

# Purchase Order



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

PURCHASE ORDER NO.  
 DIGCOP04E

PAGE  
 1

BLANKET RELEASE  
 00

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  
 10

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

INVOICE TO

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

## AGENCY COPY

VENDOR

\*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  |  |
|--------------|---------------|---------------|--|---------------|------------|---|--|
| 07/21/2008   |               | 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 #10   |               |            |   |  |
|              |               |               | BAND 4 MONOCHROME COPIER MODEL MP4500 IS REPLACED WITH MODEL MP4000. |               |            |   |  |
|              |               |               | BAND 6 MONOCHROME COPIER MODEL IR6570 IS REPLACED WITH MODEL IR5065. |               |            |   |  |
|              |               |               | SEE ATTACHED ACCESSORY LISTS.  |               |            |   |  |
|              |               |               | *****NO ADDITIONAL CHANGES*****                                      |               |            |   |  |
|              |               |               |  |               |            | PURCHASING DIVISION<br>CERTIFIED ENCUMBERED |  |
|              |               |               |  |               |            | JUL 23 2008                                 |  |
|              |               |               |  |               |            | <i>Beverly Toler</i>                        |  |
|              |               |               | PREVIOUS PO TOTAL ==>  |               |            | OPEN END                                    |  |
|              |               |               | PO NET CHANGE (+) ==>  |               |            | OPEN END                                    |  |

APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE  *7/21/08*

KRISTA FERRELL 304-558-2596

*Daune Wayfield*  
 APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY *[Signature]*  
 PURCHASING DIVISION AUTHORIZED SIGNATURE



**Document Efficiency  
At Work.<sup>SM</sup>**

June 12th, 2008

State Of West Virginia  
Acquisition and Contract Administration  
State Capitol Complex  
2019 Washington Street, East  
Charleston, WV 25305-0130  
Attention: JoAnn Adkins

RE: Advice Of Change in Order

Dear Ms. Adkins:

Regarding WV Statewide Digital Contract DIGCOP04E, Please be advised that effective June 1<sup>st</sup>, 2008 we have had two Model changes to the State Contract. Ricoh and Canon has recently updated its product line and we would like to request these changes in order to reflect these new products.

Ricoh MP4500 is replaced with the Ricoh MP4000. Canon iR6570 is replaced with the Canon iR5065.

At this time, no pricing changes are requested. In addition, I will be submitting price pages to be added to our contract. If you have any questions or comments, please don't hesitate to contact me at 304-757-9699 ext. 127.

Sincerely,

Todd Young  
Major Account Executive  
IKON Office Solutions, Inc.  
3006 Mount Vernon Road  
Hurricane, WV 25526  
304-757-9699 ext. 127

RECEIVED  
2008 JUN 18 PM 2:52  
WV PURCHASING  
DIVISION

**COST SHEET  
MONOCHROME COPIERS  
BAND 4**

**BRAND NAME:** Ricoh  
**MODEL#:** MP4000

**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 40

yes  
yes4  
yes  
yes  
yes

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

**PRICING:**

Purchase price \$5,755.64  
(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 \$11.36)

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 \$0/mn

Monthly rental and monthly maintenance for purchased machines is inclusive of al 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.

**Accessories**

|   | 24 Month Lease | 36 Month Lease | 48 Month Lease |
|---|----------------|----------------|----------------|
| Paper Feed Unit PB3040 (2 x 550 Sheets) (4) (26)              | \$ 947.00      | \$ 30.98       | \$ 24.09       |
| LCIT PB3030 (2,000 Sheets) (4) (26)                           | \$ 972.00      | \$ 31.80       | \$ 24.72       |
| Bridge Unit BU 3030 (5)                                       | \$ 105.00      | \$ 3.44        | \$ 2.67        |
| 1 Bin Tray BN3040 (6)   | \$ 250.00      | \$ 8.18        | \$ 6.36        |
| 2000 Sheet Booklet Finisher SR3070 (5) (8) (27)               | \$ 2,847.00    | \$ 93.15       | \$ 72.41       |
| 1,000 Sheet Finisher SR790 (5) (27)                           | \$ 921.00      | \$ 30.13       | \$ 23.43       |
| 3000 Sheet Finisher SR3030 (5) (8) (27)                       | \$ 1,765.00    | \$ 57.75       | \$ 44.89       |
| Punch Unit Type 3260 (8)                                      | \$ 484.00      | \$ 15.84       | \$ 12.31       |
| FAC33 Cabinet (4)   | \$ 139.00      | \$ 4.55        | \$ 3.54        |
| Hard Disk Drive Option Type 5000 (40GB) (22)                  | \$ 200.00      | \$ 6.54        | \$ 5.09        |
| HDD Encryption Unit Type A (7)                                | \$ 333.00      | \$ 10.89       | \$ 8.47        |
| Fax Option Type 5000 (10)                                     | \$ 719.00      | \$ 23.52       | \$ 18.29       |
| G3 Interface Unit Type 5000 (9) (23)                          | \$ 427.00      | \$ 13.97       | \$ 10.86       |
| Handset Type 1018 (23)  | \$ 57.00       | \$ 1.86        | \$ 1.45        |
| 32MB Memory Unit Type B (11) (23)                             | \$ 121.00      | \$ 3.96        | \$ 3.08        |
| Printer/Scanner Unit Type 5000 (Ricoh) (13) (24) (25)         | \$ 1,202.00    | \$ 39.33       | \$ 30.57       |
| PostScript Unit Type 5000 (16) (21)                           | \$ 756.00      | \$ 24.73       | \$ 19.23       |
| IEEE802.11a/b/g Wireless Type J (18), (21)                    | \$ 342.00      | \$ 11.19       | \$ 8.70        |
| Gigabit Ethernet Board Type A (18), (21)                      | \$ 293.00      | \$ 9.59        | \$ 7.45        |
| IEEE1284 Interface Board Type A (18), (21)                    | \$ 63.00       | \$ 2.06        | \$ 1.60        |
| Bluetooth Interface Unit Type 3245 (18), (21)                 | \$ 342.00      | \$ 11.19       | \$ 8.70        |
| Copy Data Security Unit Type F (20)                           | \$ 507.00      | \$ 16.59       | \$ 12.90       |
| Java VM Card Type F   | \$ 126.00      | \$ 4.12        | \$ 3.20        |
| Data Overwrite Security Unit Type I (17)                      | \$ 269.00      | \$ 8.80        | \$ 6.84        |
| ESP Digital QC 120/15 Network (Powerfilter)                   | \$ 104.00      | \$ 3.40        | \$ 2.65        |
| DocSend   | \$ 5,495.00    | \$ 179.78      | \$ 139.77      |
| One (1) MFP license version of GlobalScan                     | \$ 1,995.00    | \$ 65.27       | \$ 50.74       |
| GlobalScan (2) Call Support                                   | \$ 100.00      | \$ 3.27        | \$ 2.54        |
| GlobalScan (5) Call Support                                   | \$ 200.00      | \$ 6.54        | \$ 5.09        |
| Five (5) MFP license version of GlobalScan                    | \$ 4,995.00    | \$ 163.42      | \$ 127.05      |
| Twenty-five (25) MFP license version of GlobalScan            | \$ 10,995.00   | \$ 359.72      | \$ 279.66      |
| One Hundred (100) MFP license version of GlobalScan           | \$ 29,495.00   | \$ 964.99      | \$ 750.21      |
| One Hundred and Fifty (150) MFP license version of GlobalScan | \$ 35,795.00   | \$ 1,171.11    | \$ 910.45      |
| Two Hundred (200) MFP license version of GlobalScan           | \$ 42,295.00   | \$ 1,383.77    | \$ 1,075.77    |
| Two Hundred and Fifty (250) MFP license of GlobalScan         | \$ 48,795.00   | \$ 1,596.43    | \$ 1,241.10    |
| Five (5) pack Client license version of GlobalScan            | \$ 3,500.00    | \$ 114.51      | \$ 89.02       |
| One (1) Year Support 30 Licenses or Less (workgroup)          | \$ 1,500.00    | \$ 49.08       | \$ 38.15       |
| One (1) Year Support 100 Licenses or Less (enterprise)        | \$ 2,500.00    | \$ 81.79       | \$ 63.59       |
| Onsite Installation per Server                                | \$ 3,000.00    | \$ 98.15       | \$ 76.31       |
| GlobalScan PDF test + OCR Option                              | \$ 2,995.00    | \$ 97.99       | \$ 76.18       |
| RightFax Option   | \$ 1,995.00    | \$ 65.27       | \$ 50.74       |
| GlobalScan Network Authentication Option (5)                  | \$ 2,495.00    | \$ 81.63       | \$ 63.46       |

**COST SHEET  
MONOCHROME COPIERS  
BAND 6**

**BRAND NAME:** Canon  
**MODEL#:** MP5065

**MINIMUM SPECIFICATIONS:**  
mfg copy volume 80,000/month copy  
speed 60 cpm  
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 – 230,000  
yes 65

yes  
yes 5  
yes  
yes  
yes

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

**PRICING:**

Purchase price \$11,570.00  
(Amount to be deducted if ordering as a non-connected machine \$2,020.00)

Maintenance/month for purchased machines \$180.000

24 month Rental \$716.30/month  
(Amount to be deducted if ordering as a non-connected machine \$93.63)

36 month Rental \$558.54/month  
(Amount to be deducted if ordering as a non-connected machine \$66.09)

48 month Rental \$474.28/month  
(Amount to be deducted if ordering as a non-connected machine \$51.38)

**Warranty** 3 mos(duration)Reduction to monthly rental price during warranty \$0/mn

Monthly rental and monthly maintenance for purchased machines is inclusive of al supplies  
excepting paper for 40,000 copies/month.

Per copy overage charge for copies in excess of 40,000 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.

|  | 24 Month Lease | 36 Month Lease | 48 Month Lease |
|--|----------------|----------------|----------------|
| <b>Accessories</b>                               |                |                |                |
| Paper Deck-AD1 (LTR) (2)                         | \$ 2,154.00    | \$ 70.47       | \$ 54.79       |
| Paper Deck-AE1 (LDR) (2)                         | \$ 2,400.00    | \$ 78.52       | \$ 61.04       |
| Finisher-AD1 (3)                                 | \$ 2,616.00    | \$ 85.59       | \$ 66.54       |
| Saddle Finisher-AD2 (3)                          | \$ 4,616.00    | \$ 151.02      | \$ 117.41      |
| Document Insertion Unit-EI (4) (5)               | \$ 1,700.00    | \$ 78.80       | \$ 43.24       |
| Document Insertion/Folding Unit-FI (4) (5)       | \$ 5,400.00    | \$ 176.67      | \$ 137.35      |
| Puncher Unit-A1 (5)                              | \$ 693.00      | \$ 22.67       | \$ 17.63       |
| Copy Tray-E1 (3)                                 | \$ 39.00       | \$ 1.28        | \$ 0.99        |
| Tab Feeding Attachment-A1 (6)                    | \$ 77.00       | \$ 3.57        | \$ 1.96        |
| Cassette-AB1 (7)                                 | \$ 116.00      | \$ 3.80        | \$ 2.95        |
| Braille Label Kit-A1                             | \$ 30.00       | \$ 0.98        | \$ 0.76        |
| ADF Access Handle-A1                             | \$ 126.00      | \$ 4.12        | \$ 3.20        |
| <b>System Connectivity Accessories</b>           |                |                |                |
| UPR II/PC/PS Printer Kit-R2 (10)                 | \$ 2,340.00    | \$ 76.56       | \$ 59.52       |
| Encrypted Secure Print Software-C1 (9)           | \$ 405.00      | \$ 13.25       | \$ 10.30       |
| Barcode Printing Kit-A1 (9)                      | \$ 580.00      | \$ 18.98       | \$ 14.75       |
| Web Access Software-FI (9)                       | \$ 780.00      | \$ 25.52       | \$ 19.84       |
| imagePASS-S2 (10)                                | \$ 6,847.00    | \$ 224.01      | \$ 174.15      |
| Hot Folders v2.0 (for imagePASS-S2) (11)         | \$ 882.00      | \$ 28.86       | \$ 22.43       |
| Impose v2.6 (for imagePASS-S2)                   | \$ 2,205.00    | \$ 72.14       | \$ 56.08       |
| Universal Send Kit-FI                            | \$ 1,170.00    | \$ 38.28       | \$ 29.76       |
| Universal Send Searchable PDF Kit-A1 (12)        | \$ 810.00      | \$ 26.50       | \$ 20.60       |
| Universal Send PDF Security Feature Set-A1 (12)  | \$ 810.00      | \$ 26.50       | \$ 20.60       |
| Digital User Signature PDF Kit-A1 (12) (13)      | \$ 600.00      | \$ 19.63       | \$ 15.26       |
| Super G3 FAX Board-Z1                            | \$ 790.00      | \$ 25.85       | \$ 20.09       |
| Secure Watermark-A1                              | \$ 800.00      | \$ 26.17       | \$ 20.35       |
| Expansion Bus Board-D2                           | \$ 90.00       | \$ 2.94        | \$ 2.29        |
| HDD Data Erase Kit-B1                            | \$ 293.00      | \$ 9.59        | \$ 7.45        |
| HDD Data Encryption Kit-B2                       | \$ 293.00      | \$ 9.59        | \$ 7.45        |
| Remote Operator's Software Kit-A2                | \$ 231.00      | \$ 7.56        | \$ 5.88        |
| Voice Guidance Kit-B1 (14)                       | \$ 720.00      | \$ 23.56       | \$ 18.31       |
| Universal Send & Multi-PDF Print Package-C1 (17) | \$ 2,700.00    | \$ 88.34       | \$ 68.67       |
| Digital QC 120/20 Network (Powerfilter)          | \$ 162.00      | \$ 5.30        | \$ 4.12        |
| Authorized Send Kit V3 (1 License)               | \$ 990.00      | \$ 32.39       | \$ 25.18       |
| Authorized Send Kit V3 (10 License)              | \$ 9,450.00    | \$ 309.18      | \$ 240.36      |
| Authorized Send Kit V3 (100 License)             | \$ 94,500.00   | \$ 3,091.76    | \$ 2,403.61    |
| DocSend  | \$ 5,495.00    | \$ 179.78      | \$ 139.77      |

# Purchase Order



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

PURCHASE ORDER NO.  
 DIGCOP04E

PAGE  
 [ ]

BLANKET RELEASE  
 00

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  
 10

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

INVOICE TO

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

VENDOR

\*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<br>07/21/2008 | TERMS OF SALE<br>NET 30 | FEIN/SSN<br>230334400    | FUND                      |
| SHIP VIA<br>BEST WAY       | F.O.B<br>DESTINATION    | FREIGHT TERMS<br>PREPAID | ACCOUNT NUMBER<br>MUL-MUL |

| LINE | QUANTITY      | UOP      | VENDOR ITEM NO.                              | UNIT PRICE | AMOUNT     |
|------|---------------|----------|--|------------|------------|
|      | DELIVERY DATE | CAT. NO. | ITEM NUMBER                                  |            |            |
|      |               |          | RECEIPT TICKET FOR PURCHASE ORDER: DIGCOP04E |            |            |
| 0001 |               | 985-64   | PER ATTACHED COST SHEETS                     |            |            |
|      |               |          | SIGNATURE _____                              |            | DATE _____ |

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

TOTAL

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

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