



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

State of West Virginia
Contract

Order Date: 02-06-2026

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 OOT250000002 4	Procurement Folder:	1459086
Document Name:	CO3 Mail Inserter Machine (OT25001)	Reason for Modification:	CO # 3 Renewal of Maint for 1 year
Document Description:	CO3 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:	2025-02-04
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-02-03

VENDOR		DEPARTMENT CONTACT																
Vendor Customer Code:	000000119903	Requestor Name:	Derrick K Day															
RICOH USA INC 300 EAGLEVIEW BLVD		Requestor Phone:	(304) 957-8277															
EXTON PA 19341 US		Requestor Email:	derrick.k.day@wv.gov															
Vendor Contact Phone:	800-565-0283 Extension:	<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																
Discount Details:																		
	<table border="1"> <thead> <tr> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1 No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2 Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3 Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4 Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>			Discount Allowed	Discount Percentage	Discount Days	#1 No	0.0000	0	#2 Not Entered			#3 Not Entered			#4 Not Entered		
Discount Allowed	Discount Percentage			Discount Days														
#1 No	0.0000			0														
#2 Not Entered																		
#3 Not Entered																		
#4 Not Entered																		

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 2-9-26

Total Order Amount:	\$411,548.00
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Purchasing Division's File Copy

TW 2/6/26

PURCHASING DIVISION AUTHORIZATION DATE: <i>Murdock - 2/10/2026</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: <i>2/10/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Cody Vance</i> DATE: <i>2-11-26</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change order #3

Change Order 3 is issued to renew inserter maintenance and support for 1 year

All terms, conditions, prices, and specifications contained in the original contract including all authorized change orders herein shall remain in full force and effect.

Effective Start Date: February 4, 2026

Effective End Date: February 3, 2027

2 Renewals remaining

no other changes

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

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

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	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 - YR2

Extended Description:

4.1.4 - Maintenance and Support - YR2



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

January 22, 2026

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

Subject: Renewal of agreement CCT OOT25*02, Mail Inserter Maintenance Renewal

Dear Mr./Ms. Kirby:

Provisions were included in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are February 4, 2026, through February 3 2027. 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,

Derrick K. Day

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

Attachment

We agree to renew contract for the period as stated above under the same terms, conditions and pricing as in the original purchase order and change orders thereto:

Stan Kirby

Name/Signature

1/22/2026

Date

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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	× 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
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
Principal Office Mailing 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 METAL CO ALCO STANDAR CORP,
12/11/1981	MERGER; MERGING MISS 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

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

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Date filed

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Tuesday, February 3, 2026 — 11:33 AM

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Records Retention Policy Impacts Old SAM Registration Data Show Details
May 21, 2025



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- All Words i
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"Ricoh USA" ×

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Location ∨

Status ∧

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- Inactive

Reset

Entity Information ∧



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Disaster Response Registry

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