



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 3

List View

- General Information**
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1916841

Procurement Type: Central Contract - Fixed Amt

Vendor ID:

Legal Name: RICOH USA INC

Alias/DBA:

Total Bid: \$1,086,816.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CRFQ

SO Dept: 0231

SO Doc ID: OOT2600000022

Published Date: 3/18/26

Close Date: 3/19/26

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 3

Total of All Attachments: 3



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	High Speed Production Mail Inserting Machine	2.00000	EA	330000.000000	660000.00

Comm Code	Manufacturer	Specification	Model #
44102100			

**Commodity Line Comments:** One flex feeder folder station can be added with this RFQ (higher cost if done after) for \$6000.00 per DS-1200 in this RFQ. See executive summary and business case for more information.

**Extended Description:**

High Speed Production Mail Inserting Machine

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Maintenance and Support	2.00000	EA	118000.000000	236000.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:** Your specifications is section 4.1.2.1 states the first 3 years M&S should be included. We are including the first 3 years M&S as a total number on line 2 even though it says First year in your extended description above.

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Installation and Delivery	1.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:** Cost is included with pricing on line 1

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Maintenance and Support Yr 4	2.00000	EA	45869.000000	91738.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:** Year 4 M&S

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support Yr 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Maintenance and Support Yr 5	2.00000	EA	49539.000000	99078.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:** Year 5 M&S

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support Yr 5



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

State of West Virginia  
 Centralized Request for Quote  
 Info Technology

<b>Proc Folder:</b> 1916841		<b>Reason for Modification:</b>	
<b>Doc Description:</b> Addendum No 1 High Speed Production Mail Inserting Machine		Addendum No 1 is issued to publish Questions and Answers	
<b>Proc Type:</b> Central Contract - Fixed Amt			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2026-03-18	2026-03-19 13:30	CRFQ 0231 OOT2600000022	2

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** 000000119903

**Vendor Name :** RICOH USA INC

**Address :** 9204

**Street :** Center Oak Court, Suite A

**City :** Mechanicsville

**State :** VA **Country :** USA **Zip :** 23116

**Principal Contact :** Stan Kirby

**Vendor Contact Phone:** 804-380-0141 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
 Toby L Welch  
 (304) 558-8802  
 toby.l.welch@wv.gov

**Vendor Signature X**  **FEIN#** 03/18/2026  
Rob Remker  
Region Vice President **DATE**

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

**ADDITIONAL INFORMATION**

Addendum No 1 is issued for the following reasons:

1) To publish vendor questions with the Agency Response

---no other changes---

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	High Speed Production Mail Inserting Machine	2.00000	EA	\$320,000.00	\$640,000.00

Comm Code	Manufacturer	Specification	Model #
44102100			

**Extended Description:**

High Speed Production Mail Inserting Machine - One Flex Feeder Folder station can be added with this RFQ (higher cost if done after) for \$6000.00 per DS-1200 in this RFQ. See executive summary and business case for more information.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Maintenance and Support	2.00000	EA	\$118,208.00	\$236,416.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support - Your spec in section 4.1.2.1 state the first 3 years M&S should be included. We are including the first 3 years M&S on line 2 even though it says First year in your extended descript. above.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Installation and Delivery	1.00000	EA	Included is cost on line 1	

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Maintenance and Support Yr 4	2.00000	EA	\$45,869.00	\$91,738.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description:**

First year Maintenance and Support and renewal years 2-5 maintenance and support Yr 4

INVOICE TO	SHIP TO
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DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Maintenance and Support Yr 5	2.00000	EA	\$49,539.00	\$99,077.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Extended Description:**  
 First year Maintenance and Support and renewal years 2-5 maintenance and support Yr 5

SCHEDULE OF EVENTS
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<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions are due by 3:00 p.m.	2026-03-13

	Document Phase	Document Description	Page
OOT260000022	Final	Addendum No 1 High Speed Production Mail Inserting Machine	5

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**SOLICITATION NUMBER: CRFQ OOT2600000022**  
**Addendum Number: 1**

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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:**

Addendum No 1 is issued for the following reasons:

- 1) To publish a copy of vendor questions with the agency's response.

----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 OOT260000022

### High Speed Production Mail Inserting Machine

**4.1.1.15** Must have high volume dual accumulator. Accumulator must be capable of handling 2 sets of collated documents simultaneously.

**Question:** Will you accept a high-speed single channel accumulator? This has been demonstrated to the State of WV and handles your applications acceptably. Quadient does not offer a dual channel accumulator so this bid spec will eliminate us from bidding.

**A:** yes, we can accept a single channel accumulator

**4.1.1.31.6** Sheet feeder must be capable of bottom vacuum sheet feeding to accommodate Z-A or high to low sequence.

**Question:** This is older technology that Quadient does not use. Assuming that we can effectively feed paper (which we can), is there any reason why it has to be vacuum fed? Otherwise, you are blocking us from bidding with much better technology.

**A:** No

**4.1.1.11** Must be able to read barcodes located anywhere on the page. Barcodes can be located anywhere on the page. Must be able to read barcodes that move on the page within a specific job. Barcodes are located on the right margin.

**Question:** Can we get an electronic print file or printed documents of this application were the barcode moves down the page for testing purposes prior to the installation. We are able to read such barcodes moving but want to 100% verify with your application.

**A:** Yes, we can provide you with an electronic file. However, the current Quadient inserter I have will not read the jobs where the barcodes move within the job.

**4.1.1.12** Must have future ability to add 2D and 3D barcode scanning.

**Question:** There is no such thing as 3D barcode scanning with inserting systems. Please remove.

**A:** Can be removed. Only 2D is needed.

**4.1.2.9** states, "Vendor must provide "on-call" Saturday & Sunday 8am-5pm and **4.1.2.10** states vendor must provide on-site service one (1) weekend each month, specifically, 2nd Friday weekend.

**Question:** Do the Mandatory Contract Item Requirements include the requirement for the vendor to be "on call/standby" every weekend or only one weekend per month, specifically, 2nd Friday weekend?

**A:** Vendor must provide on-site service on 2<sup>nd</sup> Friday weekend, once a service request is placed and standby all other weekends.

**STREAMWEAVER PRINT JOB**

**DATE: March 17, 2026**

**ROUTING: BEP Mailroom**

**JOB Name: SWCOM011 - Combined Run**

**B14BT4-B14D1-B14R1-D122-D128-D127-D27A**

**ER9T-C127-C27A-EUC2-EU2B**

**FileMode = FILE BASE 4**

**JOB ID: 01510762**

**ACCOUNT:UI**

**----REPRINT READY-----**

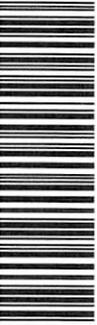
**CoLoR-cOIOr-CoLoR**

**WORKFORCE West Virginia  
UNEMPLOYMENT COMPENSATION DIVISION**

**NOTICE TO CLAIMANTS ATTENDING APPROVED TRAINING**

SOUTH BRANCH UC  
151 ROBERT BYRD IND. PK. RD.  
MOOREFIELD WV 26836

00001-01  
0001



XXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXX

DATE: 02/11/26

CLAIMANT ID: XXXXXXXXXXXXXXX

Our records indicate that you are attending an approved training course and are not required to look for work while receiving unemployment compensation benefits. To ensure your continuing entitlement to these benefits, our agency requires proof that you are still participating and maintaining an acceptable level of achievement in the training program. Please have a representative of the educational or vocational institution you are attending complete and sign this form.

I certify that the individual referenced above is:

- still attending training
- making satisfactory progress
- not attending training
- not making satisfactory progress

If the individual is no longer in training, or not making satisfactory progress, please give date last attended or reason for failure to maintain satisfactory progress.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Signature, title, and telephone number of school representative

Date

**This form is to be returned when you submit your next continued claim form. FAILURE TO HAVE THIS COMPLETED AND RETURNED TIMELY MAY RESULT IN DELAY OR DENIAL OF YOUR BENEFITS.**

**WORKFORCE West Virginia**  
MARTINSBURG UC  
200 VIKING WAY  
MARTINSBURG WV 25401

**Notice of Telephone Eligibility Review Interview**

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Mail Date: 07/22/2024

304 336-0048

You have been selected to have an eligibility review by phone. Please call this office at 304 336-0048 on 08/05/2024 at . Failure to respond as requested could result in a delay or denial of benefits.

**Federal regulations require that we conduct this interview to:**

- Assist you in your work search effort, and
- Determine your continuing eligibility for receipt of unemployment compensation.

00002-01  
0001



**WORKFORCE West Virginia  
UNEMPLOYMENT COMPENSATION DIVISION**

**NOTICE TO CLAIMANTS ATTENDING APPROVED TRAINING**

CHARLESTON WV  
5707 MCCORKLE AVE., SE  
CHARLESTON WV 25304

00003-01  
0001



XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX

DATE: 10/12/25

CLAIMANT ID: XXXXXXXXXXXX

Our records indicate that you are attending an approved training course and are not required to look for work while receiving unemployment compensation benefits. To ensure your continuing entitlement to these benefits, our agency requires proof that you are still participating and maintaining an acceptable level of achievement in the training program. Please have a representative of the educational or vocational institution you are attending complete and sign this form.

I certify that the individual referenced above is:

- still attending training
- making satisfactory progress
- not attending training
- not making satisfactory progress

If the individual is no longer in training, or not making satisfactory progress, please give date last attended or reason for failure to maintain satisfactory progress.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_  
Signature, title, and telephone number of school representative Date

**This form is to be returned when you submit your next continued claim form. FAILURE TO HAVE THIS COMPLETED AND RETURNED TIMELY MAY RESULT IN DELAY OR DENIAL OF YOUR BENEFITS.**

WORKFORCE West Virginia  
**UNEMPLOYMENT COMPENSATION MONETARY DETERMINATION**  
DEPUTY'S DECISION AND NOTICE OF CHARGES

CLAIMANT COPY

The individual listed below has filed a claim for Unemployment Compensation. This is a preliminary notice of eligibility and a notice of potential charging but does not mean that benefits will be paid. The amount paid depends on the duration of the claimant's unemployment and the fulfillment of all other requirements.

- At this time, you are not liable for any benefits paid on this claim.
- You are potentially chargeable for a percentage of all benefits paid to this individual. The maximum amount charged will not exceed the amount shown below unless Extended Benefits are paid on this claim. (See reverse side to protest charges.)
- The individual listed below has filed a claim for unemployment benefits in another state and requested wages be transferred and combined with other wages to determine unemployment benefits. Your account is potentially chargeable for a portion of benefits paid. The weekly benefit amount of the other state, not West Virginia, will apply.

CLAIMANT'S NAME	CLAIM DATE	BEF. YEAR ENDS	W. BEN. AMT.	MAX. BEN. AMT.	PROGRAM
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	03/01/2026	02/27/2027	82	2132	08

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX

- INFORMATION FURNISHED BY THE CLAIMANT AT THE ORIGINAL CLAIM INTERVIEW RAISED NO ELIGIBILITY OR DISQUALIFICATION ISSUE.
- AN ELIGIBILITY AND/OR DISQUALIFICATION ISSUE IS KNOWN TO EXIST IN CONNECTION WITH THIS CLAIM. ALL AVAILABLE FACTS WILL BE CONSIDERED AND A FORMAL DECISION WILL BE ISSUED AND MAILED TO THE ISSUE EMPLOYER.

10/01/2024                      09/30/2025

THE BASE PERIOD OF THIS CLAIM IS FROM TO  
TO BE A VALID CLAIM, BASE PERIOD WAGES MUST TOTAL AT LEAST \$2,200.00 WITH WAGES IN AT LEAST 2 QUARTER(S):

BASE PERIOD WAGE TRANSCRIPT ELIGIBLE	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	4	2024	2301.72
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	2	2025	1755.64
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	3	2025	3714.82

- SUFFICIENT EARNINGS IN BASE PERIOD
- INELIGIBLE
- INSUFFICIENT EARNINGS IN BASE PERIOD
- REVISED
- 

00004-01  
0001



TOTAL                      \$7772.18

(015010) MARTINSBURG UC  
 200 VIKING WAY  
 MARTINSBURG WV 25401-  
 FAX # (304) 267-0071  
 PHONE # (800) 252-5627

03/12/2026

03/26/2026

DATE MAILED \_\_\_\_\_

LAST DATE AN APPEAL MAY BE FILED IS \_\_\_\_\_

## CHARGES TO EMPLOYER'S EXPERIENCE RATING ACCOUNT

**BENEFITS PAID TO THIS CLAIMANT WILL BE CHARGED TO YOUR EXPERIENCE RATING ACCOUNT BASED ON YOUR COMPANY'S PRO-RATED SHARE OF THE TOTAL INSURED EARNINGS IN THE BASE PERIOD, UNLESS YOU FILE AN ALLOWABLE PROTEST OF YOUR SHARE OF THE CHARGE IN THE MANNER SET OUT BELOW.**

Chapter 21A, Article 5, Section 7(2) of the West Virginia Code provides that benefits paid to an individual are to be charged to the accounts of the employers in the base period. The amount of the charges will be based on each employer's pro-rated share of the total insured earnings in the base period. Fifty percent (50%) of the extended benefits paid to an individual is to be charged to the accounts of the employers in the same manner provided for the charging of regular benefits, except state and local government employers. **§21A-5-7(2) ALSO PROVIDES THAT NO BASE PERIOD EMPLOYER'S ACCOUNT SHALL BE CHARGED FOR BENEFITS IF THE INDIVIDUAL LEFT EMPLOYMENT FOR A DISQUALIFYING REASON AS SET FORTH IN §21A-6-3(1), VOLUNTARY QUIT, OR §21A-6-3(2), DISCHARGE FOR MISCONDUCT, IF SUCH BASE PERIOD EMPLOYER FURNISHES SEPARATION INFORMATION ESTABLISHING THE DISQUALIFYING REASON WITHIN FOURTEEN (14) DAYS FROM THE DATE OF NOTIFICATION OF THE CLAIM FILED.** Further, no contributory base period employer's experience rating account shall be charged for benefits paid under this chapter to an individual who has been continuously employed by the employer on a part-time basis, if the part-time employment continues while the individual is separated from other employment and is otherwise eligible for benefits.

Your account may be relieved from charges of benefits if the claimant listed on the face of this form has base period wages reported from you and the separation from your employment was for a reason other than lack of work. **IF YOU HAVE REASON** to believe benefits which may be paid to the claimant should not be charged to your account, you must submit separation information to the local office where the claim was filed. Your reply must be **postmarked** within fourteen (14) days from the date of this notice for your request to be considered. The separation information, if received timely, will be used for the purpose of consideration for relieving your account from the charges of benefits. **If you have received a prior notice of claim filed, no further request for relief from charges of benefits can be considered. IF YOU ARE EITHER THE LAST OR LAST THIRTY (30) DAY EMPLOYER, YOU WILL RECEIVE A REQUEST FOR SEPARATION INFORMATION (FORM WVUC-B-6A). THIS FORM MUST BE COMPLETED AND RETURNED WITHIN FOUR (4) DAYS FROM THE DATE OF RECEIPT.**

Effective July 1, 2012, an amendment added language that a contributory employer's account shall not be relieved of unemployment benefit charges if the department determines that an erroneous payment was made because the employer, or an agent of the employer, was at fault for failing to respond timely or adequately to the Agency's request for information relating to a claim for benefits; and, the employer or agent has established a pattern of failing to respond timely or adequately to such requests.

"Erroneous payment" means a payment that but for the failure of the employer or the employer's agent with respect to the claim for unemployment would not have been made. "Pattern of failing" means repeated documented failure on the part of the employer or the agent of the employer to respond as requested in this section, taking into consideration the number of instances of failure in relation to the total volume of requests by the agency to the employer or the employers agent as described in this section.

## EMPLOYERS WHO ELECT TO MAKE PAYMENTS IN LIEU OF CONTRIBUTIONS

The noncharging provision does not apply to employers (Non-profit organizations and Governmental entities) who are allowed to elect to reimburse the state for benefits paid in lieu of contributions.

Each employer who is liable for payments in lieu of contributions shall pay to the commissioner for the fund the amount of regular benefits paid, plus the amount of the entire state share of extended benefits paid which are attributable to service in the employ of such employer. Governmental entities electing to make payments in lieu of contributions shall be financed in the same manner; except that for extended benefits, reimbursements shall be one hundred percent of the benefits paid. Chapter 21A, Article 5, Section 3a and 3b.

## MONETARY DETERMINATION APPEAL RIGHTS

**TO APPEAL THIS DETERMINATION:** The claimant or the employer must appeal in writing, by mail or in person within eight (8) calendar days from the date the decision was made. Assistance in filing an appeal may be obtained in the local office. An appeal may be filed on a form available in the claims office or itinerant point or by sending a letter to the office where the claim was filed. The date of a request for appeal filed by mail is the postmark date.

If you think the base period wage transcript is incorrect, you may request a monetary redetermination through the local office where the claim was filed. If you disagree with the redetermination when it is made, tell the office where the claim was filed. The Deputy will issue a formal decision which you have a right to appeal.

# WorkForce West Virginia Notice Regarding Income Tax Withholding, Debit Cards, and Personal Identification Numbers

00005-01  
0001



XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX

CLAIMANT ID: XXXXXXXXXXXXX

March 17, 2026

### Tax Withholding

Unemployment benefits are subject to state and federal income tax. You can choose to have WorkForce WV withhold a portion of your gross weekly benefit amount for state income tax in the amount of 3% and federal income tax in the amount of 10%.

- I choose to have state income tax in the amount of 3% and federal income tax in the amount of 10% deducted from my gross weekly benefit amount.
- I do not want state or federal income tax deducted from my gross weekly benefit amount.

Each year, before January 31, WorkForce West Virginia will send you Form 1099-G, which shows the government payments you received to the last address WorkForce WV has on file for you. **It is important to inform your local office if your address changes, even if you stopped receiving benefits.**

### Personal Identification Number

To access information about your unemployment claim, you'll need a four (4) digit Personal Identification Number (PIN).

Please choose a PIN and enter it in the spaces provided: \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

### Payment Method Options

WorkForce WV offers two payment method options for receiving your unemployment benefits. You can either receive payments through the US Bank ReliaCard® or have them directly deposited into your bank account. Before making your choice, read all the information provided with this notice.

- I choose to have my benefits paid by direct deposit. I understand that I need to go to [uc.workforcewv.org](http://uc.workforcewv.org) and select, "To Update Your Payment Method" to enroll.
- I choose to have my benefits paid by the ReliaCard®. I understand that I need to go to [uc.workforcewv.org](http://uc.workforcewv.org) and select "To Update Your Payment Method" to enroll. I understand by selecting the ReliaCard as my method of payment that I will not be able to select to direct deposit for the remainder of my benefit year.

You have ten (10) business days from the date of this notice to choose a payment method; go to [uc.workforcewv.org](http://uc.workforcewv.org) to enroll and submit this form to your local office. Any benefit payments that are paid out to you before you make a payment selection will be made via check and mailed to the last address WorkForce WV has on file for you. If you don't respond to this notice, you'll automatically receive the ReliaCard as your method of payment and you will be unable to switch to direct deposit for the remainder of your benefit year.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO YOUR LOCAL OFFICE**

L.O.: MERCER COUNTY UC  
195 DAVIS STREET SUITE 104  
PRINCETON WV 24739-7416

WORKFORCE West Virginia  
UNEMPLOYMENT COMPENSATION DEPUTY DECISION

CLAIMANT

BECKLEY UC

001010

LOCAL OFFICE

XXX XX XXXX 0

DATE AND TYPE OF CLAIM 02/15/2026 NC

DATE OF DECISION 03/12/2026

CLAIMAINT NAME AND ADDRESS

EMPLOYER NAME AND ADDRESS

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

FACTS AND COMMENTS:

NEW CLAIM FILED 02/16/2026 , EFFECTIVE 02/15/2026 ESTABLISHED A SUBSEQUENT BENEFIT YEAR.

CLAIMANT IS ELIGIBLE AS OF 02/15/2026 BECAUSE AFTER FILING PREVIOUS CLAIM  
ON 01/21/2025 , EFFECTIVE 01/19/2025 , HE/SHE EARNED AS MUCH  
AS 8 X 420.00 , HIS/HER FORMER WEEKLY BENEFIT RATE, IN COVERED EMPLOYMENT.

CLAIMANT IS INELIGIBLE FROM UNTIL HE/SHE HAS MET THE REQUALIFICATIONS REQUIREMENT SET FORTH  
IN ARTICLE 6, SECTION 1 OF THE WEST VIRGINIA UNEMPLOYMENT COMPENSATION LAW.

603554 THE LAST DAY ON WHICH AN APPEAL FROM THIS DECISION MAY BE FILED IS 03/20/2026

APPEAL RIGHTS

The decision is final unless the claimant or the employer appeals in writing, by mail or in person, within eightcalendar days from the date the decision was made. Assistance in filing an appeal may be obtained in the office where a claim is filed. An appeal may be filed on a form available in the claims office or itinerant point, or by sending a letter to the office where the claim was filed. The date of a request for appeal filed by mail is the postmark date.

WEST VIRGINIA  
UNEMPLOYMENT COMPENSATION LAW  
ARTICLE 6, SECTION 1b

An individual filing a claim for benefits which, if otherwise valid, would establish a subsequent benefit year, in order to be eligible for benefits for such subsequent benefit year, must have returned to work and earned wages in covered employment after the beginning of his previous benefit year equal to or exceeding an amount eight times his weekly benefit rate amount established for the previous benefit year . . .

00006-01  
0001



WorkForce West Virginia

SIGNATURE OF DEPUTY

**SW JOB DETAILS**

**DATE: March 17, 2026**

**JOB Name: SWCOM011 - Combined Run**

**B14BT4-B14D1-B14R1-D122-D128-D127-D27A**

**ER9T-C127-C27A-EUC2-EU2B**

**FileMode = FILEBASE 4**

**JOB ID: 01510762**

**MULTI PAGE**

**ACCOUNT:UI**

**CoLoR-cOIOr-CoLoR**

**Needs D128 Insert**

**-----REPRINT READY-----**

-----

**Total Doc 6**

**Drop Doc 0**

**END OF**

**JOB Name: SWCOM011**

**JOB ID: 01510762**

## CRFQ OOT2600000022

### High Speed Production Mail Inserting Machine

**4.1.1.15** Must have high volume dual accumulator. Accumulator must be capable of handling 2 sets of collated documents simultaneously.

**Question:** Will you accept a high-speed single channel accumulator? This has been demonstrated to the State of WV and handles your applications acceptably. Quadient does not offer a dual channel accumulator so this bid spec will eliminate us from bidding.

A: yes, we can accept a single channel accumulator

**4.1.1.31.6** Sheet feeder must be capable of bottom vacuum sheet feeding to accommodate Z-A or high to low sequence.

**Question:** This is older technology that Quadient does not use. Assuming that we can effectively feed paper (which we can), is there any reason why it has to be vacuum fed? Otherwise, you are blocking us from bidding with much better technology.

A: No

**4.1.1.11** Must be able to read barcodes located anywhere on the page. Barcodes can be located anywhere on the page. Must be able to read barcodes that move on the page within a specific job. Barcodes are located on the right margin.

**Question:** Can we get an electronic print file or printed documents of this application were the barcode moves down the page for testing purposes prior to the installation. We are able to read such barcodes moving but want to 100% verify with your application.

A: Yes, we can provide you with an electronic file. However, the current Quadient inserter I have will not read the jobs where the barcodes move within the job.

**4.1.1.12** Must have future ability to add 2D and 3D barcode scanning.

**Question:** There is no such thing as 3D barcode scanning with inserting systems. Please remove.

A: Can be removed. Only 2D is needed.

**4.1.2.9** states, "Vendor must provide "on-call" Saturday & Sunday 8am-5pm and **4.1.2.10** states vendor must provide on-site service one (1) weekend each month, specifically, 2nd Friday weekend.

**Question:** Do the Mandatory Contract Item Requirements include the requirement for the vendor to be "on call/standby" every weekend or only one weekend per month, specifically, 2nd Friday weekend?

A: Vendor must provide on-site service on 2<sup>nd</sup> Friday weekend, once a service request is placed and standby all other weekends.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ OOT26\*022**

**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

\_\_\_\_\_  
Company



\_\_\_\_\_  
Authorized Signature

3/18/2026

\_\_\_\_\_  
Date

**NOTE:** This addendum acknowledgment should be submitted with the bid to expedite document processing.

Revised 6/8/2012

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. **MANDATORY TERMS:** The Solicitation may contain **mandatory** provisions identified by the use of the words "**must**," "**will**," and "**shall**." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. **PRE-BID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the **mandatory** pre-bid meeting. Failure to attend the **mandatory** pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions **must be submitted on or before the date listed below and to the address listed below to be considered.** A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Submitted emails should have the solicitation number in the subject line. Question

Submission Deadline: Friday March 13, 2026 @ 3:00 p.m.

Submit Questions to: Toby L Welch  
2019 Washington Street, East Charleston, WV 25305  
Fax: (304) 558-3970  
Email: [Toby.L.Welch@wv.gov](mailto:Toby.L.Welch@wv.gov)

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through *wvOASIS*, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through *wvOASIS* at its sole discretion. Such a prohibition will be contained and communicated in the *wvOASIS* system resulting in the Vendor's inability to submit bids through *wvOASIS*. The Purchasing Division will not accept bids or modification of bids via email.

**Bids submitted in paper, facsimile, or via wvOASIS must contain a signature. Failure to submit a bid in any form without a signature will result in rejection of your bid.**

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME:  
BUYER: Toby L Welch  
SOLICITATION NO.: CRFQ OOT2600000022  
BID OPENING DATE: THURSDAY MARCH 19,2026  
BID OPENING TIME: 1:30 P.M.  
FAX NUMBER: 304-558-3970

Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

**Bid Delivery Address and Fax Number:**

Department of Administration, Purchasing Division 2019 Washington Street East  
Charleston, WV 25305-0130  
Fax: 304-558-3970

**7. BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery or via delivery by mail).

Bid Opening Date and Time: 3/19/26 @ 1:30 P.M.

Bid Opening Location:  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgement Form. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. **ALTERNATE MODEL OR BRAND:** Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand **shall** clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items **may** be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. **COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6.2, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

12. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor **must** be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

13. **UNIT PRICE:** Unit prices **shall** prevail in cases of a discrepancy in the Vendor's bid.

14. **PREFERENCE:** Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: [www.state.wv.us/admin/purchase/vrc/Venpref.pdf](http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf).

**15A. RECIPROCAL PREFERENCE:** The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: [www.state.wv.us/admin/purchase/vrc/Venpref.pdf](http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf).

**15. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:**

For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors.

**16. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.7.

**17. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

**18. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

**19. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.6. and § 148-1-6.3.”

20. **WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.7. This authority does not apply to instances where state law mandates receipt with the bid.

21. **EMAIL NOTIFICATION OF AWARD:** The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor [wvOASIS](#) or the Purchasing Division's website to determine when a contract has been awarded.

22. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that **shall** form the basis of a contractual agreement. **Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid.** Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

## **GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** The Initial Contract Term will be for a period of Three (3) Years. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to Two (2) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

the contract will continue for \_\_\_\_\_ years;

the contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

**One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and continues until the project for which the vendor is providing oversight is complete.

**Other:** Contract Term specified in \_\_\_\_\_

**4. AUTHORITY TO PROCEED:** Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. 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.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**Construction:** This Contract is for construction activity more fully defined in the specifications.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

**Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

**Automobile Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

**Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

**Commercial Crime and Third Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

**Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.

**9. WORKERS' COMPENSATION INSURANCE:** Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. VENUE:** All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

\_\_\_\_\_ for \_\_\_\_\_.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

**14. PAYMENT IN ARREARS:** Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

**15. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.

**20. TIME:** Time is of the essence regarding all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it 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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy).

**31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor 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 agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**33. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.

**34. VENDOR NON-CONFLICT:** Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**37. NO DEBT CERTIFICATION:** In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

**38. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**39. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.division@wv.gov](mailto:purchasing.division@wv.gov).

**40. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
  1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
  2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**44. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

**45. VOID CONTRACT CLAUSES:** This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

**46. ISRAEL BOYCOTT:** Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Stan Kirby Print Production Specialist

(Address) 5013 Meredith Woods Road, Glen Allen, VA 23060

(Phone Number) / (Fax Number) 804-380-0141

(email address) stan.kirby@ricoh-usa.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

*By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.*

Ricoh USA \_\_\_\_\_

(Company)

(Signature of Authorized Representative)

(Printed Name and Title of Authorized Representative) (Date)

612 363 3287

03/18/2026

Rob Remker  
Region Vice President

(Phone Number) (Fax Number)

rob.remker@ricoh-usa.com

(Email Address)

**REQUEST FOR QUOTATION**  
**High-Speed Production Mail Inserting Machine (OT260033)**

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**SPECIFICATIONS**

- 1 PURPOSE AND SCOPE:** THE West Virginia Purchasing Division is soliciting bids on behalf of the Office of Technology to establish a contract for the purchase of (2) two high-volume, high-speed production console mail inserting machines with high productivity cut-sheet input with maintenance and support.

The equipment must handle diverse mail types, ensure accuracy in page collation and insertion, and provide robust reporting and error-detection features to support compliance with that and federal requirements. This equipment will be located at the West Virginia Department of Administration's Print Shop located at 1900 Kanawha Boulevard East, Building 6, Charleston, WV.

- 2 CURRENT ENVIRONMENT:** WVOT currently owns and operates the following inserting equipment:

1. One (1) BlueCrest MSE 12F console inserting system, installed in 2012, with cutsheet input capability, 3 feeder stations, 2 of 5 interleaved barcode scanner, Print+ Messenger, Pitney Bowes Infinity postage meter, filed based processing.

2. One (1) BlueCrest MSE 14 console inserting system, installed in 2012, with continuous and cut-sheet capability, 6 feeder stations, OMR and 2 of 5 interleaved barcode scanners, Pitney Bowes Infinity postage meter, and trim/vac collection capability.

3. One (1) Quadient DS-1200 console inserting system, installed in 2024, with continuous and cut-sheet capability, 6 feeder stations, OMR and 2 of 5 interleaved barcode scanners, postage meter.

WVOT processes approximately 15 (fifteen) million mail pieces per year through these 3 machines.

- 3 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.

**3.1 "Contract Item"** means Commercial high-speed production console mail inserting machines with high productivity cut-sheet input or related products as more fully described by these specifications.

**3.2 "Pricing Page"** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached as Exhibit A, and used to evaluate the Solicitation responses.

**3.3 "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

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3.4 “OMR” means optical mark recognition.

3.5 “MSE” means mailstream evolution.

3.6 “HPI” means high productivity input.

3.7 “USPS” means United States Postal Service.

3.8 “IMI” means Intelligent Mail Indicia.

**4 GENERAL REQUIREMENTS:**

**4.1 Mandatory Contract Item Requirements:** Contract Items must meet or exceed the mandatory requirements listed below.

**4.1.1 Contract Item #1: Two (2) High-Speed Production Console Mail Inserting Machines**

- 4.1.1.1 Vendor must provide new equipment. Remanufactured or warranted-as-new equipment will not be accepted.
- 4.1.1.2 Vendor must provide a programmable, software-controlled, console inserting system.
- 4.1.1.3 Must be compatible with agency-owned Pitney Bowes Business Manager accounting software and Ricoh Process Director workflow software.
- 4.1.1.4 Vendor must provide all necessary software and hardware required to operate the system. The following items will include but not limited to windows/operating software, server, monitor, printers, mouse, keyboard, scanner, document feeders, and document carts.
- 4.1.1.5 Must provide the system data for billing, including operator ID, cost center, piece count, postage used, date, time, machine ID, rate class and special fee codes.
- 4.1.1.6 Must provide formatted reports of jobs run.
- 4.1.1.7 Must provide details by agency to Pitney Bowes Business Manager Postage accounting software. Details must include but not limited to agency, date, piece count, total postage used.
- 4.1.1.8 Must process both file-based and direct connect print jobs and be configured to do so seamlessly.
- 4.1.1.9 Must include unlimited job storage for all current and future job requirements.
- 4.1.1.10 Must process current jobs, including scan jobs with 2 of 5 interleaved barcode, and counted page sets. Scan jobs may be controlling number of pages per set and/or selective added inserts.

**REQUEST FOR QUOTATION**  
**High-Speed Production Mail Inserting Machine (OT260033)**

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- 4.1.1.11** Must be able to read barcodes located anywhere on the page. Barcodes can be located anywhere on the page. Must be able to read barcodes that move on the page within a specific job. Barcodes are located on the right margin.
- 4.1.1.12** Must have future ability to add 2D and 3D barcode scanning.
- 4.1.1.13** Must detect a double feed, bad barcode, or missing page and diverting the entire set before the fold and/or before applying postage.
- 4.1.1.14** Must divert mail pieces, after sealing but before postage is applied, for barcoded irregularities or mail pieces that exceed expected page count limits.
- 4.1.1.15** Must have high volume dual accumulator. Accumulator must be capable of handling 2 sets of collated documents simultaneously.
- 4.1.1.16** Must process up to 10,000 cycles per hour of half fold documents, and 12,000 cycles per tri-fold documents.
- 4.1.1.17** Must have a duty cycle of a minimum of 1,000,000 envelopes per month.
- 4.1.1.18** Must have user-modified chassis speed control and to auto-adjust to optimize job performance, based on pieces inserted per hour.
- 4.1.1.19** Must have auto-adjusting speed (insertions/hour) based on thickness of inserted materials.
- 4.1.1.20** Must have a soft insertion cycle at start up to minimize paper jams.
- 4.1.1.21** Must include a hand-feed option to meter damaged mail pieces offline.
- 4.1.1.22** Must have starting and stopping of the system via remote control, as well as clearing deck, and single cycling documents.
- 4.1.1.23** Must have 6 modular servo-driven friction feeders with missed form and double detect features.
- 4.1.1.24** Must have an automatic stop/delay for jammed, mis-fed, or empty feeder stations with visible indicators.
- 4.1.1.25** Must be able to fold up to seven (7) tri-folded or up to ten (10) half-folded sheets of 20# paper and have the capability to switch between the two modes by a single operator.
- 4.1.1.26** Must be able to switch and process tri-fold (#10) and half-fold (6x9.5") outer envelopes and have the capability to switch between the two sizes by a single operator.
- 4.1.1.27** Must be able to process executive, side-seam and diagonal-seam outer envelopes.
- 4.1.1.28** Must detect faulty envelopes and divert them without operator intervention or machine stoppage.

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**High-Speed Production Mail Inserting Machine (OT260033)**

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- 4.1.1.29** Must have a Graphical User Interface (GUI) with on screen help and troubleshooting.
- 4.1.1.30** The vendor must provide a turn-key emergency backup for the hardware and software solution. This is a backup procedure that can be implemented quickly and consists of a copy of but not limited to the Agency's profiles, specific job settings, and job modes. The emergency back-up will be updated annually and stored on an onsite Agency-owned external hard drive.
- 4.1.1.31** Must include a High Productivity Input Cut-Sheet Feeder
  - 4.1.1.31.1** Vendor must provide new equipment. Remanufactured or warranted-as-new equipment will not be accepted.
  - 4.1.1.31.2** Sheet feeder must be configured for high-speed production console mail inserting machine within this solicitation.
  - 4.1.1.31.3** Sheet feeder must be continuous loading.
  - 4.1.1.31.4** Sheet feeder must convey and separate cut-sheet material to a minimum of 30,000 sheets per hour.
  - 4.1.1.31.5** Sheet feeder must have a page separator and double detector.
  - 4.1.1.31.6** Sheet feeder must be capable of bottom vacuum sheet feeding to accommodate Z-A or high to low sequence.
  - 4.1.1.31.7** Sheet feeder must have a minimum of 2500 sheet capacity.
- 4.1.1.32** Must include a postage solution for capturing information for billing purposes.
  - 4.1.1.32.1** Postage solution must provide details by agency to Pitney Bowes Business Manager Postage accounting software. Details must include but not limited to agency, date, piece count, total postage used.
  - 4.1.1.32.2** Postage solution must meet all USPS requirements including but not limited to IMI compliant standards.
  - 4.1.1.32.3** Postage solution must be able to refillable by phone and/or electronically from a reserve postage account.
  - 4.1.1.32.4** Any cost or subscriptions for Postage Solution must be included with the bid.

**4.1.2 Contract Item #2: Maintenance & Support**

- 4.1.2.1** The Vendor must include maintenance and support for a period of three (3) years with the initial bid pricing. The renewal of maintenance

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and support for Year 4 and Year 5 is optional, contingent upon mutual agreement between Vendor and Agency.

- 4.1.2.2** Maintenance service must be provided by either the manufacturer of the equipment or a representative trained and authorized by the manufacturer. If other than the manufacturer, the vendor must provide written proof of authorization from the manufacturer in response to this RFQ or upon request.
- 4.1.2.3** Vendor's maintenance program must make any necessary repairs, replace defective parts, perform preventative maintenance, install software updates to remedy errors or nonconformities, and cover all supplies and/or parts required, shipping and handling, inclusive of all travel expenses.
- 4.1.2.4** Vendor and Agency must mutually agree on a specified time to install manufacturers' engineering changes and modifications.
- 4.1.2.5** The vendor must inform the Agency about patches/fixes when they are made generally available.
- 4.1.2.6** Vendor shall provide and maintain a parts cabinet at the Agency's site for those parts deemed 'critical' or tending to be frequently replaced, as determined by the manufacturer. The Agency and the Vendor will mutually determine the inventory needed. The Agency's site is located at: Building 6 Room B-110 1900 Kanawha Blvd., E. Charleston, WV 25305
- 4.1.2.7** Vendor must perform diagnostics upon arrival and begin providing corrective action within a maximum of two (2) hours after the service personnel are on site. If the Vendor cannot identify the problem within two (2) hours after arriving on site, the Vendor must escalate the problem.
  - 4.1.2.7.1** The Vendor must provide the Agency with a description of the issue, recommended and/or completed corrective action, and a timetable for when the issue will be resolved.
- 4.1.2.8** Vendor must assume full responsibility for the delivery, warranty and maintenance of all equipment and support services provided under this contract.
- 4.1.2.9** Vendor must provide Monday – Friday 8 AM – 5 PM onsite service response. Vendor must provide 'on-call' Saturday & Sunday 8 AM-5PM.

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- 4.1.2.10** Vendor must provide on-site service one (1) weekend each month, specifically, 2nd Friday weekend. The Vendor must be on 'standby' during this time, onsite service will be requested by the State, and the Vendor must provide the service as needed.
- 4.1.2.11** Vendor must place a call-back to the customer site within 30 minutes after being notified of a problem, to provide an estimated time of arrival (ETA). The ETA at the customer's site must be within two (2) hours of the initial call.
- 4.1.2.12** Maintenance and support shall begin after the inserter is accepted and working and fully functional. The State will issue an official Change Order to memorialize and incorporate the maintenance dates into the contract.
- 4.1.3 Contract Item #3: Maintenance and Support Year 4**
  - 4.1.3.1** Same as 4.1.2 Contract Item #2
- 4.1.4 Contract Item #4: Maintenance and Support Year 5**
  - 4.1.4.1** Same as 4.1.2 Contract Item #2
- 4.1.5 Contract Item #5: Installation and Delivery**
  - 4.1.5.1** The vendor must deliver and install the console inserter at the agency's site: Building 6, Room B148 Kanawha Blvd E, Charleston WV 25305
  - 4.1.5.2** Vendor must include on-site training for up to five (5) employees. This will require two (2) shifts: dayshift (7:00 am -5:00 pm) and afternoon shift (11:00 am-7:00 pm).
  - 4.1.5.3** Vendor must provide an electronic copy of user manual and operating instructions.
  - 4.1.5.4** Vendor should include in its bid, but must provide upon request, a schematic of the proposed equipment showing the dimensions, arrangement and required access space surrounding the equipment. Schematics -must also indicate requirements and placement of electrical circuits. Agency will supply and install all electrical circuits required.
  - 4.1.5.5** Following issuance of the purchase order, Vendor and agency shall meet mutually agreed time and place to develop a schedule for delivery, installation, testing and training. Delivery and installation must occur by June 30, 2026 or within 60 calendar days after the issuance of the purchase order.
  - 4.1.5.6** Cost of shipping, installation, and training must be included in the bid price.

**5 CONTRACT AWARD:**

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**5.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**5.2 Pricing Page:** Vendor must complete the Pricing Page in full, as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

**5.3** Vendors must include Model Number and Manufacturer's Data Sheet with their bid submission.

**5.4** Manufacturers Data Sheet to support vendor's product should be submitted with bid response. Vendors must identify those sections where it is demonstrated that the product meets the required specifications.

**6 PAYMENT:**

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

**7 DELIVERY AND RETURN:**

**7.1 Shipment and Delivery:** Vendor shall ship the Contract Items after being awarded this Contract and receiving a purchase order or notice to proceed and once all three items are available. Vendor shall deliver the Contract Items within 60 working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at Building 6, Room B148 Kanawha Blvd E, Charleston WV 25305

**7.2 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.

Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain the approval of the Purchasing Division.

**7.3 Delivery Payment/Risk of Loss:** Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

**7.4 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

**REQUEST FOR QUOTATION**  
**High-Speed Production Mail Inserting Machine (OT260033)**

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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 the 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 full credit or refund for the purchase price, at the Agency's discretion.

- 7.5 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 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.

**8 VENDOR DEFAULT:**

- 8.1** The following shall be considered a vendor default under this Contract.
- 8.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
  - 8.1.2** Failure to comply with other specifications and requirements contained herein.
  - 8.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
  - 8.1.4** Failure to remedy deficient performance upon request.
- 8.2** The following remedies shall be available to the Agency upon default.
- 8.2.1** Immediate cancellation of the Contract.
  - 8.2.2** Immediate cancellation of one or more release orders issued under this Contract.
  - 8.2.3** Any other remedies available in law or equity.



## Process Improvements

### New Technologies & Enhanced Capabilities

- **Productivity.** The DS-1200 productivity features include maximum cycle speeds of up to 8,000, 10,000 or 12,000 filled envelopes per hour and maximum accumulation speeds up to 21,000, 26,000 or 32,000 sheets per hour. A state-of-the-art Mobile Trolley System (each trolley holds 5,000 documents) will roll right up to your printer for “One-touch” loading and secure transportation into inserter.
- **Security and Integrity.** The DS-1200 offers the highest level of security and integrity in the industry. The DS1200’s “integrated integrity” records each movement of every page and every set of documents as they securely travel through the system. It also alerts the operators of any possible issues as they occur. The system always knows exactly where everything is at all times.
- **User-Friendly Design.** The simple Windows™-based, touch-screen operating system controls a host of fully automatic settings that include fold plates, track, envelope setup and separator adjustments. This high level of automation dramatically reduces operator errors and boosts Productivity. Simply touch to tell the system what to do and most of the necessary adjustments happen automatically facilitating the **fastest job changeover** in the industry (about 30 seconds).
- **Flexibility.** Configurable with up to 16 stations, the DS-1200 is totally modular and can store an unlimited number of pre-set applications in the on-board PC. Available choices for paper and envelope sizes cover a wide range, as does the support for insert sizes and thicknesses. The system is upgradeable one feeder at a time, and can be configured with as many in-line folders as required. It also has in-line metering, stamp affixing, Dynamic Envelope Printing and matching capabilities.
- **Low Maintenance.** The DS-1200 has been engineered to maximize uptime by virtue of the system’s precision diagnostics capabilities accessible through the touchscreen user interface. Coupled with its modular design, DS-1200 is a low maintenance, high uptime document finishing solution.

**The DS-1200 combines the speed and productivity of production folder inserter systems with the flexibility and user-friendly features of desktop models. This equates to unparalleled efficiencies, cost effectiveness and time savings.**



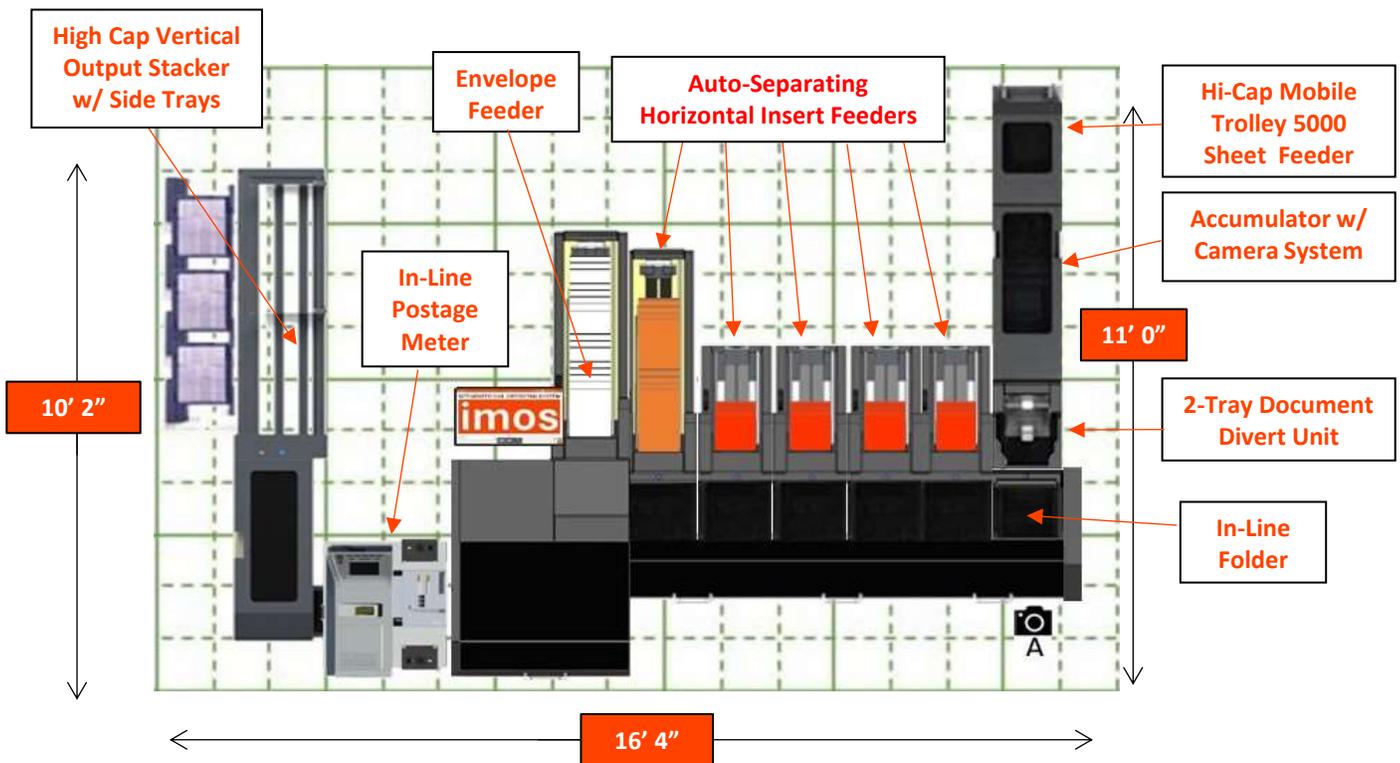


# Quadiant Solution Configuration



## DS-1200 “G5iQ” 6 Station Folder Inserter System:

- Up to 12K/hr inserting speed (operator adjustable). 26K/hr document accumulation speed.
- Accumulator Folder (2 Mobile Trolleys 5,000 sheet capacity each for total of 10K capacity) to read/assemble variable multiple pages together prior to folding. Equipped with mobile Camera System capable of reading Linear 1D/2D/OMR. Code location and type are stored in the job and the camera moves into position automatically when job is chosen. Air Assist built in.
- 2-Tray Document Divert sorts out incorrect document sets or over oversized page count sets automatically. System also comes standard with a built in Envelope Diverter to automatically sort out bad envelopes that can't be opened for continuous operation.
- 5 Insert Feeders for items that don't require folding (i.e. BRE, buck slip, etc.) – Insert feeders feature horizontal belt feed delivery so weight of stack does not affect feed and automatic separation settings stored in the job.
  - 1 of the Insert Feeders equipped with hi-cap 40" horizontal belt (2,000 BRE capacity)
- Vertical Output Stacker stacks filled envelopes and can be controlled intelligently to stack in separate lines (i.e. USPS postal tray breaks, etc.) complete w/divider paddles for unloading on-the-fly and Mail Tray Shelves attached to the conveyor.
- iX9 IMI Compliant Postage Meter applies postage as needed on the fly.
- Unlimited programmable jobs automate most all system job changeovers (i.e. track, envelope size, separation, fold size, etc.) for the easiest job changeover (30 seconds) in the industry! Mechanical Operator not required.
- AIMS On-Board Software which provides MailCenter Management and an Audit Trail of all mail pieces processed.



- Please Allow approximately 3' on all sides for system accessibility. All Operation and Controls are on the same side.

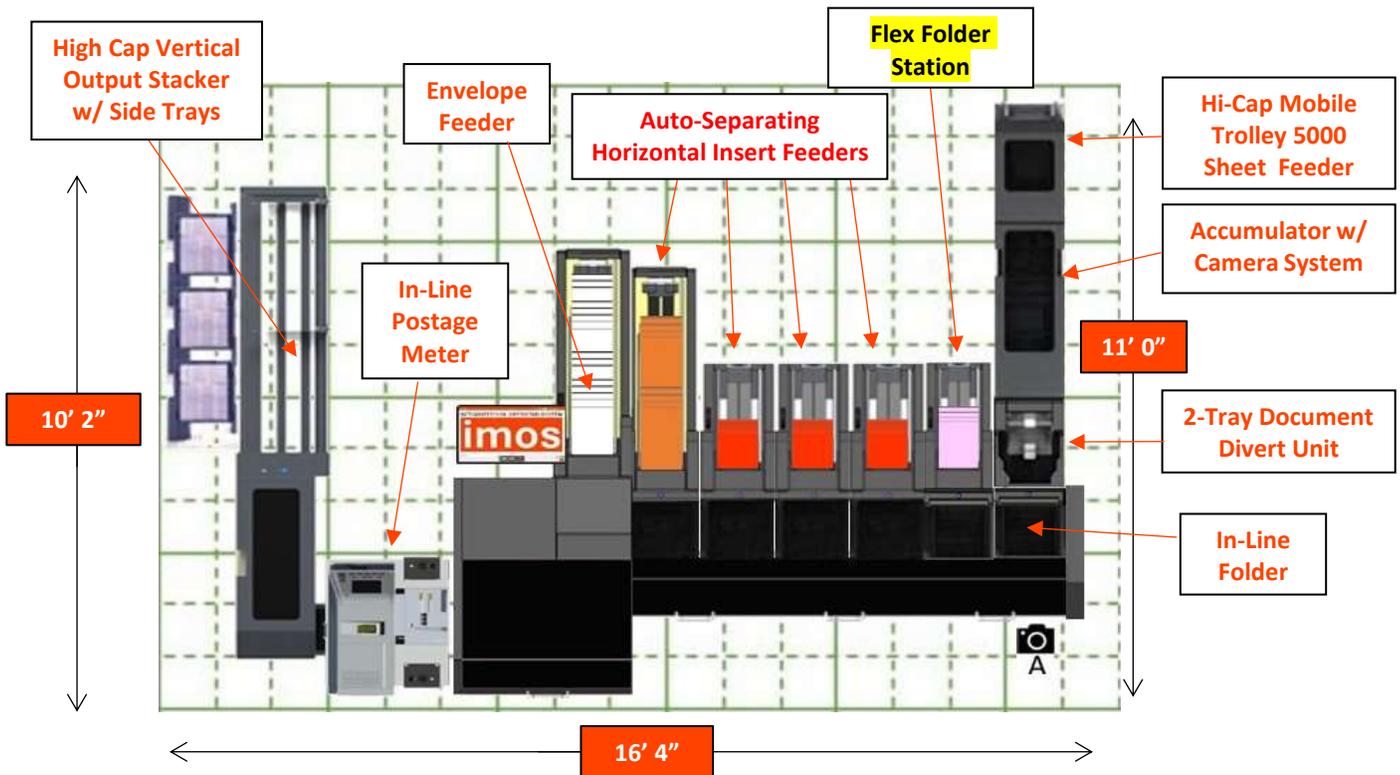


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  - 1 of the Insert Feeders equipped with hi-cap 40" horizontal belt (2,000 BRE capacity)
- Option: Flex Folder Station** that can fold a document in-line (no pre-folding requirement) or feed another insert that does not require folding – so it works as a 2<sup>nd</sup> folder or 5<sup>th</sup> insert feeder. 20" stacking capability. **EXCLUSIVE QUADIANT CAPABILITY!**
- Vertical Output Stacker stacks filled envelopes and can be controlled intelligently to stack in separate lines (i.e. USPS postal tray breaks, etc.) complete w/divider paddles for unloading on-the-fly and Mail Tray Shelves attached to the conveyor.
- iX9 IMI Compliant Postage Meter applies postage as needed on the fly.
- AIMS On-Board Software which provides MailCenter Management and an Audit Trail of all mail pieces processed.



- Please Allow approximately 3' on all sides for system accessibility. All Operation and Controls are on the same side.



## Solution Benefit Analysis

### Key opportunities to reduce costs & improve efficiency when communicating with customers:

1. Ability to change applications and not be boxed out by your finishing solution!
2. Not be at the mercy of your systems availability to get vital communications out.
3. Adding document intelligence for added security and ease of multi-page document processing.
4. Maximize productivity with solutions enhanced features and speed.
5. Maximize your growth potential by choosing a solution that can change with you.

Below is a look at how the Quadient DS-1200 System will provide solutions to your job requirements:

Requirement	Quadient Solution	Benefit
Ability to <i>change between jobs</i> (i.e. #10 to 6 x 9.5) in <i>seconds versus an hour</i> or more!	The Quadient DS-1200's state-of-the-art, completely <b>automated job change</b> , will automatically adjust all job settings (envelope, track, folds, etc.) with the touch of a button (pre-programmed jobs).	No need to spend time and labor cost to manually change over equipment just to process your jobs. Manual job change is just counter-productive to business!
High-Capacity Document Feeding with security and <i>mobility to roll up to the printers</i> .	The DS-1200 comes standard with a High-Capacity feeder complete with two " <b>mobile trolleys</b> " that can hold up to 5000 docs each and roll up to the printer!	Our Secure Mobile Trolley System provides great cap & productivity while securely rolling docs from printer right into the inserter!
High Speed variable-page document grouping, to fold sets together while maintaining exact A- Z print order.	Our High Speed Accumulator can process from 20,000 to 32,000/hr. while maintaining the exact A-Z print order. This allows the document sets to move to the folder together and fold as a set!	No changes to printing required. Finished sets are professionally presented to the recipients (assembled and folded together). Productivity is Maximized!
High Capacity <i>Vertical Stacker</i> for finished envelope output with <i>Sorting Capability</i> .	The Quadient DS-1200 has a state-of-the-art Vertical Stacker with built in mail-tray-shelf <i>option</i> and ability to intelligently sort output (stagger stacking in batches and an ink marking option).	Maximum productivity due to not needing to break up the run or stop the system for sorts like Zip code Breaks. Also adds to ease of operation and output trayng.
Ability to configure <b>multiple folders</b> in-line and scalability for future growth.	The DS-1200 solution offers up to 16 stations, the ability to add multiple in-line folders, intelligence or even other special feeders or output devices, either up-front or at any time in the future.	Extremely flexible system that facilitates and encourages customer growth. All options are at your disposal now and into the future. One feeder at a time!

**It is these key benefits that make the Quadient DS-1200, the ideal solution!**



## Operating Conditions

### Maximum Heat Output (BTU/hour)

Rated current x Rated Volts x 3.412  
(11,222 BTU/hour for typical configuration)

### Maximum Heat Output (Watts)

Rated Current x Rated Volts  
(3.289 kW for typical configuration)

### Operating Temperature

64 - 82 deg F

### Operating Humidity

30 - 80% RH

### Noise Level

Without collator: less than 78dBA, measured at 63" height, 39" from cover where noise level is at its highest. Measurement with collator: < 81dBA. Measurements taken using averaging of peaks. Leq (8) 79dBA Leq (8) is lower than the first action level required by: Europe - Fiscal Agents (Noise) Directive 2003/10/C UK - Health & Safety. The Control of Noise at Work Regulations 2005 statutory instruments 2005 No. 1643.



### Important Notes:

- All stationery should be allowed to acclimatize near the machine for at least 24 hours before use to prevent rapid absorption of moisture in the material, or condensation forming on the machine. Failure to acclimatize the material may cause pre-gumming of envelopes or impair machine performance.
- The machine will function with humidity levels lower than 30% RH, but high levels of static may be generated, impairing machine performance
- The machine will function with humidity levels higher than 80% RH, but moisture absorption into the material may impair machine performance.
- Condensation must not be present under any circumstances.
- To ensure safe operation and provide for maintenance access, a minimum of 3 feet of free space should be available between any part of the machine and a wall or other structure.
- The machine will function in temperature levels above 82 deg F and below 64 deg F. Temperature levels outside these limits may impair the machine's performance.
- Material processed directly from laser printers may have high levels of static causing material to stick together. If double feeding occurs, then Hi-Grip separators may be required for the sheet feeders (Hi-Cap and Lo-Cap). Request Hi-Grip Separator Assembly C8171A. Also, a paper jogger may improve paper handling/feeding.



## Power Requirements

### DS-1200 G5iQ

- The Quadiant DS-1200 system comes with an attached NEMA L6–30 P plug power cord. A corresponding outlet with a NEMA L6–30 R style receptacle is required and must be installed by the customer.
- Voltage supplied should be 208 VAC single phase.
- A dedicated circuit is recommended, wired and protected to 30 amps.
- The DS-1200 main power cord is approximately 9' in length. If permissible by state electrical codes, we recommend a SJ 10/3 flexible cord dropped from the ceiling. This cord should be fitted with a L630 RCC connector and placed at the end of the DS-1200's envelope stacker with an additional 5' of slack.
- If a solid pole is desired, a L630 R receptacle will be needed. Be aware that this approach requires exact placement of the pole. Our recommendation of the flexible SJ cord allows more flexibility in the placement and movement of the system.
- Please consult with Quadiant USA if you require further clarification or additional information regarding the above options.



### Postage Meter and/or AIMS Base Station

- If connected to your DS-1200 system, the Quadiant In-Line postage meter OR AIMS Base Station utilizes a standard 110 power cord.
- The corresponding outlet required is a standard 110 VAC/15 amps grounded receptacle. A Power Strip is recommended for AIMS Base Station.
- Location of this outlet should be right next to or near the DS-1200 output.
- When the In-Line meter is part of configuration, all power can drop behind the meter base.
- If the AIMS Base Station is part of solution, then power placement at end of envelope conveyor.
- An Internet line (LAN line) is required for postage meter resetting (also behind the meter base).





# Qua at a Glance

We help companies build powerful connections with their customers. **Because connections matter.**



### LOCAL PARTNER

200+ U.S. locations providing unmatched accessibility and responsiveness.



### EXPERTISE

8 billion interactions facilitated annually.



### PROVEN RESULTS

96% customer satisfaction rate. \$1.2B sales in 2018, 44% from North America.



### BACKED BY THE EXPERTS

Gartner, Forrester, and Aspire.



### EXPERIENCE

Market-leading technology for 95 years. 800,000 customers across 90 countries.



### GLOBAL REACH

5,600 employees in 32 countries.

## Portfolio



### Customer Experience Management

Omnichannel software that delivers compliant and meaningful customer interactions.



### Business Process Automation

Digital solutions that streamline document production processes and departmental workflows.



### Mail-Related Solutions

Hardware and software that power accurate and efficient physical communications.



### Parcel-Related Solutions

Advanced systems that automate inbound parcel management and optimize shipping.

## Business Impact

Delivering measurable process improvements to advance your key business objectives, including:



### Customer Engagement

Improve acquisition, satisfaction and retention



### Revenue Growth

Increase sales, market share and profit



### Risk Mitigation

Enhance security and regulation compliance



### Expense Control

Maximize productivity and reduce costs

## **Executive Summary: Recommendation to Select the Ricoh Quadient DS1200 Inserter Solution**

After careful review of the proposals submitted in response to the RFP, the Ricoh proposal for the Quadient DS1200 Inserter Solution stands out as a highly capable, future-ready solution that aligns strongly with the West Virginia Department of IT's current operational requirements and long-term strategic objectives. Ricoh's recommendation not only meets the RFP's stated needs but provides meaningful capacity, automation, and compliance advantages that position the Department for growth, stability, and operational simplicity well into the future.

### **Automation That Improves Productivity and Reduces Dependence on Skilled Mechanical Labor**

- The DS-1200 Production Inserters operating system controls a host of fully automatic settings that include fold plates, track, envelope setup and separator adjustments. This high level of automation dramatically reduces errors, boosts productivity, and allows for a thirty second job change with only one operator!
- The DS1200 is designed to be run by a single operator with general computer skills and practical, common-sense training. Automation handles the complexity, reducing the need for constant mechanical adjustments and manual intervention. It is easy to hire/train operators now and especially in the future.

### **Capacity That Exceeds Today's Requirements and Supports Tomorrow's Growth**

- RFP calls for an annual processing capacity of 15 million mail pieces. Ricoh's proposal to add two additional Quadient DS1200 inserters to complement the existing DS1200 significantly exceeds this requirement. This additional capacity provides immediate assurance that peak workloads can be met without strain, while also offering ample headroom for future growth, new programs, or increased demand from agency customers.

### **Ability to Securely Support All Barcode Reading Requirements**

- We recognize that the current Quadient DS-1200 G4i cannot read the Workforce application with the moving 1D barcode down the page. The new proposed DS1200 G5iQ inserters include a line scanner that is able to read this moving barcode scheme along with your other barcodes.
- In addition, as an extra incentive to go completely with Quadient, we will also add a line scanner to your current G4i system so it too will be able to process this Workforce moving barcode application at no cost to State of WV. That way, all three Quadient machines will be able to run all of your applications now and in the future.

### **Exclusive Folding Automation That Saves Time and Labor**

- The bid only requires one accumulator/folding station for the main document set. We have included that in our base proposal. However, Quadient has the exclusive capability to add

more in-line folding stations (up to 16 total) as needed. We have identified that it would be very beneficial to have this capability because currently items must be folded off-line in a separate process and then brought over to the inserters to be inserted.

- We are proposing an option to convert one of the proposed insert feeder stations to a Flex Feeder Folder station. This Flex Feeder Folder station can process inserts when needed but also can process flat sheets of paper that require folding. This dual purpose feeder station would be an excellent addition to the proposed solution. State of WV will lose no functionality but pick up the ability to fold additional letters in-line. It has been priced separately as an option since it is not a bid requirement and our competition cannot provide such a device.

### **USPS IMI Compliant Postage Meter and Pay-As-You- Go Postage Funding**

- The Quadient DS1200 G4i Inserter is already compliant with the USPS Intelligent Mail Indicia (IMI) postage requirements ahead of the June 30, 2026 compliance deadline. Quadient is currently the only vendor to offer an in-line IMI Compliant Postage Meter for a production inserter. The pay-as-you-go IMI postage meter model allows you to easily chargeback departments postage. We are recommending that you continue with postage meters and have included them in our proposal. This takes the pressure off to convert to permit mail by June 30, 2026. Also, keep in mind that your current Quadient G4i system already has a Quadient IMI compliant postage meter that can/will continue to print postage past June 30, 2026.

### **Installation & Training**

- We have accounted for a 5 day installation process **per machine** which includes a senior engineer from Quadient and local technicians from Central Business Systems to set up the machines, program jobs and do training. In addition, we are including an additional 3 day training session **per machine** that a Quadient engineer will conduct (similar to what we did recently) that State of WV can use at their discretion to get additional training or support as needed. We ask that you use this within 12 months from the date of installation.

### **On-going Service Support**

- As part of the continued service and maintenance support from CBS, a technician will check in daily even if there are no service calls placed to ensure the machines are **performing at maximum uptime**. With the acquisition of 2 additional Quadient 1200 inserters, CBS will be adding an additional Service Technician to provide greater support to WVOIT. The **“Rent an Operator”** offer will be available from CBS if the need ever arises.

### **A Solution for Today—and the Future**

- In summary, the Ricoh-proposed Quadient DS1200 Inserter Solution delivers the capacity, automation, modularity, compliance, and simplicity that the West Virginia Department of IT needs today, while also positioning the organization for future growth and workforce sustainability. These capabilities make it a strategic investment rather than a short-term fix.

For these reasons, Ricoh's proposal represents a thoughtful, forward-looking solution that supports the Department's mission, modernizes its mail operations, and ensures long-term success in an increasingly digital and efficiency-driven environment.