



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: 10-05-2021

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 ISC2200000004 1	Procurement Folder:	925958
Document Name:	Maintenance & Click Charges for Digimaster Printers-OT22024	Reason for Modification:	
Document Description:	Maintenance & Click Charges for Digimaster Printers-OT22024		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-10-16
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-10-15

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000119903 RICOH USA INC 11 Ace Dr Romney WV 26757-6336 US Vendor Contact Phone: 304-590-3628 Extension:	Requestor Name: Andrew C Lore Requestor Phone: 304-352-4944 Requestor Email: andrew.c.lore@wv.gov																				
Discount Details:	22 FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
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#1		No	0.0000	0																	
#2		No																			
#3	No																				
#4	No																				

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

10-7-21
BAC

Total Order Amount:

Open End

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION

DATE:

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE:

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE:

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Open End Contract
(Maintenance & Click Charges for Digimaster Printers-OT22024)

The Vendor, Ricoh USA Inc. of Romney WV agrees to enter in this open end contract with the Agency, the West Virginia Office of Technology, to provide maintenance services on its agency owned Kodak Digimaster EX125 high-speed production laser black and white cut-sheet printers per the bid requirements, specifications, terms and conditions, and the vendor's submitted bid response dated 9/14/2021 all incorporated herein by reference and made apart hereof.

Effective Dates: 10/16/2021 - 10/15/2022

3 Renewals Remaining

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81112306			MO	1000.000000
	Service From	Service To			

Commodity Line Description: Contract Item 1: Monthly Maintenance #C28003061

Extended Description:

4.1.1.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003061

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81112306			MO	1000.000000
	Service From	Service To			

Commodity Line Description: Contract Item 2: Monthly Maintenance #C28003062

Extended Description:

4.1.2.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003062

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81112306			EA	0.008700
Service From		Service To			

Commodity Line Description: Contract Item 3: Click Charges #C28003061

Extended Description:

4.1.4.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003061

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81112306			EA	0.008700
Service From		Service To			

Commodity Line Description: Contract Item 4: Click Charges #C28003062

Extended Description:

4.1.5.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003062

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: This Contract becomes effective on 10/16/2021 and the initial contract term extends until 10/15/2022.

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 Three (3) 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 _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ year(s) thereafter.

☐ **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.

☐ **Other:** See attached _____
Revised 07/01/2021

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.

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 below must be provided to the Purchasing Division by the Vendor as specified below.

☐ **BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

☐ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

☐ **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

☐ **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

☐ **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.

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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 and must include the State as an additional insured on each policy 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.

☐☐☐☐

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

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. [Reserved]

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 <http://www.state.wv.us/admin/purchase/privacy/default.html>.

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 CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) 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; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall 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. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

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. PURCHASING AFFIDAVIT: 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. Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

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 heath, 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 supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award 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.

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.

Greg Everett Account Manager

(Name, Title)

Greg Everett Account Manager

(Printed Name and Title)

11 Ace Drive Romney, WV. 26757 (Remote Office Location)

(Address)

304.590.3628

(Phone Number) / (Fax Number)

gregory.s.everett@ricoh-usa.com

(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation 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 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 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.

Ricoh USA, Inc.

(Company)

(Authorized Signature) (Representative Name, Title)

Chris Kersey VPMD

(Printed Name and Title of Authorized Representative)

9/13/21

(Date)

804-727-5108

(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
MAINTENANCE SERVICES FOR KODAK DIGIMASTER (OT22024)

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Office of Technology to establish an open-end contract for maintenance and click charges for two (2) WVOT-owned Kodak Digimaster EX125 high-speed production laser black & white cutsheet printers.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Agency”** means the customer, i.e., the West Virginia Office of Technology.
 - 2.2 **“Click Charges”** means the number of sheets/copies that have been produced by the printer.
 - 2.3 **“Consumables”** means products / items that are used recurrently. The following consumables will include but not be limited to toner, developer, staples, oiler belts, fuser oil, photoconductors, cleaning web, and pressure rollers.
 - 2.4 **“Contract Item”** or **“Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
 - 2.5 **“Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.
 - 2.6 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
3. **QUALIFICATIONS:** Vendor, or vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
 - 3.1. **Experience / Training:** Vendor must be trained, certified, or authorized by the equipment manufacturer, Kodak, to provide printer maintenance and repair on the equipment located at the Agency’s facilities as described in 5.1.5.8. Vendor must provide the Agency with documentation to verify its compliance with this requirement upon request.
4. **GENERAL REQUIREMENTS: Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.
 - 4.1. **Maintenance Services**
 - 4.1.1 **Contract Item #1: Monthly Maintenance Services for the following printer:**
 - 4.1.1.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003061
 - 4.1.2 **Contract Item #2: Monthly Maintenance Services for the following printer:**
 - 4.1.2.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003062

REQUEST FOR QUOTATION
MAINTENANCE SERVICES FOR KODAK DIGIMASTER (OT22024)

- 4.1.3** The Vendor must provide a maintenance service program for the printers and attachments identified in Specifications 4.1.1 and 4.1.2 that includes, at a minimum, the following:
- 4.1.3.1** The Vendor must provide maintenance coverage 24 hours a day, 7 days a week, 365-days a year.
 - 4.1.3.2** The Vendor must provide telephone support 24 hour by 7 days a week, 365 days a year. The Vendor must respond to the Agency by phone within a maximum of thirty (30) minutes of notification.
 - 4.1.3.3** During the initial phone call, Vendor must provide an estimated time of arrival (ETA). The ETA at the Agency's site must be within a maximum of two (2) hours of the initial call from the Agency.
 - 4.1.3.4** The Vendor must perform diagnostics upon arrival and begin providing corrective action within a maximum of two (2) hours after the service personnel are on site. If the Vendor cannot identify the problem within two (2) hours after arriving on site, the Vendor must escalate the problem.
 - 4.1.3.4.1** The Vendor must provide the Agency a report with a description of the issue, recommended and/or completed corrective action, and a timetable on when the issue will be resolved.
 - 4.1.3.5** The Vendor must provide a written report describing the nature of the work performed after each service call or occurrence of preventative maintenance.
 - 4.1.3.6** The Vendor must be authorized to install manufacturer's engineering changes and modifications at the Agency's request and convenience. The Vendor must inform the Agency of patches/fixes when they are made generally available.
 - 4.1.3.7** The Vendor must provide and maintain a parts cabinet at the Agency's site for those parts deemed 'critical' or having a tendency to be frequently replaced, as determined by the manufacturer. The Agency and the Vendor will mutually determine the needed inventory. The Agency's site is located at:
 - Building 6 Room B-110
 - 1900 Kanawha Blvd., E.
 - Charleston, WV 25305
 - 4.1.3.8** If the necessary parts are not in the Agency parts cabinet, the Vendor must maintain a local parts drop within 25 miles of the Agency's site. The parts stored at this location must be those deemed "critical" or having a tendency to be frequently replaced, as determined by the manufacturer.
 - 4.1.3.9** Parts which require special ordering or are not stored as defined in 3.1.5.8 and 3.1.5.9 must be ordered and shipped as follows:

REQUEST FOR QUOTATION
MAINTENANCE SERVICES FOR KODAK DIGIMASTER (OT22024)

4.1.3.10 If there is a non-critical problem, with no outage, the Vendor must order and receive the parts within a maximum of twenty-four (24) hours of original problem-notification. The parts must be installed within two (2) calendar days after receipt.

4.1.3.11 If there is a critical problem, with outage, the Vendor must order and receive the parts within a maximum of twelve (12) hours of problem diagnosis. The parts must be installed within two (2) calendar days after receipt.

4.1.3.12 The Agency will be the ultimate authority in deciding criticality.

4.1.3.13 The Vendor's maintenance program must cover all labor, parts, materials, consumables (including toner, developer, and staples) for each printer, inclusive of all travel expense. Paper is procured by the State and is excluded from this contract.

4.1.3.14 The Vendor must assume full responsibility for the delivery, warranty and maintenance of all equipment and support services provided under this contract.

4.1.3.15 The Vendor must be responsible for supervising and directing the work under this contract. The use of subcontractors will not relieve the Vendor of sole responsibility for performance under this contract.

4.1.4 Contract Item #3: Monthly click charges for the following printer:

4.1.4.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003061

4.1.5 Contract Item #4: Monthly click charges for the following printer:

4.1.5.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003062

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

5.2 Pricing Page: Vendor should complete the Pricing Page by providing monthly maintenance and click charges. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: [insert buyer's contact info.]

**REQUEST FOR QUOTATION
MAINTENANCE SERVICES FOR KODAK DIGIMASTER (OT22024)**

- 6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 7. PAYMENT:** Agency shall pay fees as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 8. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
- 9. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
 - 9.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
 - 9.2.** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
 - 9.3.** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
 - 9.4.** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
 - 9.5.** Vendor shall inform all staff of Agency's security protocol and procedures.
- 10. VENDOR DEFAULT:**
 - 10.1.** The following shall be considered a vendor default under this Contract.
 - 10.1.1** Failure to perform Contract Services in accordance with the requirements contained herein.
 - 10.1.2** Failure to comply with other specifications and requirements contained herein.
 - 10.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
 - 10.1.4** Failure to remedy deficient performance upon request.

**REQUEST FOR QUOTATION
MAINTENANCE SERVICES FOR KODAK DIGIMASTER (OT22024)**

10.2. The following remedies shall be available to Agency upon default.

10.2.1 Immediate cancellation of the Contract.

10.2.2 Immediate cancellation of one or more release orders issued under this Contract.

10.2.3 Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

CONTRACT MANAGER: GREGORY EVERETT

TELEPHONE NUMBER: 304.590.3628

FAX NUMBER: _____

EMAIL ADDRESS: GREGORY.S.EVERETT@RICOH-USA.COM



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

State of West Virginia
Solicitation Response

Proc Folder: 925958
Solicitation Description: Maintenance & Click Charges for Digimaster Printers-OT22024
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2021-09-14 13:30	SR 0210 ESR09142100000001833	1

VENDOR

000000119903
RICOH USA INC

Solicitation Number: CRFQ 0210 ISC2200000001

Total Bid: 200720

Response Date: 2021-09-14

Response Time: 11:05:50

Comments:

FOR INFORMATION CONTACT THE BUYER

Jessica S Chambers
(304) 558-0246
jessica.s.chambers@wv.gov

**Vendor
Signature X**

FEIN#

DATE

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

Line	Comm Ln Desc	Unit Issue	Unit Price
1	Contract Item 1: Monthly Maintenance #C28003061	MO	1000.000000

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments: 24/7/365 Service and Maintenance

Extended Description:

4.1.1.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003061

Line	Comm Ln Desc	Unit Issue	Unit Price
2	Contract Item 2: Monthly Maintenance #C28003062	MO	1000.000000

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments: 24/7/365 Service and Maintenance

Extended Description:

4.1.2.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003062

Line	Comm Ln Desc	Unit Issue	Unit Price
3	Contract Item 3: Click Charges #C28003061	EA	0.008700

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments:

Extended Description:

4.1.4.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003061

Line	Comm Ln Desc	Unit Issue	Unit Price
4	Contract Item 4: Click Charges #C28003062	EA	0.008700

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments:

Extended Description:

4.1.5.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003062

Line	Comm Ln Desc	Unit Issue	Unit Price
5	Contract Item 1: Monthly Maintenance #C28003061-YR2	MO	1000.000000

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments: 24/7/365 Service and Maintenance

Extended Description:

4.1.1.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003061

Line	Comm Ln Desc	Unit Issue	Unit Price
6	Contract Item 2: Monthly Maintenance #C28003062-YR2	MO	1000.000000

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments: 24/7/365 Service and Maintenance

Extended Description:

4.1.2.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003062

Line	Comm Ln Desc	Unit Issue	Unit Price
7	Contract Item 3: Click Charges #C28003061-YR2	EA	0.009100

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments:

Extended Description:

4.1.4.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003061

Line	Comm Ln Desc	Unit Issue	Unit Price
8	Contract Item 4: Click Charges #C28003062-YR2	EA	0.009100

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments:

Extended Description:

4.1.5.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003062

Line	Comm Ln Desc	Unit Issue	Unit Price
9	Contract Item 1: Monthly Maintenance #C28003061-YR3	MO	1000.000000

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments: 24/7/365 Service and Maintenance

Extended Description:

4.1.1.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003061

Line	Comm Ln Desc	Unit Issue	Unit Price
10	Contract Item 2: Monthly Maintenance #C28003062-YR3	MO	1000.000000

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments: 24/7/365 Service and Maintenance

Extended Description:

4.1.2.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003062

Line	Comm Ln Desc	Unit Issue	Unit Price
11	Contract Item 3: Click Charges #C28003061-YR3	EA	0.009600

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments:

Extended Description:

4.1.4.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003061

Line	Comm Ln Desc	Unit Issue	Unit Price
12	Contract Item 4: Click Charges #C28003062-YR3	EA	0.009600

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments:

Extended Description:

4.1.5.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003062

Line	Comm Ln Desc	Unit Issue	Unit Price
13	Contract Item 1: Monthly Maintenance #C28003061-YR4	MO	1000.000000

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments:

Extended Description:

4.1.1.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003061

Line	Comm Ln Desc	Unit Issue	Unit Price
14	Contract Item 2: Monthly Maintenance #C28003062-YR4	MO	1000.000000

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments:

Extended Description:

4.1.2.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003062

Line	Comm Ln Desc	Unit Issue	Unit Price
15	Contract Item 3: Click Charges #C28003061-YR4	EA	0.010000

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments:

Extended Description:

4.1.4.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003061

Line	Comm Ln Desc	Unit Issue	Unit Price
16	Contract Item 4: Click Charges #C28003062-YR4	EA	0.010000

Comm Code	Manufacturer	Specification	Model #
81112306			

Commodity Line Comments:

Extended Description:

4.1.5.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003062



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
Info Technology

Proc Folder: 925958			Reason for Modification:
Doc Description: Maintenance & Click Charges for Digimaster Printers-OT22024			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-08-30	2021-09-14 13:30	CRFQ 0210 ISC2200000001	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000119903
Vendor Name : RICOH USA, INC.
Address :
Street : 300 EAGLEVIEW BLVD. SUITE 200
City : EXTON
State : PA **Country :** US **Zip :** 19341
Principal Contact : GREGORY EVERETT
Vendor Contact Phone: 304.590.3628 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Jessica S Chambers
(304) 558-0246
jessica.s.chambers@wv.gov

Vendor
Signature X

FEIN#

DATE

9/14/21

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

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Office of Technology to establish an open-end contract for maintenance and click charges for two (2) WVOT-owned Kodak Digimaster EX125 high-speed production laser black & white cutsheet printers per the terms and conditions and specifications as attached.

INVOICE TO

DEPARTMENT OF
ADMINISTRATION
OFFICE OF TECHNOLOGY
1900 KANAWHA BLVD E,
BLDG 5 10TH FLOOR
CHARLESTON WV
US

SHIP TO

DEPARTMENT OF
ADMINISTRATION
BLDG 6 RM B110
1900 KANAWHA BLVD E
CHARLESTON WV
US

Line	Comm Ln Desc	Unit Issue	Unit Price
1	Contract Item 1: Monthly Maintenance #C28003061	MO	\$1,000.00

Comm Code	Manufacturer	Specification	Model #
81112306		24/7/365 service	

Extended Description:

4.1.1.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003061

INVOICE TO

DEPARTMENT OF
ADMINISTRATION
OFFICE OF TECHNOLOGY
1900 KANAWHA BLVD E,
BLDG 5 10TH FLOOR
CHARLESTON WV
US

SHIP TO

DEPARTMENT OF
ADMINISTRATION
BLDG 6 RM B110
1900 KANAWHA BLVD E
CHARLESTON WV
US

Line	Comm Ln Desc	Unit Issue	Unit Price
2	Contract Item 2: Monthly Maintenance #C28003062	MO	\$1,000.00

Comm Code	Manufacturer	Specification	Model #
81112306		24/7/365 service	

Extended Description:

4.1.2.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003062

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
3	Contract Item 3: Click Charges #C28003061	EA	\$0.0087

Comm Code	Manufacturer	Specification	Model #
81112306			

Extended Description:

4.1.4.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003061

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
4	Contract Item 4: Click Charges #C28003062	EA	\$0.0087

Comm Code	Manufacturer	Specification	Model #
81112306			

Extended Description:

4.1.5.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003062

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
5	Contract Item 1: Monthly Maintenance #C28003061-YR2	MO	\$1,000.00

Comm Code	Manufacturer	Specification	Model #
81112306		24/7/365 service	

Extended Description:

4.1.1.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003061

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
6	Contract Item 2: Monthly Maintenance #C28003062-YR2	MO	\$1,000.00

Comm Code	Manufacturer	Specification	Model #
81112306		24/7/365 service	

Extended Description:

4.1.2.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003062

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
7	Contract Item 3: Click Charges #C28003061-YR2	EA	\$0.0091

Comm Code	Manufacturer	Specification	Model #
81112306			

Extended Description:

4.1.4.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003061

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
8	Contract Item 4: Click Charges #C28003062-YR2	EA	\$0.0091

Comm Code	Manufacturer	Specification	Model #
81112306			

Extended Description:

4.1.5.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003062

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
9	Contract Item 1: Monthly Maintenance #C28003061-YR3	MO	\$1,000.00

Comm Code	Manufacturer	Specification	Model #
81112306		24/7/365 service	

Extended Description:

4.1.1.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003061

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
10	Contract Item 2: Monthly Maintenance #C28003062-YR3	MO	\$1,000.00

Comm Code	Manufacturer	Specification	Model #
81112306		24/7/365 service	

Extended Description:

4.1.2.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003062

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
11	Contract Item 3: Click Charges #C28003061-YR3	EA	\$0.0096

Comm Code	Manufacturer	Specification	Model #
81112306			

Extended Description:

4.1.4.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003061

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
12	Contract Item 4: Click Charges #C28003062-YR3	EA	\$0.0096

Comm Code	Manufacturer	Specification	Model #
81112306			

Extended Description:

4.1.5.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003062

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
13	Contract Item 1: Monthly Maintenance #C28003061-YR4	MO	\$1,000.00

Comm Code	Manufacturer	Specification	Model #
81112306		24/7/365 service	

Extended Description:

4.1.1.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003061

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
14	Contract Item 2: Monthly Maintenance #C28003062-YR4	MO	\$1,000.00

Comm Code	Manufacturer	Specification	Model #
81112306		24/7/365 service	

Extended Description:

4.1.2.1 Vendor must include consumables for one (1) Kodak Digimaster EX125 cut sheet printer. Serial #: C28003062

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
15	Contract Item 3: Click Charges #C28003061-YR4	EA	\$0.0100

Comm Code	Manufacturer	Specification	Model #
81112306			

Extended Description:

4.1.4.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003061

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
16	Contract Item 4: Click Charges #C28003062-YR4	EA	\$0.0100

Comm Code	Manufacturer	Specification	Model #
81112306			

Extended Description:

4.1.5.1 Vendor must provide click charge for one (1) Kodak Digimaster EX 125 cut sheet printer. Serial #: C28003062

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Question Deadline	2021-09-07