



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: 10-28-2022

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 0210 4441 ISC2200000004 2	Procurement Folder:	925958
Document Name:	CO1: Maintenance & Click Charges for Digimaster Printers	Reason for Modification:	Change Order 1 is issued to renew contract for one (1) year.
Document Description:	Maintenance & Click Charges for Digimaster Printers(OT23044)		
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:	2023-10-15

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000119903			Requestor Name:	Andrew C Lore
RICOH USA INC 11 Ace Dr				Requestor Phone:	304-352-4944
Romney	WV	26757-6336		Requestor Email:	andrew.c.lore@wv.gov
US					
Vendor Contact Phone:	304-590-3628	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0	<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
#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

10-31-22 BAX

Total Order Amount:	Open End
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Purchasing Division's File Copy

ENTERED

JH 10/28/2022

PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mark A. [Signature]* - 10/28/2022  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *John S. [Signature]*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Beverly Tolson*  
 DATE: 11-3-2022  
 ELECTRONIC SIGNATURE ON FILE

11/2/2022

**Extended Description:**

Change Order 1

Change Order 1 is issued to renew the 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.

Effective Dates: 10/16/2022 - 10/15/2023

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	81112306			MO	1000.000000
	<b>Service From</b>	<b>Service To</b>			

**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
	<b>Service From</b>	<b>Service To</b>			

**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
	<b>Service From</b>	<b>Service To</b>			

**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
	<b>Service From</b>	<b>Service To</b>			

**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

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:** Contract Item 1: Monthly Maintenance #C28003061 - YR2

**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
6	81112306			MO	1000.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Contract Item 2: Monthly Maintenance #C28003062 - YR2

**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
7	81112306			EA	0.009100
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Contract Item 3: Click Charges #C28003061 - YR2

**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
8	81112306			EA	0.009100
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Contract Item 4: Click Charges #C28003062 - YR2

**Extended Description:**

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



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

Mark D. Scott  
Cabinet Secretary

Joshua D. Spence  
Chief Information Officer

October 26, 2022

Greg Everett  
Ricoh USA  
[Gregory.S.Everett@ricoh-usa.com](mailto:Gregory.S.Everett@ricoh-usa.com)

Subject: Renewal of agreement CMA ISC22\*04, Kodak Digimaster Renewal

Dear Mr./Ms. Everett:

Provisions were included, in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are October 16, 2022, through October 15, 2023. If your company agrees to this renewal, 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  
1900 Kanawha Blvd. E., Bldg. 5, 10<sup>th</sup> Floor  
Charleston, WV 25305  
304-352-4944

Attachment

Our company agrees 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

10/26/2022  
Date



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

Mark D. Scott  
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 ISC22\*04 Change Order 1 – Digimaster Printer Renewal**

**DATE:** October 28, 2022

The WVOT is requesting Change Order 2 to CMA ISC22\*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.

The WVOT recognizes this renewal is late; however, the request to renew from the Spending Unit was delayed.

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

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



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

**Re: CIO Approval to Renew CMA ISC22\*04 - Digimaster Printer**

1 message

**Shears, Meghan** <meghan.shears@wv.gov>  
To: "Lore, Andrew C" <andrew.c.lore@wv.gov>

Fri, Oct 28, 2022 at 10:22 AM

The renewal for the printer is approved.

Thank you,  
Meghan

On Fri, Oct 28, 2022 at 9:12 AM Lore, Andrew C <andrew.c.lore@wv.gov> wrote:  
Meghan,  
Can you provide CIO Approval for renewal of CMA ISC22\*04 - digimaster printer?

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



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Meghan S. Shears, AFI  
Chief Financial Officer  
West Virginia Office of Technology  
Building 5, 10th Floor  
1900 Kanawha Blvd., East  
Charleston, West Virginia 25305  
304-352-4942 (o)  
681-317-4605 (m)

