



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

# State of West Virginia Master Agreement

Order Date: 10-28-2021

CORRECT ORDER NUMBER MUST  
 APPEAR ON ALL PACKAGES, INVOICES,  
 AND SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

Order Number:	CMA 0210 4441 ISC2100000004 3	Procurement Folder:	761302
Document Name:	CO2: Cut Sheet Printer & Maintenance (OT22044)	Reason for Modification:	Change Order 2 is issued to renew contract for one (1) year.
Document Description:	CO2: Cut Sheet Printer & Maintenance (OT22044)		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-12-06

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000119903			Requestor Name:	Andrew C Lore
RICOH USA INC				Requestor Phone:	(304) 957-8267
11 Ace Dr				Requestor Email:	andrew.c.lore@wv.gov
Romney	WV	26757-6336		<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-size: 24pt; font-weight: bold;">FILE LOCATION _____</div>	
US					
Vendor Contact Phone:	304-590-3628	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION	IS&C - DATA CENTER MANAGER
OFFICE OF TECHNOLOGY	DEPARTMENT OF ADMINISTRATION
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR	BLDG 6 RM B110
CHARLESTON WV 25305	1900 KANAWHA BLVD E
US	CHARLESTON WV 25305-0135
	US

Purchasing Division's File Copy

Total Order Amount:

Open End

ENTERED

PURCHASING DIVISION AUTHORIZATION  
*Tara...*  
 DATE: 11/2/2021  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
*John S. Gray*  
 DATE: 11/3/2021  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
*Beverly Tolson*  
 DATE: 11-3-2021  
 ELECTRONIC SIGNATURE ON FILE

11/3/2021

**Extended Description:**

Change Order 2:

Change Order 2 is issued to renew contract for one (1) year according to all terms and conditions, pricing, and specifications contained in the Original Contract and subsequent Change Orders not modified herein.

Maintenance Effective Date: December 7, 2021

Maintenance End Date: December 6, 2022

Renewals Remaining: 2

All provisions of the Original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43212100			EA	259615.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Cut Sheet Printer

**Extended Description:**

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81112306			MO	1000.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Monthly Maintenance Services - Year 1

**Extended Description:**

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82121500			EA	0.009000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Monthly Click Charges Black and White - Year 1

**Extended Description:**

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82121500			EA	0.039500
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Monthly Click Charges Color - Year 1

**Extended Description:**

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81112306			MO	1000.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Monthly Maintenance Services - Year 2

**Extended Description:**

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82121500			EA	0.009000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Monthly Click Charges Black and White - Year 2

**Extended Description:**

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82121500			EA	0.039500
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Monthly Click Charges Color - Year 2

**Extended Description:**



STATE OF WEST VIRGINIA  
**DEPARTMENT OF ADMINISTRATION**  
OFFICE OF TECHNOLOGY  
State Capitol  
Charleston, West Virginia 25305

Mary Jane Pickens  
Acting Cabinet Secretary

Joshua D. Spence  
Chief Information Officer

October 12, 2021

Gregory Everett  
Ricoh USA Inc  
304-590-3628  
[Gregory.s.everett@ricoh-usa.com](mailto:Gregory.s.everett@ricoh-usa.com)


Subject: Renewal of CMA ISC21 \*04 (Cut Sheet Printer Maintenance Renewal)

Dear Mr./Ms. Everett:

Provisions were included in the original contract documents to renew the subject contract under the same terms, conditions, and pricing contained in the original agreement and subsequent Change Orders. The renewal dates are December 7, 2021, through December 6, 2022. I have included the WV Purchasing Affidavit, which will also need to be signed and notarized to complete this renewal. If your company agrees, please sign below and return to my attention as soon as possible.

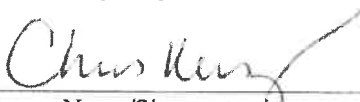
Please contact me if you have any questions.

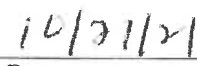
Sincerely,

  
Andrew Lore  
WVOT Procurement Manager/ISMII  
West Virginia Office of Technology  
1900 Kanawha Boulevard East  
Building, 5. 10<sup>th</sup> Floor  
Charleston, WV 25305  
[Andrew.C.Lore@wv.gov](mailto:Andrew.C.Lore@wv.gov)

Attachment

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

  
\_\_\_\_\_  
Name/Signature

  
\_\_\_\_\_  
Date



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY

State Capitol  
Charleston, West Virginia 25305

Mary Jane Pickens  
Acting Cabinet Secretary

Joshua D. Spence  
Chief Information Officer

**TO:** Jessica Hovanec  
Senior Buyer, Purchasing Division

**FROM:** Andrew Lore *AL*  
WVOT Procurement Manager/ISMII, West Virginia Office of Technology

**SUBJECT:** CMA ISC21\*04 Change Order 2 – Cut Sheet Printer Maintenance Renewal  
(OT22044)

**DATE:** October 28, 2021

The WVOT is requesting Change Order 2 to CMA ISC21\*04. This Change Order is to renew the contract under the same pricing, terms and conditions, and specifications contained in the Original Contract and subsequent Change Orders.

Attached are the Vendor's Memo, Purchasing Affidavit, and other relevant documentation.

Please let us know if you need anything further to support this request.



Lore, Andrew C <andrew.c.lore@wv.gov>

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**Re: CIO Approval for the Renewal of CMA ISC21\*04 - Cut Sheet Printer**

1 message

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**Fout, Tara H** <Tara.H.Fout@wv.gov>  
To: "Lore, Andrew C" <andrew.c.lore@wv.gov>

Thu, Oct 28, 2021 at 11:40 AM

Approved.

Thanks,  
Hope

On Thu, Oct 28, 2021 at 11:11 AM Lore, Andrew C <andrew.c.lore@wv.gov> wrote:

Hope,

Can you provide CIO Approval for the renewal of CMA ISC21\*04, Cut Sheet Printer Maintenance? The cost is expected to be \$100K. Thanks!

Andrew Lore

WVOT Procurement Manager/ISMII

West Virginia Office of Technology

1900 Kanawha Blvd., E.

Building 5, 10<sup>th</sup> Floor

Charleston, WV 25305

T: 304-352-4944



—  
Thanks,

Hope

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) 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, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: RICOLT

Authorized Signature: \_\_\_\_\_ Date: 10/22/21

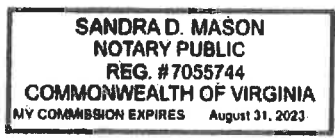
State of Virginia

County of Hennico, to-wit:

Taken, subscribed, and sworn to before me this 22nd day of October, 2021.

My Commission expires 8/31, 2023.

AFFIX SEAL HERE



NOTARY PUBLIC Sandra D. Mason

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### RICOH USA, INC

*\*See attached*

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	6/3/1974		6/3/1974	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	4234 - Wholesale Trade - Merchant Wholesalers, Durable Goods - Professional and Commercial Equip and Supply Merchant Wholesale (photographic, office, computers, peripherals, medical, dental, hospital, ophthalmic goods)		<b>Capital Stock</b> 0.0000
<b>Charter County</b>			<b>Control Number</b> 0
<b>Charter State</b>	OH	<b>Excess Acres</b> 0	
<b>At Will Term</b>			<b>Member Managed</b>
<b>At Will Term Years</b>			<b>Par Value</b> 0.000000
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified



<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Mailing Address</b>	300 EAGLEVIEW BLVD. EXTON, PA, 19341 USA
<b>Notice of Process Address</b>	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 Charleston, WV, 25313-1561
<b>Principal Office Address</b>	300 EAGLEVIEW BLVD. EXTON, PA, 19341 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	AKIRA OYAMA 300 EAGLEVIEW BLVD. EXTON, PA, 19341
<b>Director</b>	CARSTEN BRUHN 30 EAGLEVIEW BLVD. EXTON, PA, 19341
<b>President</b>	CARSTEN BRUHN 300 EAGLEVIEW BLVD. EXTON, PA, 19341
<b>Secretary</b>	GEORGE GOWEN 300 EAGLEVIEW BLVD. EXTON, PA, 19341
<b>Treasurer</b>	SVEN ADLER 300 EAGLEVIEW BLVD. EXTON, PA, 19341
<b>Type</b>	<b>Name/Address</b>

<b>Name Changes</b>	
<b>Date</b>	<b>Old Name</b>
<b>5/1/2012</b>	IKON OFFICE SOLUTIONS, INC.
<b>Date</b>	<b>Old Name</b>

<b>Mergers</b>

Merger Date	Merged	Merged State	Survived	Survived State
9/28/2004	IOS CAPITAL, LLC	DE	IKON OFFICE SOLUTIONS, INC.	OH
5/5/2016	RICOH AMERICAS CORPORATION	DE	RICOH USA, INC	OH
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
<b>5/5/2016</b>	MERGER: MERGING RICOH AMERICAS CORPORATION, A QUALIFIED DE CORPORATION WITH AND INTO RICOH USA, INC, A QUALIFIED OH CORPORATION, THE SURVIVOR
<b>5/1/2012</b>	NAME CHANGE: FROM IKON OFFICE SOLUTIONS, INC.
<b>9/28/2004</b>	MERGER: MERGING IOS CAPITAL, LLC, A QUALIFIED DE LIMITED LIABILITY COMPANY WITH AND INTO IKON OFFICE SOLUTIONS, INC., A QUALIFIED OH CORPORATION, THE SURVIVOR
<b>2/10/1999</b>	AMENDING ARTICLES OF INCORPORATION.
<b>11/14/1997</b>	MERGER; MERGING ALCO CASH MANAGEMENT COMPANY, A NON-QUAL DE CORP AND IKON OFFICE SOLUTIONS HOLDING COMPANY, A QUAL DE CORP WITH & INTO IKON OFFICE SOLUTIONS, INC., A QUAL OH CORP., THE SURVIVOR.
<b>2/6/1997</b>	CHANGE OF NAME FROM ALCO STANDARD CORPORATION TO IKON OFFICE SOLUTIONS, INC.
<b>6/10/1996</b>	AMENDMENT TO THE ARTICLES OF INCORPORATION.
<b>1/31/1996</b>	MERGER; MERGING QUOROM CORPORATION, A QUAL WV CORP WITH AND INTO ALCO STANDARD CORPORATION, A QUAL OH CORP, THE SURVIVOR.
<b>11/27/1995</b>	CHANGE TO AMEND ARTICLES OF CERTIFICATE OF AUTHORITY.
<b>8/21/1995</b>	CHANGE TO AMEND ARTICLES OF CERTIFICATE OF AUTHORITY.
<b>3/14/1995</b>	AMENDMENT TO ARTICLES
<b>3/7/1994</b>	CHANGE TO AMEND ARTICLES OF CERTIFICATE OF AUTHORITY TO DECREASE STOCK.
<b>2/18/1993</b>	CHANGE TO AMEND STOCK IN ARTICLES OF CERTIFICATE OF AUTHORITY.
<b>1/20/1993</b>	CHANGE TO AMEND ARTICLES OF INCORPORATION.
<b>1/24/1992</b>	AMENDMENT - TO ELIMINATE SHARES OF THE SERIAL PREFERRED STOCK
<b>1/16/1991</b>	AMENDMENT TO ARTICLES OF INCORPORATION.
<b>1/18/1990</b>	AMENDMENT TO ARTICLES OF INCORPORATION
<b>1/25/1989</b>	AMENDMENT TO ARTICLES OF INCORPORATION

<b>1/4/1988</b>	AMENDMENT TO THE ARTICLES OF INCORPORATION.
<b>5/22/1987</b>	MERGER; MERGING THE METALSOURCE CORPORATION, REYNOLDS PRODUCTS, INC., NIECO CORPORATION, BIG DRUM, INC., AND ALCO FOODSERVICE EQUIPMENT COMPANY WITH AND INTO ALCO STANDARD CORPORATION, THE SURVIVOR.
<b>4/15/1987</b>	AMENDMENT TO ARTICLES OF INCORPORATION
<b>3/31/1987</b>	AMENDMENT TO ARTICLES OF INCORPORATION
<b>7/15/1986</b>	AMENDMENT TO ARTICLES OF INCORPORATION
<b>4/3/1985</b>	AMEND; TO ART FILED
<b>9/24/1984</b>	AMEND; TO THE ART OF INC FILED
<b>6/21/1984</b>	AMEND; TO THE ART OF INC
<b>8/10/1983</b>	AMEND; MERGING SYSTEMS AND SERVICES, INC., WITH AND INTO ALCO STANDARD CORP. THE SURVIVOR
<b>8/9/1983</b>	MERGER; MERGING ALLSTATE BUSINESS SYSTEMS OF COLUMBUS, INC., WITH AND INTO ALCO STANDARD CORPORATION, THE SURVIVOR
<b>8/8/1983</b>	MERGER; MERGING COPY PRODUCTS, INC., WITH AND INTO ALCO STANDARD CORP. THE SURVIVOR
<b>7/10/1983</b>	MERGER; MERGING J. & F. B. GARRETT COMPANY, A NY CORP, WITH AND INTO ALCO STANDARD CORP, THE SURVIVOR
<b>7/9/1983</b>	AMEND; MERGING ALCO HEALTH SERVICES GROUP, INC., A OH CORP., WITH AND INTO ALCO STANDARD CORP., THE SURVIVOR
<b>7/8/1983</b>	MERGER; MERGING AMCE BUSINESS PRODUCTS, INC., A GA CORP., WITH AND INTO ALCO STANDARD CORP., THE SURVIVOR
<b>6/13/1983</b>	MERGER; MERGING ALCO HEALTH SERVICES GROUP, INC., WITH AND INTO ALCO STANDARD CORP., THE SURVIVOR
<b>1/17/1983</b>	AMEND; TO THE ART OF INC.
<b>11/8/1982</b>	MERGER; MERGING ALCO AUTOMOTIVE GROUP, INC., WITH AND INTO ALCO STANDARD CORP., THE SURVIVOR
<b>12/15/1981</b>	CERT OF AMEND; TO THE ART
<b>12/14/1981</b>	MERGER; MERGING WIRE CLOTH PRODUCTS, INC., AN IL CORP., WITH AND INTO ALCO STANDARD CORP, THE SURVIVOR
<b>12/13/1981</b>	MERGER; MERGING K-T CORP, AN INDIANA CORP. WITH AND INTO ALCO STANDARD CORPORATION, THE SURVIVOR
<b>12/12/1981</b>	MERGER; MERGING METRO METALS INC., AN AL CORP., WITH AND INTO ALCO STANDAR CORP, THE SURVIVOR
<b>12/11/1981</b>	MERGER; MERGING MISSOURI METAL SHAPING COMPANY, A MI CORP., WITH AND INTO ALCO STANDARD CORPORATION
<b>11/11/1981</b>	MERGER; MERGING THE UNISOURCE CORP AND UNISOURCE WEST, INC., WITH AND INTO LACO STANDARD CORP.

Date	Amendment
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<b>Annual Reports</b>	
Filed For	
2021	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, October 28, 2021 — 11:16 AM

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Lore, Andrew C <andrew.c.lore@wv.gov>

**RE: Voice Message Attached from 3045903628 - RICOH[EXTERNAL]**

1 message

Greg Everett <gregory.s.everett@ricoh-usa.com>  
To: "Lore, Andrew C" <andrew.c.lore@wv.gov>

Andrew,

The mailing address and principle address is our corporate address. The 11 Ace Dr. is my remote office address.

**Greg Everett**

*Ricoh Digital Services*

*Connecting Technology, Processes, and People.*

Email : [gregory.s.everett@ricoh-usa.com](mailto:gregory.s.everett@ricoh-usa.com)

Mobile : 304.590.3628



**RICOH**  
imagine. change. *Focus on Forward*

<https://youtu.be/gHj79KY9yCU>



**From:** Lore, Andrew C <andrew.c.lore@wv.gov>  
**Sent:** Tuesday, August 3, 2021 4:00 PM  
**To:** Greg Everett <gregory.s.everett@ricoh-usa.com>  
**Subject:** Re: Voice Message Attached from 3045903628 - RICOH[EXTERNAL]

Greg,

Can you explain the address discrepancy between the two registrations below:

11 Ace Dr

Romney

WV

26757-6336

US

Mailing Address

300 EAGLEVIEW BLVD.  
EXTON, PA, 19341  
USA

Notice of Process Address

5098 WASHINGTON ST W STE 407  
Charleston, WV, 25313-1561