



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.

<b>Order Number:</b>	CMA 0212 0212 DIGCOP22 2	<b>Procurement Folder:</b>	967276
<b>Document Name:</b>	DIGCOP22	<b>Reason for Modification:</b>	Change Order No.01: ADMINISTRATIVE CHANGE ORDER: Replace Commodity Line #2 with Commodity Line #4.
<b>Document Description:</b>	Statewide Contract - DIGITAL COPIERS & ACCESSORIES		
<b>Procurement Type:</b>	Statewide MA (Open End)		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-02-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-02-14

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	00000210166	<b>Requestor Name:</b>	Mark A Atkins
KOMAX LLC		<b>Requestor Phone:</b>	(304) 558-2307
500 D ST		<b>Requestor Email:</b>	mark.a.atkins@wv.gov
SOUTH CHARLESTON	WV		
US	25303		
<b>Vendor Contact Phone:</b>	304-744-7440		
<b>Extension:</b>			
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

**23**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS	STATE OF WEST VIRGINIA
AS INDICATED BY ORDER	VARIOUS LOCATIONS AS INDICATED BY ORDER
No City	WV 99999
US	US

10-31-22  
 BOT

Purchasing Division's File Copy

**Total Order Amount:** \_\_\_\_\_ Open End

**ENTERED**

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *10/28/22*  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *11/2/2022*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 DATE: *11-3-22*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

STATEWIDE CONTRACT: CMA 0212 DIGCOP22 DIGITAL COPIERS and ACCESSORIES

**ADMINISTRATIVE CHANGE ORDER:**

CHANGE ORDER No.01 Is an Administrative Change Order to replace the commodity code for commodity Line #2 for leasing of digital copiers by establishing Commodity Line #4 for leasing of digital copiers with a new commodity code. This Administrative Change Order was necessitated in order to assist with identifying purchased vs. leased fixed assets in wvOasis reporting.

All Delivery Orders for Leased Copiers created after 11/01/2022 must utilize Commodity Line #4.

Effective 11/01/2022

NO OTHER CHANGES

The Vendor shall provide Digital Copiers and Accessories, as listed in the Exhibit\_A Pricing Pages (see attached).

The Vendor shall not provide any Copiers or Accessories not included in the Exhibit\_A Pricing Pages under this contract.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	44101501			LS	0.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Digital Copiers & Accessories (Purchased)

**Extended Description:**

PURCHASED: Digital Copiers & Accessories.

Note: See attached Exhibit\_A Pricing Pages for Contract Pricing.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	44101501			MO	0.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Digital Copiers & Accessories (Leased) (Use CL#4)

**Extended Description:**

CO#1 Use Commodity Line #4 effective 11/01/2022

LEASED: Digital Copiers & Accessories

Note: See attached Exhibit\_A Pricing Pages for Contract Pricing.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	44101501				0.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Per Click Charge (Inc. Maintenance & Consumables)

**Extended Description:**

Per Click Charge - MONOCHROME & COLOR ( Includes Maintenance and Consumables)

Note: See attached Exhibit\_A Pricing Pages for Contract Pricing.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80161801			MO	0.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Digital Copiers & Accessories (Leased)

**Extended Description:**

CO#1: Commodity Line #4 Effective 11/01/2022

LEASED: Digital Copiers & Accessories

Note: See attached Exhibit\_A Pricing Pages for Contract Pricing.