



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: 09-16-2024

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 4	Procurement Folder:	909609
Document Name:	Ricoh Maintenance Contract	Reason for Modification:	Change Order No. 3 To Renew Contract
Document Description:	Change Order No. 3 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:	2025-09-14

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 US		Requestor Email:	mray@wvda.us
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		

2025
 FILE LOCATION _____

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

9-19-24 62

Total Order Amount: _____ **Open End**

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Murphy - 9/19/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE <i>9/25/2024</i>	ENCUMBRANCE CERTIFICATION DATE: <i>9-25-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No 3 is issued to renew the contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective Dates: 09/15/2024 - 09/14/2025

Renewals Remaining: 0

no other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82121701			EA	0.010000
	Service From	Service To			Service Contract Amount
					0.00

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			Service Contract Amount
					0.00

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



September 5, 2024

Ricoh USA Inc
Attn: Christopher Kersey
Christopher.kersey@ricoh-usa.com

RE: CMA 1400 AGR220000001 – Ricoh Maintenance Contract

Dear Mr. Kersey:

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, if applicable. The renewal dates are September 15, 2024, through September 14, 2025. If your company agrees to this renewal, please complete the renewal with your signature, date and title, and return same as soon as possible.

Please let me know if you have any questions. Thank you.

Sincerely

Alan Clemans, CFO / Director
Administrative Services Division

We agree to new 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
Name/Signature

9-13-2024
Date

RVP
Title

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Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

RICOH USA, INC

See attached

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/3/1974		6/3/1974	Foreign	Profit			

Organization Information			
Business Purpose	4234 - Wholesale Trade - Merchant Wholesalers, Durable Goods - Professional and Commercial Equip and Supply Merchant Wholesale (photographic, office, computers, peripherals, medical, dental, hospital, ophthalmic goods)		Capital Stock 0.0000
Charter County		Control Number	0
Charter State	DE	Excess Acres	0
At Will Term		Member Mi	x Close
At Will Term Years		Pa	Hi, I'm SOLO! I can help you file your Annual Report.
Authorized Shares	0	Entrepreneur	Not Specified

Addresses

Type	Address
Mailing Address	300 EAGLEVIEW BLVD. EXTON, PA, 19341 USA
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	300 EAGLEVIEW BLVD. EXTON, PA, 19341 USA
Type	Address

Officers

Type	Name/Address
Director	CARSTEN BRUHN 30 EAGLEVIEW BLVD. EXTON, PA, 19341
Director	TAKAHIRO IRISA 300 EAGLEVIEW BLVD. EXTON, PA, 19341
President	CARSTEN BRUHN 300 EAGLEVIEW BLVD. EXTON, PA, 19341
Secretary	CHRISTINE CIARROCCHI 300 EAGLEVIEW BLVD. EXTON, PA, 19341
Treasurer	GEORGE GOWEN 300 EAGLEVIEW BLVD. EXTON, PA, 19341
Type	Name/Address

Name Changes

Date	Old Name
5/1/2012	IKON OFFICE SOLUTIONS
Date	Old Name

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Mergers

Merger Date	Merged	Merged State	Survived	Surviv
9/28/2004	IOS CAPITAL, LLC	DE	IKON OFFICE SOLUTIONS, INC.	OH
5/5/2016	RICOH AMERICAS CORPORATION	DE	RICOH USA, INC	OH
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
5/5/2016	MERGER: MERGING RICOH AMERICAS CORPORATION, A QUALIFIED DE CORPORATION WITH AND INTO RICOH USA, INC, A QUALIFIED OH CORPORATION, THE SURVIVOR
5/1/2012	NAME CHANGE: FROM IKON OFFICE SOLUTIONS, INC.
9/28/2004	MERGER: MERGING IOS CAPITAL, LLC, A QUALIFIED DE LIMITED LIABILITY COMPANY WITH AND INTO IKON OFFICE SOLUTIONS, INC., A QUALIFIED OH CORPORATION, THE SURVIVOR
2/10/1999	AMENDING ARTICLES OF INCORPORATION.
11/14/1997	MERGER; MERGING ALCO CASH MANAGEMENT COMPANY, A NON-QUAL DE CORP AND IKON OFFICE SOLUTIONS HOLDING COMPANY, A QUAL DE CORP WITH & INTO IKON OFFICE SOLUTIONS, INC., A QUAL OH CORP., THE SURVIVOR.
2/6/1997	CHANGE OF NAME FROM ALCO STANDARD CORPORATION TO IKON OFFICE SOLUTIONS, INC.
6/10/1996	AMENDMENT TO THE ARTICLES OF INCORPORATION.
1/31/1996	MERGER; MERGING QUOROM CORPORATION, A QUAL WV CORP WITH AND INTO ALCO STANDARD CORPORATION, A QUAL OH CORP, THE SURVIVOR.
11/27/1995	CHANGE TO AMEND ARTICLES OF CERTIFICATE OF AUTHORITY.
8/21/1995	CHANGE TO AMEND ARTICLES OF CERTIFICATE OF AUTHORITY.
3/14/1995	AMENDMENT TO ARTICLES
3/7/1994	CHANGE TO AMEND ARTICLES OF CERTIFICATE OF AUTHORITY TO DECREASE STOCK.
2/18/1993	CHANGE TO AMEND STOCK IN ARTICLES OF CERTIFICATE OF AUTHORITY.
1/20/1993	CHANGE TO AMEND ARTI
1/24/1992	AMENDMENT - TO ELIMIN STOCK
1/16/1991	AMENDMENT TO ARTICLE
1/18/1990	AMENDMENT TO ARTICLES OF INCORPORATION
1/25/1989	AMENDMENT TO ARTICLES OF INCORPORATION

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1/4/1988	AMENDMENT TO THE ARTICLES OF INCORPORATION.
5/22/1987	MERGER; MERGING THE METALSOURCE CORPORATION, REYNOLDS PRODUCTS, INC., NIECO CORPORATION, BIG DRUM, INC., AND ALCO FOODSERVICE EQUIPMENT COMPANY WITH AND INTO ALCO STANDARD CORPORATION, THE SURVIVOR.
4/15/1987	AMENDMENT TO ARTICLES OF INCORPORATION
3/31/1987	AMENDMENT TO ARTICLES OF INCORPORATION
7/15/1986	AMENDMENT TO ARTICLES OF INCORPORATION
4/3/1985	AMEND; TO ART FILED
9/24/1984	AMEND; TO THE ART OF INC FILED
6/21/1984	AMEND; TO THE ART OF INC
8/10/1983	AMEND; MERGING SYSTEMS AND SERVICES, INC., WITH AND INTO ALCO STANDARD CORP. THE SURVIVOR
8/9/1983	MERGER; MERGING ALLSTATE BUSINESS SYSTEMS OF COLUMBUS, INC., WITH AND INTO ALCO STANDARD CORPORATION, THE SURVIVOR
8/8/1983	MERGER; MERGING COPY PRODUCTS, INC., WITH AND INTO ALCO STANDARD CORP. THE SURVIVOR
7/10/1983	MERGER; MERGING J. & F. B. GARRETT COMPANY, A NY CORP, WITH AND INTO ALCO STANDARD CORP, THE SURVIVOR
7/9/1983	AMEND; MERGING ALCO HEALTH SERVICES GROUP, INC., A OH CORP., WITH AND INTO ALCO STANDARD CORP., THE SURVIVOR
7/8/1983	MERGER; MERGING AMCE BUSINESS PRODUCTS, INC., A GA CORP., WITH AND INTO ALCO STANDARD CORP., THE SURVIVOR
6/13/1983	MERGER; MERGING ALCO HEALTH SERVICES GROUP, INC., WITH AND INTO ALCO STANDARD CORP., THE SURVIVOR
1/17/1983	AMEND; TO THE ART OF INC.
11/8/1982	MERGER; MERGING ALCO AUTOMOTIVE GROUP, INC., WITH AND INTO ALCO STANDARD CORP., THE SURVIVOR
12/15/1981	CERT OF AMEND; TO THE ART
12/14/1981	MERGER; MERGING WIRE CLOTH PRODUCTS, INC., AN IL CORP., WITH AND INTO ALCO STANDARD CORP. THE SURVIVOR
12/13/1981	MERGER; MERGING K-T CO STANDARD CORPORAT
12/12/1981	MERGER; MERGING METALCO ALCO STANDAR CORP,
12/11/1981	MERGER; MERGING MISSOURI CORP., WITH AND INTO ALCO STANDARD CORPORATION
11/11/1981	MERGER; MERGING THE UNISOURCE CORP AND UNISOURCE INC., WITH AND INTO LACO STANDARD CORP.

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ALC
ND INT

Date

Amendment

Annual Reports

Filed For

2024

2023

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Date filed

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For more information, please contact the Secretary of State's Office at 304-558-8000.

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principa
✓ Billing	PO BOX 13487	MACON	GA	31208-3487	TAQUILLA
Payment	PO BOX 532530	ATLANTA	GA	30353	
Ordering	✓ 300 EAGLEVIEW BLVD	EXTON	PA	19341	TAQUILLA
Ordering	✓ 11 Ace Dr	Romney	WV	26757-6336	GREGOR'
Web Registrar	11 Ace Dr	Romney	WV	26757-6336	GREGOR'
Payment	PO BOX 827577	PHILADELPHIA	PA	191827577	Default Co
Payment	PO BOX 740541	ATLANTA	GA	303740541	Default Co
Payment	PO BOX 802815	CHICAGO	IL	606802815	Default Co
Payment	PO BOX 69	MANHATTAN	KS	665050069	Default Co
Payment	3006 MOUNT VERNON RD STE 1010	HURRICANE	WV	25526	Default Co

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000119903

RICOH USA INC

Address Type : Billing

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 04/17/201

Active To :

Default Record :

Mail Returned :

Active Address : Yes

▼ Address Information

Address ID : AD000002

Street 1 : PO BOX 13487

Street 2 :

City : MACON

State/Province : GA

Zip/Postal Code : 31208-3487

DUNS :

Extended DUNS :

Unique Entity Identifier :

Country Phone Code : 1

Phone : 000-000-0000

Phone Extension :

County :

County Name :

Country : US

- Any Words ⁽ⁱ⁾
- All Words ⁽ⁱ⁾
- Exact Phrase ⁽ⁱ⁾

e.g. 123456789, Smith Corp

"RICOH USA INC" ×

- Classification ▼
- Excluded Individual ▼
- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▼
- Exclusion Program ▼
- Location ▼
- Dates ▼

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: _____ Date: <u>9/18/24</u>	Agency: WEST VIRGINIA DEPARTMENT OF AGRICULTURE
Solicitation No. _____ <u>CO#3</u> <u>Renew</u>	Procurement Officer Submitting Requisition: RITA GAINER
	Requisition No. CMA AGR22*1
	PF No.: 909609

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

