

RICOH

RICOH AMERICAS CORPORATION
Five Dedrick Place
West Caldwell, NJ 07006
Tel: 973-882-2000
Fax: 973-244-2776

Ms. Jo Ann Adkins
State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

November 17, 2008

RECEIVED

08 NOV 18 PM 1:09

PURCHASING DIVISION
STATE OF WV

Re: RFQ DIGCOP09

Dear Ms Adkins:

Ricoh Americas Corporation is pleased to respond to the State of West Virginia's RFQ DIGCOP09 for Digital Copiers and Printers. Ricoh has been providing products and services to the State of West Virginia for many years through our direct branch, Ricoh Business Solutions, as well as our through our dealer network. We look forward to continuing to be a supplier of choice throughout the state.

Ricoh is proposing a Ricoh Family Group (RFG) solution to the State's RFQ requirements. Under this concept, Ricoh is offering, per band, a single Ricoh-manufactured product marketed under the Ricoh, Savin and Lanier brand names. Specifications across brands are identical and regardless of brand selected, Ricoh guarantees the uniformity of pricing and service support statewide.

It is our objective to implement a program that provides excellent product capabilities, comprehensive service support, and simple and straightforward pricing. Ricoh has a proven track record with a rapidly growing list of governmental agencies and Fortune 500 companies. The Ricoh products offered have won wide customer acceptance, meet or exceed all functional requirements, and have won significant awards from industry experts.

Ricoh acknowledges receipt of addendums 1-8. Furthermore, as Ricoh is the manufacturer of all equipment proposed, a manufacturer certification is not required with our response.

The RFG Major Account Program (RMAP) provides an excellent framework to manage all aspects of your copier population. The program is designed to control the effective selection of equipment, and the planning and installation support required by user departments.

Ricoh's Major Account Program is very concise and simple, easy to evaluate and, more importantly, work with from a billing and administration standpoint. We are confident that after evaluation, you will conclude that the RMAP Program represents an excellent value. Ricoh's customer base includes some of the most demanding state and local governments.

RICOH

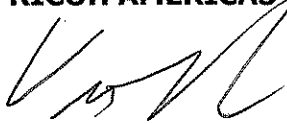
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Should you have any questions or require additional information regarding our offer, please contact Steve Nordheim, Executive Government Account Manager at 804-608-8301.

Sincerely,

RICOH AMERICAS CORPORATION

A handwritten signature in black ink, appearing to read "V. Roma", written over a horizontal line.

Vince Roma

V.P. Business Development



State of West Virginia
 Department of Administration
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**Request for
 Quotation**

RFQ NUMBER
DIGCOP09

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**JO ANN ADKINS
 304-558-8802**

MODIFY

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TYPE NAME/ADDRESS HERE
 Ricoh Americas Corporation
 5 Dedrick Place
 West Caldwell, NJ 07006

SHIP TO

**ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
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| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
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| 09/03/2008 | | | | |

BID OPENING DATE: **10/01/2008** **BID OPENING TIME 01:30PM**

| LINE | QUANTITY | UQP | CAT. NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
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| REQUEST FOR QUOTATION | | | | | | |
| <p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR A BLANKET OPEN-END STATEWIDE CONTRACT TO PROVIDE DIGITAL COPIERS TO WEST VIRGINIA STATE AGENCIES AND POLITICAL SUBDIVISIONS.</p> <p>***** MANDATORY PRE-BID CONFERENCE WILL BE HELD ON SEPTEMBER 15, 2008 AT 9:00AM IN THE PURCHASING DIVISION CONFERENCE ROOM LOCATED AT 2019 WASHINGTON STREET, EAST, CHARLESTON, WV 25305. ANY VENDOR WHO WISHES TO BID ON THIS CONTRACT MUST BE REPRESENTED AT THIS MEETING. FAILURE TO ATTEND THE PRE-BID MEETING CONFERENCE SHALL DISQUALIFY A VENDOR FROM BIDDING ON THIS CONTRACT. NO PERSON CAN REPRESENT MORE THAN ONE BIDDER. *****</p> <p>INQUIRIES WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON THURSDAY, SEPTEMBER 11, 2008. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>JO ANN ADKINS DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305</p> | | | | | | |

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SIGNATURE  TELEPHONE (973) 882-2000 DATE 11/17/08

TITLE V.P. Business Development FEIN 22-2783521 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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| <p>VENDORS SHALL USE THE ATTACHED "COST SHEETS AND COPIER ACCESSORY LISTING AND SUMMARY COST SHEET FOR EVALUATION" TO ENTER THEIR QUOTATION. AN ELECTRONIC VERSION OF THESE PRICING PAGES CAN BE FOUND AT: WWW.STATE.WV.US/ADMIN/PURCHASE/NEWBUL.HTM BIDDERS ARE REQUESTED THAT IN ADDITION TO THE REQUIRED PAPER BID THAT AN ELECTRONIC VERSION BE SUBMITTED WITH THEIR BID. VENDORS SHALL NOT E-MAIL THE ELECTRONIC COPY. IN THE EVENT THE PAPER BID AND THE ELECTRONIC COPY DO NOT MATCH, THE PAPER BID SHALL PREVAIL.</p> <p>ATTACHMENTS TO THIS REQUEST FOR QUOTATION:</p> <ol style="list-style-type: none"> DIGCOP09 SPECIFICATIONS, DIGCOP09 COST, SUMMARY AND COPIER ACCESSORY LIST SHEETS. PURCHASING AFFIDAVIT | | | | | | |
| 0001 | 1 | LS | | 985-64 | | |
| <p>DIGITAL COPIERS AND PRINTERS</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE</p> | | | | | | |

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| <p>ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY</p> | | | | | | |

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VENDOR

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| <p>THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>EXHIBIT 6</p> <p>PRICE ADJUSTMENT PROVISION: THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD</p> | | | | | | |

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| <p>MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p> <p>PREFERRED TERMS: IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED ONE (1) YEAR.</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSA</p> | | | | | | |

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Ricoh Americas Corporation
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| <p>SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF</p> | | | | | | |

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| <p>BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p><input type="checkbox"/> BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p><input type="checkbox"/> BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> | | | | | | |

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| <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <u>Ricoh Americas Corporation</u></p> <p>DATE: <u>11/17/08</u></p> <p>SIGNED: <u><i>[Signature]</i></u></p> <p>TITLE: <u>Vice President Business Development</u></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> | | | | | | |

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VARIOUS LOCALES AS INDICATED
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| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 09/03/2008 | | | | |

BID OPENING DATE: **10/01/2008** **BID OPENING TIME 01:30PM**

| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|--------|-------------|------------|--------|
| CONTACT PERSON (PLEASE PRINT CLEARLY): | | | | | | |
| ----- | | | | | | |
| ***** THIS IS THE END OF RFQ DIGCOP09 ***** TOTAL: | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

| | | |
|---|-----------------------------------|-----------------------------------|
| SIGNATURE | TELEPHONE (973)882-2254 | DATE 11/17/08 |
| TITLE V.P. Business Development | FEIN 22-2783521 | ADDRESS CHANGES TO BE NOTED ABOVE |

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor's Name: Ricoh Americas CorporationAuthorized Signature:  Date: 11/17/08



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

Request for Quotation

RFQ NUMBER
 DIGCOP09

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 JO ANN ADKINS
 304-558-8802

VENDOR

RFQ COPY

TYPE NAME/ADDRESS HERE

Ricoh Americas Corporation
 5 Dedrick Place
 West Caldwell, NJ 07006

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

| DATE PRINTED | TERMS OF SALE | SHIP VIA | FOB | FREIGHT TERMS |
|--------------|---------------|----------|-----|---------------|
| 09/10/2008 | | | | |

BID OPENING DATE: 10/01/2008 BID OPENING TIME 01:30PM

| LINE | QUANTITY | UOP | CAT. NO. | ITEMNUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|----------|------------|------------|--------|
| *****ADDENDUM NO. 1***** 1. TO REPLACE THE TEAM RVP WITH ATTACHED FORM. *****END OF ADDENDUM NO. 1***** | | | | | | |
| 0001 | 1 | LS | | 985-64 | | |
| DIGITAL COPIERS AND PRINTERS | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE  TELEPHONE (973)882-2000 DATE 11/17/08

TITLE V.P. Business Development FEIN 22-2783521 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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| DATE PRINTED | TERMS OF SALE | SHIP VIA | FOB | FREIGHT TERMS |
|--------------|---------------|----------|-----|---------------|
| 09/25/2008 | | | | |

BID OPENING DATE: 10/23/2008 BID OPENING TIME 01:30PM

| LINE | QUANTITY | UQP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|-------------|------------|--------|
| <p>*****ADDENDUM NO. 2*****</p> <p>1. BID OPENING DATE HAS BEEN MOVED TO 10/23/2008.</p> <p>2. MANDATORY PRE-BID SIGN IN SHEET ATTACHED.</p> <p>3. EXHIBIT 10 - ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.</p> <p>4. SUBMITTED QUESTIONS WILL BE ADDRESSED AT A LATER DATE VIA AN ADDENDUM.</p> <p>*****END OF ADDENDUM NO. 2*****</p> | | | | | | |
| 0001 | 1 | LS | | 985-64 | | |
| DIGITAL COPIERS AND PRINTERS | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE (973)882-2000 DATE 11/17/08

TITLE V.P. Business Development FEIN 22-2783521 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

EXHIBIT 10

REQUISITION NO.:

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED
ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY
PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO.'S:

NO. 1

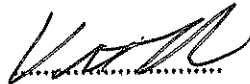
NO. 2

NO. 3

NO. 4

NO. 5

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE
ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. VENDOR
MUST CLEARLY UNDERSTAND THAT ANY VERBAL
REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY
ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES
AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE
INFORMATION ISSUED IN WRITING AND ADDED TO THE
SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.



.....
SIGNATURE

V.P. Business Development

.....
Ricoh Americas Corporation

COMPANY

.....
11/17/08

DATE



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

Request for Quotation

RFQ NUMBER
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PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 JO ANN ADKINS
 304-558-8802

VENDOR

RFQ COPY

TYPE NAME/ADDRESS HERE

Ricoh Americas Corporation
 5 Dedrick Place
 West Caldwell, NJ 07006

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 10/20/2008 | | | | |

BID OPENING DATE: 11/12/2008 BID OPENING TIME 01:30PM

| LINE | QUANTITY | UOP | CAT. NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|----------|-------------|------------|--------|
| ***** ADDENDUM NO. 3 ***** 1. BID OPENING DATE HAS BEEN MOVED TO 11/12/2008. 2. REVISED SPECIFICATIONS ARE FORTH COMING. ***** END OF ADDENDUM NO. 3 ***** | | | | | | |

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|------------------------------------|-----------------------------|-----------------------------------|
| SIGNATURE | TELEPHONE (973) 882-2000 | DATE 11/17/08 |
| TITLE V.P. Business Development | FERN 22-2783521 | ADDRESS CHANGES TO BE NOTED ABOVE |

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ADDRESS CORRESPONDENCE TO ATTENTION OF
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304-558-8802

VENDOR COPY

RFQ COPY
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 Ricoh Americas Corporation
 5 Dedrick Place
 West Caldwell, NJ 07006

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| DATE PRINTED | TERMS OF SALE | SHIP VIA | FOB | FREIGHT TERMS |
|--------------|---------------|----------|-----|---------------|
| 10/28/2008 | | | | |

BID OPENING DATE: **11/12/2008** BID OPENING TIME: **01:30PM**

| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|-------------|------------|--------|
| <p>***** ADDENDUM NO. 4 *****</p> <p>1. DIGCOP09 REVISED 10/28/08, ATTACHED.</p> <p>2. COST QUOTE FORMS, ATTACHED.</p> <p>3. COPIER ACCESSORY OPTION LISTING, ATTACHED.</p> <p>4. VENDOR INFORMATION FORM, ATTACHED.</p> <p>5. WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON MONDAY, NOVEMBER 3, 2008. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED.</p> <p>ADDRESS INQUIRIES TO:</p> <p>JO ANN ADKINS DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305 FAX: 304-558-4115 EMAIL: JO.A.ADKINS@WV.GOV</p> <p>***** END OF ADDENDUM NO. 4 *****</p> | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

| | | |
|---|------------------------------------|-----------------------------------|
| SIGNATURE <i>[Signature]</i> | TELEPHONE (973) 882-2000 | DATE 11/17/08 |
| TITLE V.P. Business Development | FEIN 22-2783521 | ADDRESS CHANGES TO BE NOTED ABOVE |

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Request for Quotation

RFQ NUMBER
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PAGE
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ADDRESS CORRESPONDENCE TO ATTENTION OF
 JO ANN ADKINS
 804-558-8802

RFQ COPY

TYPE NAME/ADDRESS HERE
 Ricoh Americas Corporation
 5 Dedrick Place
 West Caldwell, NJ 07006

SHIP TO

ALL STATE AGENCIES
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 BY ORDER

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
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| 10/29/2008 | | | | |

BID OPENING DATE: 11/12/2008 BID OPENING TIME 01:30PM

| LINE | QUANTITY | UOP | CAT. NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|----------|-------------|------------|--------|
| ***** ADDENDUM NO. 5 ***** | | | | | | |
| 1. CHANGES TO EXHIBIT THREE. | | | | | | |
| LIFE OF CONTRACT: | | | | | | |
| FROM: EXTENDS FOR A PERIOD OF ONE (1) YEAR ... | | | | | | |
| TO: EXTENDS FOR A PERIOD OF SIX (6) MONTHS... | | | | | | |
| RENEWAL: | | | | | | |
| FROM: SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS. | | | | | | |
| TO: SHALL BE LIMITED TO FOUR (4) SIX (6) MONTH PERIODS. | | | | | | |
| 2. THE STATE RESERVES THE RIGHT TO UTILIZE INTER-STATE AGREEMENTS, SUCH AS THE WESTERN STATES CONTRACTING ALLIANCE (WSCA), TO PURCHASE EQUIPMENT OUTSIDE OF THE TERMS AND CONDITIONS OF ANY CONTRACT RESULTING FROM AN AWARD OF THIS RFQ, PURSUANT TO WEST VIRGINIA STATE CODE, SECTION 5A-3-19. | | | | | | |
| ***** END OF ADDENDUM NO. 5 ***** | | | | | | |
| 0001 | 1 | LS | | 985-64 | | |
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SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE (973) 882-2000 DATE 11/17/08

TITLE V.P. Business Development FEIN 22-2783521 ADDRESS CHANGES TO BE NOTED ABOVE

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|--------------|---------------|----------|--------|---------------|
| 11/10/2008 | | | | |

BID OPENING DATE: 11/17/2008 BID OPENING TIME 01:30PM

| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|--------|-------------|------------|--------|
| ***** ADDENDUM NO. 6 ***** 1. REVISED COPIER ACCESSORY OPTION LISTING, 1 PAGE, ATTACHED. THE ACCESSORY OPTION LISTING CAN ALSO BE FOUND AT: WWW.STATE.WV.US/ADMIN/PURCHASE/NEWBUL.HTM 2. QUESTIONS AND ANSWERS, 8 PAGES, ATTACHED. 3. WV-96 MUST BE SIGNED AND RETURNED PREFERABLY WITH THE BID ***** END OF ADDENDUM NO. 6 ***** | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

| | | |
|------------------------------------|-----------------------------|-----------------------------------|
| SIGNATURE | TELEPHONE (973) 882-2000 | DATE 11/17/08 |
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|--------------|---------------|----------|-----|---------------|
| 11/12/2008 | | | | |

BID OPENING DATE: 11/18/2008 BID OPENING TIME 01:30PM

| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|-------------|------------|--------|
| ***** ADDENDUM NO. 7 ***** | | | | | | |
| 1. BID OPENING DATE HAS BEEN MOVED TO 11/18/2008 | | | | | | |
| 2. CORRECTED COPIER ACCESSORY OPTION LISTING IS AVAILABLE AT: WWW.STATE.WV.US/ADMIN/PURCHASE/NEWBUL.HTM | | | | | | |
| ***** END OF ADDENDUM NO. 7 ***** | | | | | | |
| 0001 | 1 | LS | | 985-64 | | |
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SIGNATURE  TELEPHONE (973)882-2000 DATE 11/17/08

TITLE V.P. Business Development FEIN 22-2783521 ADDRESS CHANGES TO BE NOTED ABOVE

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State of West Virginia
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 Purchasing Division
 2019 Washington Street East
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 Charleston, WV 25305-0130

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PAGE
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ADDRESS CORRESPONDENCE TO ATTENTION OF
 JO ANN ADKINS
 304-558-8802

VENDOR
 RFQ COPY
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 Ricoh Americas Corporation
 5 Dedrick Place
 West Caldwell, NJ 07006

RFQ TO
 ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
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| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 11/13/2008 | | | | |

BID OPENING DATE: 11/18/2008 BID OPENING TIME 01:30PM

| LINE | QUANTITY | LOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|--------|-------------|------------|--------------|
| ***** ADDENDUM NO. 8 ***** 1. TO CLARIFY QUESTION NUMBER 30 FROM ADDENDUM NO. 6 MANUFACTURE CERTIFICATION SHOULD BE SUBMITTED WITH THE BID. TECH CERTIFICATION CAN BE REQUESTED AT ANYTIME. ***** END OF ADDENDUM NO. 8 ***** | | | | | | |
| 0001 | 1 | LS | | 985-64 | | |
| DIGITAL COPIERS AND PRINTERS | | | | | | |
| ***** THIS IS THE END OF RFQ DIGCOP09 ***** | | | | | | TOTAL: _____ |

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|------------------------------------|----------------------------|-----------------------------------|
| SIGNATURE | TELEPHONE (973)882-2000 | DATE 11/17/08 |
| TITLE V.P. Business Development | FEIN 22-2783521 | ADDRESS CHANGES TO BE NOTED ABOVE |

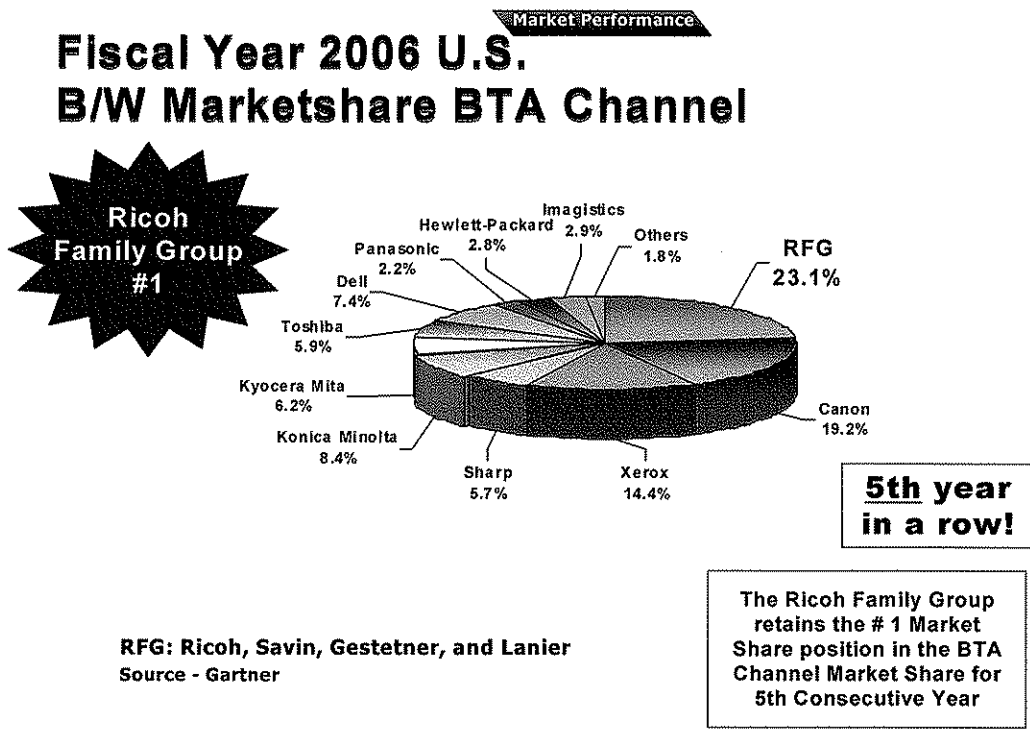
WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Corporate Overview

Thanks to the expansion, the center will also incorporate the software development department, the inkjet technology development department and the supply development department. By strengthening its system at Ricoh Technology Center, Ricoh will continue to provide products that embody the company's core values: "simplify knowledge creation," "create solutions that fit" and "harmonize with the environment." Further, Ricoh will continue in its quest to become "the No.1 production engineering company," contributing to customers and society alike.

Market Share

The Ricoh Family Group retained the # 1 Market Share position in the BTA Channel B&W Market Share for 5th Consecutive Year and captured the # 1 Market Share position in the BTA Channel Color Market Share for 4th Consecutive Year.



Corporate Overview

Ricoh and the Environment

Environmental protection is a key management priority at Ricoh. Ricoh has formulated specific policies on the promotion of recycling and resource conservation, energy saving activities and pollution prevention.

Ricoh Environmental Management System matches the ISO 14001 standard. All of the domestic and overseas plants have either qualified or have created a rigorous environmental management system.



Ricoh is a charter member and continual supporter of the Energy Star Program, a voluntary partnership between the Environmental Protection Agency (EPA), the Department of Energy (DOE) and private industry. We are the first copier manufacturer to sign the EPA Energy Star "Memorandum of Understanding" promoting energy conservation. Ricoh is the only company to have been named "EPA Imaging Partner of the Year,"

5 years running, and to have received the program's highest award, "Labeling Partner of the Year" in 2000.

Ricoh is the only company to have been named "EPA Imaging Partner of the Year" and "Overall Office Automation Partner of the Year" by the US-EPA.

In 2001, the Financial Times named Ricoh #7 in the world in the category "CEOs – Companies that best manage and effect environmental resources."

For over 20 years, Ricoh has led the office automation industry in creating environmentally friendly products and processes, and in promoting partnerships among government, industry and environmental groups. We live by a philosophy we call, "Our earth, Our tomorrow". It's a statement of the idea that because we all share the planet, we are all obligated to protect and preserve it. We also believe that good corporate citizenship is good business therefore as of FY2001, we have achieved ISO 14001 Certification at all Ricoh USA facilities.



The Ricoh Family Group companies recognize and believe that environmental management is one of our highest corporate priorities and that we conduct all aspects of our business as responsible stewards of the environment. We will integrate the principals and practices of conserving our natural resources and reducing pollution as essential elements of our management, corporate culture, and community relations.

Corporate Overview

Time and again, Ricoh is recognized for its achievements in the areas of air and water pollution, ozone layer depletion, global warming, and toxic waste. In particular, the World Environmental Center (WEC) awarded the Ricoh Group the Gold Metal for its International Achievement in Sustainable Development. An independent jury of distinguished international environmentalists awards the prestigious WEC Gold Medal annually to a corporation that demonstrates preeminent leadership and contributes to worldwide environmental quality (May 2003).



Conserve Energy & Reduce Costs without Affecting Productivity

Reducing the amount of energy your organization consumes is an easy way to have a positive impact on the environment. To this end, Ricoh offers energy-efficient document management systems that minimize power and resource consumption without sacrificing productivity or convenience. These systems offer many of the following features:

- **Ultra-Low Power Sleep Mode** – After a short period of idling, systems enter a low-power sleep mode during which they consume just six to eight watts of electricity—significantly less than during normal operation.
- **Quick Start Up** – Warm-up time is nearly 66% faster than competitive systems. This makes the sleep feature invisible to users, so the low-power mode does not get disabled.
- **Fast Duplexing** – All systems operate in duplex mode at 95% to 100% of their rated speed, so users can quickly and easily complete copying jobs using half the paper.
- **Toner Recycling** – This internal process helps improve toner yields, reduce wasted toner and decrease the frequency of cartridge replacements.
- **Sample Mode** – This feature prevents paper waste by allowing users to print one sample copy to check settings prior to printing the entire job.
- **Energy Star®** – Ricoh's entire line of multifunction products (MFPs) qualifies to meet the new ENERGY STAR® guidelines. According to the ENERGY STAR program, qualified office and imaging products use 30-75 percent less electricity than their traditional counterparts. Still, ENERGY STAR qualified products are able to perform just as well as standard products. For more information about the Energy Star®, visit <http://www.energystar.gov>

Corporate Overview***Worldwide Leader in Sustainability***

Globally, Ricoh is consistently ranked high among the world's leading corporations for sustainability -- balancing profit with environmental responsibility. We pride ourselves in going above and beyond what is considered standard with worldwide:

- Ambitious greenhouse gas reduction goals
- Exemplary environmental management systems
- Innovative green technologies
- ISO 14001 certified plants and facilities
- Zero waste-to-landfill manufacturing plants
- Minimization of resource consumption in product lifecycles

Green Technology Innovator

An advocate of an eco-friendly world, Ricoh designs products that minimize environmental impact at every stage of operation while enhancing productivity. Keep your office at its greenest with Ricoh printing and imaging systems that:

- Optimize energy efficiency
- Maximize recyclability
- Use materials resourcefully
- Control environmentally sensitive substances
- Maintain air quality
- Prevent pollution

Highest Standards of Energy Efficiency

Many Ricoh products qualify for the strictest standards of energy efficiency under the Energy Star label, including Ricoh's entire line of multifunction products (MFPs) digital duplicators and wide format products, and most of our printers and faxes. Energy efficiency compliance has been integrated in nearly all of Ricoh's printers, production printers and facsimile products. These devices power down to energy-saving mode while not in operational use, duplex print to reduce paper waste, and ultimately help you realize significant savings on your energy bill. Less energy consumed means less emissions of CO₂ and other greenhouse gases.

Recyclable by Design

Our goal is to avoid sending material waste to landfill. That is why many Ricoh consumables can be returned to us for environmentally friendly recycling via our Toner Cartridge Return Program. Returned cartridges (along with packaging and shipping materials) are disassembled, and then sorted for reuse and material recovery. Typically, between 95% and 100% of the total weight is recovered. This keeps used cartridges out of our landfills and conserves the energy and resources required to manufacture new ones. To find out more about this program, please visit:
http://www.ricoh-usa.com/about/environment/manage_recycle_toner.asp?#ans

Corporate Overview

Plastics and parts in our equipment and supplies are standardized at the manufacturing stage for efficient recycling of end-of-life material content. Many of our equipment and supplies contain a percentage of recycled plastics and post-consumer content.

Environmentally Sensitive . . . Always

Ricoh has established a strict management system to ensure air quality while our products are in operation, maintaining the health, safety and comfort level of working environments. Under the RoHS directive (Restriction of Hazardous Substances), and our own internal regulations, Ricoh devices are monitored for the reduction and elimination of environmentally sensitive substances.

Workflow Optimization to Cut Energy Consumption

- Consolidating standalone faxes, printers, copiers and scanners into multifunctional products saves money and energy.
- Leveraging software based solutions can streamline device and resource utilization
- Upgrading older models can also save thousands in energy costs per year
- Storage Management and Scanning solutions reduce paper waste and environmental impact of traditional transportation methods

Ricoh continues to advance the program through technical consultation and active promotion of the environmental and economic benefits of using energy more efficiently. Its promotion activities include the creation of a nationally recognized multimedia presentation, "The Energy Star Experience," which was cited by the EPA for "Excellence in Consumer Education."

Demanufacturing Program

At the end of their service life cycle, document management systems from Ricoh enter our demanufacturing program. The demanufacturing process allows us to recycle nearly all of the materials in these products and keeps our systems out of landfills. It also prevents them from being shipped overseas for improper disposal in nations where environmental regulations are not as strict. (Ricoh is firmly opposed to this practice, often referred to as "exporting harm," which is unfortunately, common in this and many other industries.)

When scrap systems enter our demanufacturing program, they are sent to one of our recycling centers in the U.S. They are then disassembled, processed and separated into commodity streams of steel, copper, aluminum, other metals and plastics. These materials are sent to other approved recyclers for conversion into new, usable resources. By using state-of-the-art technology, our demanufacturing facilities have improved the average rate of recovery from between 30 and 60% up to 95% of total equipment weight.

Corporate Overview

Green Factories

Ricoh Company Ltd., Ricoh's parent company, operates 23 manufacturing facilities around the world. These factories are among the leading green manufacturing plants worldwide. All have earned ISO 14001 certification for Environmental Management, as well as ISO 9002 certification for Quality Management. They have also achieved coveted "zero waste to landfill" status, which means they send absolutely no waste materials to landfills. Instead, all waste streams are either reused or recycled. By making green factories a high priority, Ricoh Company Ltd. enables Ricoh to bring high-quality document management solutions to our customers and maintain strong environmental responsibility.

INSPIRING SUSTAINABLE BUSINESS PRACTICES

Zero-Waste-To-Landfill Manufacturing

Ricoh operates at the highest levels

What Ricoh considers Zero-Waste-to-Landfill

What the general public considers Zero-Waste-to-Landfill

Level 3 Zero-Waste-to-Landfill
No landfill of industrial waste + general waste + household waste (sludge, such as raw sewage, from private sewage systems)

Level 2
No landfill of industrial waste + general waste (including waste generated by restaurants)

Level 1
No landfill of industrial waste

RICOH

Ricoh is committed Total Green Office Solution

Corporate Overview

Leader in Environmental Management

Ricoh's is a recognized leader in sustainability, consistently ranked high among global corporations for successfully balancing business productivity with environmental responsibility.

Ricoh has been named one of the Global 100 Most Sustainable Corporations in the World for 4 consecutive years.

- Global CO2 emission reduction goals
- ISO 14001 Certification
- Zero waste-to-landfill operations at all manufacturing plants worldwide
- Green technologies for energy efficiency, waste reduction and pollution prevention

RICOH

Green Product Design
Life Cycle Analysis to minimize environmental impact

MFP/Fleet Consolidation
Energy savings
Green Workflow Assessment

End-of-Life Solutions
Toner Cartridge Recycling
Remanufactures
Data Security

Energy Efficient Equipment
Quick Start-Up Technology
Energy Star

Legislative Compliance
Air quality
Eco-labels
Managed substances

Paper Reducing Technology
High-speed duplex, storage and management solutions

TOTAL GREEN OFFICE SOLUTION

RICOH

Green Product Design includes

- Parts and Plastics designed for rapid de-manufacturing
- Recycled content in products, supplies and packaging
- Packing design that minimizes waste
- Goals to maximize use of recovered resources in equipment
- Products manufactured in zero-waste-to-landfill plants
- Product innovations such as our CO2 reducing P+P Toner
- Internal toner recirculating mechanism in some MFPs

Energy Efficiency:

- 100% of RICOH MFPs and the majority of our printers and faxes meet 2007 ENERGY STAR qualifications for maximum energy conservation
- Equipment is factory defaulted to quickly power-down into energy savings mode
- Ricoh's Quick Start-up Technology in our B/W MFP line shortens the warm-up time from energy savings mode to 10-15 seconds, maintaining office productivity
- Our P+P Toner uses 35% less electricity in the manufacturing process

Green Technology Innovator

For over three decades, Ricoh has led the office automation industry in creating innovative products and environmental management processes that promote environmental sustainability.

Ricoh won the prestigious Gold Medal from the World Environment Center for International Corp Achievement in Sustainable Development.

Ricoh imaging solutions:

- Optimize energy efficiency
- Maximize recyclability
- Use materials resourcefully
- Control environmentally sensitive substances
- Maintain air quality
- Prevent pollution

RICOH

Total Green Office Solution

Ricoh's entire fleet of MFDs are ENERGY STAR qualified

Green Product Design



- Ricoh conducts Green Life Cycle Analyses to identify ways to minimize environmental impact at every stage of a product life cycle.

Energy Efficient Equipment

- Equipment designed for maximum energy efficiency reduce energy costs, while supporting reduction of CO2 and other greenhouse gases. Features that maintain office productivity cause minimum disruption in office workflow.

RICOH

Corporate Overview

| | |
|---|---|
|  <p>Total Green Office Solution</p> <p><i>Ricoh was a charter member of the ENERGY STAR Program and named Office Equipment Partner of the Year for 5 years.</i></p> <p>Device Optimization to Cut Energy Consumption</p> <p>➤ Right-sizing fleet not only impacts TCO, but can achieve significant reduction in energy costs, while supporting CO2 emissions reduction goals.</p> <p>Paper and Resource Conservation Technology</p> <p>➤ Green Technologies and Software solutions can support paper-reducing goals, which reduce costs, while indirectly reducing of CO2 that would be used to manufacture and distribute that paper.</p> <p>RICOH</p> |  <p>Total Green Office Solution</p> <p><i>Ricoh won the Climate is Business Award for efforts in protecting the global environment</i></p> <p>Legislative Compliance/Eco Labels</p> <p>➤ Ricoh has management systems in place that control and prohibit environmentally sensitive substances with the net result of assuring workplace air quality and reduction of current and future environmental impact.</p> <p>Recycling and End-of-Life Programs</p> <p>➤ Ricoh's Toner Cartridge Return and De-manufacturing Programs make it easy for our customers to divert tons of material waste from landfill, while recovering nearly 100% of material content.</p> <p>RICOH</p> |
|---|---|

Device Optimization to Cut Energy Consumption

Consolidating standalone faxes, printers, copiers and scanners into multifunctional products saves money and energy.

Leveraging software based solutions can assist with fleet consolidation and optimization

Upgrading Ricoh models can also save thousands in energy costs per year

Support for internal campaigns by providing environmental impact measurements can promote device consolidation with employees

Paper and Resource Conservation Technology

Default settings to duplexing

Software solutions to reduce resource consumption

Document Services to analyze and improve business process and workflows to reduce paper and resource consumption

DOCutivity Analyses

Business Process Analysis

Ricoh's Uncoated Color Copier paper is engineered to improve toner transfer and enhance color copy image quality. It is Acid free, 30% recycled manufactured with renewable wind-generated electricity.

Legislative Compliance/Eco Labels

Ricoh has a strict management system for environmentally-sensitive substances in products, and reduction of ozone, dust, and volatile organic compound emissions at the end-user stage (falls far below EPA standards)

Ricoh controls 66 substance groups, including those regulated by the European RoHS Directive, widely accepted as the standard in the U.S and abroad

Many Ricoh products have achieved third party organization (ISO 14024) standards for environmentally-friendly products for Type I label certification, including Blue Angel (labeling standard for air quality assurance)

Corporate Overview

Section 508 Compliance - Working Toward A Higher Standard



Ricoh has been an industry leader in the area of accessibility. Our mission is to enable the workgroup office environment to maximize their productivity through the use of accessible technology. Using software utilities and networked solutions, Ricoh

will streamline document workflow, as well as make advanced features accessible to all. Ricoh has developed guiding principles to achieve this goal, which include:

- Accessibility should be considered from the design stage and incorporated into the core requirements of the device
- Accessibility features should be configured to enhance overall functionality - not restrict it
- Design process should include accessibility and usability evaluations, and schedule should allow for the iteration of design to accommodate results of the evaluations
- Compatibility with personal assistive technologies and devices commonly used by impaired users such as cell phones and PDAs.
- Provide accommodations for all the major single-impairment conditions.

To meet these requirements, Ricoh established product compliance evaluation protocol. Our evaluation is based upon the following methods:

- 1) **Checklist Evaluation:** over 250 checklist items derived from Section 508, Access Board Standards, and other human factors standards and guidelines
- 2) **Usability Evaluation:** simulating a variety of common tasks performed by users with various impairments

Ricoh was the first office equipment manufacturer to sponsor a seminar on Section 508 for Government workers. Held in August of 2001 in Washington DC, the seminar, entitled "Working Toward a Higher Standard," featured a presentation that educated Government procurement officials on Section 508 guidelines and how the requirements impacted their purchasing process. Ricoh worked with Georgia Tech Research Institute for both the seminar and in defining the requirements and standards for Ricoh's accessibility program.



Corporate Overview

To provide information on the accessibility of Ricoh products, we have established a product compliance evaluation protocol on our web site. Each Ricoh product is listed and a description is given of its accessibility features, via the VPAT (Voluntary Product Accessibility Template), the standard form used by manufacturers to show the compliance level of their product to Section 508. Ricoh utilizes the industry reputation and expertise of Georgia Tech Research Institute to complete the VPAT evaluation for each of our models. In this quick and efficient manner, individuals and Government agencies can find all the information necessary to make an informed decision on the what products fill their needs on our ricoh-usa.com website. Ricoh will continue to work to provide products that are accessible to all people so that the workflow in the office will run smoothly and efficiently.

Diversity

Ricoh seeks to attract minority vendors and encourage them to compete for our business, with help, if desired, from our Minority Vendor Program.

MSDC of NY/NJ

Ricoh Americas Corporation is a proud and active member of the Minority Supplier Development Council of NY/NJ, Inc. The MSDC of NY/NJ is one of the largest regional councils affiliated with the National Minority Supplier Development Council. These councils offer valuable services to minority vendors, including:

- Conferences, expositions and other networking / opportunities.
- Seminars and training programs to foster development.
- Access to financing, through a Business Consortium Fund.






Corporate Overview

Awards

Outstanding products, customer service, protecting the environment, manufacturing process... Ricoh has earned many awards in all of these areas.

Industry Awards

Ricoh Americas Corporation often wins accolades from its peers as well as leaders in other industries.

- Computing Technology Industry Association (CompTIA) awarded Ricoh Americas Corporation the "Certification Achievement Award". This award recognizes companies that are committed to advancing the application of document imaging by demonstrating dedication to the best practices and industry standards. (April 2004) 
- Gartner Dataquest ranked Ricoh Americas Corporation and its subsidiary brands number one in overall color copier shipments in the United States with a 33.2 percent market share. (March 2004)
- BusinessWeek magazine ranked Ricoh Company Ltd. among the 100 best-performing technology companies in its "Info Tech 100" list. (June 2003)
- Gartner Dataquest ranked the Ricoh Family Group (RFG) number one in overall copier placements in the United States for both analog and digital copiers with a 23.1 percent market share. This is the first time Ricoh has attained this overall ranking. The RFG also maintained its number one market share position in the digital copier category. (April 2003) 
- IndustryWeek magazine recognized Ricoh Company Ltd. as one of the world's largest manufacturers. (July 2003) 
- Marketing Research Consultants, Inc. awarded Ricoh "Digital Black and White Copier Manufacturer of the Year" for the 6th consecutive year. (June 2002)

Corporate Overview

Product Awards

Since the company was founded in 1936, Ricoh has developed imaging devices and other products and services that stress value creation first and foremost, as we seek to meet customer needs. With a tradition of more than seventy years of technological innovation, Ricoh is harnessing the whole range of its optical, imaging and digital technologies to create a 21st-century office environment in which all imaging processes merge and function smoothly. Ricoh's fully integrated hardware and software products help businesses share information efficiently and effectively by enabling customers to control the input, management and output of documents. Ricoh products are consistently recognized for their outstanding quality.



Technical Overview

Ricoh is the manufacturer of all equipment proposed; therefore, a manufacturer certification is not required with our response.

All brands offered by Ricoh Americas Corporation in response to this RFQ: Ricoh, Savin and Lanier, have identical specifications.

Ricoh will provide BLI sheets and highlighted brochures confirming our compliance with RFQ specs, at time of quote by individual agency.

All offered pricing will be inclusive of all shipping and installation charges, including connection to the end user's network. Pricing includes initial training and start-up supplies. Ricoh understands that no extra payment shall be made for delivery of any kind. Pricing also includes removal. No additional charges will apply for de-installations.

All equipment proposed by Ricoh is in current production and only new equipment will be provided in fulfilling contract requirements. Ricoh understands that copiers producing 90 copies or more per minute are prohibited under this contract.

All Ricoh products offered are Energy Star compliant and will be installed with energy saving features enabled. Please refer to the Corporate Overview section of our proposal for more information about Ricoh and the Environment.

Ricoh agrees to provide parts and service for a period of seven (7) years from the date of purchase on purchased equipment and for the term of the rental on all rental units.

Ricoh agrees that scanning charges will not be allowed.

Ricoh has provided optional pricing for ESP Power Protectors as part of our available accessories. Only genuine ESP protectors will be provided under the resultant contract award.

Firmware

Ricoh's DataOverwriteSecuritySystem (DOSS) is an available option in monochrome bands 3 to 7 and color bands 2 to 4. It is not available for the equipment offered in monochrome bands 1 and 2 or color band 1 as those models do not contain hard drives.

The Hard Disk Image Overwrite Solution

Ricoh's DataOverwriteSecuritySystem (DOSS) option, designed for the newest generation of mid-volume Ricoh MFP's, overwrites data that is temporarily stored on the hard drive by writing over the latent image with random sequences of 1's and 0's, making any effort to access and reconstruct residual image data virtually impossible.

Advantages

Technical Overview

- Able to operate in conjunction with Ricoh's Removable Hard Drive Security Systems and provide a multi-layered approach to securing sensitive documents
- Assists in compliance with Health Insurance Portability and Accountability Act (HIPAA), Gramm-Leach-Bliley Act (GLBA) for financial privacy, and Family Education Rights Privacy Act (FERPA) for student privacy

Unique Implementation

A single DIMM chip or SD card is internally installed within the MFP

DOSS automatically turns on upon installation

The only way to turn the function off is to remove the DIMM chip or SD card

DOSS overwrites residual data on digital system hard drive three times

- First Pass: Random "0s and 1s"
- 2nd Pass: Random "0s and 1s"
- 3rd Pass: Null Data "0s and 0s"
- Conforms to NSA method for managing classified information
- DOSS available on 25 to 75 ppm BW MFP's, as well as 32 and 55 ppm B2C systems
- Can also work in conjunction with RHD



Residual data is overwritten three times to reduce the risk of information theft

Conforms to National Security Agency (NSA) recommended methods for managing classified information. Please refer to the enclosed Security Solutions brochure for more information about available security products from Ricoh.

Ricoh also agrees to provide the State with programs that A) remove a hard drive and install a new hard drive with the customer disposing or keeping the old hard drive; B) remove a hard drive for the customer's IT Technician to wipe clean and the Vendor to reinstall the old hard drive in the old machine that is being taken out of service and picked up; and C) remove the old hard drive, install a new hard drive, and maintain the chain of custody of the old hard drive through the cycle of Vendor disposal with a certificate of destruction (shredding) provided to the Agency. For purchased machines, an hourly fee may be charged for this service. Ricoh understands that the hourly service fees for any of the above services must be included in the rental option.

Corporate Overview

Ricoh has the resources and experience to fully support the State of West Virginia's RFQ requirements. Ricoh maintains a sufficient infrastructure to provide sales and service support statewide. Ricoh Business Solutions, IKON Office Solutions and our independent dealers are committed to providing superior service and support. Ricoh Americas Corporation was established in 1962, and our parent company, Ricoh Company Limited, was founded in Tokyo in 1936. Our long and favorable history of meeting the very specialized document management needs of national and major accounts combined with our experience in administering Federal, State and Local contracts speaks volumes to our skill level, reputation and most importantly, our commitment to be the full solutions provider for the State of West Virginia.

Company Profile

The Ricoh Group includes Ricoh Company, Ltd. and 322 subsidiaries and affiliates – 114 companies in Japan and 208 overseas, together employing around 81,000 people. Ricoh Company Ltd., Ricoh Americas Corporation's parent company, was founded in 1936 in Tokyo, Japan. Ricoh currently earns over \$17 Billion in annual sales. We are a global leader in digital office solutions, contributing to the success of businesses in every corner of the world. Ricoh operates in 5 regions on the globe, Americas, Europe, Asia Pacific, China and Japan. Ricoh deploys 4 regional headquarters under the Corporate HQ located in Tokyo.

As a global citizen, Ricoh is actively promoting environmental conservation as an integral part of its management objectives.

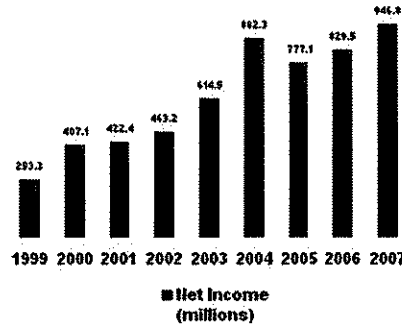
In every market we serve, we strive to provide the most outstanding products, services, and overall customer satisfaction. At Ricoh, our Vision, Mission and Values principles guide all of our activities:

- **VISION**
 - To be recognized for delivering exceptional customer experiences
- **MISSION**
 - We deliver outstanding customer value through innovative document solutions, efficient processes and exceptional customer service, thereby strengthening Ricoh's leadership position in the market
- **VALUES**
 - We are dedicated to the success of our customers, our employees, the company and our communities. We are committed to
 - Respect and Fair Treatment of All People
 - Honesty and integrity
 - Continuous improvement
 - Taking ownership

Corporate Overview

Ricoh is one of the most admired companies in the world, and has been referred to as one of the ten best-managed companies in Japan. The ability of an organization to provide continuous improvement is tied into an organization's financial health. In an industry where many of the major companies face significant financial issues, Ricoh has experienced over a decade of **very notable, consistent** top and bottom line growth along with yearly increases in cash flows (see figure below). For more information, please visit www.ricoh-usa.com.

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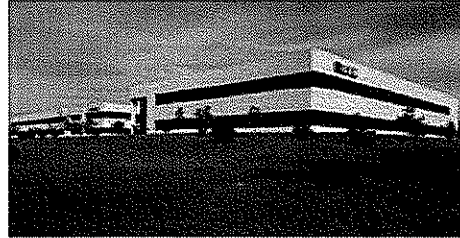


Corporate Overview

Ricoh Americas Corporation Established: December 13, 1962

Parent Company: Ricoh Company, Ltd. Tokyo, Japan

Type of Business: Distributor, importer, provider, marketing, sales and service



Major Products: Digital imaging systems, facsimiles, multifunctional systems, scanners, printers, cameras and related supplies

Ricoh Americas Corporation, headquartered in West Caldwell, N.J., is a subsidiary of Ricoh Company Ltd., the 72-year-old leading supplier of office automation equipment and electronics, with fiscal year 2007 sales in excess of \$22 billion, a 7.3 percent increase over the previous year.

Ricoh is a leading provider of digital office equipment, including color and black & white multifunctional products consisting of copiers, printers, facsimile systems, scanners, digital duplicators, wide format copiers, and digital cameras.

Ricoh Americas Corporation markets its products under the brands Ricoh, Lanier and Savin; throughout North, Central and South America. Supporting the marketing and sales for its full line digital office solutions, Ricoh utilizes a nationwide network of independent Ricoh, Savin, Lanier dealers and Ikon Office Solutions as well as a Ricoh Business Solutions, it's direct sales opportunities



Corporate Divisions

Ricoh Business Solutions

Ricoh Business Solutions serves as a comprehensive resource for distributing Ricoh's full line of office equipment. RBS brings growth in strategic geographical areas and increases marketing efforts on a national scale

Ricoh Electronics, Inc.

Ricoh Electronics, Inc. (REI) is Ricoh's manufacturing subsidiary based in Tustin, California. REI began manufacturing Ricoh products in 1973, making Ricoh the first Japanese company to manufacture office equipment and consumables in the United States. Since then, REI has developed toner and thermal media facilities in Santa Ana, plain-paper copier and printed circuit board facilities in Tustin, dry toner, cartridge, and thermal media facilities in Lawrenceville, Georgia, and a dry toner facility in Toluca, Mexico.

Ricoh Latin America

Ricoh Latin America, based in Miami Florida is a wholly owned subsidiary of Ricoh Americas Corporation. The company is the sales and marketing unit for Ricoh products throughout Central and South America, Mexico and the Caribbean.

Corporate Overview**Management Philosophy****Purpose**

To constantly create new value for the world at the interface of people and Information.

Goal

To be a good global corporate citizen with reliability and appeal.

Principles

To think as an entrepreneur

To put ourselves in the other person's place

To find personal value in our work

Customers First

The basis of Ricoh's approach to maximizing customer satisfaction is "*putting yourself in the other person's shoes.*" Ricoh has made superiority in customer satisfaction such an important goal, it helps the customers as a result. Japan's quality award in December 1999 is a reflection of this drive.

Ricoh's customer satisfaction activities have three core attributes. First, as a manufacturer, it must offer customers attractive, cost-efficient products by embracing their desires in the development of their offerings. Secondly, Ricoh harnesses front-line sales activities to continuously raise the level of satisfaction among users. The third attribute is the satisfaction of employees who, ultimately, make the customers happy.

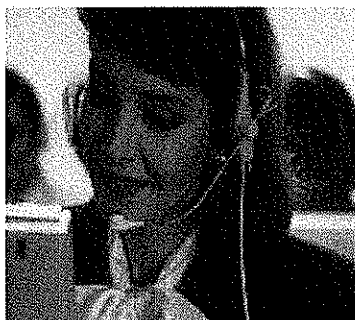
Research and Development

Research and development allows Ricoh to remain a technology leader that can translate its image communication achievements into real marketplace advantages by creating significant added value for customers. Ricoh has a fully integrated research and development structure with 10 laboratories worldwide conducting basic and applied research in diverse technologies. These include, but are not limited to color imaging, imaging processing, optics, chemicals, software enablers, mechatronics, semiconductors and information technologies.

In February 2008, Ricoh Company, Ltd. announced that it intends to strengthen its development capabilities, by constructing a new building at its Ricoh Technology Center in Ebina City, Kanagawa Prefecture, Japan. Construction will begin in August 2008 and the company aims to have the building completed by August 2010. Today, this center is engaged in elemental technology development, design, product evaluation and manufacturing technology for state-of-the-art color products.

Service and Maintenance

Service Provider Network



Ricoh utilizes an extensive service provider network in West Virginia that is comprised of direct branches (Ricoh Business Solutions), IKON Office Solutions and independent dealers. Each location is staffed with experienced industry professionals, trained by Ricoh, which enables us offer the same high quality standards to our Major Account customers, regardless of location.

Ricoh maintains multiple points of service distribution within the State of West Virginia and offers on-site maintenance of all machines bid, in all 55 counties, covering all regions. Please refer to the attached Service provider listings and map, which indicate our coverage by county.

All service representatives, whether dealer or direct, must be fully trained and pass exams administered by Ricoh before they can service Ricoh or Ricoh Family Group equipment. This comprehensive training is an ongoing process, which ensures that all authorized technicians supporting our products are knowledgeable and fully equipped to properly maintain the Ricoh/Savin/Lanier equipment to the high standards of performance for which it was designed. Proof of technicians training will be provided upon award.

Ricoh conducts training for sales and service representatives at **Ricoh University**, the corporate learning and organizational development division



responsible for employee and channel partner education. Ricoh was a 2006 recipient of the "Industry Contribution Award" from the Computing Technology Industry Association (CompTIA). Recipients of this award are recognized for their continued success in delivering quality sales, service and technology education. Each year, CompTIA presents Technology Industry Achievement Awards to organizations that advance IT industry growth and progress. The "Industry Contribution Award," which recognizes organizations making the most significant impact related to channel education program implementation, was given to Ricoh University for successfully promoting education and innovation within its channel.

The primary focus of Ricoh's Service network is providing our Major Account customers with the best national support structure in the industry. Our service regions across the U.S. are staffed by experienced Regional Technical Managers who assist the dealers/branches in a wide range of areas. Most importantly, the service regions will allow Ricoh to monitor and regulate service performance on a continual basis.

Monitoring procedures include ensuring the **eight (8) hour** service response time required; an optimum number of copies to be run between service calls; and maximum uptime, all crucial to

Service and Maintenance

Ricoh's ability to provide the State of West Virginia with a well managed Multifunctional Equipment Program.

Ricoh has established, in place methodology to ensure customer satisfaction in our products, service and support, i.e.: providing loaner equipment for a machine that will be out of service for more than 16 business hours, providing for Like-for-Like replacements of equipment that consistently falls below our target performance level, and national account management support.

Ricoh ensures the quality of the service support by enforcing strict compliance to all terms and conditions of the "Ricoh Office Products Retail Dealer Sales Agreement". The foundation of this agreement mandates that our distribution partners "...will act in a fair, equitable and ethical manner towards...the end user," must agree "...to comply with the terms and conditions of the Ricoh Major Account Program (RMAP), and "... shall not modify or change any term or condition of any...contract..." between Ricoh and the Major Account Customer.



The retention and renewal of sales and service providers is also determined by reviews conducted by Ricoh Family Group's Regional Sales and Service Managers. These reviews are in place to evaluate: service history compliance with the Ricoh Family Group Government Account Program terms and conditions, and Preventive Maintenance Schedules; mean copies between failure reports submitted to Ricoh Family Group Quality Assurance by the District Sales Manager; service performance (six-month reviews conducted by Regional Technical Manager); and dealer-customer relations as documented by Regional District Sales Managers, District Service Managers, and the Ricoh Family Group Customer Service Division.

Technical Support

Technical service and support is provided by the RFG authorized dealer and direct service locations throughout West Virginia. Please refer to the service provider attachment, which lists each provider and their 800 numbers to call for service related issues. The authorized Ricoh service agent provides fully trained technicians to support the Ricoh/RFG equipment population for every customer. This includes installation of network-connected equipment, in accordance with RFQ requirements. Each technician who services your equipment is backed by a service manager, field service specialist, alternate service technician and even "back up" technicians, if needed for emergency situations. One senior technician is always included in this support group for your equipment to ensure proper experience in areas such as troubleshooting - and, at all times, your technician has quick access to our 1-800 number for any technical service assistance.

Service and Maintenance

Service support, as a standard, will be provided between 8:00 AM and 5:00 PM Monday to Friday (local time) excluding Ricoh or Customer observed holidays.

Warranty Provisions

For a period of 90 days after the delivery of equipment, Ricoh shall, without additional charges, replace parts that Ricoh determines to be defective in manufacture. Routine maintenance is not considered a defect in manufacture and is not covered under the 90-day warranty. Ricoh shall be under no obligation to provide such warranty services if: (a) Equipment is installed, wired, altered, modified, moved, or serviced by anyone other than Ricoh authorized personnel and any such acts that in Ricoh's judgement defectively or improperly performed; (b) a defective or improper accessory or supply is used with Equipment. This warranty does not apply to Equipment that is subject to a Full Maintenance Contract.

Full Service Maintenance – Purchase and Rental

It is understood that Agencies have the option of not entering into a maintenance/service contract on purchased equipment. Customers who elect a service contract will continue to benefit from Ricoh's service expertise and ensure optimal performance of their RFG equipment. Ricoh has proposed an **all-inclusive** full service maintenance and supply (except paper) program for our monochrome equipment, which includes the required copy allowance and a per copy excess charge for copies over the allowance. Color equipment maintenance and rental plans are inclusive of service and preventative maintenance but do not include supplies. A separate per click charge has been offered for black and white and color, in accordance with RFQ requirements. Our standard service guarantees, for every Major Account customer location, include:

- Guaranteed "Like for Like" Replacement if any unit does not perform to the customer's satisfaction (*and the replacement unit is always equal or better in capability, and protected by the same guarantees*).
- Free Loaner equipment if a unit is inoperative during repair for more than sixteen (16) business hours.
- Guaranteed service response time.
- Guaranteed, expert repair and service of every Ricoh product.

Ricoh agrees to provide to the State of West Virginia, during Ricoh's normal business hours, [from 8:00 a.m. to 5:00 p.m. (local time), Monday through Friday, but excluding Holidays] the maintenance service necessary to keep the Equipment in, or restore the Equipment to, good working order in accordance with RFQ requirements. This maintenance service includes

Service and Maintenance

maintenance based upon the specific needs of individual Equipment, as determined by Ricoh, and unscheduled, on-call remedial maintenance

Preventive Maintenance. Ricoh will provide regularly scheduled preventive maintenance, which shall include (as applicable) testing, cleaning, lubricating, or adjusting the Equipment, replacing unserviceable parts, and communicating any necessary suggestions to the operator.

Remedial Maintenance. Ricoh will perform such remedial maintenance services as are necessary to maintain each item of Equipment in good operating condition in accordance with the applicable Ricoh specifications, documentation, and such other descriptions, warranties, and performance criteria. Ricoh will respond to any Customer request for remedial maintenance service by having at least one (1) manufacturer certified maintenance person trained in the Equipment at Customer's site where the Equipment is located.

Installation and Training

Our standard time for delivery to the customer is within a 30 day maximum, **from receipt of order**. Ricoh ships all products to the local installing dealer or branch location. Upon receipt of the ordered equipment, the service provider will contact the end user to schedule delivery, installation and coordinate training schedules.

End-User Training

Ricoh recognizes the importance of a comprehensive training program for key operators and other personnel on the features and functions of the newly installed system. The trainer will work with your staff, literally, "Button by Button", explaining in detail, FEATURE, FUNCTION and BENEFIT. The users, in turn will discuss their applications with the instructor who will "walk them through" the system.

Topics typically covered during basic training sessions (depending on the functionality of the equipment) are listed below:

Equipment Maintenance and Care

- Power sources
- Paper sources and proper loading
- Confirmation of drawer set-up
- Misfeed removal
- Directions for changing toner and staples

Copier Functions

- Basic panel functions
- Start/stop
- Clear vs. reset
- Interrupt

Service and Maintenance

- Energy save
- ID (if required)
- Touch panel functions
- Auto paper selection discussion
- R/E discussion – multiple ways of accomplishing a task
- Exposure discussion (including photo mode)
- Duplex discussion
- Sort/staple/3-hole/group
- Additional functions/special features

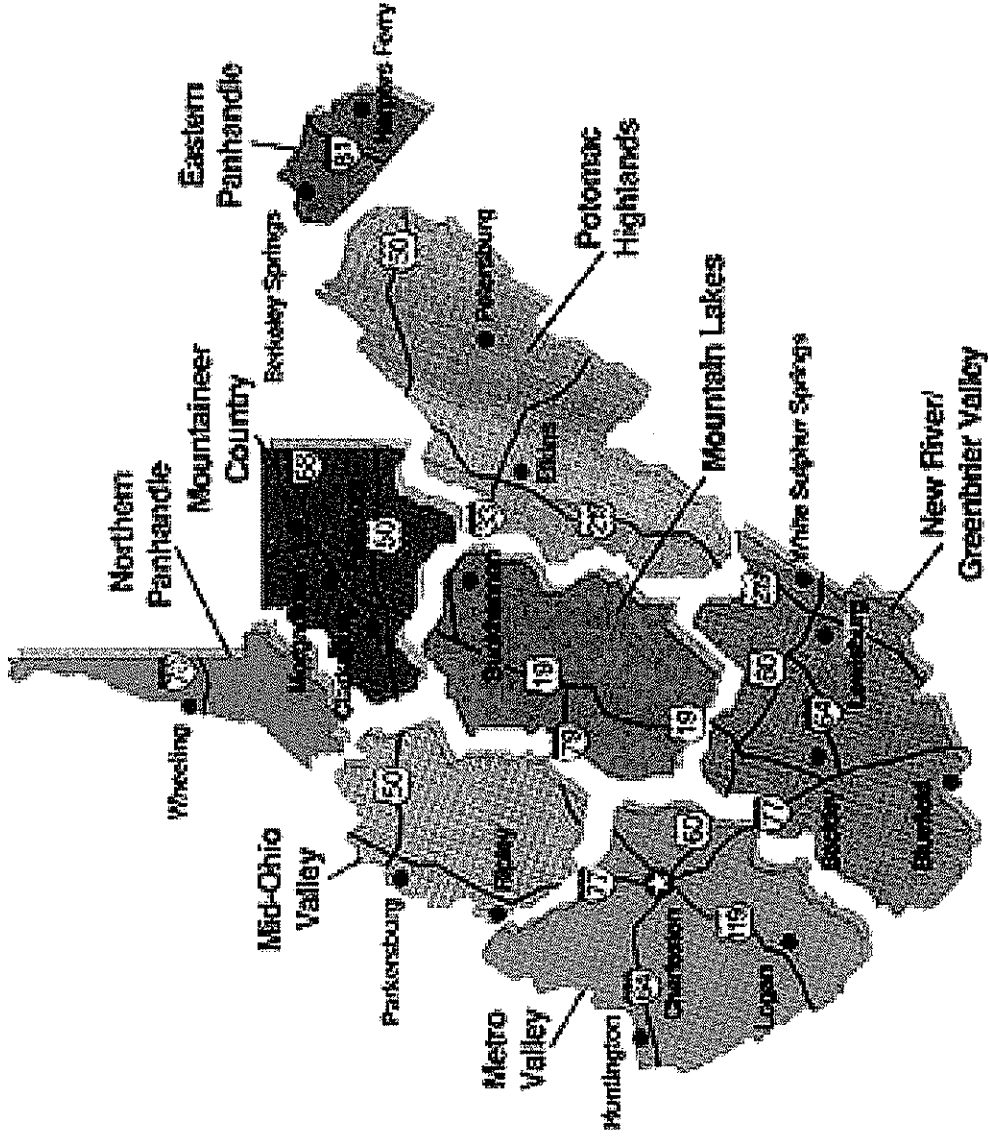
Fax Functions

- Proper document placement discussion
- Discussion regarding use of fax memory
- Fax panel
- Resolution
- Exposure
- Document type (text vs. photo)
- Manual Rx
- Direct Tx
- Stamp
- Broadcasting
- Programming one-touch and group dials
- Reports
- Fax defaults

User Desktop Printing Functions

- File/print/fax (when applicable)
- How to choose proper printer if not set as default (system configuration)
- Properties
- Discussion regarding selections and output options to be made from desktop

State of West Virginia Service Support by Region/County



Please see attached listing for information about each individual service provider.

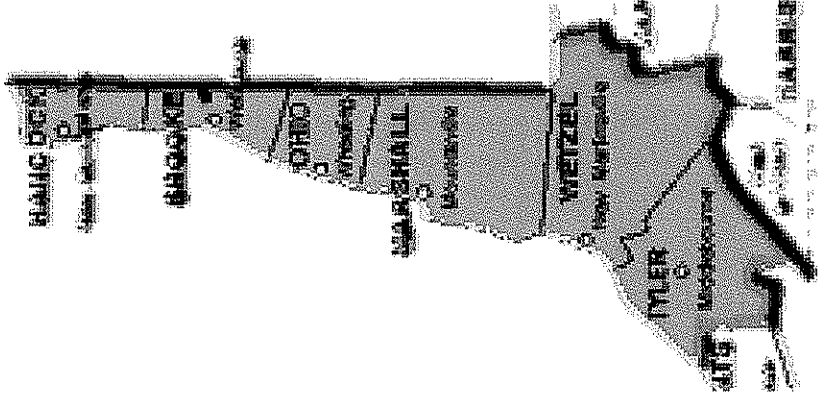
RICOH

SAM

LANIER

Northern Panhandle

- Hancock County- RBS, Stenger Business Systems, COMDOC, IKON.
- Brooke County- RBS, Stenger Business Systems, COMDOC, IKON.
- Ohio County- RBS, Stenger Business Systems, COMDOC, IKON.
- Marshall County- RBS, Stenger Business Systems, COMDOC, IKON.
- Wetzel County- RBS, Stenger Business Systems, COMDOC, IKON.
- Tyler County- RBS, Stenger Business Systems, COMDOC, IKON.



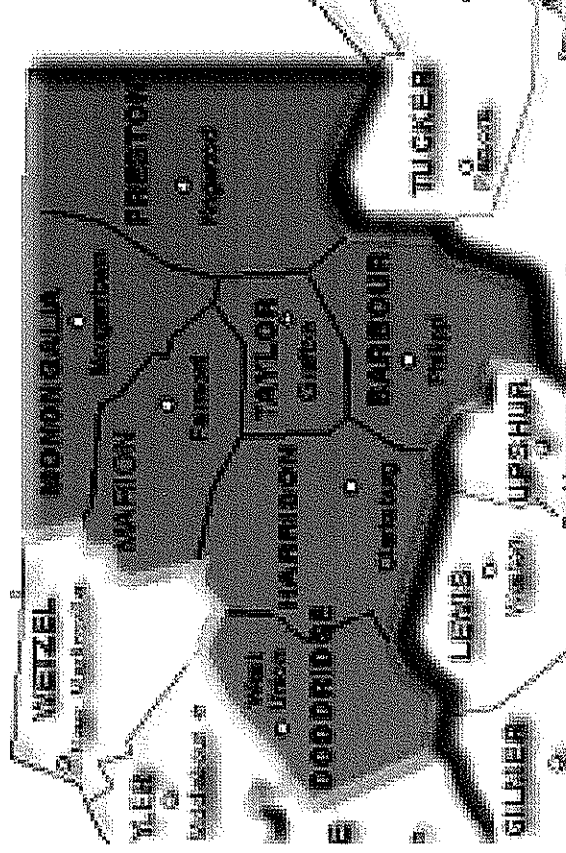
RICOH

SAMM

LANIER

Mountaineer Country

- Monongalia County- RBS, The James & Law Company, Business Systems & Service Inc., COMDOC, IKON.
- Marion County- RBS, The James & Law Company, Business Systems & Service Inc., COMDOC, IKON.
- Taylor County- RBS, The James & Law Company, Business Systems & Service Inc., COMDOC, IKON.
- Harrison County- RBS, The James & Law Company, Business Systems & Service Inc., COMDOC, IKON.
- Doddridge County- RBS, The James & Law Company, Business Systems & Service Inc., COMDOC, IKON.
- Barbour County- RBS, The James & Law Company, COMDOC, IKON.
- Preston County- RBS, Business Systems & Service Inc., COMDOC, IKON.



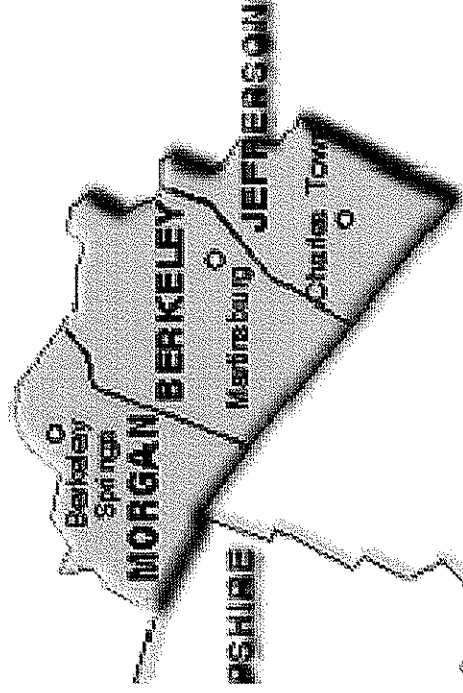
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LANIER

Eastern Panhandle

- Morgan County- RBS, IKON, Word Processing Systems.
- Berkeley County- RBS, IKON, Word Processing Systems.
- Jefferson County- RBS, IKON, Word Processing Systems.



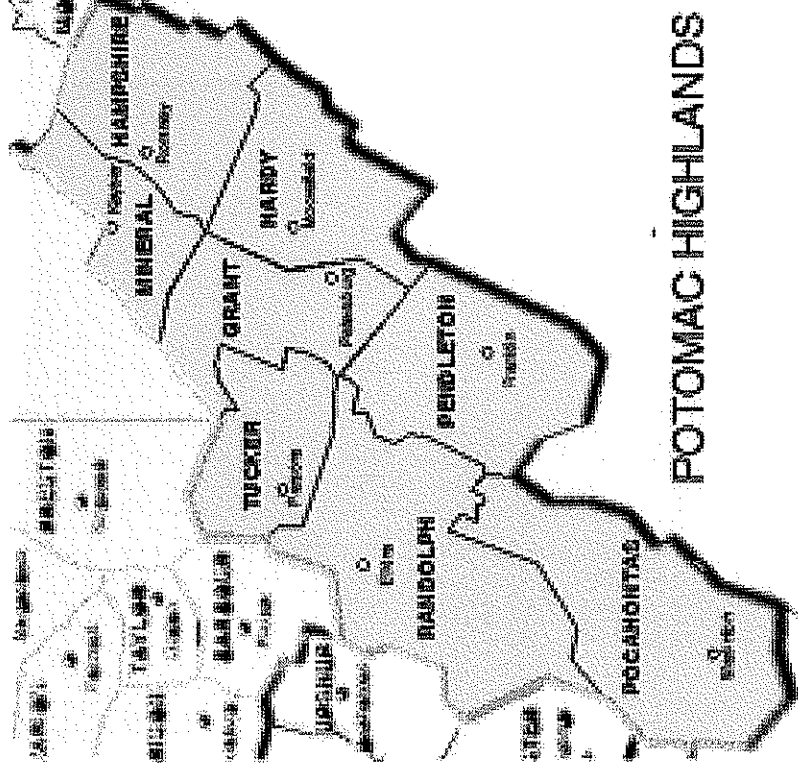
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SAMIN®

LANIER

Potomac Highlands

- Randolph County- RBS, The James & Law Company, Appalachian Office Products & Services Inc., COMDOC, IKON.
- Pendleton County- RBS, Appalachian Office Products & Services Inc., Copier Word Processing Supply, IKON.
- Pocahontas County- RBS, Appalachian Office Products & Services Inc., Copier Word Processing Supply, IKON.
- Hampshire County- RBS, Copier Word Processing Supply, IKON.
- Tucker County- RBS, COMDOC, IKON.
- Grant County- RBS, Copier Word Processing Supply, IKON.
- Hardy County- RBS, Copier Word Processing Supply, IKON.
- Mineral County- RBS, Copier Word Processing Supply, IKON.



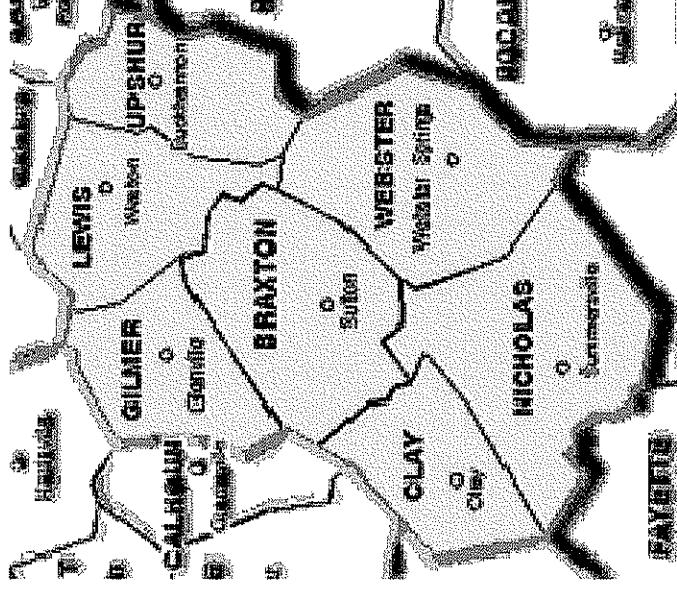
RICOH

SAVIN®

LANIER

Mountain Lakes

- Lewis County- RBS, The James & Law Company, COMDOC, IKON.
- Upshur County- RBS, The James & Law Company, COMDOC, IKON.
- Braxton County- RBS, Appalachian Office Products & Services Inc., Systematic Copier Company, Copier Word Processing Supply, IKON.
- Clay County- RBS, Appalachian Office Products & Services Inc., Copier Word Processing Supply, IKON.
- Nicholas County- RBS, Appalachian Office Products & Services Inc., Systematic Copier Company, Copier Word Processing Supply, IKON.
- Webster County- RBS, Appalachian Office Products & Services Inc., Systematic Copier Company, IKON.
- Gilmer County-RBS, Copier Word Processing Supply, IKON.



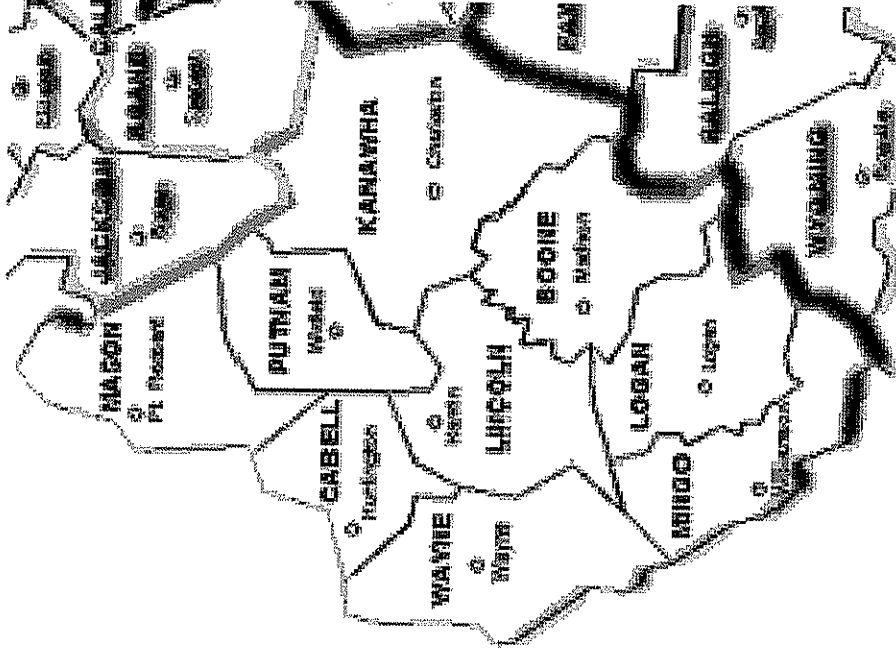
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LANIER

Metro Valley

- Boone County- RBS, Systematic Copier Company, Copier Word Processing Supply, IKON.
- Cabell County- RBS, Systematic Copier Company, Service Office Supply & Printing Co., Copier Word Processing Supply, IKON.
- Kanawha County- RBS, Systematic Copier Company, Copier Word Processing Supply, IKON.
- Logan County- RBS, Systematic Copier Company, Copier Word Processing Supply, IKON.
- Mason County- RBS, Systematic Copier Company, Copier Word Processing Supply, IKON.
- Putnam County- RBS, Systematic Copier Company, Copier Word Processing Supply, IKON.
- Wayne County- RBS, Systematic Copier Company, Service Office Supply & Printing Co., Copier Word Processing Supply, IKON.
- Mingo County- RBS, Service Office Supply & Printing Co., Copier Word Processing Supply, IKON.
- Lincoln County- RBS, Service Office Supply & Printing Co., Copier Word Processing Supply, IKON.



RICOH **SAVIN**[®]

LANIER

Service Provider Statewide Network

RICOH

Ricoh Business Solutions

1411 Virginia Street
Charleston, WV 25301
1-800-432-9787

Ricoh Business Solutions, Ricoh's direct sales branch, has 22 technicians assigned to the State of West Virginia and provides service support statewide for the Ricoh brand in all counties:

| | | |
|------------|------------|----------|
| BARBOUR | KANAWHA | PRESTON |
| BERKELEY | LEWIS | PUTNAM |
| BOONE | LINCOLN | RALEIGH |
| BRAXTON | LOGAN | RANDOLPH |
| BROOKE | MARION | RITCHIE |
| CABELL | MARSHALL | ROANE |
| CALHOUN | MASON | SUMMERS |
| CLAY | MCDOWELL | TAYLOR |
| DODDRIDGE | MERCER | TUCKER |
| FAYETTE | MINERAL | TYLER |
| GILMER | MINGO | UPSHUR |
| GRANT | MONONGALIA | WAYNE |
| GREENBRIER | MONROE | WEBSTER |
| HAMPSHIRE | MORGAN | WETZEL |
| HANCOCK | NICHOLAS | WIRT |
| HARDY | OHIO | WOOD |
| HARRISON | PENDLETON | WYOMING |
| JACKSON | PLEASANTS | |
| JEFFERSON | POCAHONTAS | |

State of West Virginia RFQ No.: DIGCOP09
Digital Copiers

Service Provider Statewide Network

RICOH

ComDoc, Inc.

412 Fairmont Avenue, Suite A
Fairmont, WV 26554
1-800-321-4846

ComDoc, Inc has 5 full time technicians assigned to West Virginia and they are an authorized service provider for the Ricoh brand equipment in the below counties:

BARBOUR
BROOKE
DODDRIDGE
HANCOCK
HARRISON
LEWIS
MARION
MARSHALL
MONONGALIA
OHIO
PRESTON
RANDOLPH
RITCHIE
TAYLOR
TUCKER
TYLER
UPSHUR
WETZEL

Service Provider Statewide Network

RICOH

Copier Word Processing Supply

2040 Ohio Ave
Parkersburg, WV 26003

608 Georgia St
Charleston, WV 25302
1-800-344-5205

Copier Word Processing Supply has 52 full time employees and they are an authorized service provider for the Ricoh brand equipment in the below counties:

| | |
|------------|---------|
| BOONE | SUMMERS |
| BRAXTON | WAYNE |
| CABELL | WIRT |
| CALHOUN | WOOD |
| CLAY | WYOMING |
| FAYETTE | |
| GILMER | |
| GRANT | |
| GREENBRIER | |
| HAMPSHIRE | |
| HARDY | |
| JACKSON | |
| KANAWHA | |
| LINCOLN | |
| LOGAN | |
| MASON | |
| MCDOWELL | |
| MERCER | |
| MINERAL | |
| MINGO | |
| MONROE | |
| NICHOLAS | |
| PENDLETON | |
| PLEASANTS | |
| POCAHONTAS | |
| PUTNAM | |
| RALEIGH | |
| ROANE | |

Service Provider Statewide Network



WPS, Inc.
14500 Byers Road
Hagerstown, MD 21740
1-800-365-1977

WPS Inc. has 63 full time employees and 11 technicians assigned to WV. They are an authorized service provider for the Savin brand equipment in the below counties:

BERKELEY
MORGAN
JEFFERSON

Service Provider Statewide Network



Appalachian Office Products & Services Incorporated

714 RIDGEVIEW DRIVE
MOUNT LOOKOUT, WV, 26678
1-800-557-5034

Appalachian Office Products & Services Incorporated has 15 full time employees and they are an authorized service provider for the Savin brand equipment in the below counties:

BRAXTON
CLAY
FAYETTE
GREENBRIER
MCDOWELL
MERCER
MONROE
NICHOLAS
PENDLETON
POCAHONTAS
RALEIGH
RANDOLPH
SUMMERS
WEBSTER
WYOMING

Service Provider Statewide Network



Business Systems and Service, Inc.

#46 Glendale Rd
Vienna, WV 26105
1-800-625-4557

Business Systems and Service, Inc. has 17 full time employees and they are an authorized service provider for the Savin brand equipment in the below counties:

DODRIDGE
HARRISON
JACKSON
MARION
MONONGALIA
PLEASANTS
PRESTON
RITCHIE
TAYLOR
WIRT
WOOD

**State of West Virginia RFQ No.: DIGCOP09
Digital Copiers**

Service Provider Statewide Network



Service Office Supply and Printing, Inc.

1011 Powell Lane
Flatwoods, KY 41139
1-800-926-5869

Service Office Supply and Printing, Inc. has 20 full time employees and they are an authorized service provider for the Savin brand equipment in the below counties:

CABELL
LINCOLN
MINGO
WAYNE

Service Provider Statewide Network



Stenger Business Systems

1035 Chapline Street
Wheeling, WV 26003
1-800-769-3738

Stenger Business Systems has 10 full time employees and they are an authorized service provider for the Savin brand equipment in the below counties:

BROOKE
HANCOCK
MARSHALL
OHIO
TYLER
WETZEL

Service Provider Statewide Network

LANIER

Systematic Copier Company
190782 432 Maccorkle Avenue S W
South Charleston, WV 25303
1-800-564-6172

The Systematic Copier Company has 6 full time employees and they are an authorized service provider for the Lanier brand equipment in the below counties:

BOONE
BRAXTON
CABELL
FAYETTE
JACKSON
KANAWHA
LOGAN
MASON
NICHOLAS
PUTNAM
RALEIGH
ROANE
WAYNE
WEBSTER
WOOD

Service Provider Statewide Network

LANIER

The James & Law Company
190209 217 WEST MAIN STREET
CLARKSBURG, WV 26302
1-800-253-5428

The James & Law Company has 32 full time employees and they are an authorized service provider for the Lanier brand equipment in the below counties:

BARBOUR
DODDRIDGE
HARRISON
LEWIS
MARION
MONONGALIA
RANDOLPH
TAYLOR
UPSHUR

COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 1- Connected and Non Connected Ricoh /Savin / Lanier MP 161spf

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|--|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| This equipment includes Print/Scan/Fax | | |
| | | |
| | | |
| | | |
| | | |
| CONNECTIVITY OPTIONS: | | |
| PostScript3 Unit Type 161 | 413646 | N |
| IEEE 1284 interface Type A | 411699 | N |
| IEEE 802.11b Interface Unit Type N | 414525 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| | | |
| | | |
| FAX OPTIONS: | | |
| Handset Type 1018** | 410781 | N |
| | | |
| | | |
| ADDITIONAL OPTIONS: | | |
| 15 Amp Network Power Filter | 002658MIU | N |
| Optional Counter Interface Unit Type A | 413012 | N |
| PS480 Paper (500x1) Bank** | 410905 | N |
| >Cabinet, Type FAC19 | 411136 | N |
| | | |
| | | |
| | | |
| | | |
| | | |

COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 2 Connected - Ricoh /Savin /Lanier MP 2000L

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|--------------------------------------|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| ADF DF2000** | 412741 | Y |
| >Small Cabinet (FAC17) | 411066 | Y |
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| CONNECTIVITY OPTIONS: | | |
| PostScript3 Unit Type 2000 | 413288 | N |
| IEEE 1284 Interface Type A | 411699 | N |
| IEEE 802.11b Interface Unit Type N | 414525 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| | | |
| | | |
| FAX OPTIONS: | | |
| Fax Kit Type 2000** | 413573 | N |
| Handset Type 1018** | 410781 | N |
| PT340 1 Bin Tray** | 412657 | N |
| | | |
| | | |
| ADDITIONAL OPTIONS: | | |
| Platen Cover Type 1018 | 412524 | N |
| PS460 (500 x 1) Paper Bank | 412560 | N |
| PS450 (500 x 2) Paper Bank | 412557 | N |
| Optional Counter Interface Unit Type | 413012 | N |
| Accessibility Handle Type A** | 412933 | N |
| Accessibility Handle Type B** | 412934 | N |
| >Medium Cabinet (FAC15) | 411064 | N |
| >Large Cabinet (FAC16) | 411065 | N |
| 15 Amp Network Power Filter | 002658MIU | N |

| | | | |
|-----------------------------|-----------|---|--|
| >Large Cabinet (FAC16) | 411065 | N | |
| 15 Amp Network Power Filter | 002658MIU | N | |

| | | | |
|-------------------------------------|-----------|---|--|
| 500 Sheet Finisher SR 3050** | 414130 | N | |
| SR790 1,000 Sheet Finisher** | 412730 | N | |
| Booklet Finisher SR3000** | 412851 | N | |
| Bridge Unit BU 3020** | 414125 | N | |
| Punch Unit Kit PU3000 3/2 Hole | 412855 | N | |
| Internal Shift Tray SH3010 | 414140 | N | |
| PS500 Large Capacity Tray | 410958 | N | |
| Paper Feed Unit Type PB 3030 (2 x | 413673 | N | |
| Key Counter Bracket Type H | 412552 | N | |
| Hard Disk Drive Option Type 5000 (4 | 413889 | N | |
| | | | |
| 15 Amp Network Power Filter | 002658MIU | N | |
| Copy Data Security Unit Type F | 413985 | N | |
| Data Overwrite Security Unit Type I | 413955 | N | |
| HDD Encryption Unit Type A | 414021 | N | |
| | | | |

COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 4 -Connected - Ricoh /Savin / Lanier MP 4000SP

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|--------------------------------------|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| 2-Tray Paper Bank (PB3040)** | 415002 | Y |
| | | |
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| | | |
| | | |
| CONNECTIVITY OPTIONS: | | |
| RA2K IPDS BW MFPs 40-59PPM | 100133FNG | N |
| PostScript3 Unit Type 5000 | 413954 | N |
| RPCS Printer Unit Type 5000 | 003262MIU | N |
| Printer Enhance Option Type 5000 | 413948 | N |
| Scanner Enhance Option Type 5000 | 413951 | N |
| IEEE802.11a/g Wireless Type J | 414008 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| Gigabit Ethernet Board Type A | 402547 | N |
| Java VM Card Type F | 414004 | N |
| IEEE 1284 Interface Type A | 411699 | N |
| | | |
| FAX OPTIONS: | | |
| Fax Option Type 5000 | 414382 | N |
| G3 Interface Unit Type 5000 | 413891 | N |
| 32MB Memory 400dpi/SAF | 001342MIU | N |
| Handset Type 1018** | 410781 | N |
| | | |
| ADDITIONAL OPTIONS: | | |
| LCIT PB3050 (2,000 Sheets)** | 415003 | N |
| LCIT RT3000 (1,200 Sheets) | 414137 | N |
| SR790 1,000 Sheet Finisher** | 412730 | N |
| SR3020 2000-Sheet Booklet Finisher** | 413323 | N |
| SR3030 3000-Sheet Finisher** | 413325 | N |
| Bridge Unit BU3030** | 414175 | N |
| Punch Unit Type 3260 | 412209 | N |
| >FAC33 Cabinet | 413762 | N |
| 15 Amp Network Power Filter | 002658MIU | N |

| | | |
|---|--------|---|
| 1 Bin Tray BN3040** | 414177 | N |
| Key Counter Bracket Type H | 412552 | N |
| File Format Converter Type E | 414007 | N |
| Data Overwrite Security Unit Type I | 413955 | N |
| Copy Data Security Unit Type F | 413985 | N |
| Hard Disk Drive Option Type 5000 (40GB)** | 413889 | N |
| HDD Encryption Unit Type A | 414021 | N |
| Optional Counter Interface Unit Type A | 413012 | N |
| Scanner Accessibilty Option Type 4045 | 413054 | N |
| | | N |
| | | |

COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 4 -Non Connected - Ricoh /Savin / Lanier MP 4000B

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|--------------------------------------|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| 2-Tray Paper Bank (PB3040)** | 415002 | Y |
| | | |
| | | |
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| | | |
| | | |
| CONNECTIVITY OPTIONS: | | |
| Printer/Scanner Unit Type 5000 | 003263MIU | N |
| RA2K IPDS BW MFPs 40-59PPM | 100133FNG | N |
| PostScript3 Unit Type 5000 | 413954 | N |
| RPCS Printer Unit Type 5000 | 003262MIU | N |
| Printer Enhance Option Type 5000 | 413948 | N |
| Scanner Enhance Option Type 5000 | 413951 | N |
| IEEE802.11a/g Wireless Type J | 414008 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| Gigabit Ethernet Board Type A | 402547 | N |
| Java VM Card Type F | 414004 | N |
| IEEE 1284 Interface Type A | 411699 | N |
| | | |
| FAX OPTIONS: | | |
| Fax Option Type 5000 | 414382 | N |
| G3 Interface Unit Type 5000 | 413891 | N |
| 32MB Memory 400dpi/SAF | 001342MIU | N |
| Handset Type 1018** | 410781 | N |
| | | |
| ADDITIONAL OPTIONS: | | |
| LCIT PB3050 (2,000 Sheets)** | 415003 | N |
| LCIT RT3000 (1,200 Sheets) | 414137 | N |
| SR790 1,000 Sheet Finisher** | 412730 | N |
| SR3020 2000-Sheet Booklet Finisher** | 413323 | N |
| SR3030 3000-Sheet Finisher** | 413325 | N |
| Bridge Unit BU3030** | 414175 | N |
| Punch Unit Type 3260 | 412209 | N |
| >FAC33 Cabinet | 413762 | N |

| | | |
|---|-----------|---|
| 15 Amp Network Power Filter | 002658MIU | N |
| | | |
| 1 Bin Tray BN3040** | 414177 | N |
| Key Counter Bracket Type H | 412552 | N |
| File Format Converter Type E | 414007 | N |
| Data Overwrite Security Unit Type I | 413955 | N |
| Copy Data Security Unit Type F | 413985 | N |
| Hard Disk Drive Option Type 5000 (40GB)** | 413889 | N |
| HDD Encryption Unit Type A | 414021 | N |
| Optional Counter Interface Unit Type A | 413012 | N |
| Scanner Accessibilty Option Type 4045 | 413054 | N |
| | | N |
| | | |

COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 5 -Connected - Ricoh /Savin/ Lanier MP 5000SP

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|--------------------------------------|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| 2-Tray Paper Bank (PB3040)** | 415002 | Y |
| | | |
| | | |
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| | | |
| | | |
| CONNECTIVITY OPTIONS: | | |
| RA2K IPDS BW MFPs 40-59PPM | 100133FNG | N |
| PostScript3 Unit Type 5000 | 413954 | N |
| RPCS Printer Unit Type 5000 | 003262MIU | N |
| Printer Enhance Option Type 5000 | 413948 | N |
| Scanner Enhance Option Type 5000 | 413951 | N |
| IEEE802.11a/g Wireless Type J | 414008 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| Gigabit Ethernet Board Type A | 402547 | N |
| Java VM Card Type F | 414004 | N |
| IEEE 1284 Interface Type A | 411699 | N |
| | | |
| FAX OPTIONS: | | |
| Fax Option Type 5000 | 414382 | N |
| G3 Interface Unit Type 5000 | 413891 | N |
| 32MB Memory 400dpi/SAF | 001342MIU | N |
| Handset Type 1018** | 410781 | N |
| | | |
| ADDITIONAL OPTIONS: | | |
| LCIT PB3050 (2,000 Sheets)** | 415003 | N |
| LCIT RT3000 (1,200 Sheets) | 414137 | N |
| SR790 1,000 Sheet Finisher** | 412730 | N |
| SR3020 2000-Sheet Booklet Finisher** | 413323 | N |
| SR3030 3000-Sheet Finisher** | 413325 | N |
| Bridge Unit BU3030** | 414175 | N |
| Punch Unit Type 3260 | 412209 | N |
| >FAC33 Cabinet | 413762 | N |
| 15 Amp Network Power Filter | 002658MIU | N |

| | | |
|---|--------|---|
| 1 Bin Tray BN3040** | 414177 | N |
| Key Counter Bracket Type H | 412552 | N |
| File Format Converter Type E | 414007 | N |
| Data Overwrite Security Unit Type I | 413955 | N |
| Copy Data Security Unit Type F | 413985 | N |
| Hard Disk Drive Option Type 5000 (40GB)** | 413889 | N |
| HDD Encryption Unit Type A | 414021 | N |
| Optional Counter Interface Unit Type A | 413012 | N |
| Scanner Accessibilby Option Type 4045 | 413054 | N |
| | | N |
| | | |

COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 5 -Non Connected - Ricoh /Savin / Lanier MP 5000B

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|--------------------------------------|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| 2-Tray Paper Bank (PB3040)** | 415002 | Y |
| | | |
| | | |
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| | | |
| | | |
| | | |
| CONNECTIVITY OPTIONS: | | |
| Printer/Scanner Unit Type 5000 | 003263MIU | N |
| RA2K IPDS BW MFPs 40-59PPM | 100133FNG | N |
| PostScript3 Unit Type 5000 | 413954 | N |
| RPCS Printer Unit Type 5000 | 003262MIU | N |
| Printer Enhance Option Type 5000 | 413948 | N |
| Scanner Enhance Option Type 5000 | 413951 | N |
| IEEE802.11a/g Wireless Type J | 414008 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| Gigabit Ethernet Board Type A | 402547 | N |
| Java VM Card Type F | 414004 | N |
| IEEE 1284 Interface Type A | 411699 | N |
| | | |
| FAX OPTIONS: | | |
| Fax Option Type 5000 | 414382 | N |
| G3 Interface Unit Type 5000 | 413891 | N |
| 32MB Memory 400dpi/SAF | 001342MIU | N |
| Handset Type 1018** | 410781 | N |
| | | |
| ADDITIONAL OPTIONS: | | |
| LCIT PB3050 (2,000 Sheets)** | 415003 | N |
| LCIT RT3000 (1,200 Sheets) | 414137 | N |
| SR790 1,000 Sheet Finisher** | 412730 | N |
| SR3020 2000-Sheet Booklet Finisher** | 413323 | N |
| SR3030 3000-Sheet Finisher** | 413325 | N |
| Bridge Unit BU3030** | 414175 | N |
| Punch Unit Type 3260 | 412209 | N |
| >FAC33 Cabinet | 413762 | N |

| | | |
|---|-----------|---|
| 15 Amp Network Power Filter | 002658MIU | N |
| | | |
| 1 Bin Tray BN3040** | 414177 | N |
| Key Counter Bracket Type H | 412552 | N |
| File Format Converter Type E | 414007 | N |
| Data Overwrite Security Unit Type I | 413955 | N |
| Copy Data Security Unit Type F | 413985 | N |
| Hard Disk Drive Option Type 5000 (40GB)** | 413889 | N |
| HDD Encryption Unit Type A | 414021 | N |
| Optional Counter Interface Unit Type A | 413012 | N |
| Scanner Accessibilty Option Type 4045 | 413054 | N |
| | | N |
| | | |

COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 6 -Connected - Ricoh /Savin / Lanier MP 6000SP

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|------------------------------------|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| Copy Tray Type 2075 | 412190 | Y |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| CONNECTIVITY OPTIONS: | | |
| PostScript 3 Unit Type 7500 | 412916 | N |
| Copy Data Security Unit Type C | 412808 | N |
| Browser Unit Type B | 413083 | N |
| 9 Bin Mail Box CS391 | 412191 | N |
| IEEE 1284 Interface Type A | 411699 | N |
| IEEE1394 Interface Board Type B | 412995 | N |
| IEEE 802.11b Interface Unit Type N | 414525 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| Gigabite Ethernet | 402302 | N |
| RA2K IPDS BW MFPs 70-79PPM | 100135FNG | N |
| RA2K IPDS BW MFPs 80-89PPM | 100136FNG | N |
| | | |
| FAX OPTIONS: | | |
| Fax Option Type 7500 | 413491 | N |
| G3 Interface Unit Type 7500 | 413494 | N |
| 32MB Memory 400dpi/SAF | 001342MIU | N |
| | | |
| ADDITIONAL OPTIONS: | | |
| RT43 LCT | 414517 | N |
| SR970 Staple Finisher** | 413321 | N |
| SR4000 Booklet Finisher** | 413319 | N |
| Finisher SR842 | 413310 | N |
| Punch Unit Type 3260 | 412209 | N |
| 2/3-Hole Punch Kit Type 1075 | 411198 | N |
| Cover Interposer Tray Type 3260 | 412213 | N |
| 8 1/2"x14" Tray Type 1075 | 411187 | N |
| Type 1027 Key Counter Bracket | 412537 | N |

| | | |
|--|-----------|---|
| Tab sheet Holder Type 3260 | 412203 | N |
| A3/11"x17" Tray Unit Type 1075 | 411185 | N |
| Card Rdr Bracket Type 1075 | 411203 | N |
| Output Jogger Unit Type 3260 | 412212 | N |
| Jogger Unit Type 1075 | 411206 | N |
| File Format Converter Type C | 412823 | N |
| Copy Connector Kit Type MP 7500 | 412809 | N |
| ZF4000 Z-Folding Unit | 412805 | N |
| USB Host Type A | 412867 | N |
| Data Overwrite Security Option Type C | 411989 | N |
| Java VM Card Type C | 413210 | N |
| MP 7500 Removable Hard Drive | 002849MIU | N |
| MP 7500 Additional Removable Hard Drive | 002850MIU | N |
| 20 Amp Network Power Filter | 002659MIU | N |
| BK5010 Production Booklet Maker | 413101 | N |
| CF5010 Cover Feeder | 413102 | N |
| TR5010 Trimmer Unit | 413103 | N |
| BF5010 Book Fold Unit | 413104 | N |
| BK5010 Rail Unit | 413105 | N |
| GBC Stream Punch III** | 414387 | N |
| GBC Die Set 3 Hole (Ring Binder) | 001450MIU | N |
| GBC Die Set 11 Hole (Velobind) | 001451MIU | N |
| GBC Die Set 19 Hole (Cerlox) | 001452MIU | N |
| GBC Die Set 21 Hole (Twin Loop Wire 2:1) | 001453MIU | N |
| GBC Die Set 32 Hole (Twin Loop Wire 3:1) | 001454MIU | N |
| GBC Die Set 44 Hole (Color Coil) | 001455MIU | N |
| GBC 32 Hole Pro Click Die Set | 002493MIU | N |
| | | |
| | | |

COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 6 -Non Connected - Ricoh /Savin / Lanier MP 6000

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|------------------------------------|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| Copy Tray Type 2075 | 412190 | Y |
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| CONNECTIVITY OPTIONS: | | |
| Printer/Scanner Unit Type 8000 | 003455MIU | N |
| PostScript 3 Unit Type 7500 | 412916 | N |
| Copy Data Security Unit Type C | 412808 | N |
| Browser Unit Type B | 413083 | N |
| 9 Bin Mail Box CS391 | 412191 | N |
| IEEE 1284 Interface Type A | 411699 | N |
| IEEE1394 Interface Board Type B | 412995 | N |
| IEEE 802.11b Interface Unit Type N | 414525 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| Gigabite Ethernet | 402302 | N |
| RA2K IPDS BW MFPs 70-79PPM | 100135FNG | N |
| RA2K IPDS BW MFPs 80-89PPM | 100136FNG | N |
| | | |
| FAX OPTIONS: | | |
| Fax Option Type 7500 | 413491 | N |
| G3 Interface Unit Type 7500 | 413494 | N |
| 32MB Memory 400dpi/SAF | 001342MIU | N |
| | | |
| ADDITIONAL OPTIONS: | | |
| RT43 LCT | 414517 | N |
| SR970 Staple Finisher** | 413321 | N |
| SR4000 Booklet Finisher** | 413319 | N |
| Finisher SR842 | 413310 | N |
| Punch Unit Type 3260 | 412209 | N |
| 2/3-Hole Punch Kit Type 1075 | 411198 | N |
| Cover Interposer Tray Type 3260 | 412213 | N |
| 8 1/2"x14" Tray Type 1075 | 411187 | N |

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|--|-----------|---|
| Type 1027 Key Counter Bracket | 412537 | N |
| Tab sheet Holder Type 3260 | 412203 | N |
| A3/11"x17" Tray Unit Type 1075 | 411185 | N |
| Card Rdr Bracket Type 1075 | 411203 | N |
| Output Jogger Unit Type 3260 | 412212 | N |
| Jogger Unit Type 1075 | 411206 | N |
| File Format Converter Type C | 412823 | N |
| Copy Connector Kit Type MP 7500 | 412809 | N |
| ZF4000 Z-Folding Unit | 412805 | N |
| USB Host Type A | 412867 | N |
| Data Overwrite Security Option Type C | 411989 | N |
| Java VM Card Type C | 413210 | N |
| MP 7500 Removable Hard Drive | 002849MIU | N |
| MP 7500 Additional Removable Hard Drive | 002850MIU | N |
| 20 Amp Network Power Filter | 002659MIU | N |
| BK5010 Production Booklet Maker | 413101 | N |
| CF5010 Cover Feeder | 413102 | N |
| TR5010 Trimmer Unit | 413103 | N |
| BF5010 Book Fold Unit | 413104 | N |
| BK5010 Rail Unit | 413105 | N |
| GBC Stream Punch III** | 414387 | N |
| GBC Die Set 3 Hole (Ring Binder) | 001450MIU | N |
| GBC Die Set 11 Hole (Velobind) | 001451MIU | N |
| GBC Die Set 19 Hole (Cerlox) | 001452MIU | N |
| GBC Die Set 21 Hole (Twin Loop Wire 2:1) | 001453MIU | N |
| GBC Die Set 32 Hole (Twin Loop Wire 3:1) | 001454MIU | N |
| GBC Die Set 44 Hole (Color Coil) | 001455MIU | N |
| GBC 32 Hole Pro Click Die Set | 002493MIU | N |
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COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 7 - Connected - Ricoh /Savin / Lanier MP 7000 SP

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|------------------------------------|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| Copy Tray Type 2075 | 412190 | Y |
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| CONNECTIVITY OPTIONS: | | |
| PostScript 3 Unit Type 7500 | 412916 | N |
| Copy Data Security Unit Type C | 412808 | N |
| Browser Unit Type B | 413083 | N |
| 9 Bin Mail Box CS391 | 412191 | N |
| IEEE 1284 Interface Type A | 411699 | N |
| IEEE1394 Interface Board Type B | 412995 | N |
| IEEE 802.11b Interface Unit Type N | 414525 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| Gigabite Ethernet | 402302 | N |
| RA2K IPDS BW MFPs 70-79PPM | 100135FNG | N |
| RA2K IPDS BW MFPs 80-89PPM | 100136FNG | N |
| | | |
| FAX OPTIONS: | | |
| Fax Option Type 7500 | 413491 | N |
| G3 Interface Unit Type 7500 | 413494 | N |
| 32MB Memory 400dpi/SAF | 001342MIU | N |
| | | |
| ADDITIONAL OPTIONS: | | |
| RT43 LCT | 414517 | N |
| SR970 Staple Finisher** | 413321 | N |
| SR4000 Booklet Finisher** | 413319 | N |
| Finisher SR842 | 413310 | N |
| Punch Unit Type 3260 | 412209 | N |
| 2/3-Hole Punch Kit Type 1075 | 411198 | N |
| Cover Interposer Tray Type 3260 | 412213 | N |
| 8 1/2"x14" Tray Type 1075 | 411187 | N |
| Type 1027 Key Counter Bracket | 412537 | N |

| | | |
|--|-----------|---|
| Tab sheet Holder Type 3260 | 412203 | N |
| A3/11"x17" Tray Unit Type 1075 | 411185 | N |
| Card Rdr Bracket Type 1075 | 411203 | N |
| Output Jogger Unit Type 3260 | 412212 | N |
| Jogger Unit Type 1075 | 411206 | N |
| File Format Converter Type C | 412823 | N |
| Copy Connector Kit Type MP 7500 | 412809 | N |
| ZF4000 Z-Folding Unit | 412805 | N |
| USB Host Type A | 412867 | N |
| Data Overwrite Security Option Type C | 411989 | N |
| Java VM Card Type C | 413210 | N |
| MP 7500 Removable Hard Drive | 002849MIU | N |
| MP 7500 Additional Removable Hard Drive | 002850MIU | N |
| 20 Amp Network Power Filter | 002659MIU | N |
| BK5010 Production Booklet Maker | 413101 | N |
| CF5010 Cover Feeder | 413102 | N |
| TR5010 Trimmer Unit | 413103 | N |
| BF5010 Book Fold Unit | 413104 | N |
| BK5010 Rail Unit | 413105 | N |
| GBC Stream Punch III** | 414387 | N |
| GBC Die Set 3 Hole (Ring Binder) | 001450MIU | N |
| GBC Die Set 11 Hole (Velobind) | 001451MIU | N |
| GBC Die Set 19 Hole (Cerlox) | 001452MIU | N |
| GBC Die Set 21 Hole (Twin Loop Wire 2:1) | 001453MIU | N |
| GBC Die Set 32 Hole (Twin Loop Wire 3:1) | 001454MIU | N |
| GBC Die Set 44 Hole (Color Coil) | 001455MIU | N |
| GBC 32 Hole Pro Click Die Set | 002493MIU | N |
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COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 7 - Non Connected - Ricoh /Savin / Lanier MP 7000

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|------------------------------------|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| Copy Tray Type 2075 | 412190 | Y |
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| CONNECTIVITY OPTIONS: | | |
| Printer/Scanner Unit Type 8000 | 003455MIU | N |
| PostScript 3 Unit Type 7500 | 412916 | N |
| Copy Data Security Unit Type C | 412808 | N |
| Browser Unit Type B | 413083 | N |
| 9 Bin Mail Box CS391 | 412191 | N |
| IEEE 1284 Interface Type A | 411699 | N |
| IEEE1394 Interface Board Type B | 412995 | N |
| IEEE 802.11b Interface Unit Type N | 414525 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| Gigabite Ethernet | 402302 | N |
| RA2K IPDS BW MFPs 70-79PPM | 100135FNG | N |
| RA2K IPDS BW MFPs 80-89PPM | 100136FNG | N |
| | | |
| FAX OPTIONS: | | |
| Fax Option Type 7500 | 413491 | N |
| G3 Interface Unit Type 7500 | 413494 | N |
| 32MB Memory 400dpi/SAF | 001342MIU | N |
| | | |
| ADDITIONAL OPTIONS: | | |
| RT43 LCT | 414517 | N |
| SR970 Staple Finisher** | 413321 | N |
| SR4000 Booklet Finisher** | 413319 | N |
| Finisher SR842 | 413310 | N |
| Punch Unit Type 3260 | 412209 | N |
| 2/3-Hole Punch Kit Type 1075 | 411198 | N |
| Cover Interposer Tray Type 3260 | 412213 | N |
| 8 1/2"x14" Tray Type 1075 | 411187 | N |

| | | |
|--|-----------|---|
| Type 1027 Key Counter Bracket | 412537 | N |
| Tab sheet Holder Type 3260 | 412203 | N |
| A3/11"x17" Tray Unit Type 1075 | 411185 | N |
| Card Rdr Bracket Type 1075 | 411203 | N |
| Output Jogger Unit Type 3260 | 412212 | N |
| Jogger Unit Type 1075 | 411206 | N |
| File Format Converter Type C | 412823 | N |
| Copy Connector Kit Type MP 7500 | 412809 | N |
| ZF4000 Z-Folding Unit | 412805 | N |
| USB Host Type A | 412867 | N |
| Data Overwrite Security Option Type C | 411989 | N |
| Java VM Card Type C | 413210 | N |
| MP 7500 Removable Hard Drive | 002849MIU | N |
| MP 7500 Additional Removable Hard Drive | 002850MIU | N |
| 20 Amp Network Power Filter | 002659MIU | N |
| BK5010 Production Booklet Maker | 413101 | N |
| CF5010 Cover Feeder | 413102 | N |
| TR5010 Trimmer Unit | 413103 | N |
| BF5010 Book Fold Unit | 413104 | N |
| BK5010 Rail Unit | 413105 | N |
| GBC Stream Punch III** | 414387 | N |
| GBC Die Set 3 Hole (Ring Binder) | 001450MIU | N |
| GBC Die Set 11 Hole (Velobind) | 001451MIU | N |
| GBC Die Set 19 Hole (Cerlox) | 001452MIU | N |
| GBC Die Set 21 Hole (Twin Loop Wire 2:1) | 001453MIU | N |
| GBC Die Set 32 Hole (Twin Loop Wire 3:1) | 001454MIU | N |
| GBC Die Set 44 Hole (Color Coil) | 001455MIU | N |
| GBC 32 Hole Pro Click Die Set | 002493MIU | N |
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COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 1 COLOR - Connected - Ricoh/Savin/Lanier SP C222SF

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|------------------------------------|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| Copy Tray Type 2075 | 412190 | Y |
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| CONNECTIVITY OPTIONS: | | |
| Printer/Scanner Unit Type 8000 | 003455MIU | N |
| PostScript 3 Unit Type 7500 | 412916 | N |
| Copy Data Security Unit Type C | 412808 | N |
| Browser Unit Type B | 413083 | N |
| 9 Bin Mail Box CS391 | 412191 | N |
| IEEE 1284 Interface Type A | 411699 | N |
| IEEE1394 Interface Board Type B | 412995 | N |
| IEEE 802.11b Interface Unit Type N | 414525 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| Gigabite Ethernet | 402302 | N |
| RA2K IPDS BW MFPs 70-79PPM | 100135FNG | N |
| RA2K IPDS BW MFPs 80-89PPM | 100136FNG | N |
| | | |
| FAX OPTIONS: | | |
| Fax Option Type 7500 | 413491 | N |
| G3 Interface Unit Type 7500 | 413494 | N |
| 32MB Memory 400dpi/SAF | 001342MIU | N |
| | | |
| ADDITIONAL OPTIONS: | | |
| RT43 LCT | 414517 | N |
| SR970 Staple Finisher** | 413321 | N |
| SR4000 Booklet Finisher** | 413319 | N |
| Finisher SR842 | 413310 | N |
| Punch Unit Type 3260 | 412209 | N |
| 2/3-Hole Punch Kit Type 1075 | 411198 | N |
| Cover Interposer Tray Type 3260 | 412213 | N |
| 8 1/2"x14" Tray Type 1075 | 411187 | N |

| | | |
|--|-----------|---|
| Type 1027 Key Counter Bracket | 412537 | N |
| Tab sheet Holder Type 3260 | 412203 | N |
| A3/11"x17" Tray Unit Type 1075 | 411185 | N |
| Card Rdr Bracket Type 1075 | 411203 | N |
| Output Jogger Unit Type 3260 | 412212 | N |
| Jogger Unit Type 1075 | 411206 | N |
| File Format Converter Type C | 412823 | N |
| Copy Connector Kit Type MP 7500 | 412809 | N |
| ZF4000 Z-Folding Unit | 412805 | N |
| USB Host Type A | 412867 | N |
| Data Overwrite Security Option Type C | 411989 | N |
| Java VM Card Type C | 413210 | N |
| MP 7500 Removable Hard Drive | 002849MIU | N |
| MP 7500 Additional Removable Hard Drive | 002850MIU | N |
| 20 Amp Network Power Filter | 002659MIU | N |
| BK5010 Production Booklet Maker | 413101 | N |
| CF5010 Cover Feeder | 413102 | N |
| TR5010 Trimmer Unit | 413103 | N |
| BF5010 Book Fold Unit | 413104 | N |
| BK5010 Rail Unit | 413105 | N |
| GBC Stream Punch III** | 414387 | N |
| GBC Die Set 3 Hole (Ring Binder) | 001450MIU | N |
| GBC Die Set 11 Hole (Velobind) | 001451MIU | N |
| GBC Die Set 19 Hole (Cerlox) | 001452MIU | N |
| GBC Die Set 21 Hole (Twin Loop Wire 2:1) | 001453MIU | N |
| GBC Die Set 32 Hole (Twin Loop Wire 3:1) | 001454MIU | N |
| GBC Die Set 44 Hole (Color Coil) | 001455MIU | N |
| GBC 32 Hole Pro Click Die Set | 002493MIU | N |
| | | |
| | | |

COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 2 COLOR - Connected - Ricoh/Savin/Lanier MP C2000

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|---|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| >FAC33 Cabinet | 413762 | Y |
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| CONNECTIVITY OPTIONS: | | |
| IEEE 1284 Interface Type A | 411699 | N |
| IEEE 802.11b Interface Unit Type N | 414525 | N |
| IEEE1394 Interface Board Type B | 412995 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| Camera Direct Print Card Type A | 002837MIU | N |
| PostScript 3 Unit Type MPC3000 | 412879 | N |
| | | |
| E3000 Fiery Controller | 413560 | N |
| Color Profiler Suite v2 w/ES-1000 | 003115MIU | N |
| Color Profiler Software v2 Upgrade | 003117MIU | N |
| ES-1000 Color Spectrophotometer | 003116MIU | N |
| EFI Impose USB Version | 413318 | N |
| EFI Hot Folders | 413315 | N |
| Auto Trapping | 413316 | N |
| Spot-On | 413317 | N |
| Color Profiler Suite v2 w/ES-1000 | 003115MIU | N |
| | | |
| | | |
| FAX OPTIONS: | | |
| Fax Option Type MPC3000 | 413220 | N |
| G3 Interface Unit Type MPC3000 | 412864 | N |
| 32MB Memory 400dpi/SAF | 001342MIU | N |
| Handset Type 1018** | 410781 | N |
| | | |
| ADDITIONAL OPTIONS: | | |
| PB3000 2-Tray Paper Bank** | 412844 | N |
| PB3010 2000-Sheet Large Capacity Tray (LC | 412846 | N |

| | | |
|--|-----------|---|
| SH3000 Internal Shift Sort Tray** | 412850 | N |
| BN3000 Inner 1-Bin Tray** | 412849 | N |
| 500 Sheet Finisher SR3010** | 412858 | N |
| SR790 1,000 Sheet Finisher** | 412730 | N |
| Booklet Finisher SR3000** | 412851 | N |
| Bridge Unit BU3000** | 412880 | N |
| Punch Unit Kit PU3000 3/2 Hole | 412855 | N |
| Key Counter Bracket Type H | 410126 | N |
| Copy Data Security Unit Type A | 412320 | N |
| DataOverwriteSecurity System (DOSS) Type | 412152 | N |
| Optional Counter Interface Unit Type A | 413012 | N |
| Browser Unit Type B | 413083 | N |
| Java VM Card Type C | 413210 | N |
| File Format Converter Type D | 413421 | N |
| Type MP C3000 Removable Hard Drive | 002853MIU | N |
| Type MP C3000 Additional Removable Hard | 002854MIU | N |
| 15 Amp Network Power Filter | 002658MIU | N |
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COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 3 COLOR - Connected - Ricoh/Savin/Lanier MP C2800

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|-------------------------------------|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| 2-Tray Paper Bank (PB3040)** | 415002 | Y |
| | | |
| | | |
| | | |
| CONNECTIVITY OPTIONS: | | |
| PostScript3 Unit Type C3300 | 414721 | N |
| USB 2.0/SD Slot Type A | 414678 | N |
| Camera Direct Print Card Type G | 414708 | N |
| VM Card Type 1 | 414710 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| IEEE802.11a/g Wireless Type J | 414008 | N |
| Gigabit Ethernet Type B | 414204 | N |
| IEEE 1284 Interface Type A | 411699 | N |
| | | |
| FAX OPTIONS: | | |
| Fax Option Type C5000 | 414830 | N |
| G3 Interface Unit Type C5000 | 414706 | N |
| Handset Type 1018** | 410781 | N |
| 32MB Memory 400dpi/SAF | 001342MIU | N |
| | | |
| ADDITIONAL OPTIONS: | | |
| 1-Tray Paper Bank (PB3080)** | 414720 | N |
| LCIT PB3050 (2,000 Sheets)** | 415003 | N |
| >FAC33 Cabinet | 413762 | N |
| Side LCT (RT3000) | 415005 | N |
| Inner 1-Bin Tray (BN3070)** | 414718 | N |
| Internal Shift Sort Tray (SH3040)** | 414719 | N |
| Caster Table Type A | 414557 | N |
| Punch Unit Kit PU3000 3/2 Hole | 412855 | N |
| Bridge Unit BU3030** | 414175 | N |
| 500 Sheet Finisher SR 3050** | 414130 | N |
| SR790 1,000 Sheet Finisher** | 412730 | N |
| Booklet Finisher SR3000** | 412851 | N |
| File Format Converter Type E | 414007 | N |
| Data Overwrite Security Unit Type H | 414002 | N |
| Copy Data Security Unit Type F | 413985 | N |
| HDD Encryption Unit Type A | 414021 | N |

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|--|--------|---|
| Key Counter Bracket Type H | 412552 | N |
| Optional Counter Interface Unit Type A | 413012 | N |
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COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 4 COLOR - Connected - Ricoh/Savin/Lanier MP C3300

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|-------------------------------------|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| >FAC33 Cabinet | 413762 | Y |
| | | |
| | | |
| | | |
| CONNECTIVITY OPTIONS: | | |
| PostScript3 Unit Type C3300 | 414721 | N |
| USB 2.0/SD Slot Type A | 414678 | N |
| Camera Direct Print Card Type G | 414708 | N |
| VM Card Type 1 | 414710 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| IEEE802.11a/g Wireless Type J | 414008 | N |
| Gigabit Ethernet Type B | 414204 | N |
| IEEE 1284 Interface Type A | 411699 | N |
| | | |
| FAX OPTIONS: | | |
| Fax Option Type C5000 | 414830 | N |
| G3 Interface Unit Type C5000 | 414706 | N |
| Handset Type 1018** | 410781 | N |
| 32MB Memory 400dpi/SAF | 001342MIU | N |
| | | |
| ADDITIONAL OPTIONS: | | |
| 2-Tray Paper Bank (PB3040)** | 415002 | N |
| 1-Tray Paper Bank (PB3080)** | 414720 | N |
| LCIT PB3050 (2,000 Sheets)** | 415003 | N |
| Side LCT (RT3000) | 415005 | N |
| Inner 1-Bin Tray (BN3070)** | 414718 | N |
| Internal Shift Sort Tray (SH3040)** | 414719 | N |
| Caster Table Type A | 414557 | N |
| Punch Unit Kit PU3000 3/2 Hole | 412855 | N |
| Bridge Unit BU3030** | 414175 | N |
| 500 Sheet Finisher SR 3050** | 414130 | N |
| SR790 1,000 Sheet Finisher** | 412730 | N |
| Booklet Finisher SR3000** | 412851 | N |
| File Format Converter Type E | 414007 | N |
| Data Overwrite Security Unit Type H | 414002 | N |
| Copy Data Security Unit Type F | 413985 | N |
| HDD Encryption Unit Type A | 414021 | N |

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|--|--------|---|
| Key Counter Bracket Type H | 412552 | N |
| Optional Counter Interface Unit Type A | 413012 | N |
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|---|--|
| Region I - Hancock, Brooke, Ohio, Marshall, Wetzel, Monongalia, Marion, Harrison, Doddridge, Gilmer, Pleasants, | |
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| Region III - Lewis, Upshur, Randolph, Pendleton, Hardy, Grant, Hampshire, Mineral, Morgan, Berkeley, | |
| Region IV - Braxton, Clay, Nicholas, Fayette, Raleigh, Wyoming, McDowell, Mercer, Summers, Greenbrier, | |

Contact Name: James Malone

Signed: J P M L

Date: 11-16-08

Phone: 304-347-2353

Fax: 304-342-4380

Email: James.Malone@Rish-usa.com

Office: 800-727-4267

Cell: 304-539-2148

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

AGREEMENT ADDENDUM

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **DISPUTES** - Any references in the agreement to arbitration or to the jurisdiction of any court are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. **HOLD HARMLESS** - Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. **PAYMENT** - Any references to prepayment are deleted. Payment will be in arrears.
6. **INTEREST** - Should the agreement include a provision for interest on late payments, the Agency agrees to pay the maximum legal rate under West Virginia law. All other references to interest or late charges are deleted.
7. **RECOUPMENT** - Any language in the agreement waiving the Agency's right to set-off, counterclaim, recoupment, or other defense is hereby deleted.
8. **FISCAL YEAR FUNDING** - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATION** - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **ATTORNEY FEES** - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages to a certain dollar amount or to the amount of the agreement is hereby deleted. Limitations on special, incidental or consequential damages are acceptable. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor. Agency agrees to pay Vendor for services rendered or goods received prior to the effective date of termination.
15. **TERMINATION CHARGES** - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** - Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** - Any provision requiring the Agency to insure equipment or property of any kind and name the Vendor as beneficiary or as an additional insured is hereby deleted.
18. **RIGHT TO NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **CONFIDENTIALITY**: -Any provision regarding confidentiality of the terms and conditions of the agreement is hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act.
21. **AMENDMENTS** - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

ACCEPTED BY:
STATE OF WEST VIRGINIA _____

VENDOR

Spending Unit: _____

Company Name: Ricoh Americas Corp

Signed: _____

Signed: Jan P Miller

Title: _____

Title: District Manager

Date: _____

Date: 11-17-08

COPIER ACCESSORY OPTION LISTING

VENDOR: Ricoh Americas Corporation

BAND: 3 -Connected - Ricoh /Savin / Lanier MP 3350SP

MANUFACTURER: Ricoh

| ACCESSORY DESCRIPTION | Information | |
|-----------------------------------|----------------|--------------------------|
| | PRODUCT NUMBER | BASE CONFIGURATION (Y/N) |
| EQUIPMENT DESCRIPTION: | | |
| ARDF DF 3030** | 414143 | Y |
| >FAC 38 Cabinet | 414520 | Y |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| CONNECTIVITY OPTIONS: | | |
| PostScript3 Unit Type 3350 | 414120 | N |
| RPCS Printer Unit Type 3350 | 003294MIU | N |
| Printer Enhance Option Type 3350 | 414114 | N |
| Scanner Enhance Option Type 3350 | 414117 | N |
| IEEE802.11a/g Wireless Type J | 414008 | N |
| IEEE 1284 Interface Type A | 411699 | N |
| Bluetooth Interface Type 3245 | 412866 | N |
| Gigabit Ethernet Board Type A | 402547 | N |
| Java VM Card Type F | 414004 | N |
| File Format Converter Type E | 414007 | N |
| | | |
| FAX OPTIONS: | | |
| Fax Option Type 3350 | 414403 | N |
| G3 Interface Unit Type 3350 | 414084 | N |
| 32MB Memory 400dpi/SAF | 001342MIU | N |
| Handset Type 1018** | 410781 | N |
| | | |
| ADDITIONAL OPTIONS: | | |
| Platen Cover Type 3800C | 412551 | N |
| 1 Bin Tray BN 3030 | 414127 | N |
| 500 Sheet Finisher SR 3050** | 414130 | N |
| SR790 1,000 Sheet Finisher** | 412730 | N |
| Booklet Finisher SR3000** | 412851 | N |
| Bridge Unit BU 3020** | 414125 | N |
| Punch Unit Kit PU3000 3/2 Hole | 412855 | N |
| Internal Shift Tray SH3010 | 414140 | N |
| PS500 Large Capacity Tray | 410958 | N |
| Paper Feed Unit Type PB 3030 (2 x | 413673 | N |

| | | | |
|-------------------------------------|-----------|---|--|
| Key Counter Bracket Type H | 412552 | N | |
| Hard Disk Drive Option Type 5000 (4 | 413889 | N | |
| | | | |
| 15 Amp Network Power Filter | 002658MIU | N | |
| Copy Data Security Unit Type F | 413985 | N | |
| Data Overwrite Security Unit Type I | 413955 | N | |
| HDD Encryption Unit Type A | 414021 | N | |
| | | | |