



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: 12-21-2022

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 ISC2100000004 4	Procurement Folder:	761302
Document Name:	CO3: Cut Sheet Printer & Maintenance (OT23047)	Reason for Modification:	Change Order 3 is issued to renew contract for one (1) year.
Document Description:	CO3: Cut Sheet Printer & Maintenance (OT23047)		
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:	2023-12-06

VENDOR			DEPARTMENT CONTACT	
Vendor Customer Code:	000000119903		Requestor Name:	Andrew C Lore
RICOH USA INC 11 Ace Dr			Requestor Phone:	(304) 957-8267
Romney	WV	26757-6336	Requestor Email:	andrew.c.lore@wv.gov
US				
Vendor Contact Phone:	304-590-3628	Extension:		
<b>Discount Details:</b>				
	Discount Allowed	Discount Percentage	Discount Days	
#1	No	0.0000	0	
#2	No			
#3	No			
#4	No			

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

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

*Jan 1/03/2023*

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

Purchasing Division's File Copy

**ENTERED**

*JLH 12/28/2022*

PURCHASING DIVISION AUTHORIZATION  
 DATE: *12/28/22*  
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION  
*Beverly Tolson*  
 DATE: *1-6-2023*  
 ELECTRONIC SIGNATURE ON FILE

*1/5/2023*

**Extended Description:**

Change Order 3:

Change Order 3 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, 2022

Maintenance End Date: December 6, 2023

Renewals Remaining: 1

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:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	81112306			MO	1000.000000
	<b>Service From</b>	<b>Service To</b>			

Commodity Line Description: Monthly Maintenance Services - Year 3

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	82121500			EA	0.039500
	<b>Service From</b>	<b>Service To</b>			

Commodity Line Description: Monthly Click Charges Color - Year 3

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	82121500			EA	0.009000
	<b>Service From</b>	<b>Service To</b>			

Commodity Line Description: Monthly Click Charges Black and White - Year 3

Extended Description:



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 31, 2022

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


Subject: Renewal of agreement CMA ISC21\*04, Cut Sheet Printer 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 December 7, 2022, through December 6, 2023. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

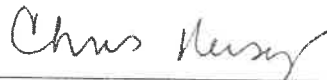
Please contact me if you have any questions.

Sincerely,

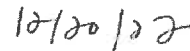
  
Andrew Lore  
WVOT Procurement Manager/ISMII  
1900 Kanawha Blvd. E., Bldg. 5, 10<sup>th</sup> Floor  
Charleston, WV 25305  
304-352-4944

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



\_\_\_\_\_  
Date




STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY

Mark D. Scott  
Cabinet Secretary

State Capitol  
Charleston, West Virginia 25305

Joshua D. Spence  
Chief Information Officer

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

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

**SUBJECT:** CMA ISC21\*04 Change Order 3 – Cut Sheet Printer Renewal

**DATE:** December 21, 2022

The WVOT is requesting Change Order 3 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.

The WVOT recognizes this renewal is late; however, the Vendor was delayed in returning its paperwork.

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 for the Renewal of Ricoh Printers**

1 message

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

Wed, Dec 21, 2022 at 11:36 AM

The renewal for the printers is approved.

Thank you  
Meghan

On Wed, Dec 21, 2022 at 11:36 AM Lore, Andrew C <andrew.c.lore@wv.gov> wrote:  
Meghan,  
Can you provide CIO Approval for the renewal of both Ricoh printers?

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)

