit cost field and let the system automatically figure the yearly cost. For example, \$1.00 per month x 12 months = \$12.00 yearly cost.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY		STATE OF WEST VIRGINIA	
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR		JOBSITE - SEE SPECIFICATIONS	
CHARLESTON	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	4.1.4 - Maintenance and Support - YR3	12.00000	MO	\$3285.75	\$39,429.00

Comm Code	Manufacturer	Specification	Model #
81112201	Quadient		DS-1200

Extended Description:

4.1.4 - Maintenance and Support - YR3

*Enter a monthly fee in the unit cost field and let the system automatically figure the yearly cost. For example, \$1.00 per month x 12 months = \$12.00 yearly cost.

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1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR		JOBSITE - SEE SPECIFICATIONS	
CHARLESTON	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	4.1.4 - Maintenance and Support - YR4	12.00000	MO	\$3285.75	\$39,429.00

Comm Code	Manufacturer	Specification	Model #
81112201	Quadient		DS-1200

Extended Description:
4.1.4 - Maintenance and Support - YR4
*Enter a monthly fee in the unit cost field and let the system automatically figure the yearly cost. For example, \$1.00 per month x 12 months = \$12.00 yearly cost.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY		STATE OF WEST VIRGINIA	
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR		JOBSITE - SEE SPECIFICATIONS	
CHARLESTON	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	4.1.5.6 - Shipping, Installation, and Training	1.00000	EA	Included in line 1 cost	

Comm Code	Manufacturer	Specification	Model #
78121603			

Extended Description:
4.1.5.6 - Shipping, Installation and Training
Lump sum pricing. Enter total amount in the unit price field.
Please see section 4.1.5 of the specifications

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Questions are due by 3:00 p.m.	2024-07-12

	Document Phase	Document Description	Page
OOT250000000 1	Final	Addendum No 1 - Mail Inserter Machine (OT25001)	6

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

Ricoh additional comments

- We acknowledge that we can meet and or exceed all requirements of the RFQ
- Ricoh / Quadient is providing as part of our solution a interface that works with either a Pitney Bowes meter that WV OIT already has or they can purchase a new one directly from Pitney Bowes. The interface allows for communication between the Quadient inserter and Pitney Bowes Business Manager.

GENERAL TERMS AND CONDITIONS:

- 1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
- 2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
 - 2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.
 - 2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
 - 2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
 - 2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
 - 2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☐ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of _____. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☒ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within 120 calendar days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☒ the contract may be renewed for Four (4) successive One (1) year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☐ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. 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.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☒ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☒ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

☐☐☐☐

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of: \$1,000,000 per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☐

☐

☐

☐

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it 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 www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor 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. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of 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.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Stan Kirby - Production Print Specialist
(Address) 5013 Meredith Woods Rd Glen Allen VA 2306
(Phone Number) / (Fax Number) 804 380 0141
(email address) Stan.Kirby@Ricoh-USA.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this 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; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Ricoh
(Company)
Chris Kersey
(Signature of Authorized Representative)
(Printed Name and Title of Authorized Representative) (Date)
757-285-8379
(Phone Number) (Fax Number)
Christopher.Kersey@Ricoh-USA.com
(Email Address)



RICOH
imagine. change.

BUSINESS CASE

Production Inserting Solution

Prepared for: **State of West Virginia**

Proposal date: **July 25, 2024**

Valid until: **December 31, 2024**

Submitted by: **Larry Hochman
Stan Kirby
Ron Watts
Frank Shoaf
Jeff Krause – Senior Manager, NORAM Production Mail**



quadi⁷ent



Process Improvements

New Technologies & Enhanced Capabilities

- **Productivity.** The DS-1200 productivity features include maximum cycle speeds of up to 12,000 filled envelopes per hour and maximum accumulation speeds up to 32,000 sheets per hour. A state-of-the-art Mobile Trolley System (each trolley holds 5,000 documents) will roll right up to your printer for “One-touch” loading and secure transportation into inserter.
- **Security and Integrity.** The DS-1200 offers the highest level of security and integrity in the industry. The DS1200’s “integrated integrity” records each movement of every page and every set of documents as they securely travel through the system. It also alerts the operators of any possible issues as they occur. The system always knows exactly where everything is at all times.
- **User-Friendly Design.** The simple Windows™-based, touch-screen operating system controls a host of fully automatic settings that include fold plates, track, envelope setup and separator adjustments. This high level of automation dramatically reduces operator errors and boosts Productivity. Simply touch to tell the system what to do and most of the necessary adjustments happen automatically facilitating the **fastest job changeover** in the industry (about 30 seconds).
- **Flexibility.** Configurable with up to 16 stations, the DS-1200 is totally modular and can store an unlimited number of pre-set applications in the on-board PC. Available choices for paper and envelope sizes cover a wide range, as does the support for insert sizes and thicknesses. The system is upgradeable one feeder at a time, and can be configured with as many in-line folders as required. It also has in-line metering, stamp affixing, Dynamic Envelope Printing and matching capabilities.
- **Low Maintenance.** The DS-1200 has been engineered to maximize uptime by virtue of the system’s precision diagnostics capabilities accessible through the touchscreen user interface. Coupled with its modular design, DS-1200 is a low maintenance, high uptime document finishing solution.

The DS-1200 combines the speed and productivity of production folder inserter systems with the flexibility and user-friendly features of desktop models. This equates to unparalleled efficiencies, cost effectiveness and time savings.



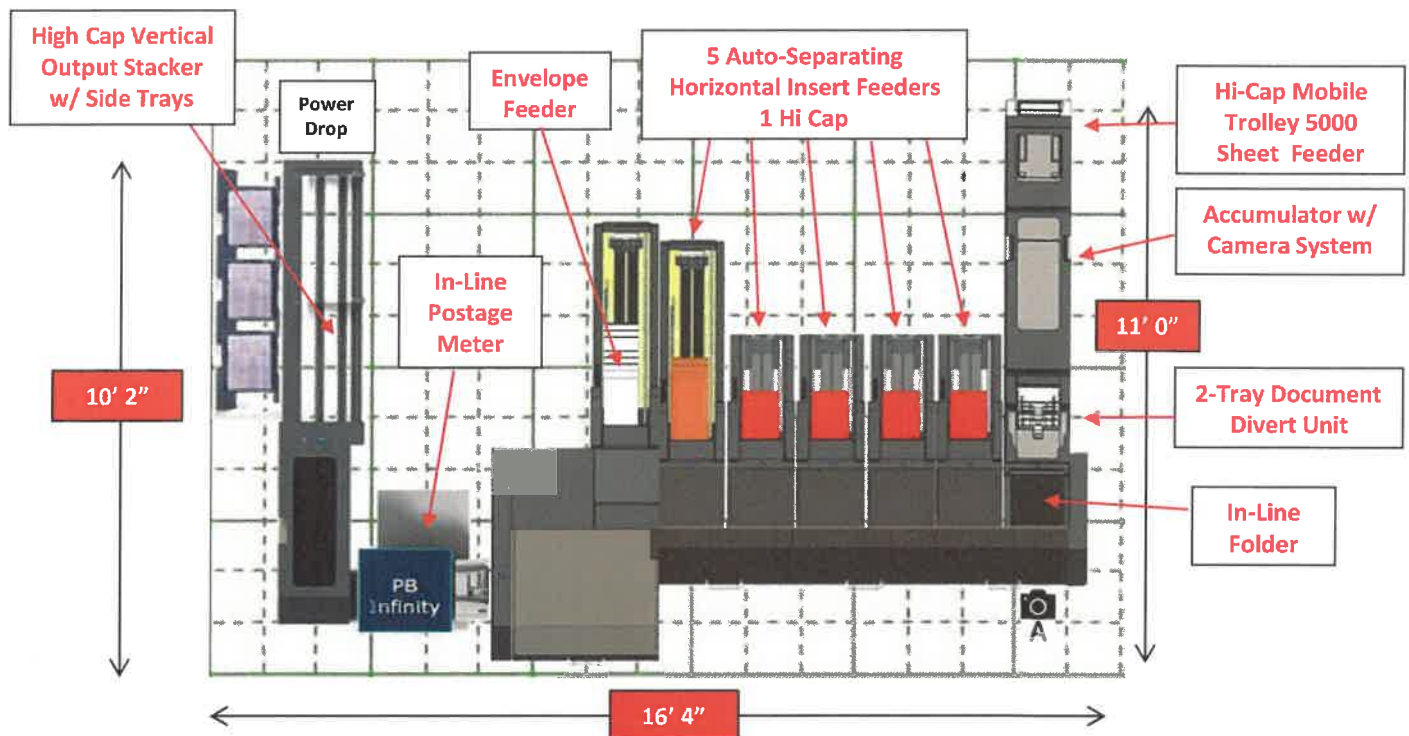


Quadient Solution Configuration



DS-1200 "G4i" 6-Station Folder Inserter System:

- Up to 12K/hr inserting speed (operator adjustable). 32K/hr document accumulation speed.
- High Speed Accumulator to read/assemble variable multiple pages together prior to folding equipped with a barcode scanner capable of reading both 1D & 2D barcode schemes.
- 1 Hi-Cap Folder (5,000 sheet capacity, 2 Mobile Trolleys for 10K capacity) to securely transport, and smoothly feed & fold documents in-line connected to the main channel Document Accumulator
- 5 Insert Feeders for items that don't require folding (i.e. BRE, buck slip, etc.). 1 Feeder is our High-Cap 40" Horizontal Belt.
- Conveyors for envelopes and insert feeders - can be reloaded on-the-fly and sheet feeder features "plug & play" mobile trolley system. Trolley's roll to printer for *1-Touch Loading* and then roll right into DS-1200 for secure document transportation!
- Unlimited programmable jobs automate most all system job changeovers (i.e. track, envelope size, separation, fold size, etc.) for the easiest job changeover (30 seconds) in the industry! Mechanical Operator not required.
- Vertical Output Stacker stacks filled envelopes and can be controlled intelligently to stack in separate lines (i.e. USPS postal tray breaks, etc.) complete w/divider paddles for unloading on-the-fly and Mail Tray Shelves attached to conveyor stacker.
- In-Line Postage Meter applies postage as needed on the fly (Pitney Bowes Infinity meter interface quoted – meter not included)
- AIMS-1000 Software provides the ability to process both file based and direct connect jobs.



- Please Allow approximately 3' on all sides for system accessibility. All Operation and Controls are on the same side.



Power Requirements

DS-1200 G4i

- The Quadient DS-1200 system comes with an attached NEMA L6–30 P plug power cord. A corresponding outlet with a NEMA L6–30 R style receptacle is required and must be installed by the customer.
- Voltage supplied should be 208 VAC single phase.
- A dedicated circuit is recommended, wired and protected to 30 amps.
- The DS-1200 main power cord is approximately 9' in length. If permissible by state electrical codes, we recommend a SJ 10/3 flexible cord dropped from the ceiling. This cord should be fitted with a L630 RCC connector and placed at the end of the DS-1200's envelope stacker with an additional 5' of slack.
- If a solid pole is desired, a L630 R receptacle will be needed. Be aware that this approach requires exact placement of the pole. Our recommendation of the flexible SJ cord allows more flexibility in the placement and movement of the system.
- Please consult with Quadient USA if you require further clarification or additional information regarding the above options.



Postage Meter, DEP and/or AIMS Base Station

- If connected to your DS-1200 system, the postage meter, DEP PC or AIMS Base Station utilizes a standard 110 power cord.
- The corresponding outlet required is a standard 110 VAC/15 amps grounded receptacle. A Power Strip is recommended for AIMS Base Station.
- Location of this outlet should be right next to or near the DS-1200 output.
- When the postage meter is part of configuration, all power can drop in back of meter base.
- If the AIMS Base Station is part of solution then power placement at end of envelope conveyor.
- An analog phone line (fax line) is required for postage meter resetting (also in back of meter base).





Operating Conditions

Maximum Heat Output (BTU/hour)

Rated current x Rated Volts x 3.412
(11,222 BTU/hour for typical configuration)

Maximum Heat Output (Watts)

Rated Current x Rated Volts
(3.289 kW for typical configuration)

Operating Temperature

64 - 82 deg F

Operating Humidity

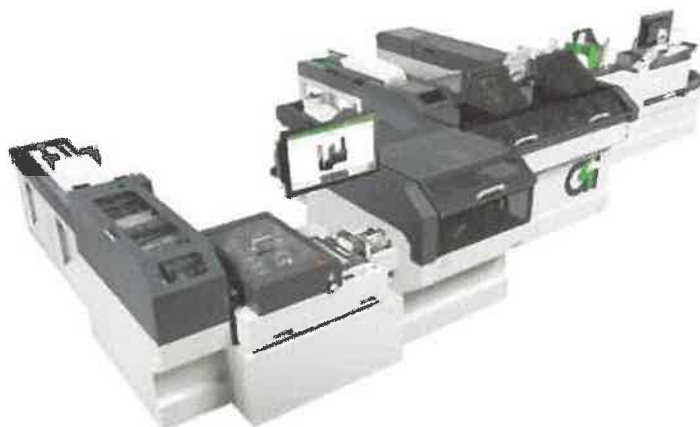
30 - 80% RH

Noise Level

Without collator: less than 78dBA, measured at 63" height, 39" from cover where noise level is at its highest. Measurement with collator: < 81dBA. Measurements taken using averaging of peaks. Leq (8) 79dBA Leq (8) is lower than the first action level required by: Europe - Fiscal Agents (Noise) Directive 2003/10/C UK - Health & Safety. The Control of Noise at Work Regulations 2005 statutory instruments 2005 No. 1643.

Important Notes:

- All stationery should be allowed to acclimatize near the machine for at least 24 hours before use to prevent rapid absorption of moisture in the material, or condensation forming on the machine. Failure to acclimatize the material may cause pre-gumming of envelopes or impair machine performance.
- The machine will function with humidity levels lower than 30% RH, but high levels of static may be generated, impairing machine performance
- The machine will function with humidity levels higher than 80% RH, but moisture absorption into the material may impair machine performance.
- Condensation must not be present under any circumstances.
- To ensure safe operation and provide for maintenance access, a minimum of 3 feet of free space should be available between any part of the machine and a wall or other structure.
- The machine will function in temperature levels above 82 deg F and below 64 deg F. Temperature levels outside these limits may impair the machine's performance.
- Material processed directly from laser printers may have high levels of static causing material to stick together. If double feeding occurs, then Hi-Grip separators may be required for the sheet feeders (Hi-Cap and Lo-Cap). Request Hi-Grip Separator Assembly C8171A. Also, a paper jogger may improve paper handling/feeding.





Implementation Schedule

Equipment Deployment Approximately 9 to 12 weeks

Contract Signature Date: TBD

Project Completion Date: TBD

Week 1 - 3	Week 4-5	Week 6-8	Week 9-12
Execute Contracts	Install & Training Kick-off Call scheduled	Equipment Ships from our factory	Equipment Arrives on Customer Site
Order Submitted and Processed	Implementation Scheduled agreed to and Kick-off Call Completed	Final walk- through for site installation & required Power verified	Neopost "On-Site" team commences installation including Job Programming
Applications Packs Completed and Approved. Site Survey Completed	Equipment Build is Finalized	Final Adjustments made to site	Operator Training Completed
Equipment Build Begins	Equipment is prepared for shipment	Equipment Ships to Customer site	GO LIVE