



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header

## General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 206108

Procurement Type: Central Master Agreement

Vendor ID: 000000119903

Legal Name: RICOH USA INC

Alias/DBA:

Total Bid: \$51,453.90

Response Date: 05/25/2016

Response Time: 10:52

SO Doc Code: CRFQ

SO Dept: 0402

SO Doc ID: EDD1600000006

Published Date: 5/18/16

Close Date: 5/26/16

Close Time: 13:30

Status: Closed

Solicitation Description: ADDENDUM NO.1- SERVICE  
SUPPORT AGREEMENT ON

Total of Header Attachments: 0

Total of All Attachments: 0



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 206108

**Solicitation Description :** ADDENDUM NO.1- SERVICE SUPPORT AGREEMENT ON PRINTING EQUIP

**Proc Type :** Central Master Agreement

Date issued	Solicitation Closes	Solicitation No	Version
	2016-05-26 13:30:00	SR 0402 ESR05251600000005740	1

VENDOR
000000119903 RICOH USA INC

**FOR INFORMATION CONTACT THE BUYER**  
 Michelle L Childers  
 (304) 558-2063  
 michelle.l.childers@wv.gov

Signature X	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	SERVICE SUPPORT AGREEMENT ON RICOH PRO 900s	4.00000	QTR	\$6,930.000000	\$27,720.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : QUARTERLY SERVICE SUPPORT ON RICOH PRO 900s  
MACHINE ID NO. 12140525

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	RATE PER CLICK FOR COLOR COPIES EXCEEDING 150,000	10000.00000	EA	\$0.046200	\$462.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : RATE PER CLICK FOR COLOR COPIES EXCEEDING THE CAPPED 150,000 COPIES QUARTERLY (ON RICOH PRO 900s).

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	RATE PER CLICK FOR BLACK AND WHITE ON RICOH PRO 900s	1000.00000	EA	\$0.013900	\$13.90

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : RATE PER CLICK FOR BLACK AND WHITE ON RICOH PRO 900s

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	SERVICE SUPPORT AGREEMENT ON CANON 125	4.00000	QTR	\$5,800.000000	\$23,200.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : QUARTERLY SERVICE SUPPORT ON CANON 125  
MACHINE ID NO. 10821024

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	RATE PER CLICK FOR BLACK AND WHITE EXCEEDING 1,000,000	10000.00000	EA	\$0.005800	\$58.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description :** RATE PER CLICK FOR BLACK AND WHITE EXCEEDING THE QUARTERLY CAPPED 1,000,000 COPIES ON CANON 125



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

State of West Virginia  
 Request for Quotation  
 30 - Printing

Proc Folder: 206108

Doc Description: ADDENDUM NO.1- SERVICE SUPPORT AGREEMENT ON PRINTING EQUIP

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-05-18	2016-05-26 13:30:00	CRFQ 0402 EDD1600000006	2

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

**Vendor Name, Address and Telephone Number:**

Ricoh USA, Inc.  
 707 Virginia Street East Suite 1440  
 Charleston, WV 25301  
 304-347-2344

**FOR INFORMATION CONTACT THE BUYER**

Michelle L Childers  
 (304) 558-2063  
 michelle.l.childers@wv.gov

Signature X

FEIN # 23-0334400

DATE 5/25/2016

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

**Addendum**

Addendum No. 01 issued to publish and distribute the attached information to the vendor community.  
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The West Virginia Purchasing Division is soliciting bids on behalf of the Agency, the West Virginia Department of Education (WVDE), Office of the Public Information and Print Shop to establish an open-end contract to provide a quarterly service support agreement for the Agency owned printing equipment located at the WVDE Print Shop, Building 6, Room B009, 1900 Kanawha Boulevard East, Charleston WV 25305. The resulting Service Support Agreement shall commence on July 1, 2016 or upon Award if after said date.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF COMMUNICATIONS 1900 KANAWHA BLVD E, BLDG 6 RM 009 CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	SERVICE SUPPORT AGREEMENT ON RICOH PRO 900s	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description :**

QUARTERLY SERVICE SUPPORT ON RICOH PRO 900s

MACHINE ID NO. 12140525

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF COMMUNICATIONS 1900 KANAWHA BLVD E, BLDG 6 RM 009 CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	RATE PER CLICK FOR COLOR COPIES EXCEEDING 150,000	10000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description :**

RATE PER CLICK FOR COLOR COPIES EXCEEDING THE CAPPED 150,000 COPIES QUARTERLY (ON RICOH PRO 900s).

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF COMMUNICATIONS 1900 KANAWHA BLVD E, BLDG 6 RM 009 CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	RATE PER CLICK FOR BLACK AND WHITE ON RICOH PRO 900s	1000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
31112201			

Extended Description :  
RATE PER CLICK FOR BLACK AND WHITE ON RICOH PRO 900s

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF COMMUNICATIONS 1900 KANAWHA BLVD E, BLDG 6 RM 009 CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	SERVICE SUPPORT AGREEMENT ON CANON 125	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
31112201			

Extended Description :  
QUARTERLY SERVICE SUPPORT ON CANON 125  
MACHINE ID NO. 10821024

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 204 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARY DEPARTMENT OF EDUCATION OFFICE OF COMMUNICATIONS 1900 KANAWHA BLVD E, BLDG 6 RM 009 CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	RATE PER CLICK FOR BLACK AND WHITE EXCEEDING 1,000,000	10000.00000	EA		



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<b>Comm Code</b>	<b>Manufacturer</b>	<b>Specification</b>	<b>Model #</b>
31112201			

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**Extended Description :**

RATE PER CLICK FOR BLACK AND WHITE EXCEEDING THE QUARTERLY CAPPED 1,000,000 COPIES ON CANON 125

<b>EDD1600000006</b>	<b>Document Phase</b> Draft	<b>Document Description</b> ADDENDUM NO.1- SERVICE SUPPORT AGREEMENT ON PRINTING EQUIP	<b>Page 5</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**SOLICITATION NUMBER: CRFQ EDD1600000006**

**Addendum Number: 01**

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

This addendum is issued to modify the solicitation per the attached documentation and the following:

1. To modify the bid opening date to May 26, 2016 at 1:30PM, EST.
2. To publish vendor question and answer.

No other changes.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

**Vendor Question**  
**CRFQ EDD160000006**  
**Service Support Agreement on Printing Equipment**

**Q1)**

The question is about the quantity on the line items of the vendor response. One section shown below shows to be estimated quantity, but the vendor response shows a hard number. Just wondering if Oasis would put a hard cap on paying only the amount shown.

<b>Item</b>	<b>Spec</b>	<b>Item Description</b>	<b>Unit of Measure</b>	<b>Estimated Qty</b>	<b>Unit C</b>
1	4.1.1.8.1	Quarterly Maintenance for Agency owned Ricoh Pro 900s (Maximum of 150,000 Color Prints Included)	Quarterly	4	
2	4.1.1.8.2	Rate Per Copy in Excess of 150,000 Quarterly for Ricoh Pro 900s (Single Click for Both 11" x 17" & 8" x 11")	Each	10,000	
3	4.1.1.8.3	Rate Per Click for Black & White on the Ricoh Pro 900s	Each	1,000	
4	4.1.1.8.4	Quarterly Maintenance for Agency owned Canon 125	Quarterly	4	
5	4.1.1.8.3	Rate Per Click for Black & White Exceeding the 1,000,000 for Canon 125	Each	10,000	

**A1)** The 2 items that are set to Quarterly charges are capped and the rest are open-end. The awarded contract will not cap anything that is open-ended.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** \_\_\_\_\_

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

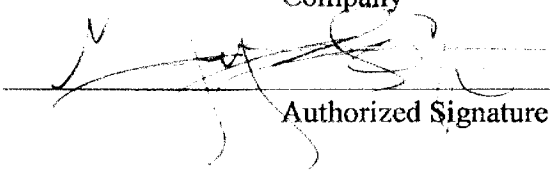
**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Ricoh USA, Inc  
\_\_\_\_\_  
Company  
  
\_\_\_\_\_  
Authorized Signature  
5/25/2016  
\_\_\_\_\_  
Date

**NOTE:** This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**MANDATE:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Ricoh USA, INC.

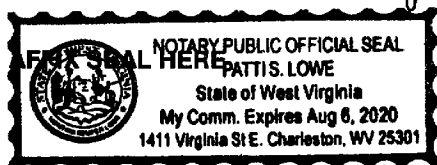
Authorized Signature: *[Signature]* Date: 5-17-16

State of WV

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 17 day of May, 2016.

My Commission expires August 6, 2020



NOTARY PUBLIC *Patti S Lowe*