



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: 08-16-2022

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 1400 1400 AGR2200000001 2 | Procurement Folder: | 909609 |
| Document Name: | Ricoh Maintenance Contract | Reason for Modification: | Change Order No 1 To renew the original contract per the attached documentation. |
| Document Description: | Change Order # 1 Ricoh Maintenance Contract | | |
| Procurement Type: | Central Master Agreement | | |
| Buyer Name: | | | |
| Telephone: | | | |
| Email: | | | |
| Shipping Method: | Best Way | Effective Start Date: | 2021-09-15 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2023-09-14 |

| VENDOR | | | | DEPARTMENT CONTACT | |
|------------------------------|-------------------------|----------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------|----------------|
| Vendor Customer Code: | 000000119903 | | | Requestor Name: | Melissa D Ray |
| RICOH USA INC 11 Ace Dr | | | | Requestor Phone: | (304) 558-0573 |
| Romney WV 26757-6336 | | | | Requestor Email: | mray@wvda.us |
| US | | | | <div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div> | |
| 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 |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US | AUTHORIZED RECEIVER 304-558-3708 AGRICULTURE DEPARTMENT OF COMMUNICATIONS DIVISION 391 GUS R DOUGLASS LN, BLDG 15 CHARLESTON WV 25312 US |

8/17/2022
 Purchasing Division's File Copy

Total Order Amount: _____ Open End

ENTERED

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara H 8/16/2022*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *8/19/2022*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *8/19/2022*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No 1

Issued to renew the contract according to all specifications, terms & conditions, and pricing contained in the original contract including all authorized change orders.

Effective Dates: 09/15/2022 - 09/14/2023

2 Renewals Remaining

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|------|------------|
| 1 | 82121701 | | | EA | 0.010000 |
| | Service From | Service To | | | |
| | | | | | |

Commodity Line Description: Per Black & White Click Charge

Extended Description:

Must include all costs of all inspections , adjustments, parts, repairs, travel expenses, and supplies (except Paper).

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|------|------------|
| 2 | 82121701 | | | EA | 0.050000 |
| | Service From | Service To | | | |
| | | | | | |

Commodity Line Description: Per Color Click Charges

Extended Description:

Must include all costs of all inspections , adjustments, parts, repairs, travel expenses, and supplies (except Paper)

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



August 8, 2022

Ricoh USA Inc
Attn: Greg Everett
11 Ace Dr
Romney, WV 26757-6336

RE: CMA 1400 AGR22000000001 --Maintenance Contract

Dear Mr. Everett:

The West Virginia Department of Agriculture is offering to renew the above-referenced contract under the same terms and conditions, pricing, and specifications as the current contract and all subsequent change orders. The renewal dates are September 15, 2022 through September 14, 2023. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible.

Please let me know if you have any questions.

Sincerely,

Alan Clemans (Aug 9, 2022 10:24 EDT)

Alan Clemans, CFO/Director of
Administrative Services Division

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

Chris Kersey

8/10/22

Name/Signature

Date

VPMD

Title

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312
telephone: 304-558-3550 • fax: 304-558-2203

www.agriculture.wv.gov

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