



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

Request for Quotation

RFQ NUMBER
AUD093322

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**FRANK WHITTAKER
 304-558-2316**

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

*ComDoc, Inc
 412 Fairmont Ave
 Fairmont WV 26554*

SHIP TO

STATE AUDITOR'S OFFICE
 RECORDS MGMT FACILITY
 4916 KANAWHA BLVD E
 MALDEN, WV
 25306-6330 304-926-1717

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
05/12/2008				

BID OPENING DATE: **06/03/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		985-26-28-001		
<p>COPIER/PRINTER</p> <p>SHIP TO : STATE AUDITOR'S OFFICE BUILDING 1, ROOM W100 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25305-0230 558-2251</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE WV STATE AUDITORS OFFICE, IS SOLICITING BIDS FROM QUALIFIED AND RESPONSIBLE VENDORS TO PROVIDE A COPIER/NETWORK PRINTER PER THE ATTACHED SPECIFICATIONS.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT MAY BE DEEMED NULL AND VOID, AND TERMINATED WITHOUT FURTHER ORDER.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS</p>						

RECEIVED

2008 JUN -3 - A 10:04

PURCHASING DIVISION
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE *304 838 3384* DATE *6/2/08*
 TITLE *Sales Manager* FEIN *34 0813593* ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
AUD093322

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
**FRANK WHITTAKER
 304-558-2316**

RFQ COPY

TYPE NAME/ADDRESS HERE

*Com Doc
 412 FAIRMONT AVENUE
 FAIRMONT WV 26534*

STATE AUDITOR'S OFFICE

RECORDS MGMT FACILITY
 4916 KANAWHA BLVD E
 MALDEN, WV
 25306-6330 304-926-1717

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
05/12/2008				

BID OPENING DATE: **06/03/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Joe S...</i>	TELEPHONE <i>304 838 3384</i>	DATE <i>6/2/08</i>
TITLE <i>Sales Mgr.</i>	FEIN <i>34 0813593</i>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
AUD093322

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF
**FRANK WHITTAKER
 304-558-2316**

RFQ COPY

TYPE NAME/ADDRESS HERE

*Con Doc Inc.
 412 Fairmount Ave.
 Fairmount WV 25514*

STATE AUDITOR'S OFFICE

RECORDS MGMT FACILITY
 4916 KANAWHA BLVD E
 MALDEN, WV
 25306-6330 304-926-1717

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
05/12/2008				

BID OPENING DATE: **06/03/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE <i>304 363 1211</i>	DATE <i>6/2/8</i>
TITLE <i>Secy mgr</i>	FEIN <i>34 0813593</i>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
AUD093322

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF
**FRANK WHITTAKER
 304-558-2316**

RFQ COPY
 TYPE NAME/ADDRESS HERE

*Com Doc Inc.
 412 Kanawha Ave.
 Kanawha WV 26034*

STATE AUDITOR'S OFFICE

RECORDS MGMT FACILITY
 4916 KANAWHA BLVD E
 MALDEN, WV
 25306-6330 304-926-1717

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/12/2008				

BID OPENING DATE: **06/03/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BIDDER: <i>Com Doc Inc.</i></p> <p>DATE: <i>6/2/2008</i></p> <p>SIGNED: <i>[Signature]</i></p> <p>TITLE: <i>Sales Manager</i></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE <i>304 838 3384</i>	DATE <i>6/2/08</i>
TITLE <i>Sales Manager</i>	FEIN <i>340813593</i>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
AUD093322

PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF
FRANK WHITTAKER
304-558-2316

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

Con Doc Inc.
412 FAIRMONT AVE.
FAIRMONT WV 26534

SHIP TO

STATE AUDITOR'S OFFICE
 RECORDS MGMT FACILITY
 4916 KANAWHA BLVD E
 MALDEN, WV
 25306-6330 304-926-1717

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
05/12/2008				

BID OPENING DATE: **06/03/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				44		
RFQ. NO.:				AUD093322		
BID OPENING DATE:				06/03/08		
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
----- <i>304 363 6234</i> -----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
----- <i>JOE SECOND</i> -----						
***** THIS IS THE END OF RFQ AUD093322 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE *304 838 3384* DATE *6/2/2008*
 TITLE *Sr. Mgr* FEIN *34 08 13593* ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**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 may be deemed null and void, and 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.

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

**WV STATE AUDITOR
105 PPM COPIER RFQ
AUD093322**

GENERAL

BLACK & WHITE 105 PPM (MINIMUM) COPIER SYSTEM
STAND ALONE UNIT, NOT LINKED (I.E. 2 EA. 85 PPM UNITS)
36 MONTH LEASE
NO THIRD PARTY LEASING

REQUIRED FEATURES

NETWORK PRINTING
SCANNING (SCAN TO FILE, SCAN TO EMAIL)
2 & 3 HOLE PUNCH
PROFFESIONAL PUNCHER (PLASTIC COMB PUNCH)
5000 SHEET CAPACITY MULTI-POSITION STAPLER FINISHER
TAB INSERTS
SHEET & COVER INSERTS
100 SHEET CAPACITY DOCUMENT FEEDER

PAPER REQUIREMENTS

LEGAL (MIN) 500 SHEET PER DRAWER (SPD) CAPACITY
LEDGER (MIN) 500 SHEET SPD CAPACITY
LETTER (MIN) 3000 SHEET SPD CAPACITY
LETTER (MIN) 3500 SHEET SPD PAPER DECK CAPACITY

SERVICE

600,000 COPIES PER YEAR TO BE INCLUDED
ALL PARTS & LABOR TO BE INCLUDED
ALL SUPPLIES (EXCLUDING PAPER) TO BE INCLUDED
LIST EXCESS COPY CHARGE
MUST PROVIDE "OFF HOURS" EMERGENCY SERVICE 5:00PM – 8:00AM MONDAY
THROUGH & Friday, WEEKENDS AND HOLIDAYS



Investment Proposal for:



June 2, 2008

Presented by:

Joe Second / Sales Manager

jsecond@comdocinc.com

304.838.3384

Fax 304.363.6234

412 Fairmont Avenue

Fairmont, WV 26554

www.comdoc.com

www.ricoh-usa.com

The contents of this document are the property of ComDoc, Inc and are intended solely for the use of WV State Auditor's Office. The data furnished in connection with this proposal may not be duplicated, used, or disclosed without the express written permission of ComDoc, Inc.

This restriction applies to all paragraphs, pages, and figures of this proposal.

This proposal is valid for 30 days from the date on this cover page.



RICOH Aficio MP 1100



Product Awards

General Features

- True 1200 dpi Resolution
- Desktop control of an extensive list of advanced capabilities
- Dual toner bottles allow change-on-the-fly, uninterrupted output
- Dual tray Interposer option provides ability to insert color or preprinted sheets
- Dual 160GB hard disk drives (320GB)
- Connect Copy option allows the linking of two Aficio MP1100's to double your output to 220-ppm
- Large standard memory of 256MB RAM
- Network scan to e-mail and scan to file with Printer/Scanner Kit Option
- Large, user friendly, dual language color touch panel display for simple access to all functions
- Print Speed of 110-ppm

Printer Features (optional)

- Print Resolution PCL5e 300/600 dpi, PCL6 600/1200 dpi, RPCS 200/300/600/1200 dpi, PS3 600/1200 dpi
- Perfect for local or network printing with either PC or Mac
- PCL6 enables it to work with all popular applications
- Works with Windows ME/2000/NT 4.0/XP/Server 2003 and Macintosh 8.6 or higher

Copier Features

- Full finishing capabilities including covers, chapters, tab extension copying, printing, stapling and user selectable 2 and 3 hole punching
- Seven paper trays with total paper capacity of up to 8,050 sheets
- Enhanced Document Server allows you to easily retrieve/merge and edit files in thumbnail format for enhanced productivity
- Scan black and white or color images at 80-spm
- Scan once/print many with fast, clear output at 110-ppm at 1200 dpi

Configuration for This Proposal

All items included unless specified otherwise

- 110 pages per minute **Black**
- True 1,200 x 1,200 DPI resolution for Amazing Quality
- 256 levels of gray scale
- Automatic Duplexing
- Auto Document Feeder
- 2 x 500 Sheet Paper Tray
- 1 x 2,000 Sheet Paper Tray
- 2 x 1,000 Sheet Paper Tray
- 1 x 2,550 Sheet paper Tray
- 100 Sheet Bypass Tray
- 3,000 Sheet Finisher/50 Sheet Stapler
- Network Printing
- Network Scanning
- True Adobe PostScript





Investment Recommendation

Ricoh MP1100

ComDoc Document Management Agreement

Document Management Agreement includes all hardware, service, supplies, training and implementation.

ComDoc Lease Price

Lease includes a 15% residual buyout for all terms

36 Month Lease Term

\$ 2,199.00 / month

Service Agreement

All volume listed as per month unless otherwise indicated

Up to 50,000 BW Copies per Month

Overages billed at

\$0.0045 per copy

"Off Hours" Service Rates

5pm – 8am Monday – Friday, holidays and weekends

\$275.00 per hour

All Pricing Good for 30 Days



ComDoc References

Niagara University
Mike Jaszka, VP of Finance
716.286.8344

NEOUCOM
Brad Leigh, Mgr. Business Operations
330.325.2511

Malone College
Gary Kasler, Dir. Administrative Services
330.489.0800

Dick's Sporting Goods
Dave Wallace, Mgr. Accounting
724.273.3060

Kirkpatrick & Lockhart, LLP
Tim Bamford, Dir. Support Services
412.335.6735

West Virginia High Tech Consortium
Bob Braun, Telecommunications Mgr.
304.333.6758

Other ComDoc References:

HJ Heinz, Preston Memorial Hospital, Upshur Co School District, Simonton Windows,
Robert C. Byrd Foundation, United Way, Goodwill Industries, WESCO, SAE
International, Matthews International, Pittsburgh Post Gazette, Wheeling Jesuit College



ComDoc Account Management Team

At ComDoc we designate a team of our partners to manage and support your system. The team for NW3C consists of sales, support, service and upper management:

Joe Second, Branch Manger, WV

Katelyn Liston, Support Services and Training Specialist

Brian Conway, Systems Engineer

Mitch Riehle, Director of Business Development

Stu Wise, Vice President



**Response to WV State Auditor
105 PPM Copier FFQ
AUD093322**

1. Specifications

RFQ REQUIREMENT	Ricoh1100
BW 105 PPM Minimum	BW 110 PPM
Stand Alone Unit	Stand Alone Unit
36 Month Lease	36 Month Lease
No 3 rd Party Leasing	ComDoc Lease provided by DLL or Wells
Network Printing	YES
Scanning	YES – 80PPM BW or Full Color
2/3 Hole Punch	YES
Professional Punch	YES – GBC Stream Punch III
5000 Sheet Stapler Finisher	3,000 Sheet + 500 sheet Proof Tray – 100 sheet staple
Tab Inserts	YES – insert tabs, covers, dividers
Sheet & Cover Inserts	YES
100 Sheet Capacity Document Feeder	100 Sheet Auto-Reverse Document Feeder
Legal 500 Sheet Capacity	YES
Ledger 500 Sheet Capacity	YES
Letter 3000 Sheet	YES
Letter 3500 Sheet Paper Deck	Max 7,550 sheets with large capacity tray

Maintenance Service

- All Parts, labor and supplies (excludes staples and paper)
- Delivery and implementation included in quote at no charge
- Installation included in quote at no charge
- Training is customized for your environment, initial and ongoing training is included at no charge
- 600,000 copies per year included
- Additional Copies \$0.0045
- Emergency Service “Off Hours” @ \$275.00 per hour



The ComDoc Advantage

ComDoc is a 100% employee-owned company – this allows us to have flexibility and responsiveness with regard to our agreements. We perform quarterly account reviews to evaluate our performance and that of our hardware. Our agreements allow for variations in the total volume of your document management agreement – we can add and remove volume from your service agreement to tailor the agreement to your needs. You are not tied to a set volume for the life of your contract. Our goal is to be the document provider of choice for the state of WV. We feel allowing you to alter your agreement to meet changing business needs is the right thing to do.

Below you will find some additional details regarding the manner in which we monitor your account, and the processes that we use to guarantee that your equipment is working when you need it to.

Agreement Flexibility and Total Accountability for Meeting Your Unique Business Document Requirements is known as *The ComDoc Advantage*, which includes:

- Assessing your Document Needs
- Designing and Developing your TOTAL Solution ... from Creation ... through Network ... to Output ... Integrating the Solution into your Existing System to Protect your Current Investment
- Training your Staff for Maximized Efficiency of your Solution
- Monitoring the Solution to meet your Organization's Changing Needs

Price Sheet RFQ AUD093322

Lease/Copy Charges

- 36 month lease, 50,000 copies per mo. Per/Month
\$ 2199⁰⁰ x 36 = \$ 79,164⁰⁰
- Monthly copy overage \$.0045 per page x 5,000 = \$ 22⁰⁰ x 36 = \$ 810⁰⁰
5,000 pages estimate for bidding purposes only

Services

- "Off hours" Service Rate \$275⁰⁰ per/hr x 5hr per year x 3 years \$ 4,125⁰⁰
5:00 pm – 8:00 AM Monday through Friday, holidays and weekends
Quantities are estimated for bidding purposes only.

TOTAL BID: \$ 84,099⁰⁰

Quantities for overages and off hour services are estimates for bidding purposes only; actual quantities will vary. All overages and off hour services are to be billed at the bid unit price.

Monthly lease rates and unit price for overages are to be fixed for the life of the contract.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING: Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY: The vendor agrees that he or she 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. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

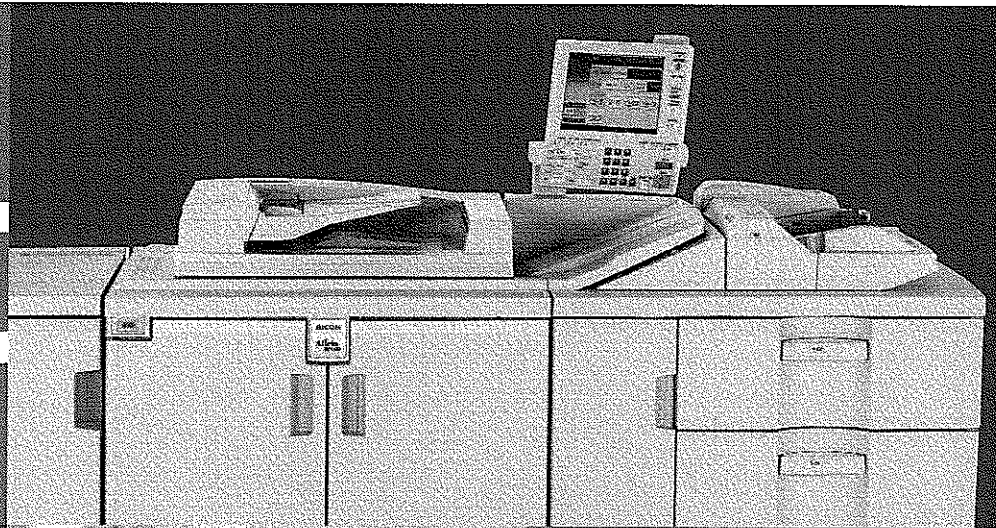
Vendor's Name: Com Doc, Inc.

Authorized Signature: [Signature] Date: 6/2/2008

Ricoh Aficio MP9000/MP1100/MP1350
Multifunction Digital Imaging Systems
Making Speed Work

RICOH

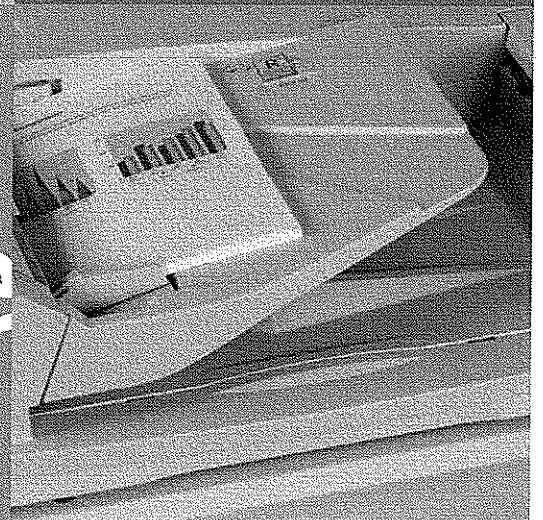
fast



dependable



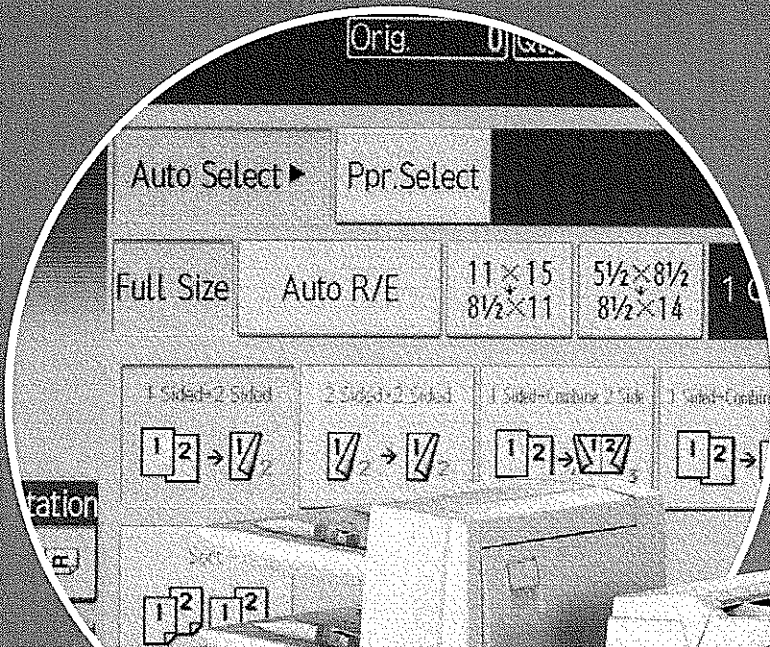
flexible



Aficio MP9000/MP1100/MP1350

Built for the Long Run

With output speeds of up to 135 pages per minute and durability to match, the RICOH Aficio MP9000/MP1100/MP1350 systems can dramatically expand the capabilities of your workplace. These production-quality systems are built to keep going and going, page after page, minimizing downtime, maximizing productivity across your organization and just plain making your workday a little easier.



The Super VGA Color Touch Panel Display is easier to read and enables you to view scanned documents in color, right on the screen.



Fast Dependable Reliable

Reliability you can count on.

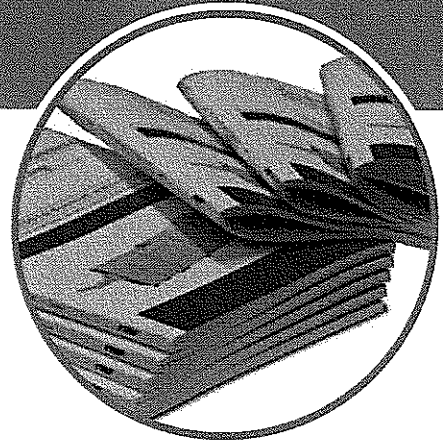
The Ricoh Aficio MP9000/MP1100/MP1350 systems are designed to produce the highest quality output—up to 1,200 dpi—in the least possible time. And when you consider their amazing top speeds, their accomplishments are all the more remarkable.

- Take advantage of high-speed printing with exceptional reliability. New Stepper Motor Feed System Technology dramatically reduces gaps between sheets, enhancing reliability and pushing the top speed to 135 ppm—making the Ricoh Aficio MP9000/MP1100/MP1350 systems the fastest Ricoh MFPs ever.
- Print without worrying about downtime and get jobs done on time, every time. Multiple sheets of paper in the feed system are automatically identified by the Multi-Feed Detection System and removed before they can cause problems.
- Copy at high resolutions and fast production speeds with a limitless paper supply and access all of the standard and optional functions you need to get desired results.
- Keep your jobs in-house. Ricoh Aficio MP9000/MP1100/MP1350 systems can handle virtually any kind of paper up to 13" x 18" and up to 80 lb. Cover—including recycled, pre-punched, cardstock, bond, transparencies and tab stock.
- Finish your documents exactly the way you want by selecting from a wide range of output devices:
 - Now even saddle-stitching and a Z-Fold option are available, eliminating the cost, wasted time and slower turnaround of outside vendors
 - On-line punching with the new GBC StreamPunch™ III eliminates 50% of the labor that it normally takes to produce bound books
 - The dual-tray Interposer, allows you to feed stock without sending it through the fuser, easily adding preprinted inserts or covers to your finished documents
 - High speed finishing capabilities include a new saddle-stitch unit that makes booklets at the rated speed of the MFP
 - New technology enables faster, more reliable duplex printing and copying.

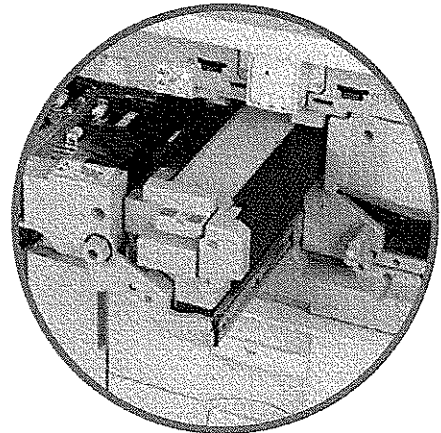
Protected. Secure. Safe.

The Ricoh Aficio MP9000/MP1100/MP1350 systems are protected with some of the most sophisticated security measures available, including:

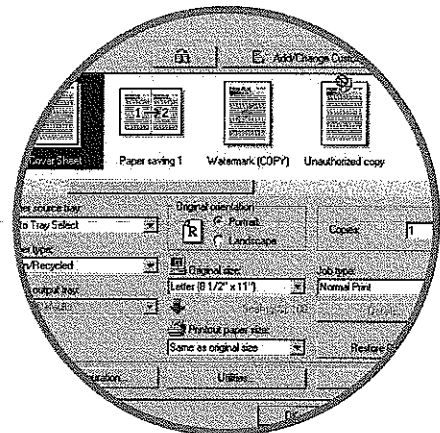
- The DataOverwriteSecurity System (DOSS)—automatically overwrites latent information on the hard drive after every copy, print and scan job. It's the same security methodology that the National Security Agency uses to secure information remaining on digital system hard drives.
- Multiple Network/User authentication provides full control and active management across your organization.



Save time and money by creating professional-looking booklets in-house. The Ricoh Aficio MP9000/MP1100/MP1350 systems, combined with the BK5010 Production Booklet Maker, are the only MFP's in their class to offer square edge book folding.



With Ricoh's new Trained Customer Replacement Unit (TCRU) design, a variety of components can be changed by trained operators, keeping production interruptions to a minimum and maximizing system uptime and availability.



RPCS is an easy-to-use icon-based print driver that enables you to apply and save special settings for one-click job processing.

PrintScanNetworkE-mail

Easy, user-friendly operation.

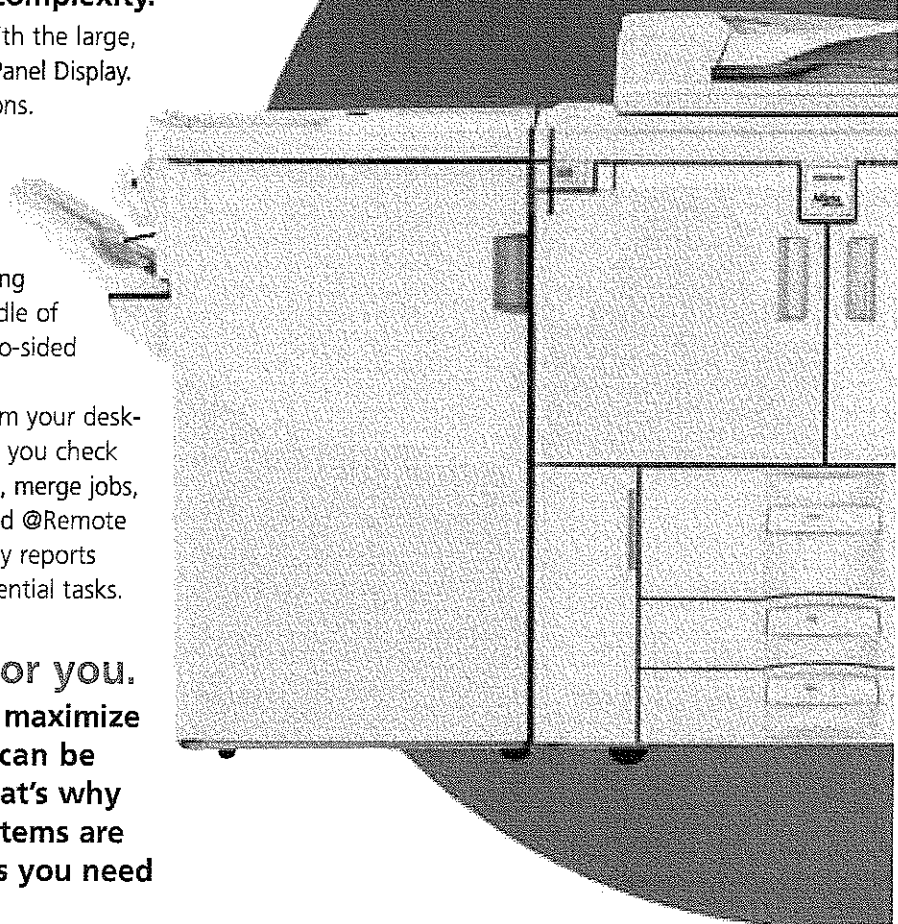
The Ricoh Aficio MP9000/MP1110/MP1350 systems provide high performance without high complexity.

- Program your copy or scan jobs quickly and easily with the large, easy-to-read graphics on the Super VGA Color Touch Panel Display. It's even easy for walk-up users to navigate the options.
- Minimize mistakes by first reviewing expanded preview images of scanned data before you send them through scan-to-email.
- Simplify last-second adjustments to your work by editing right at the printer in a variety of ways, including creep adjustment (shifting images slightly in the middle of booklets to improve readability); mixing one- and two-sided originals; and using Bates numbering.
- Manage system functions quickly and easily right from your desktop with Ricoh's WebImageMonitor utility, which lets you check toner and paper levels, as well as change print queues, merge jobs, receive e-mail error notifications and much more. And @Remote Intelligent Remote Management System automatically reports usage meter data, freeing up staff time for more essential tasks.

Create the system that's right for you.

No one does business exactly like you. To maximize your efficiency, you need a system that can be configured to your own requirements. That's why Ricoh Aficio MP9000/MP1100/MP1350 systems are designed to be as simple or as complex as you need them:

- Cut your time spent at the MFP and begin scanning in high-speed color. Any multifunctional device can scan black-and-white images, but Ricoh Aficio MP9000/MP1100/MP1350 systems can scan color images as well—at exceptionally high speeds—and then e-mail or send them to an FTP site for easy distribution.
- Enjoy unmatched media flexibility with Ricoh's universally designed paper trays. These allow you to choose paper automatically based on the job you send to the MFP. So whatever you feed in to the Ricoh Aficio MP9000/MP1100/MP1350 systems, you'll get high-speed output.
- Automate more of your workflow in-line through the robust selection of versatile Ricoh finishing options such as booklet making and Z-Fold capability.
- Work with your own software providers to create software that configures operations to your exact specifications.



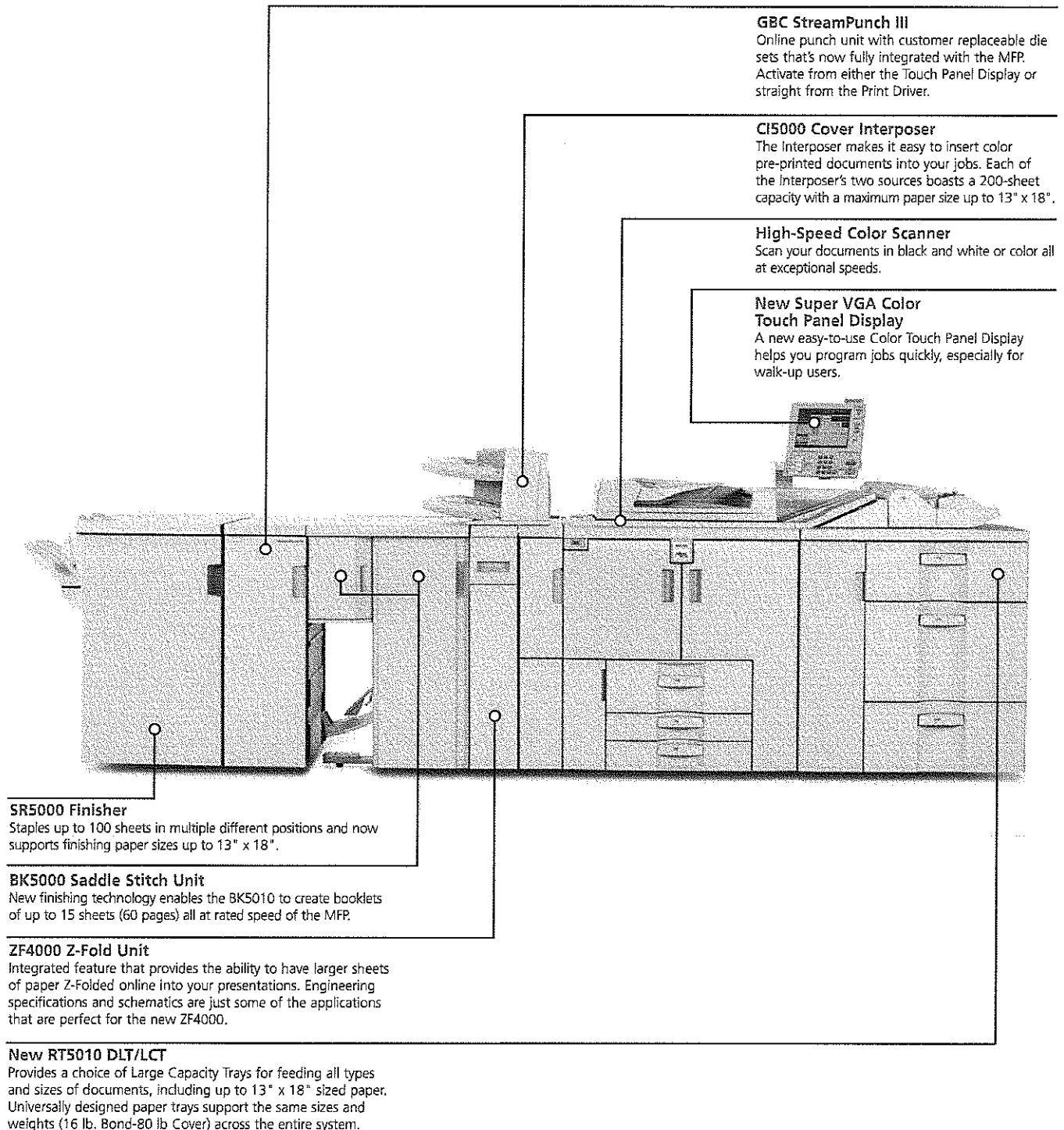
Your Partner in 
Environmental Solutions

This Energy Star® compliant system continues a longstanding commitment to developing office solutions with superior energy and supply-saving features, including:

- Quick Start-Up (QSU) Technology
- Power-saving Sleep Modes
- Duplex and Combine Copy Modes
- Toner Recycling
- Low Noise Levels
- Minimal Ozone Emissions
- Restriction of Hazardous Substances (RoHS)

Configure to Your Needs

The MP9000/MP1100/MP1350 systems allow you to configure the system to handle the way you work. This is made possible with a host of flexible finishing options, as well as Ricoh Embedded Software Architecture (ESA) – a flexible and open Java-Based scalable platform.



Ricoh Aficio MP9000/MP1100/MP1350

Specifications

Aficio®

General Specifications

Warm-up Time	Less than 360 seconds
Standard Paper Weights	16 lb – 40 lb Bond 50 lb – 80 lb Cover 90 lb -110 lb Index
Standard Paper Capacity	Tray 1: 1,000 sheets x 2 Tray 2: 500 sheets Tray 3: 500 sheets 3,000 sheets
Standard Paper Capacity	3,000 sheets
Power Source	208 – 240V, 50/60Hz, 20A (Requires Dedicated Outlet)
Power Consumption	Aficio MP9000/MP1100: Less than 3,500W with LCT & Finisher Aficio 1350: Less than 4,000W with LCT & Finisher
Dimensions (WxDxH)	34.3" x 33.9" x 58.2" (Main unit without a Finisher)
Weight	672.4 lb. (Main unit without a Finisher)

System Specifications

First Copy	Aficio MP9000: 3.5 seconds Aficio MP1100: 3.2 seconds Aficio MP1350: 3.0 seconds
Copy Size	5.5" x 8.5" to 13" x 18"
HDD Capacity	160GB x 2 (320GB)
Reduction/Enlargement	25% - 400% (in 1% increments)

System Accessories

Automatic Reversing Document Feeder

Original Paper Weight	11-34 lb Bond (Simplex) 14-28 lb Bond (Duplex)
------------------------------	---

RT5000 LT/LCT Large Capacity Tray

Paper Sizes Supported	5.5" x 8.5" – 8.5" x 11"
Paper Capacity	Tray 4: 1,000 sheets Tray 5: 1,000 sheets Tray 6: 2,550 sheets
Paper Weights	Tray 4: 16 lb Bond - 80 lb Cover Tray 5: 16 lb Bond - 80 lb Cover Tray 6: 16 lb Bond - 90 lb Index

Dimensions (WxDxH)	21.2" x 28.7" x 38.5"
Weight	194 lbs.

RT5010 DLT/LCT Large Capacity Tray

Paper Sizes Supported	5.5" x 8.5" – 13" x 18"
Paper Capacity	Tray 4: 1,000 sheets Tray 5: 2,000 sheets Tray 6: 1,000 sheets
Paper Weights	Tray 4: 16 lb Bond - 80 lb Cover Tray 5: 16 lb Bond - 80 lb Cover Tray 6: 16 lb Bond - 90 lb Index

Dimensions (WxDxH)	34.7" x 28.8" x 38.6"
Weight	194 lbs.

SR5000 100-Sheet Finisher

Paper Weight	16 lb Bond - 80 lb Cover
Proof Tray	500 sheets (8.5" x 11") 250 sheets (8.5" x 14" or larger)
Shift Tray	3,000 sheets (8.5" x 11" - LEF) 1,500 sheets (8.5" x 14" - 11" x 17" - SEF) 1,000 sheets (12" x 18") 100 sheets (8.5" x 11")
Staple Capacity	31.5" x 28.7" x 38.5"
Dimensions (WxDxH)	165 lbs
Weight	

BK5000 Saddle Stitch Unit

Paper Sizes Folded	8.5" x 11" – 12" x 18"
Paper Weights Folded	20-24 lb Bond
Dimensions (WxDxH)	23.6" x 28.7" x 38.5"
Weight	154 lbs.

CI5000 Cover Interposer

Paper Sizes Supported	5.5" x 8.5" – 13" x 18"
Paper Capacity	2 x 200 sheets
Paper Weight	17 lb Bond – 80 lb Cover
Dimensions (WxDxH)	27.9" x 28.7" x 50"
Weight	99.2 lbs.

BY5000 Multi Bypass Tray

Paper Capacity	500 sheets (20 lb. Bond)
Paper Sizes Supported	5.5" x 8.5" – 12" x 18" (RT5000) 5.5" x 8.5" – 13" x 18" (RT5010)

PU5000 Punch Unit

Punch Type	2 or 3 holes (User Selectable)
Punch	16 lb Bond – 90 lb Index
Systems Supported	Aficio MP9000/MP1100 only

GBC StreamPunch III

Punch Type	Customer Replaceable Die Sets (7)
Paper Sizes Supported	8.5" x 11" Long Edge Feed (11" side only)

Systems Supported

Systems Supported	Aficio MP9000/MP1100/MP1350
Dimensions (WxDxH)	12" x 28.5" x 38.5"
Weight	154 lbs.

Network Connectivity Options

Printer/Scanner Kit Type 1350	
Windows Drivers	
RPCS	95/98/ME/NT4.0/2000/XP/ Server 2003
PCL5e	95/98/ME/NT4.0/2000/XP/ Server 2003
PCL 6	95/98/ME/NT4.0/2000/XP/ Server 2003
Adobe PostScript3 (option)	95/98/ME/NT4.0/2000/ XP/Server 2003
Utilities Supported	WebImageMonitor Web SmartDeviceMonitor SmartDeviceMonitor Printer Utility for Mac IEEE1394 Utility USB Printing Support PDF Direct Printing (through DeskTopBinder)

Printer Options

Interface

Host Printing Options

Scanner Specifications

Scan Speed	80 spm (black and white) 80 spm (color 200 dpi/LT)
Optical Resolution	100/150/200/300/400/600 dpi
Resolution for Delivery Scanner	100/150/200/300/400/600 dpi
TWAIN Resolution	100-1,200 dpi (color and black and white)
File Formats	TIFF/JPEG/PDF and High Compression PDF

Scan-to-Email

Requirement	SMTP Gateway and TCP/IP
Email Addresses	2,000 addresses
Max Address Per Send	500 addresses
Address Support Via LDAP	100 addresses

Scan-to-Folder

Protocol Support	SMB/FTP/NCP
Resolution	100/150/200/300/ 400/600 dpi

Max. Client Folders Per Send

File Types Supported	50 Client Folders Single Page TIFF/JPEG Single Page PDF Multi Page TIFF Multi Page PDF High Compression PDF
-----------------------------	--

Security

Authentication	Windows Authentication LDAP Authentication Basic Authentication
-----------------------	---

Secure Socket Layer Support

Network Protocol On/Off	
SNMP v3 Support	
PDF Encryption	
Driver Encryption Key (PCL/RPCS Driver)	
Copy Data Security System Type E	
Data Overwrite Security Unit (DOSS) Type F	

Additional Options

BK5010 Production Booklet Maker TR5010 Trimmer Unit CF5010 Cover Feeder Unit BF5010 Book Folder Fiery EB-135 Print Controller PrintStation 0135R MicroPress Connectivity

RICOH

Ricoh Corporation Five Dedrick Place, West Caldwell, NJ 07060
Ricoh® is a registered trademark of Ricoh Corporation. Windows® and Windows® 95/98/ME/NT4.0/2000/XP are registered trademarks of Microsoft Corporation. Macintosh®, Mac® OS and AppleTalk® are registered trademarks of Apple Computer, Inc. Adobe® and PostScript® are registered trademarks of Adobe Systems, Inc. RPCS™ is a trademark of Ricoh Company, Ltd. All other trademarks are the property of their respective owners. Printed in U.S.A. on recycled paper. Print speed may be affected by network, application or PC performance. Specifications and external appearances are subject to change without notice. Products are shown with optional features. CA-0532

PLOCKMATIC
International AB

RICOH

