



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Contract

Order Date: 04-16-2025

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:	CCT 0231 4448 OOT2500000002 2	Procurement Folder:	1459086
Document Name:	CO1 Mail Inserter Machine (OT25001)	Reason for Modification: CO1 to set the effective dates for maintenance and support	
Document Description:	CO1 Mail Inserter Machine (OT25001)		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Toby L Welch		
Telephone:	(304) 558-8802		
Email:	toby.l.welch@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2025-04-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-04-14

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:		000000119903		Requestor Name:	Andrew C Lore
RICOH USA INC				Requestor Phone:	304-352-4944
300 EAGLEVIEW BLVD				Requestor Email:	andrew.c.lore@wv.gov
EXTON		PA	19341		
US					
Vendor Contact Phone:		800-565-0283	Extension:		
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				
				<div>2025</div> <div>FILE LOCATION</div>	

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

CR 5-12-25

Total Order Amount: \$372,119.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>May 12, 2025</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>[Signature]</i> DATE: <i>5/12/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> DATE: <i>5-12-25</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change order

Change Order 1 is issued to establish the maintenance and support effective start and effective end dates pursuant section three of the original terms and conditions and section 4.1.4.6 of the specifications according to all terms, conditions, prices and specifications contained in the contract including all authorized change orders.

effective start date of April 15 2025 and shall run for 1 year

the effective service dates of the maintenance, support and warranty shall be April 15,2025 through April 14, 2026

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	44102100	1.00000	EA	332690.000000	\$332,690.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: 4.1.1 - High-Speed Mail Inserting Machine

Extended Description:

4.1.1 - High-Speed Mail Inserting Machine

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	44102100	1.00000	EA	0.000000	\$0.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: 4.1.2 - Cut-Sheet Feeder

Extended Description:

4.1.2 - Cut-Sheet Feeder

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112201	12.00000	MO	3285.750000	\$39,429.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: 4.1.4 - Maintenance and Support - YR1

Extended Description:

4.1.4 - Maintenance and Support - YR1

*Enter a monthly fee in the unit cost field and let the system automatically figure the yearly cost. For example, \$1.00 per month x 12 months = \$12.00 yearly cost.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	78121603	1.00000	EA	0.000000	\$0.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: 4.1.5.6 - Shipping, Installation, and Training

Extended Description:

4.1.5.6 - Shipping, Installation and Training

Lump sum pricing. Enter total amount in the unit price field.

Please see section 4.1.5 of the specifications



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

Eric L. Householder
Cabinet Secretary

Heather D. Abbott
Chief Information
Officer

April 15, 2025

Stan Kirby
Ricoh
Stan.kirby@ricoh-usa.com

Subject: CCT OOT25*02, Mail Inserter Machine and Maintenance

Dear Mr. Kirby:

Please consider this letter your formal Written Notice for the above-referenced contract.

In accordance with section three of the original terms and conditions and section 4.1.4.6 of the specifications, this memorandum serves to set the maintenance and support dates with an effective start date of April 15, 2025 and shall run for one (1) year.

The effective service dates of the contract shall be April 15, 2025 through April 14, 2026.

If you have any questions, please feel free to contact me.

Sincerely,

Derrick Day
IT Procurement Manager
West Virginia Office of Technology
1900 Kanawha Blvd. E., Bldg 5, 10th Floor
Charleston, WV 25305

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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

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		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	Survived State
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 MISSISSIPPI 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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TO ALC
ND INT

Date

Amendment

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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.

Friday, May 9, 2025 — 8:05 AM

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^

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ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

Heather D. Abbott
Agency Head

Feb 19, 2025
Date

Eric Householder
Cabinet Secretary/Department Head

2/20/25
Date

Governor's Office Representative

APPROVED

Date