



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

State of West Virginia
Contract

Order Date: 06-15-2026

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 OOT2500000004 5	Procurement Folder:	1528767
Document Name:	CO#2 Ricoh Process Director Software Support & Main (OT25056)	Reason for Modification:	CO#2 Renew for 1 year
Document Description:	CO#2 Ricoh Process Director Software Support & Main (OT25056)		
Procurement Type:	Central Sole Source		
Buyer Name:	Toby L Welch		
Telephone:	(304) 558-8802		
Email:	toby.l.welch@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-10-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-06-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000119903 RICOH USA INC 11 Ace Dr Romney WV 26757-6336 US Vendor Contact Phone: 304-590-3628 Extension:	Requestor Name: Andrew C Lore Requestor Phone: 304-352-4944 Requestor Email: andrew.c.lore@wv.gov																				
Discount Details:	2026 FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></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	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

CR 6-17-26

Total Order Amount:	\$366,659.57
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Purchasing Division's File Copy

TW 6/16/26

PURCHASING DIVISION AUTHORIZATION DATE: <i>M. Welch</i> 6/17/2026 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>[Signature]</i> DATE: <i>6/25/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> DATE: 6-25-26 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

CO#2RicoH Process Director Software Support and Maintenance (OT25056)

Change Order No. 2 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders

Effective Dates: 07/01/2026 - 06/30/2027

1 renewals remaining

No other changes.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	1.00000	YR	139438.250000	\$139,438.25
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: RPD & BCC - Year 1**Extended Description:**

Year One Pricing per attached Quote

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	1.00000	YR	113512.660000	\$113,512.66
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: RPD & BCC - Year 2**Extended Description:**

Year 2 pricing per attached Pricing Page

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	1.00000	YR	113708.660000	\$113,708.66
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: RPD & BCC - Year 3**Extended Description:**

Year 3 pricing per attached Pricing Page



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

June 2, 2026

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

Subject: Renewal of agreement CCT OOT25*04, Ricoh Process Director Software and Maint
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 July 1, 2026, through June 30 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:

Name/Signature

06/12/2026 Chris Kersey Region Vice President

Date



Email: joyce.moseley@ricoh-usa.com
Website: www.ricoh.com

Company: STATE OF WEST VIRGINIA

Date:9/30/2024

Quote Exp: 10/15/2024

Renewal Period: **June 30th each year for 4- yrs**

Year	Period	Agreement Term		RPD	BCC	TOTAL
2024	Year 1 of 4	RPD & BCC 10/15/2024 to 6/30/2025	1	\$115,214.25	\$24,224	\$139,438.25
2025	Year 2 of 4	RPD & BCC 7/01/2025 to 6/30/2026	2	\$89,097.66	\$24,415	\$113,512.66
2026	Year 3 of 4	RPD & BCC 7/01/2026 to 6/30/2027	3	\$89,097.66	\$24,611	\$113,708.66
2027	Year 4 of 4	RPD & BCC 7/01/2027 to 6/30/2028	4	\$89,097.66	\$23,302	\$112,399.66

Joyce Moseley
Senior Software Renewal Specialist

10/1/2024

\$479,059.23

\$479,059.23

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Business Organization Detail

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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 Pa Y Entrepreneur Not Specified		
At Will Term Years	Hi, I'm SOLO! I can help you file your Annual Report.		
Authorized Shares 0			

Addresses

Type	Address
Notice of Process Address	CORPORATION SERVICE COMPANY 808 GREENBRIER STREET CHARLESTON, WV, 25311
Principal Office Address	300 EAGLEVIEW BLVD. EXTON, PA, 19341
Principal Office Mailing Address	300 EAGLEVIEW BLVD. EXTON, PA, 19341
Type	Address

Officers

Type	Name/Address
Director	TAKAHIRO IRISA 300 EAGLEVIEW BLVD. EXTON, PA, 19341
Director	CARSTEN BRUHN 30 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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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

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018

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Date filed

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Report.

Vendor/Customer

Address

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

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 : 04/17/2015

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 :

CAGE Code :

Country Phone Code : 1

Phone : 000-000-0000

Phone Extension :

County :

County Name :

Country : US

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Jun 10, 2026

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STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

State Capitol
Charleston, West Virginia 25305

Eric L. Householder
Cabinet Secretary

Heather Abbott
Chief Information
Officer

TO: Toby Welch
Senior Buyer, Purchasing Division

FROM: Derrick Day, Procurement Officer
West Virginia Office of Technology

DATE: June 15, 2026

SUBJECT: CCT OOT25*04 Ricoh Process Director Software

The West Virginia Office of Technology (WVOT) is submitting Change Order 2 for the renewal of CCT OOT25*04 Ricoh Process Director Software for the print shop. The cost will be approximately \$113,000.00.

Sincerely,

A handwritten signature in blue ink, appearing to read "Derrick Day", written over a light blue horizontal line.

Derrick Day
WVOT Procurement Manager



Plants, Allison M <allison.m.plants@wv.gov>

Request for approval - Purchasing Request Form (PR1) - Step 4 CFO - FW1779817170683

1 message

Form Workflow Plus <sandra.d.henson@wv.gov>

Wed, May 27, 2026 at 1:20 PM

To: megan.shears@wv.gov, sandra.d.henson@wv.gov, allison.m.plants@wv.gov

Hello,

charlene.o.good@wv.gov has submitted a new Google Form on workflow **Purchasing Request Form (PR1)** from the **wvot_cso** domain.

Please review the form responses then complete the approval module below:

smar:11674

Timestamp:5/26/2026 13:39:22

Email Address:charlene.o.good@wv.gov

Unit:Administration

Manager Name:

Estimated Annual/One Time Cost:113708.66

Year 2-4 Cost, if applicable:

Requested Date Due:6/30/2026

Purchase for:Print Shop

Type of Purchase:Other (Change Order, Renewal, etc)

Contract Reference: APO/CPO, ACT/CCT, AMA/CMA, ISC/OOT#, NA if applicable::CCT
OOT25*04

Description of item(s) to be purchased:Ricoh Process Director

Vendor(s), if known:Ricoh

Justification of Purchase:Software is needed for converting print files to pdf for printing on the
cutsheet printers.

If being purchased for another agency, which?:

Alternate Shipping Address:

Backup:

Fiscal Year:

Best regards,

The previous Step has been approved by sandra.d.henson@wv.gov .

The previous reviewer comment is : 2220-0210-0231-4448-13000-3214-3558 2026

SAMANTHA WELLS
PURCHASING
DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing
Date: June 15, 2026
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.

CCT OOT25*04 Ricoh Process Director Software, approximate cost of \$113,000.00.

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

Agency Head

Eric Hauscholtz
Cabinet Secretary/Department Head

6-15-20
Date

6/15/26
Date