



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: 04-22-2025

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:	CMA 0231 4448 OOT2500000001 2	Procurement Folder:	1464122
Document Name:	CO#1 B&W Printers w/ Click Charges and Maintenance (OT25007)	Reason for Modification:	
Document Description:	B&W Printers w/ Click Charges and Maintenance		CO#1 to set the effective dates for Maintenance and Support
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-09-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-04-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000119903 RICOH USA INC 300 EAGLEVIEW BLVD EXTON PA 19341 US Vendor Contact Phone: 800-565-0283 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Andrew C Lore Requestor Phone: 304-352-4944 Requestor Email: andrew.c.lore@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#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	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

4/23/25 GC

Total Order Amount:

Open End

Purchasing Division's File Copy

TLW 4/22/25

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Mon/City - 4/23/2025</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>4/25/2025</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>4-25-25</i>
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order:

Change Order No 1 is issued to establish the maintenance and support effective start and effective end dates pursuant to section three (3) of the original terms and conditions, and section 6.1 of the specifications according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders

effective start date of April 15, 2025, and shall run for one (1) year.

The effective service dates of the Maintenance, support and warranty t shall be April 15, 2025, through April 14, 2026.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43212100			EA	69256.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.1.1 - Black & White Cutsheet Printer

Extended Description:

3.1.1 - Black & White Cutsheet Printer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81112306			MO	900.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.1.2 - Maintenance for Black & White Cutsheet Printer

Extended Description:

3.1.2 - Maintenance for Black & White Cutsheet Printer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81112306			MO	900.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.1.3 - Maintenance for Black & White Cutsheet Printer

Extended Description:

3.1.3 - Maintenance for Black & White Cutsheet Printer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81112306			EA	0.003200
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.1.4 - Click Charges for Black & White Printer

Extended Description:

3.1.4 - Click Charges for Black & White Printer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81112306			EA	0.003200
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.1.5 - Click Charges for Black & White Printer

Extended Description:
3.1.5 - Click Charges for Black & White Printer



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 14, 2025

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

Subject: CMA OOT25*01, B&W Printers w/Click Charges and Maintenance

Dear Mr. Kirby:

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

In accordance with section three (3) of the original terms and conditions, and section 6.1 of the specifications, this memorandum serves to set the maintenance and support dates with an effective start date of April 14, 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 K. Day

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

REQUEST FOR QUOTATION
Black and White Cut Sheet Printers (OT25007)

6. DELIVERY AND RETURN:

6.1 Delivery Time: Vendor shall contact the Agency upon Contract award to schedule an on-site preinstallation meeting which must occur within ten (10) business days from Contract Award. The Agency and the Vendor will discuss pre-installation activities as well as the actual installation, and schedule the installation date and time. Vendor must be willing to install the printers in the last ten (10) days of a month.

The Contract Item must be delivered to:

1900 Kanawha Blvd E., Building 6, Room B-148, Charleston, WV 25305

There is a loading dock adjacent to the building. The dock area is accessible by tractor-trailer. The loading dock is approximately four (4) feet high. There are no tight turns, carpet or other such obstacles between the loading dock and equipment.

The maintenance and warranty dates will be set via Change Order in accordance with 3.1.1.36.

Optional Annual Renewal Years 2, 3, and 4 for maintenance will be initiated by the Agency, agreed to by the Vendor, and formalized by authorized Change Order. All renewals will run consecutively from the acceptance date.

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

6.3 Delivery Payment/Risk of Loss: Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

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Business Organization Detail

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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 M: Hi, I'm SOLO! I can help you file your Annual Report.
At Will Term Years			Pa
Authorized Shares	0	Y	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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RED

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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2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

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2012

2011

2010

2009

2008

2007

2006

2005

2004

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2002

2001

2000

1999

1998

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Tuesday, April 22, 2025 — 7:00 AM

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