



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 #2

List View

General Information | Contact | Default Values | Discount | Document Information

Procurement Folder: 239361

Procurement Type: Central Master Agreement

Vendor ID: 00000119903

Legal Name: RICOH USA INC

Alias/DBA:

Total Bid: \$429,564.50

Response Date: 11/09/2016

Response Time: 19:03

SO Doc Code: CRFQ

SO Dept: 0402

SO Doc ID: EDD1700000002

Published Date: 10/28/16

Close Date: 11/10/16

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No. 1 - LEASE FOR RICOH PRO C7100 SERIES OR

Total of Header Attachments: 2

Total of All Attachments: 2



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 239361

Solicitation Description : Addendum No. 1 - LEASE FOR RICOH PRO C7100 SERIES OR EQUAL

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2016-11-10 13:30:00	SR 0402 ESR11091600000002074	1

VENDOR
000000119903 RICOH USA INC

Solicitation Number: CRFQ 0402 EDD1700000002

Total Bid : \$429,564.50 **Response Date:** 2016-11-09 **Response Time:** 19:03:34

Comments:

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

Signature on File	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	YEAR 1 - LEASE OF RICOH PRO C7100 SERIES OR EQUAL	4.00000	QTR	\$18,933.600000	\$75,734.40

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description :	YEAR 1 - RICOH PRO C7100 SERIES OR EQUAL (LEASE, PARTS, LABOR, SUPPLIES, MAINTENANCE AND SUPPORT SERVICES)
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Comments: Includes: Lease payment (qtrly) 0 B/W clicks 150,000 Color clicks

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	RATE PER CLICK FOR BLACK AND WHITE	5000.00000	EA	\$0.009500	\$47.50

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description :	RATE PER CLICK FOR BLACK AND WHITE COPIES
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	RATE PER CLICK FOR COLOR COPIES EXCEEDING THE 150,000	1000.00000	EA	\$0.045000	\$45.00

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description :	RATE PER CLICK FOR COLOR COPIES EXCEEDING THE 150,000- COPY LIMIT PER QUARTER
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	YEAR 2 - LEASE OF RICOH PRO C7100 SERIES OR EQUAL	4.00000	QTR	\$18,933.600000	\$75,734.40

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description :	YEAR 2 - RICOH PRO C7100 SERIES OR EQUAL (LEASE, PARTS, LABOR, SUPPLIES, MAINTENANCE AND SUPPORT SERVICES)
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	YEAR 3 - LEASE OF RICOH PRO C7100 SERIES OR EQUAL	4.00000	QTR	\$18,933.600000	\$75,734.40

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description : YEAR 3- RICOH PRO C7100 SERIES OR EQUAL (LEASE, PARTS, LABOR, SUPPLIES, MAINTENANCE AND SUPPORT SERVICES)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	YEAR 4 - LEASE OF RICOH PRO C7100 SERIES OR EQUAL	4.00000	QTR	\$18,933.600000	\$75,734.40

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description : YEAR 4 - RICOH PRO C7100 SERIES OR EQUAL (LEASE, PARTS, LABOR, SUPPLIES, MAINTENANCE AND SUPPORT SERVICES)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	YEAR 5 - LEASE OF RICOH PRO C7100 SERIES OR EQUAL	4.00000	QTR	\$18,933.600000	\$75,734.40

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description : YEAR 5 - RICOH PRO C7100 SERIES OR EQUAL (LEASE, PARTS, LABOR, SUPPLIES, MAINTENANCE AND SUPPORT SERVICES)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	CLEAR TONER	1.00000	EA	\$400.000000	\$400.00

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description : CLEAR TONER - (OPTIONAL ITEM FOR AN AS-NEEDED BASIS ONLY)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	WHITE TONER	1.00000	EA	\$400.000000	\$400.00

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description : WHITE TONER - (OPTIONAL ITEM FOR AN AS-NEEDED BASIS ONLY)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	FAIR MARKET VALUE BUY-OUT (OPTIONAL)	1.00000	EA	\$50,000.000000	\$50,000.00

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description : FAIR MARKET VALUE BUY-OUT (OPTIONAL PURCHASE ONLY AFTER EXPIRATION OF THE CONTRACT).
NOTE: OPTIONAL ITEM ONLY AND SHALL BE DETERMINED AFTER EXPIRATION OF THE CONTRACT BUT WILL BE A PART OF THE BID EVALUATION.

Comments: This is an estimate



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

State of West Virginia
 Request for Quotation
 28 – Office Equip.

Proc Folder: 239361

Doc Description: Addendum No. 1 - LEASE FOR RICOH PRO C7100 SERIES OR EQUAL

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-10-28	2016-11-10 13:30:00	CRFQ 0402 EDD1700000002	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 E
 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 11/9/2016

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.

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Education, Office of Public Information and Print Shop to establish a contract for a five (5), one (1) year lease, maintenance & support services and supplies agreement of Ricoh Pro C7100 Series or Equal that will provide electronic document management solutions that includes copying, printing, scanning, binding, file storage and document retrieval etc., for use in the public information and production division of the West Virginia Department of Education located at 1900 Kanawha Boulevard East Building 6, Room B -009 Print Shop, Charleston, WV 25305.

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	YEAR 1 - LEASE OF RICOH PRO C7100 SERIES OR EQUAL	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description :

YEAR 1 - RICOH PRO C7100 SERIES OR EQUAL (LEASE, PARTS, LABOR, SUPPLIES, MAINTENANCE AND SUPPORT SERVICES)

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 BLACK AND WHITE	5000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description :

RATE PER CLICK FOR BLACK AND WHITE COPIES

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 COLOR COPIES EXCEEDING THE 150,000	1000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description :
RATE PER CLICK FOR COLOR COPIES EXCEEDING THE 150,000- COPY LIMIT PER QUARTER

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	YEAR 2 - LEASE OF RICOH PRO C7100 SERIES OR EQUAL	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description :
YEAR 2 - RICOH PRO C7100 SERIES OR EQUAL (LEASE, PARTS, LABOR, SUPPLIES, MAINTENANCE AND SUPPORT SERVICES)

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	YEAR 3 - LEASE OF RICOH PRO C7100 SERIES OR EQUAL	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description :

YEAR 3- RICOH PRO C7100 SERIES OR EQUAL (LEASE, PARTS, LABOR, SUPPLIES, MAINTENANCE AND SUPPORT SERVICES)

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
6	YEAR 4 - LEASE OF RICOH PRO C7100 SERIES OR EQUAL	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description :

YEAR 4 - RICOH PRO C7100 SERIES OR EQUAL (LEASE, PARTS, LABOR, SUPPLIES, MAINTENANCE AND SUPPORT SERVICES)

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
7	YEAR 5 - LEASE OF RICOH PRO C7100 SERIES OR EQUAL	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description :

YEAR 5 - RICOH PRO C7100 SERIES OR EQUAL (LEASE, PARTS, LABOR, SUPPLIES, MAINTENANCE AND SUPPORT SERVICES)

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
8	CLEAR TONER	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description :
CLEAR TONER - (OPTIONAL ITEM FOR AN AS-NEEDED BASIS ONLY)

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
9	WHITE TONER	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description :
WHITE TONER - (OPTIONAL ITEM FOR AN AS-NEEDED BASIS ONLY)

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
10	FAIR MARKET VALUE BUY-OUT (OPTIONAL)	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80161800			

Extended Description :

FAIR MARKET VALUE BUY-OUT (OPTIONAL PURCHASE ONLY AFTER EXPIRATION OF THE CONTRACT).

NOTE: OPTIONAL ITEM ONLY AND SHALL BE DETERMINED AFTER EXPIRATION OF THE CONTRACT BUT WILL BE A PART OF THE BID EVALUATION.

SOLICITATION NUMBER: CRFQ EDD1700000002
Addendum Number: 01

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 and publish changes to the specifications based on vendor questions and agency answers.
2. To publish vendor questions and agency answers.
3. To correct the Note section of the Exhibit "A" Pricing Page... "Optional items will be evaluated but shall not be a part of the initial award."

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

CRFQ EDD1700000002
Lease for Ricoh Pro C7100 Series or Equal
Questions & Answers

Q1.) 2.7 What is meant by “double punch large sheets for offline cutting”?

A1.) GBC Punch Capability will be updated to:

2.7 “GBC” - machine’s capability to 19-hole , 3-hole and 2-hole punch.

Q2.) 3.1.1.2.16 states “must be able to print on a five-color capability”. There are no other devices in the price point of the C7110sx that offers the support of white or clear toner. This eliminates all products other than Ricoh and the other product names that the Ricoh 7110sx is sold under. It is very curious that the 5th color station must be a component of the unit bid, but the clear and white toner needed to support this mandatory component of the machine are optional. The capabilities of the 5th color station are limited and costly; most jobs need to be run at least twice to achieve the desired results, and the developer must be changed when switching between white and clear toners. Feeding paper back through the system is likely to affect registration of image placement and creates additional costs that will not be reflected in the RFQ. When using the 5th station the machine must be run in Quality mode, not Production Mode. This slows the unit down to approximately 35ppm on a 8.5 x 11 sheet. Productivity would be impacted even more adversely if 11 X 17 or 12 X 18 stock was being utilized. Depending on what the application of the customer is, a better solution is frequently an offline UV coater because it is not device dependent, and it offers a higher quality coating and better operating costs.

A2.) There has not been enough manpower like we had in the past. The Spending unit is aware that everything they program the machine to do slows it down a little. But the 5th Color feature will give the WVDE’s Graphic Department an opportunity to expand their design capabilities and ideas for the Agency. **This feature will remain as a mandatory in the specifications.**

Q3.) 3.1.1.2.17 states “must be able to print on paper weight maximum of 110 lb.” and 3.1.1.2.18 states “must be able to print paper to a maximum 360 gsm”. Is the maximum paper weight that is printed on 110 lb. or 360 gsm? 110 lb. cover converts to approximately 300 gsm which we could accommodate with our C1070.

A3.) Items 3.1.1.2.17 & 3.1.1.2.18 are corrected and are combined together.

Other revisions:

1. Items 3.1.1.2.28 and 3.1.1.2.29 minimum requirements are revised.
2. Item numbering on page 30 & 31 are corrected for continuity.

No other changes.

REQUEST FOR QUOTATION
LEASE, MAINTENANCE AND SUPPORT AGREEMENT
RICOH PRO C7100 SERIES OR EQUAL

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Education, Office of Public Information and Print Shop to establish a contract for a five (5), one (1) year lease, maintenance & support services and supplies agreement of Ricoh Pro C7100 Series or Equal that will provide electronic document management solutions that includes copying, printing, scanning, binding, file storage and document retrieval etc., for use in the public information and production division of the West Virginia Department of Education located at 1900 Kanawha Boulevard East Building 6, Room B -009 Print Shop, Charleston, WV 25305.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item”** means the maintenance, support & supplies associated with the lease of Ricoh Pro C7100 Series or Equal as more fully described by the specifications below.

 - 2.2 **“Pricing Page”** means the schedule of prices, estimated order quantity, and totals attached hereto as Exhibit A and used to evaluate the Solicitation response.

 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

 - 2.4 **“CONSUMABLES”** means items that are depleted through normal operation of equipment which include, but are not limited to items such as ink, toner, staples and toner waste container bottles.

 - 2.5 **“REPLENISHMENT”** means replacement of all consumables except paper.

 - 2.6 **“GSM”** means grams/square meter instead of the conventional weight system.

 - 2.7 **“GBC”** means machine’s capability to 19-hole, 3-hole and 2-hole punch.

 - 2.8 **“PDF”** means Portable Document Format.

 - 2.9 **“TIFF”** means Tagged Image File Format.

 - 2.10 **“Click”** means the printed or imaged pieces of paper that run through the machine. Example: printing on a single side of an 8.5’ x 11” is a single (1) click; however duplexing and printing on both sides of an 8.5” x 11” would be two (2) clicks.

REQUEST FOR QUOTATION
LEASE, MAINTENANCE AND SUPPORT AGREEMENT
RICOH PRO C7100 SERIES OR EQUAL

- 2.11 “OPC drum”** means Optimized Power Control drum
- 2.12 “Energy Star Compliant”** means government-backed symbol for energy efficiency to reduce greenhouse gas emissions and other pollutants.
- 2.13 “NCR forms”** means multiple-part paper form that does not use carbon paper where the ink adheres to the reverse side of the previous sheet.
- 2.14 “Business Hours”** means Monday 8:15 AM to Friday 4:45 PM EST excluding weekends and Federal and State holidays. State Holidays are as follows:

- New Year’s Day (January 1)
- Martin Luther King Day (Third Monday in January)
- President’s Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- West Virginia Day (June 20)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving (Fourth Thursday in November)
- Day After Thanksgiving (Fourth Friday in November)
- Christmas Day (December 25)

3. GENERAL REQUIREMENTS:

3.1 Mandatory Contract Item Requirements: Contract Item must meet or exceed the mandatory requirements listed below. Items outside the scope of the mandatory requirements must not be included unless it is clearly marked optional.

3.1.1 Commodity Line 1 – Lease for Year 1 - Ricoh Pro C7100 Series or Equal

3.1.1.1 New Requirements - Machine being bid must be a newly manufactured machine. Re-manufactured, refurbished or pre-owned equipment will not be accepted. Equipment designated as factory new or newly manufactured shall be accepted with a new machine

REQUEST FOR QUOTATION
LEASE, MAINTENANCE AND SUPPORT AGREEMENT
RICOH PRO C7100 SERIES OR EQUAL

warranty. Newly manufactured means manufactured in the current year and has not been used. Machine being bid will be used in the USA only.

3.1.1.2 Machine and Paper Requirement - Copier bid must include one (1) year lease, maintenance & support and supplies. Supplies shall include all up to 150,000 color copies per quarter, software, updates, all parts, staples and CMYK (cyan, magenta, yellow, black) toners. Also, labor must be included in the price per image for black & white or full color, full bleed jobs during the life of the contract excluding paper supplies. **Contract Item being bid must meet or exceed the mandatory requirements stated below:**

3.1.1.2.1 Must be configured to support the following Agency owned software generating the following documents: PDF and TIFF file formats, Adobe InDesign CS 4, Illustrator CS 4, Photoshop CS4, Microsoft Publisher and Microsoft Word 2007, Adobe Creative Cloud (CC 2014).

3.1.1.2.2 Machine being bid must feature hardware platform of Intel® Xeon E5-2637 processor; v2, 15M cache, 3.50 GHz; 16 GB RAM; 500 GB SATA + 2 x 1 TB SATA RAID 0; Windows 7 Professional for Embedded Systems x64; and Fiery FS150 Pro digital front end features or Equals.

3.1.1.2.3 Machine being bid must have a file format of Adobe Postscript levels 1, 2, 3; Adobe PDF; PDF/X-1a, 3 and 4; Encapsulated PostScript (EPS); MS Office document formats: doc, xls, ppt, pub (via Hot Folders); JPEG, DCS 2.0, CT/LW, 1-bit and TIFF, TIFF, TIFF/IT, PDF2Go (via GAPPE) digital front end features or Equals.

3.1.1.2.4 Machine being bid must come with complete features of Fiery Color and Imaging Technology of Fiery

REQUEST FOR QUOTATION
LEASE, MAINTENANCE AND SUPPORT AGREEMENT
RICOH PRO C7100 SERIES OR EQUAL

ColorWise color management technology; Fiery Calibrator; Fiery Spot-On; PANTONE libraries; Fiery Image Enhance Visual Editor; Auto trapping; Dynamic HD Text and Graphics; Fiery Graphic Arts Package, Premium Edition: (or Equals)

- Fiery ImageViewer
- Preflight
- Graphic arts filters for Hot Folders
- Progressives

3.1.1.2.5 Machine being bid must feature productivity and workflow of Fiery Command WorkStation 5; Fiery Hot Folders/Virtual Printers; Fiery Impose; Fiery Compose features or Equal.

3.1.1.2.6 Must also feature a fiery color profiler suite of EFI ES-2000 spectrophotometer or equal.

3.1.1.2.7 Machine being bid must have a capacity of maximum volume copy of 240,000 per month and a duty cycle of 700,000.

3.1.1.2.8 Printer must feature a fiery controller or equal that has capacity of E83A: 2GB x 8 or equal.

3.1.1.2.9 Copier features must have a minimum system memory of 320GB.

3.1.1.2.10 Must be digital and networkable and must be compatible with Agency owned and operated Windows 7 or higher.

3.1.1.2.11 Must be able to receive and print documents and PDF files from any computer in the Agency network

REQUEST FOR QUOTATION
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RICOH PRO C7100 SERIES OR EQUAL

- 3.1.1.2.12** Must be able to print WVDE Letterhead without double imaging, smearing or smudges. WVDE Letterhead produced must also be without double imaging, smearing or smudges when sent through another printer.
- 3.1.1.2.13** Must be able to print a minimum of 80 copies per minute for black and white and full color.
- 3.1.1.2.14** Must be able to print on paper sizes of 8 ½ x 11, 8 ½ x 14, 11x17, and 13 x 19.2 papers, vendor will charge a single click
- 3.1.1.2.15** Must be able to print duplex on 8 ½ x 11, 110 lb. paper and 11x17, 110 lb. paper
- 3.1.1.2.16** Must be able to print on a five-color capability (or 5th color printing in addition to the CYMK capability above). The 5th color station must be a component of the unit bid and must be able to support white or clear toner.
- 3.1.1.2.17** Must be able to print on paper weight minimum of 16 lb. to maximum three hundred sixty (360) gsm.
- 3.1.1.2.18** Must be able to scan black and white and full color documents.
- 3.1.1.2.19** Must be able to reproduce and adjust copy quality automatically based on the quality of the original job submitted. {i.e laser printed originals, multi-generation copies of copies, faxed documents, standard black graphite#2 pencils, red pen & pencil, blue ball point pen, NCR forms (blue or black print on white or colored paper stocks), photographs (color or b/w), solid lines and grids, solids and graduated gray-scale tones.

REQUEST FOR QUOTATION
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RICOH PRO C7100 SERIES OR EQUAL

- 3.1.1.2.20** The machine's perfect binder capability must be able to glue bind a maximum of 200 sheets/booklets with cover and three edge trim on a 20lb paper.
- 3.1.1.2.21** Must be able to saddle-stitch, bi-fold various sizes and weights of paper, place two staples in the fold and trim off rough edges for 8 ½ x 11, 8 ½ x 14 and 11x17 papers.
- 3.1.1.2.22** Must be able to support 35 pages 12 x 18 for a 140 page book of 20lb paper.
- 3.1.1.2.23** Must include Replaceable Units and Rollers including: OPC drum.
- 3.1.1.2.24** Must be able to insert pre-printed pages.
- 3.1.1.2.25** Must be able to print covers and inserts on heavier paper of a maximum of 110 lb.
- 3.1.1.2.26** Must be able to staple a maximum of 100 sheets of 20lb paper
- 3.1.1.2.27** Must have a paper stacker capacity of minimum 3000 sheets of 20lb. paper
- 3.1.1.2.28** Must have a paper tray capacity minimum 6900 sheets of 20lb paper.
- 3.1.1.2.29** Must be able to 3-hole punch, 2-hole punch and 19-hole punch (GBC) in-line
- 3.1.1.2.30** Machine must come with in-line finishing /Perfect Binder or equal.
- 3.1.1.2.31** Must be able to load paper in the machine without having to interrupt the current job run.

3.1.1.2.32 Must be able to automatically select the proper paper size in respect to the original being copied.

3.1.1.2.33 Must have the ability to be set for reduction and enlargement in 1% increments.

3.1.1.2.34 Machine must be able to print on the following types of agency owned paper: Gloss Laser Paper, Futura Laser Gloss, and Sterling Ultra Gloss.

3.1.1.2.35 Must be Energy Star Compliant and be installed with energy saving features.

3.1.1.2.36 Vendor shall quote separately a per copy cost per click for black and white copies.

3.1.1.2.37 Vendor shall quote separately a per copy cost for all copies exceeding 150,000 copies per quarter for full color.

3.1.1.3 Full Service Requirement – Vendor must have the ability to provide on-site service and maintenance for contract leased item. Vendor must enter into a full service and maintenance contract for the contract leased item. Vendor must provide a copy of any maintenance agreement for approval prior to award of the contract. Vendor must also provide a toll-free 800 telephone number for service support prior to contract award.

3.1.1.4 Maintenance – Preventive maintenance schedule must be provided as needed or as specified by the manufacturer. Preventive maintenance includes but is not limited to: routine cleaning, lubrications, replacement of unserviceable parts and all necessary adjustments to ensure continued and successful performance of the equipment. To prevent impending work delays, the Vendor must

REQUEST FOR QUOTATION
LEASE, MAINTENANCE AND SUPPORT AGREEMENT
RICOH PRO C7100 SERIES OR EQUAL

schedule and inform the Agency of any maintenance on the equipment at a minimum of seven (7) days prior to the any scheduled service works.

- 3.1.1.5 Quarterly Copy Allowance** – Vendor shall include all service and maintenance costs to the quarterly 150,000 -copy limit in the lease price of the copier bid. Service and maintenance costs include the cost of all inspections, lubrications, cleaning, adjustments, parts, repairs, travel expenses and supplies (excluding paper) that are necessary to maintain satisfactory performance of the copier.
- 3.1.1.6 Connectivity Service Support** – Vendor must provide service support to coordinate installation and connectivity of the contract item with the Agency.
- 3.1.1.7 Certification Requirement** – Service representatives must be full time employees of the Vendor or of the subcontracted party designated by Vendor in writing. All service representatives must be factory trained technicians. The State reserves the right to request proof of certification at any time.
- 3.1.1.8 Replacement Units** – Vendor shall make provisions for the temporary replacement of the leased equipment at no charge if the leased equipment is estimated to be down for 16 consecutive working hours or longer for repair. Temporary replacement copier shall be of a comparable size and functionality as the copier being replaced. The Agency will not pay any charges associated with the temporary replacement unit.

REQUEST FOR QUOTATION
LEASE, MAINTENANCE AND SUPPORT AGREEMENT
RICOH PRO C7100 SERIES OR EQUAL

3.1.1.9 Failure Rate – Malfunctions of the leased equipment averaging a maximum two per month for a consecutive three (3) month period shall be reviewed by the Agency with the Vendor present to determine a course of corrective action, which may include but not limited to, replacement of the equipment or cancellation of the contract and removal of the equipment at no additional cost to the Agency. The State shall determine the corrective action necessary in the event that an impasse cannot be resolved to the Agency's satisfaction.

3.1.1.10 Training - Vendor must provide a two (2) day set-up and on-site training for a maximum of four (4) people upon awarded the contract and delivery of the product. Delivery, training, installation, set-up and all associated travel fees must be inclusive and free of charge. (See 3.1.1.13 below).

Training will be conducted at Agency's site: 1900 Kanawha Boulevard East Building 6, Room B -009 Print Shop, Charleston, WV 25305

3.1.1.11 Response Requirement - Vendor must provide local service with a minimum of one (1) hour call back time and be on- site to diagnose and repair within four (4) hours of the request during the duration of the resulting agreement period. Vendor must diagnose the problem and initiate repair within twenty-four (24) hours of the service call. Repetitive complaints concerning the failure to meet call back and repair time may cause cancellation of the contract. Service must be provided during normal working hours (8:15 am est. to 4:30 pm

REQUEST FOR QUOTATION
LEASE, MAINTENANCE AND SUPPORT AGREEMENT
RICOH PRO C7100 SERIES OR EQUAL

est., Monday through Friday with the exception of State Holidays.
(See Section 2, Item 2.11 for State and Federal Holidays).

3.1.1.12 Manuals – Vendor shall provide a minimum one (1) copy of the operator’s instruction manual for the leased equipment. Each manual shall include the Vendor’s name, telephone number(s), contact person(s), and complete instructions for inspecting, adjusting, clearing jams and operating the machine and any installed accessories.

3.1.1.13 Fees and Costs – Quarterly rental fees, quarterly copy allowances, maintenance & support cost, other supplies cost mentioned above shall remain firm for the duration of the Contract. Pricing shall be inclusive of shipping, delivery, installation, set-up, travel and training.

3.1.1.14 Retrofits – Any convenience, performance or safety-related retrofits that may be mandated by the Vendor or manufacturer must be installed at no additional costs on the leased copier resulting from a contract. Features must be installed within 90 days after it becomes available to the public.

3.1.1.15 Published Specifications – The copier quoted must have published copy volumes per month and copies per minute. Vendors must provide published descriptive literature to illustrate compliance with the minimum, mandatory band specifications, which include copy volumes per month, copies/minute data, available memory, hardware platform, File format support, fiery color and imaging technology, productivity and workflow, paper tray sources, paper

capacity and finishing prior to award. Vendor shall highlight all standard features on within the literature provided for the copier.

3.1.1.16 Parts, Service and Software Updates Availability – Vendors must guarantee that all parts, service and software updates on the leased copier shall be available for the duration of the contract. All parts shall be new. “New” means, manufactured in the current year and has not been used.

3.1.1.17 Scanned Copies – Scanning shall be included in the quarterly copy allowance and shall not be charged separately.

3.1.1.18 Power Protection – Vendor must include an external surge and ground noise protection unit that must meet the manufacturer’s requirements for equipment being bid.

3.1.1.19 Power Requirements – If a copier requires a dedicated power line, it is the joint responsibility of the Vendor and the Agency to determine if this requirement can be met. Vendor is not responsible for providing power if the necessary power outlets or junctions are not available.

3.1.1.20 Network Connection – Network connected copier must include all cable, cards, switches, plug-ins and any other accessories needed for connection to the WVDE’s network at no additional cost to the Agency. Vendor’s equipment must be capable of connecting to an Ethernet/Fast Ethernet network that the Agency uses.

3.1.1.21 Firmware/Software – As mentioned above, Vendor shall ensure that it provides all necessary firmware/software with the copier

REQUEST FOR QUOTATION
LEASE, MAINTENANCE AND SUPPORT AGREEMENT
RICOH PRO C7100 SERIES OR EQUAL

being bid to allow WVDE to obtain full use of the copier being installed. The cost of any firmware/software shall be included in the lease price of the copier being offered. Vendor must provide a copy of any firmware/software terms and conditions for approval prior to award of the contract.

3.1.1.22 Information Security – All stored information must be secured and rendered unreadable by Vendor whenever a copier is removed from service. Removal and rendering information unusable must be conducted in accordance with the policies and procedures of the WVDE, Office of Technology Administration and the Office of Public Information and Print Shop. At the end of the lease, if the agency does not choose to keep the machine, the Vendor shall remove the machine's hard drive and leave it with the Agency for disposition in accordance with the procedures prescribed by the WVDE, Office of Technology Administration.

3.1.1.23 Vendor Certification – Vendor, if other than the manufacturer, must be an authorized distributor and/or service representative that is authorized to sell and service the equipment being quoted. Verification of authorization/certification from the Manufacturer should be submitted and must be provided prior to award of the contract.

3.1.1.24 Accessories – Vendor shall provide at no additional charge all accessories, other than those listed on the pricing page (example; scanning, fax, network printing) and must be inclusive on the leased price invoiced quarterly.

REQUEST FOR QUOTATION
LEASE, MAINTENANCE AND SUPPORT AGREEMENT
RICOH PRO C7100 SERIES OR EQUAL

3.1.1.25 The winning Vendor must include in their bid the cost of optional Annual renewals for years 2, 3, 4, and 5 lease, maintenance & support agreement and supplies. These optional sequential Annual renewals will be initiated by agency request agreed to by the vendor and the Agency and will be processed via a Change Order, authorized and issued by the Purchasing Division.

3.1.2 Commodity Line 2 – Black/White Single price per click must be firm for the duration of the 5, one-year contract period.

3.1.3. Commodity Line 3 – Color Single Click for copies exceeding 150,000 clicks per quarter. Rate for single click exceeding the 150,000 clicks per quarter must be firm for the duration of the 5, one-year contract period.

3.1.4 Commodity Line 4 – Lease for Year 2

3.1.4.1 Must include: up to 150,000 color copies per quarter; all maintenance agreement & support, parts, labor, supplies and all associated requirements mentioned above excluding paper supplies.

3.1.5 Commodity Line 5 – Lease for Year 3

3.1.5.1 Must include: up to 150,000 color copies per quarter; all maintenance agreement & support, parts, labor, supplies and all associated requirements mentioned above excluding paper supplies.

3.1.6 Commodity Line 6 – Lease for Year 4

3.1.6.1 Must include: up to 150,000 color copies per quarter; all maintenance agreement & support, parts, labor, supplies and all associated requirements mentioned above excluding paper supplies.

3.1.7 Commodity Line 7– Lease for Year 5

3.1.7.1 Must include: up to 150,000 color copies per quarter; all maintenance agreement & support, parts, labor, supplies and all associated requirements mentioned above excluding paper supplies.

3.1.8. Commodity Line 8 – Clear Toner (Optional Item – will be ordered as-needed basis only)

3.1.8.1 Clear Toner cartridge for the C7100 or bid item.

3.1.9 Commodity Line 9 – White Toner (Optional Item – will be ordered as-needed basis only)

3.1.9.1 White Toner cartridge for the C7100 or bid item.

3.2 Acceptance of System

A Notice to Proceed will be issued for the delivery of the awarded copier followed by a 30 calendar day test period, WVDE will issue a Letter of Acceptance of the system, and the contract and warranty period would start at that time.

3.2.1 Prior to an acceptance of the system the following criteria must be met: (1.) successful testing of all components, validating full functionality, (2.) completion of all training.

Once acceptance of the system is agreed to by Agency and the Vendor. The WVDE, Office of Public Information and Print Shop will issue a request for Change Order to the West Virginia Purchasing Division stating acceptance of the system thereby beginning the first (1) year – quarterly lease, maintenance & support services and supplies. Future requests for renewals will be based upon these dates.

3.3 Commodity Line 10 – (OPTIONAL) Buy-out or Purchase of Equipment at the end of Leasing Contract Period

3.3.1 **Fair Market Value (FMV) Buy-out** –At Agency’s discretion, the option to purchase the equipment at the then determined fair market value price of the equipment must be available upon expiration of the contract. Should the Agency opt to FMV buy-out, the Maintenance & Support Agreement for the purchased equipment shall be bid out separately upon purchase. FMV purchase shall be initiated by the Agency, Agreed to by the Vendor and will be processed by the Purchasing Division via a Change Order.

3.4 Equipment Removal – (If Agency chooses not to FMV buy-out) Within 30 days upon expiration or termination of the contract, the Vendor shall promptly remove

REQUEST FOR QUOTATION
LEASE, MAINTENANCE AND SUPPORT AGREEMENT
RICOH PRO C7100 SERIES OR EQUAL

any and all of its owned equipment and accessories associated with this contract, except those purchased by the Agency, and must restore the premises to their condition prior to the delivery and installation of the contract.

3.5 Mandatory Contract Deliverable Requirements: The successful Vendor will be required to provide an electronic document management solutions that includes copying, printing, scanning, binding, file storage and document retrieval meeting all specifications.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Item. The Contract shall be awarded to the Vendor that provides the Contract Items meeting all required specifications for the lowest overall **Total Bid Amount** as shown on the attached Exhibit "A" – Pricing Pages.

Evaluation will be the Total Bid Amount for all items requested. The Contract will be awarded for the Equipment leased to include first year Warranty/Maintenance, Support Services and supplies invoiced quarterly.

Renewal options for years 2, 3, 4, and 5 will be initiated by the Agency, Agreed to by the Vendor and will be processed by the Purchasing Division via Change Orders for subsequent years.

4.2 Pricing Section: Vendor should complete the Pricing Section by indicating the unit price of each of the commodity line items listed in WVOASIS. Vendor should complete the Pricing Section in full as failure to complete the Pricing Section in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Section in WVOASIS, if available, or as an electronic document to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the attached Exhibit A – Pricing Pages for bid purposes by sending an email request to the following address: michelle.l.childers@wv.gov

4.2.1 If the Vendor is submitting an Equivalent Brand this information including Brand and Model Number **must** be submitted with their bid submission using the separately attached Exhibit "A" – Pricing Page. Any product brochures to support Vendor's product should be submitted with vendor's submitted bid response. **This information will be required upon request if not submitted with the bid for evaluation purposes and before award.**

REQUEST FOR QUOTATION
LEASE, MAINTENANCE AND SUPPORT AGREEMENT
RICOH PRO C7100 SERIES OR EQUAL

- 4.2.2 Vendor should include with their bid a copy of any Software Terms and Conditions or licenses that the State of West Virginia or the Agency will have to agree or accept as a part of this solicitation. **This information will be required before Purchase Order is issued.**
- 4.2.3 Vendor should include with their bid a copy of any and all Maintenance Terms and Conditions or Licenses that the State of West Virginia or the Agency will be required to agree or accept as a part of this solicitation. **This information will be required before Purchase Order is issued.**
- 4.2.4 Vendor should include with their bid a copy of any and all Lease Terms and Conditions that the State of West Virginia or the Agency will be required to agree or accept as a part of this solicitation. This information will be required before Purchase Order is issued.
- 4.2.5 Vendor's bid response shall contain Year one (1) maintenance and support within equipment lease price.
- 4.2.3 Vendor will include the renewal cost should the agency opt to renew for years 2, 3, 4, and 5. Vendor should complete the Exhibit A - Pricing Page in its' entirety as failure to do so may result in Vendor's bids being disqualified.
- 4.2.4 Vendors who wish to respond to the Request for Quotation (CRFQ) online may submit information through the State's WVOASIS Vendor Self Service (VSS). Vendors should download the attached Exhibit "A": Pricing Page that is attached separately to the CRFQ and published to the VSS. Vendors must complete this form with their prices information and include it as an attachment to their online response.

If unable to respond online Vendor must submit the Exhibit "A" - Pricing Pages with your bid prior to the scheduled bid opening date and time.

5. PAYMENT:

5.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

5.2 Invoicing/Meter Read: Normal invoicing shall be quarterly basis in arrears. The monthly copy volume shall be aggregated for the quarter to determine the per copy charge exceeding the 150,000 limit, regardless of how many copies completed in each

REQUEST FOR QUOTATION
LEASE, MAINTENANCE AND SUPPORT AGREEMENT
RICOH PRO C7100 SERIES OR EQUAL

of the three months in a quarterly period. WVDE may provide meter readings to the Vendor quarterly by any means agreeable to the Vendor and WVDE. (example, fax, telephone, web site etc...)

6. DELIVERY AND RETURN:

- 6.1 Shipment and Delivery:** Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Contract Items within thirty (30) calendar days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at West Virginia Department of Education, Building 6, Room B -009 Print Shop, 1900 Kanawha Boulevard East, Charleston, WV 25305-0330
- 6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.
- 6.3 Delivery Payment/Risk of Loss:** Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid and is not permitted to charge WVDE separately. Delivery fees charged separately shall be the responsibility of the Vendor and will not be paid by WVDE.
- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.5 Installation and Removal Charges:** The Contract Item leased to WVDE shall be installed and removed free of charge. This applies to all replacement equipment installations and de-installations.
- 6.6 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the

REQUEST FOR QUOTATION
LEASE, MAINTENANCE AND SUPPORT AGREEMENT
RICOH PRO C7100 SERIES OR EQUAL

original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7 VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

- 7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2 Failure to comply with other specifications and requirements contained herein.
- 7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

- 7.2.1 Immediate cancellation of the Contract.
- 7.2.2 Immediate cancellation of one or more release orders issued under this Contract.
- 7.2.3 Any other remedies available in law or equity.

REQUEST FOR QUOTATION
LEASE, MAINTENANCE AND SUPPORT AGREEMENT
RICOH PRO C7100 SERIES OR EQUAL

8 MISCELLANEOUS:

- 8.1 No Substitutions:** Vendor shall supply only the contract item submitted in response to the Solicitation. Vendor shall not supply substitute or replacement without WVDE's approval.
- 8.2 Minimum Qualification Experience:** Vendor must have a minimum of five (5) years of relevant experience in copier sales and service and must be an authorized manufacturer reseller or representative. Vendor must provide a written manufacturer's certification evidencing authorization to sell and service the copier being offered. Failure to provide required information prior to award of the contract may result in the disqualification of the bid.
- 8.3 Subcontracts/Joint Ventures:** Vendor is solely responsible for all work performed under the Contract and shall assume prime contractor responsibility for all services and products offered under the terms of this Contract. The State will consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor may, with the prior written consent of the State, enter into written subcontracts for performance of work under this Contract; however, the Vendor is totally responsible for payment of the subcontractor.
- 8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Gregory Everett

Vendor's Address: 707 Virginia Street E Suite 1440

Charleston, WV 25301

Telephone Number: 304-347-2344

Fax Number: 304-343-7611

Email Address: gregory.s.everett@ricoh-usa.com

EXHIBIT A - PRICING PAGE (REVISED)
RICOH PRO C7100 SERIES

Item	Spec	Description	Brand Bid	Model Bid	Unit of Measure	Estimated Quantity	Unit Cost	Extended Cost
1	3.1.1	Ricoh Pro C7100 Series or Equal plus (Lease, Parts, Labor, Supplies, Maintenance and Support)	Ricoh	Pro C7100SX	Quarter	4	\$18,933.60	\$75,734.40
2	3.1.2	Black and White Copies Per Click			Each	5,000	\$0.0095	\$47.50
3	3.1.3	Color Copies Per Click Per Quarter (Exceeding 150,000 Copies)			Each	1,000	\$0.0450	\$45.00
4	3.1.4	Year 2 (Lease, Parts, Labor, Supplies, Maintenance & Support)			Quarter	4	\$18,933.60	\$75,734.40
5	3.1.5	Year 3 (Lease, Parts, Labor, Supplies, Maintenance & Support)			Quarter	4	\$18,933.60	\$75,734.40
6	3.1.6	Year 4 (Lease, Parts, Labor, Supplies, Maintenance & Support)			Quarter	4	\$18,933.60	\$75,734.40
7	3.1.7	Year 5 (Lease, Parts, Labor, Supplies, Maintenance & Support)			Quarter	4	\$18,933.60	\$75,734.40
8	3.1.8	Clear Toner (Optional Item)			Each	1	\$400.00	\$400.00
9	3.1.9	White Toner (Optional Item)			Each	1	\$400.00	\$400.00
10	3.3	FMV Buy-out (OPTIONAL)			Each	1	Estimate Only	\$50,000.00
TOTAL BID AMOUNT								\$429,564.50

Note: The estimated quantity represents the approximate volume of anticipated purchases only. No future use of the contract or any individual item is guaranteed or implied. Pricing Sheet will be used for evaluation purposes only. Optional Items will be evaluated but shall not be a part of the initial award. Optional items if needed, shall be determined and added via a change order.

**Contract will be awarded to the Vendor submitting the lowest grand total bid meeting all required specifications and bid requirements.

***OPTIONAL FMV Buy-out: Purchase shall be determined after the expiration of the contract but pricing will be a part of the bid evaluation.

VENDOR'S NAME:	Ricoh USA Inc	DATE:	11/9/2016
VENDOR'S REPRESENTATIVE:	Gregory Everett		
VENDOR'S ADDRESS:	707 Virginia Street E Suite 1440 Charleston, WV. 25301		
PHONE :	304-347-2344		
FAX:	304-343-7611		
EMAIL:	gregory.s.everett@ricoh-usa.com		

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

 11/9/2016

 Date

NOTE: This addendum acknowledgment 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.

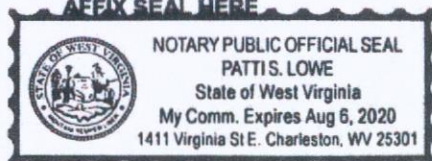
"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' 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: Ridoh Usa IncAuthorized Signature: [Signature] Date: 11/8/16State of WVCounty of Kanawha, to-wit:Taken, subscribed, and sworn to before me this 8 day of November, 2016.My Commission expires August 6, 2020.

AFFIX SEAL HERE



NOTARY PUBLIC

Patis Lowe