



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

# Purchase Order

**PURCHASE ORDER NO.**  
 DIGCOP04E

**PAGE**  
 1

**BLANKET RELEASE**  
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CORRECT PURCHASE ORDER NUMBER  
 MUST APPEAR ON ALL PACKAGES,  
 INVOICES, AND SHIPPING PAPERS.  
 QUESTIONS CONCERNING THIS PUR-  
 CHASE ORDER SHOULD BE DIRECTED  
 TO THE BUYER AS NOTED BELOW.

**CHANGE ORDER**  
 6

**SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS**

## AGENCY COPY

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

**I N V O I C E T O**  
 ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

**V E N D O R**  
 \*709040246      304-757-9699  
 IKON OFFICE SOLUTIONS  
 3006 MT VERNON ROAD  
 HURRICANE WV 25526

**S H I P T O**

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
02/26/2007		NET 30		230334400			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE		AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
			CHANGE ORDER #06				
1)	BAND 4 MONOCHROME COPIER MODEL #A3045 IS REPLACED WITH MODEL #MPC4500.						
2)	BAND 1 COLOR COPIER MODEL #3220 IS REPLACED WITH MODEL #C3380.						
SEE ATTACHED ACCESSORY LISTS.							
***** NO ADDITIONAL CHANGES *****							
				PREVIOUS PO TOTAL==>	OPEN	END	
				PO NET CHANGE (+)==>			

**PURCHASING DIVISION  
 CERTIFIED ENCUMBERED**  
 MAR - 2 2007  
*Beverly Toler*

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE  *1/317 2-27-07*

**OPEN END**  
**TOTAL**

*Dwayne Workfield*  
 APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY *Krista Ferrell* 304-558-2596  
 PURCHASING DIVISION AUTHORIZED SIGNATURE

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

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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**INSTRUCTIONS TO BIDDERS**

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

**SIGNED BID TO:**

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

**COST SHEET  
MONOCHROME COPIERS  
BAND 4**

**BRAND NAME:** Ricoh

**MODEL#:** MP4500

**MINIMUM SPECIFICATIONS:**

mfg.. copy volume 45,000/month copy  
speed 40cpm

Features:

1,500 sheet capacity

3 paper sources

auto document feeder

auto duplexing

electronic sorting or finisher/sorter  
(indicate sheets)

**SPECIFICATIONS OF MACHINE BID:**

yes 100,000

yes 45

yes

yes 4

yes

yes

yes

yes optional accessory- stapler

(Include item/model #s for any accessory included  
in the base machine if needed for ordering.)

**PRICING:**

Purchase price \$5755.64

(Amount to be deducted if ordering as a non-connected machine \$240.00)

Maintenance/month for purchased machines \$101.25

24 month Rental \$368.04/month

(Amount to be deducted if ordering as a non-connected machine \$1136)

36 month Rental \$289.56/month

(Amount to be deducted if ordering as a non-connected machine \$8 03)

48 month Rental \$247..64/month

(Amount to be deducted if ordering as a non-connected machine \$6..22)

**Warranty** 3 mos(duration) **Reduction** to monthly rental price during warranty

24 month \$0/month 36 month \$0/month 48 month \$0/month

maintenance for purchased machines \$0/month

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies  
excepting paper for 22,500 copies/month.

Per copy overage charge for copies in excess of 22,500 copies/month \$.0045/ea

Accessories - Vendors may attach a list in the format indicated for any available accessories they wish to  
include in the contract

	Purchase Price	24 Month Lease	36 Month Lease	48 Month Lease
<b>Accessories Ricoh MP4500</b>				
PS530 Paper Tray Unit (5)	947.00	43.90	30.98	24.09
RT45 Large Capacity Tray	972.00	45.06	31.80	24.72
SR790 1,000 Sheet Finisher (6)	921.00	42.69	30.13	23.43
SR880 Multi-Tray Finisher (6)	1,765.00	81.81	57.75	44.89
SR890 Booklet Finisher (6)	2,847.00	131.97	93.15	72.41
Bridge Unit Type 2045 (6)	105.00	4.87	3.44	2.67
2/3-Hole Punch Kit Type 1045 (18)	484.50	22.46	15.85	12.32
FAC25 Cabinet (5)	139.50	6.47	4.56	3.55
<b>Special Options</b>				
PT330 1-Bin Tray (7)	279.00	-	-	-
User Account Enhance Unit Type E (8)	117.00	12.93	9.13	7.10
Key Counter Bracket Type H	60.00	5.42	3.83	2.98
Type B FFC	418.00	2.78	1.96	1.53
DataOverwriteSecurity System (DOSS) Type	269.00	19.38	13.68	10.63
Copy Data Security Unit Type A (17)	507.00	12.47	8.80	6.84
<b>Fax Option Accessories</b>				
Fax Option Type 3045 (11)	719.00	33.33	23.52	18.29
G3 Interface Unit Type 3045 (12)	427.00	19.79	13.97	10.86
32MB Memory 400dpi/SAF (13)	121.00	5.61	3.96	3.08
Handset & Bracket Type 450	57.00	2.64	1.86	1.45
<b>Scan / Printer Option Accessories</b>				
Printer Scanner Unit Type 3045 (14)	1,202.00	55.72	39.33	30.57
PS3 Unit Type 3045 (15)	756.00	35.04	24.73	19.23
IEEE802.11b Interface Unit Type H (16)	342.00	15.85	11.19	8.70
Bluetooth Interface Type 3245 (16)	342.00	15.85	11.19	8.70
IEEE1394 Interface Board Type B (16)	301.00	13.95	9.85	7.66
IEEE1284 Interface Board Type A (16)	63.00	2.92	2.06	1.60
Type 3045 Removable Hard Drive	950.00	44.01	31.06	24.15
ESP Digital QC 120/15 Network -- (PowerLite)	104.00	4.82	3.40	2.65
DeskTopBinder V2	130.00	6.03	4.25	3.31
DeskTopBinder V2 50 User License Bundle	2,650.00	122.84	86.70	67.40
DeskTopBinder V2 v3 Scan/Router Bundle	1,495.00	69.30	48.91	38.03
DeskTopBinder V2-3 10 User License Bundle	1,200.00	55.62	39.26	30.52
DocSend	5,495.00	254.71	179.78	139.77
One (1) MFP license version of GlobalScan	1,995.00	92.47	65.27	50.74
GlobalScan (2) Call Support	100.00	4.64	3.27	2.54
GlobalScan (5) Call Support	200.00	9.27	6.54	5.09
Five (5) MFP license version of GlobalScan	4,995.00	231.53	163.42	127.05

Twenty-five (25) MFP license version of GlobalScan	001386MIU	10,995.00 \$	509.65	359.72	279.66
One Hundred (100) MFP license version of GlobalScan	001387MIU	29,495.00 \$	1,367.18	964.99	750.21
One Hundred and Fifty (150) MFP license version of GlobalScan	001831MIU	35,795.00 \$	1,659.21	1,171.11	910.45
Two Hundred (200) MFP license version of GlobalScan	001832MIU	42,295.00 \$	1,960.50	1,383.77	1,075.77
Two Hundred and Fifty (250) MFP license version of GlobalScan	001833MIU	48,795.00 \$	2,261.79	1,596.43	1,241.10
Five (5) pack Client license version of GlobalScan	001389MIU	3,500.00 \$	162.24	114.51	89.02
One (1) Year Support 30 Licenses or Less (workgroup)	001390MIU	1,500.00 \$	69.53	49.08	38.15
One (1) Year Support 100 Licenses or Less (enterprise)	001351MIU	2,500.00 \$	115.88	81.79	63.59
Onsite Installation per Server	001353MIU	3,000.00 \$	139.06	98.15	76.31
GlobalScan PDF test + OCR Option	001283MIU	2,995.00 \$	138.83	97.99	76.18
RightFax Option	001287MIU	1,995.00 \$	92.47	65.27	50.74
GlobalScan Network Authentication Option	001284MIU	2,495.00 \$	115.65	81.63	63.46

**COST SHEET  
COLOR COPIERS  
BAND 1**

**BRAND Name:** Canon  
**MODEL#:** 3380

**MINIMUM SPECIFICATIONS:**

mfg. copy volume 10,000/month

copy speed 3cpm

Features:

250 sheet paper capacity

bypass tray

auto document feeder

**SPECIFICATIONS OF MACHINE BID:**

\_yes - 50,000\_

\_yes - 31\_\_

\_yes - 1200

\_yes - 3 paper sources

\_yes - DADF, electronic sorting\_ (Include item/model #s for any accessory included in the base machine if needed for ordering,)

**PRICING:**

Purchase price \$9,965,00

(Amount to be deducted if ordering as a non-connected machine \$2,2147.00)

Maintenance/month for purchased machines \$(per click only)

24 month Rental \$462,00/month

(Amount to be deducted if ordering as a non-connected machine \$99..00)

36 month Rental \$327.00/month

(Amount to be deducted if ordering as a non-connected machine \$70.24)

48 month Rental \$254.00/month

(Amount to be deducted if ordering as a non. connected machine \$54.61)

Warranty 3 month (duration) Reduction to monthly rental price during warranty:

24 month \$ \_0\_ /mn    36 month \$ \_0\_ /mn    48 month \$ \_0\_ /mn

Maintenance for purchased machines shall be at no cost during the warranty period,

No copies are included in the monthly maintenance or rental fee, but a per copy charge shall be assessed inclusive of all supplies excepting paper for color and monochrome copies per click.

Color Copies \$.075/ea

Monochrome Copies \$ ,015/ea

Accessories - Vendors may attach a list in the format indicated for any available accessories they wish to include in the contract.

Accessory	Model#	Purchase \$	Maintenance/month \$	Rental/month \$
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	24 Month	36 Month	48 Month
<b>Accessories</b>			
DADF-L1 (6) (7)	1,080.00	50.06	35.33
Platen Cover Type H (7)	90.00	4.17	2.94
Cassette Feeding Unit-Y3 (8)	1,305.00	60.49	42.70
Cabinet-P1 (9)	219.00	10.15	7.17
Paper Deck-Z1 (10)	1,890.00	87.61	61.84
Inner 2 way tray-D1 (11)	90.00	4.17	2.94
Finisher-Z1 (J1) (12)	1,080.00	50.06	35.33
Finisher-Y1 Set (Include Buffer Pass Unit-E2)	2,430.00	112.64	79.50
Saddle Finisher-Y2 Set (Include Buffer Pass	3,600.00	166.87	117.78
Puncher Unit-M1 (14)	765.00	35.46	25.03
Stamp Unit-A1	50.00	2.32	1.64
FL Cassette-Z1 (Replacement for Drawer 1)	99.00	4.59	3.24
FL Cassette-Y1 (Replacement for Drawer 2,	99.00	4.59	3.24
Envelope Feeder Attachment-C2 (15)	144.00	6.67	4.71
Copy Tray-J1	41.00	1.90	1.34
Document Tray-J1	50.00	2.32	1.64
Card Reader-C1 (16)	276.00	12.79	9.03
Card Reader Kit-B1	40.00	1.85	1.31
Basic Card Set	151.00	7.00	4.94
Copy Card Set 1 (1-30)	138.00	6.40	4.51
Copy Card Set 2 (31-100)	303.00	18.73	9.91
Copy Card Set 3 (101-200)	404.00	1.76	1.24
Key Switch Unit A2	38.00	1.25	0.88
Braille Label Kit A1	27.00	5.84	4.12
ADF Access Handle A1	126.00		
<b>System Connectivity Accessories</b>			
PCL Printer Kit-Q1 (17) (18)	720.00	33.37	23.56
PS Printer Kit-Q1 (17) (19) (20)	720.00	33.37	23.56
Encrypted Secure Print Software-C1 (17) (1:	405.00	18.77	13.25
Barcode Printing Kit-A1 (19)	720.00	33.37	23.56
Web Access Software-E1 (21)	900.00	41.72	29.45
imagePASS-J1 (22)	3,555.00	164.78	116.31
256MB RAM DIMM Unit (for imagePASS-J1)	225.00	10.43	7.36
Hot Folders V2.0 (for imagePASS-J1)	882.00	40.88	28.86
Impose V2.6 (for imagePASS-J1)	2,205.00	102.21	72.14
Secure Erase V.1.0 (for imagePASS-J1)	810.00	37.55	26.50
Universal Send PDF Advanced Feature Set-A	990.00	45.89	32.39
Universal Send PDF Security Feature Set-A1	810.00	37.55	26.60
Digital User Signature PDF kit-A1 (23)	900.00	41.72	29.45
Super G3 FAX Board-Wi (24)	720.00	33.37	23.56
Super G3 Multi-Line FAX Board-J1 (25)	1,148.00	53.21	37.56
Secure Watermark -A1 (20)	900.00	41.72	29.45

IR 512MB Expansion RAM-C1	0529B002AA	225.00 \$	10.43	7.36	5.72
HDD Data Erase Kit-A1	1360B002AA	293.00 \$	13.58	9.59	7.45
HDD Data Encryption Kit-B1	1362B002AA	293.00 \$	13.58	9.59	7.45
Remote Operator's Software Kit-A2	0115B006AA	270.00 \$	12.52	8.83	6.87
Voice Guidance Kit-B1 (26)	9598A006AA	720.00 \$	33.37	23.56	18.31
Voice Operation Kit-A1 (27)	1455B002AA	1,620.00 \$	75.09	53.00	41.20
eCopy ShareScan OP	6315A593AA	3,594.00 \$	166.59	117.58	91.41
EFI Desktop Pro, 5 Licenses	45051480	544.00	25.98	18	14.04
ScanSoft OCR	45058375	153.00	7.3	5.06	3.95





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# Purchase Order

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 DIGCOP04E

**PAGE**  
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**CHANGE ORDER**  
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**SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS**

**INVOICE TO**

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

**RODNEY**

\*709040246      304-757-9699  
 IKON OFFICE SOLUTIONS  
 3006 MT VERNON ROAD  
 HURRICANE WV 25526

**SHIP TO**

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
02/26/2007		NET 30		230334400			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE		AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
			RECEIPT TICKET	FOR PURCHASE ORDER:		DIGCOP04E	
LINE	CATNO	ITEM	NUMBER	DESCRIPTION		QTY	DATE
0001	985-64			PER ATTACHED COST SHEETS			
		SIGNATURE _____		DATE _____			
							<b>TOTAL</b>

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY \_\_\_\_\_  
 PURCHASING DIVISION AUTHORIZED SIGNATURE