



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

# State of West Virginia Master Agreement

Order Date: 10-28-2022

CORRECT ORDER NUMBER MUST  
 APPEAR ON ALL PACKAGES, INVOICES,  
 AND SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

|                              |  |                                 |  |
|------------------------------|--|---------------------------------|--|
| <b>Order Number:</b>         | CMA 0212 0212 DIGCOP22 2                           | <b>Procurement Folder:</b>      | 967276   |
| <b>Document Name:</b>        | DIGCOP22   | <b>Reason for Modification:</b> | Change Order No.01: ADMINISTRATIVE CHANGE ORDER: Replace Commodity Line #2 with Commodity Line #4. |
| <b>Document Description:</b> | Statewide Contract - DIGITAL COPIERS & ACCESSORIES |                                 |  |
| <b>Procurement Type:</b>     | Statewide MA (Open End)                            |                                 |  |
| <b>Buyer Name:</b>           |  |                                 |  |
| <b>Telephone:</b>            |  |                                 |  |
| <b>Email:</b>                |  |                                 |  |
| <b>Shipping Method:</b>      | Best Way   | <b>Effective Start Date:</b>    | 2022-02-15   |
| <b>Free on Board:</b>        | FOB Dest, Freight Prepaid                          | <b>Effective End Date:</b>      | 2023-02-14   |

| VENDOR                       |                         | DEPARTMENT CONTACT  |                      |                            |                      |
|------------------------------|-------------------------|---|----------------------|----------------------------|----------------------|
| <b>Vendor Customer Code:</b> | 000000210166            | <b>Requestor Name:</b>  | Mark A Atkins        |                            |                      |
| KOMAX LLC                    |                         | <b>Requestor Phone:</b>   | (304) 558-2307       |                            |                      |
| 500 D ST                     |                         | <b>Requestor Email:</b>   | mark.a.atkins@wv.gov |                            |                      |
| SOUTH CHARLESTON             | WV                      |   |                      |                            |                      |
| US                           | 25303                   |   |                      |                            |                      |
| <b>Vendor Contact Phone:</b> | 304-744-7440            |   |                      |                            |                      |
| <b>Extension:</b>            |                         |   |                      |                            |                      |
| <b>Discount Details:</b>     |                         | <div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div> |                      |                            |                      |
|                              | <b>Discount Allowed</b> |   |                      | <b>Discount Percentage</b> | <b>Discount Days</b> |
| #1                           | No                      |   |                      | 0.0000                     | 0                    |
| #2                           | No                      |   |                      |                            |                      |
| #3                           | No                      |   |                      |                            |                      |
| #4                           | No                      |   |                      |                            |                      |

| INVOICE TO               | SHIP TO                                 |
|--------------------------|---|
| VARIOUS AGENCY LOCATIONS | STATE OF WEST VIRGINIA                  |
| AS INDICATED BY ORDER    | VARIOUS LOCATIONS AS INDICATED BY ORDER |
| No City                  | WV 99999                                |
| US                       | US                                      |

10-31-22  
 BOT

Purchasing Division's File Copy

**Total Order Amount:** \_\_\_\_\_ Open End

ENTERED

MA 10/28/2022  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *[Signature]* 10/28/22  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *[Signature]*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
*Beverly Tolar*  
 DATE: 11-3-22  
 ELECTRONIC SIGNATURE ON FILE

11/2/2022

**Extended Description:**

STATEWIDE CONTRACT: CMA 0212 DIGCOP22 DIGITAL COPIERS and ACCESSORIES

**ADMINISTRATIVE CHANGE ORDER:**

CHANGE ORDER No.01 Is an Administrative Change Order to replace the commodity code for commodity Line #2 for leasing of digital copiers by establishing Commodity Line #4 for leasing of digital copiers with a new commodity code. This Administrative Change Order was necessitated in order to assist with identifying purchased vs. leased fixed assets in wvOasis reporting.

All Delivery Orders for Leased Copiers created after 11/01/2022 must utilize Commodity Line #4.

Effective 11/01/2022

NO OTHER CHANGES

The Vendor shall provide Digital Copiers and Accessories, as listed in the Exhibit\_A Pricing Pages (see attached).

The Vendor shall not provide any Copiers or Accessories not included in the Exhibit\_A Pricing Pages under this contract.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|------|------------|
| 1    | 44101501            |                   |          | LS   | 0.000000   |
|      | <b>Service From</b> | <b>Service To</b> |          |      |            |

**Commodity Line Description:** Digital Copiers & Accessories (Purchased)

**Extended Description:**

PURCHASED: Digital Copiers & Accessories.

Note: See attached Exhibit\_A Pricing Pages for Contract Pricing.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|------|------------|
| 2    | 44101501            |                   |          | MO   | 0.000000   |
|      | <b>Service From</b> | <b>Service To</b> |          |      |            |

**Commodity Line Description:** Digital Copiers & Accessories (Leased) (Use CL#4)

**Extended Description:**

CO#1 Use Commodity Line #4 effective 11/01/2022

LEASED: Digital Copiers & Accessories

Note: See attached Exhibit\_A Pricing Pages for Contract Pricing.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|------|------------|
| 3    | 44101501            |                   |          |      | 0.000000   |
|      | <b>Service From</b> | <b>Service To</b> |          |      |            |

**Commodity Line Description:** Per Click Charge (Inc. Maintenance & Consumables)

**Extended Description:**

Per Click Charge - MONOCHROME & COLOR ( Includes Maintenance and Consumables)

Note: See attached Exhibit\_A Pricing Pages for Contract Pricing.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|------|------------|
| 4    | 80161801            |                   |          | MO   | 0.000000   |
|      | <b>Service From</b> | <b>Service To</b> |          |      |            |
|      |                     |                   |          |      |            |

**Commodity Line Description:** Digital Copiers & Accessories (Leased)

**Extended Description:**

CO#1: Commodity Line #4 Effective 11/01/2022

LEASED: Digital Copiers & Accessories

Note: See attached Exhibit\_A Pricing Pages for Contract Pricing.