



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: 1755857

Procurement Type: Central Master Agreement

Vendor ID: 000000119903

Legal Name: RICOH USA INC

Alias/DBA:

Total Bid: \$367,482.20

Response Date: 10/03/2025

Response Time: 12:18

Responded By User ID: WVKirby

First Name: Stan

Last Name: Kirby

Email: Stan.Kirby@Ricoh-USA.Com

Phone: 804.380.0141

SO Doc Code: CRFQ

SO Dept: 0231

SO Doc ID: OOT2600000003

Published Date: 9/29/25

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Status: Closed

Solicitation Description: Addendum No 3 Cutsheet Production Printers with Maint & Supp

Total of Header Attachments: 3

Total of All Attachments: 3



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

State of West Virginia  
Solicitation Response

**Proc Folder:** 1755857  
**Solicitation Description:** Addendum No 3 Cutsheet Production Printers with Maint & Supp  
**Proc Type:** Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2025-10-08 13:30	SR 0231 ESR10032500000002427	1

**VENDOR**  
000000119903  
RICOH USA INC

**Solicitation Number:** CRFQ 0231 OOT2600000003  
**Total Bid:** 367482.2000000000116415321826 **Response Date:** 2025-10-03 **Response Time:** 12:18:20  
**Comments:**

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

<b>Vendor</b>		
<b>Signature X</b>	<b>FEIN#</b>	<b>DATE</b>

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Ricoh Pro C9500 Color Sheet-fed Digital Press or equal	1.00000	EA	189218.000000	189218.00

Comm Code	Manufacturer	Specification	Model #
43212100			

**Commodity Line Comments:** Meets all bid specs

**Extended Description:**

Ricoh Pro C9500 Color Sheet-fed Digital Press or equal

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Year 1 Monthly Maintenance and Support-Ricoh c9500 or equal	12.00000	MO	900.000000	10800.00

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** 24/7 365 service. Unit cost above is per month.

**Extended Description:**

Year 1 Monthly Maintenance and Support-Ricoh c9500 or equal

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Year 2 Monthly Maintenance and Support-Ricoh c9500 or equal	12.00000	MO	900.000000	10800.00

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** 24/7 365 service. Unit cost above is per month.

**Extended Description:**

Year 2 Monthly Maintenance and Support-Ricoh c9500 or equal

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Year 3 Monthly Maintenance and Support-Ricoh c9500 or equal	12.00000	MO	900.000000	10800.00

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** 24/7 365 service. Unit cost above is per month.

**Extended Description:**

Year 3 Monthly Maintenance and Support-Ricoh c9500 or equal

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Year 4 Monthly Maintenance and Support-Ricoh c9500 or equal	12.00000	MO	900.000000	10800.00

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** 24/7 365 service. Unit cost above is per month.

**Extended Description:**

Year 4 Monthly Maintenance and Support-Ricoh c9500 or equal



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Year 1 Color Click Charges for Ricoh Pro C9500	1.00000	EA	0.035000	0.04

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** Click charge above is based on 13x19 or smaller sheet size, 1 click per side. Includes all parts, labor, toner, and staples. Excludes paper

**Extended Description:**

Year 1 Color Click Charges for Ricoh Pro C9500

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Year 2 Color Click Charges for Ricoh Pro C9500	1.00000	EA	0.035000	0.04

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** Click charge above is based on 13x19 or smaller sheet size, 1 click per side. Includes all parts, labor, toner, and staples. Excludes paper

**Extended Description:**

Year 2 Color Click Charges for Ricoh Pro C9500

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Year 3 Color Click Charges for Ricoh Pro C9500	1.00000	EA	0.035000	0.04

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** Click charge above is based on 13x19 or smaller sheet size, 1 click per side. Includes all parts, labor, toner, and staples. Excludes paper

**Extended Description:**

Year 3 Color Click Charges for Ricoh Pro C9500

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Year 4 Color Click Charges for Ricoh Pro C9500	1.00000	EA	0.035000	0.04

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** Click charge above is based on 13x19 or smaller sheet size, 1 click per side. Includes all parts, labor, toner, and staples. Excludes paper

**Extended Description:**

Year 4 Color Click Charges for Ricoh Pro C9500

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Year 1 B&W Click Charges for Ricoh Pro C9500	1.00000	EA	0.008000	0.01

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** Click charge above is based on 13x19 or smaller sheet size, 1 click per side. Includes all parts, labor, toner, and staples. Excludes paper

**Extended Description:**

Year 1 B&W Click Charges for Ricoh Pro C9500

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Year 2 B&W Click Charges for Ricoh Pro C9500	1.00000	EA	0.008000	0.01

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** Click charge above is based on 13x19 or smaller sheet size, 1 click per side. Includes all parts, labor, toner, and staples. Excludes paper

**Extended Description:**

Year 2 B&W Click Charges for Ricoh Pro C9500

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Year 3 B&W Click Charges for Ricoh Pro C9500	1.00000	EA	0.008000	0.01

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** Click charge above is based on 13x19 or smaller sheet size, 1 click per side. Includes all parts, labor, toner, and staples. Excludes paper

**Extended Description:**

Year 3 B&W Click Charges for Ricoh Pro C9500

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Year 4 B&W Click Charges for Ricoh Pro C9500	1.00000	EA	0.008000	0.01

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** Click charge above is based on 13x19 or smaller sheet size, 1 click per side. Includes all parts, labor, toner, and staples. Excludes paper

**Extended Description:**

Year 4 B&W Click Charges for Ricoh Pro C9500

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	Ricoh Pro 8320S B&W Production Cutsheet printer or equal	1.00000	EA	91864.000000	91864.00

Comm Code	Manufacturer	Specification	Model #
43212100			

**Commodity Line Comments:** Meets all bid specs

**Extended Description:**

Ricoh Pro 8320S B&W Production Cutsheet printer or equal

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Year 1 Monthly Maintenance and Support- Ricoh 8320S or equal	12.00000	MO	900.000000	10800.00

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** 24/7 365 service. Unit cost above is per month.

**Extended Description:**

Year 1 Monthly Maintenance and Support-Ricoh 8320S or equal

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	Year 2 Monthly Maintenance and Support-Ricoh 8320S or equal	12.00000	MO	900.000000	10800.00

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** 24/7 365 service. Unit cost above is per month.

**Extended Description:**

Year 2 Monthly Maintenance and Support-Ricoh 8320S or equal

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	Year 3 Monthly Maintenance and Support-Ricoh 8320S or equal	12.00000	MO	900.000000	10800.00

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** 24/7 365 service. Unit cost above is per month.

**Extended Description:**

Year 3 Monthly Maintenance and Support-Ricoh 8320S or equal

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	Year 4 Monthly Maintenance and Support-Ricoh 8320S or equal	12.00000	MO	900.000000	10800.00

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** 24/7 365 service. Unit cost above is per month.

**Extended Description:**

Year 4 Monthly Maintenance and Support-Ricoh 8320S or equal

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	Year 1 B&W Click Charges for Ricoh Pro 8320S	1.00000	EA	0.004000	0.00

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** Click charge above is based on 13x19 or smaller sheet size, 1 click per side. Includes all parts, labor, toner, and staples. Excludes paper

**Extended Description:**

Year 1 B&W Click Charges for Ricoh Pro 8320S

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	Year 2 B&W Click Charges for Ricoh Pro 8320S	1.00000	EA	0.004000	0.00

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** Click charge above is based on 13x19 or smaller sheet size, 1 click per side. Includes all parts, labor, toner, and staples. Excludes paper

**Extended Description:**

Year 2 B&W Click Charges for Ricoh Pro 8320S

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
21	Year 3 B&W Click Charges for Ricoh Pro 8320S	1.00000	EA	0.004000	0.00

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** Click charge above is based on 13x19 or smaller sheet size, 1 click per side. Includes all parts, labor, toner, and staples. Excludes paper

**Extended Description:**

Year 3 B&W Click Charges for Ricoh Pro 8320S

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
22	Year 4 B&W Click Charges for Ricoh Pro 8320S	1.00000	EA	0.004000	0.00

Comm Code	Manufacturer	Specification	Model #
81112306			

**Commodity Line Comments:** Click charge above is based on 13x19 or smaller sheet size, 1 click per side. Includes all parts, labor, toner, and staples. Excludes paper

**Extended Description:**

Year 4 B&W Click Charges for Ricoh Pro 8320S

Created By: WV Office of IT Ricoh Pro C9500P

## Your Configured RICOH Pro C9500 Entrance Unit



\*Note: The image is a photo realistic illustration of your selected configuration.

DIMENSIONS		
WIDTH	DEPTH	HEIGHT
<b>269.00in</b>	<b>38.60in</b>	<b>73.60in</b>
(6,833mm)	(980mm)	(1,869mm)

Actual dimensions may vary. These are approximate only.

### POWER CONSUMPTION (MAIN UNIT)

208-240V, less than 60A (30A x2), 50/60Hz

Additional power requirements may apply.

Please read each option's description copy to see if additional power sources are needed.

## Your Chosen Options

- Pro C9500 Entrance Unit
- Pro C9500 Exit Unit
- Productivity Upgrade Unit Type S15
- Vacuum Feed LCIT RT5150 × 2
- Bridge Unit BU5010
- High Capacity Stacker SK5040
- Roll-Away Cart Type 5010
- Booklet Finisher SR5120
- Punch Unit PU5030 NA
- Color Controller N-70
- Fiery Impose-Compose - 5 Year Term License
- NX Station GL
- Fiery CPS V5.X ES-3000 5 Year Digital
- CIP ISF PPSE Training and RCOP C9500 Family
- Diagnostic Power Filter with Display 208/240V/30A × 2
- Power Filter with Premium Inrush, Surge and Noise Protection 120V/15A
- Trained Customer Replaceable Unit Type S15 Model A
- Trained Customer Replaceable Unit Type S15 Model B
- Trained Customer Replaceable Unit Type S15 Model C
- HYTEC Bundle Fiery Backup
- Fiery Clone Consultation and Service



## Main Unit

Item/Description	Item #	Power Requirements
Pro C9500 Entrance Unit	409534	208-240V, less than 60A (30A x2), 50/60Hz
Pro C9500 Exit Unit	409535	N/A
Engine Speed Upgrade and Auto Color Diagnosis Options		
Item/Description	Item #	Power Requirements
Productivity Upgrade Unit Type S15	409579	N/A

## Additional Paper Sources & Options

Item/Description	Item #	Power Requirements
Vacuum Feed LCIT RT5150 x 2	409511	120V, 50/60Hz, 15A
Bridge Unit BU5010	404652	N/A

## Paper Handling & Finishing Options

Inline		
Item/Description	Item #	Power Requirements
High Capacity Stacker SK5040	409093	120V, 50/60Hz, 15A
Roll-Away Cart Type 5010	404218	N/A
Booklet Finisher SR5120	409250	100-127V, 50/60Hz, 15A
Hole-Punching Options		
Item/Description	Item #	Power Requirements
Punch Unit PU5030 NA	409268	N/A

## Color Controller, Solutions & Options

Controller Options		
Item/Description	Item #	Power Requirements
Color Controller N-70	409561	115V
Fiery Options		
Item/Description	Item #	Power Requirements
Fiery Impose-Compose - 5 Year Term License	3000011455-PS1	N/A
NX Station GL	409217	120V, 50/60Hz, 15A
Fiery CPS V5.X ES-3000 5 Year Digital	3000013160	N/A

## Professional Services



Item/Description	Item #	Power Requirements
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CIP ISF PPSE Training and RCOP C9500 Family	PP-ISF-95XX	N/A
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Security, Maintenance & Other Accessories		
Item/Description	Item #	Power Requirements
Diagnostic Power Filter with Display 208/240V/30A × 2	P3500-30-208	N/A
Power Filter with Premium Inrush, Surge and Noise Protection 120V/15A	W2250-15-120	N/A
Trained Customer Replaceable Unit Type S15 Model A	409604	N/A
Trained Customer Replaceable Unit Type S15 Model B	409572	N/A
Trained Customer Replaceable Unit Type S15 Model C	409573	N/A
HYTEC Bundle Fiery Backup	SW-BACKUPKIT	N/A
Fiery Clone Consultation and Service	PP-CIPFIERYCLONECONS	N/A





## Main Unit




Item/Description	Item #	Thumbnail
<p><b>Pro C9500 Entrance Unit</b></p> <ul style="list-style-type: none"><li>• Output Speed (Letter): 115 ppm</li><li>• Standard paper capacity of 4,400 sheets; two paper trays each hold 2,200 sheets.</li><li>• Maximum monthly impressions up to 1,000,000.</li><li>• Weight: 1,396 lbs. (633 kg)</li><li>• Power Requirements: 208-240V, less than 60A (30A x2), 50/60Hz</li><li>• Maximum Power Consumption: 9,000W</li><li>• This system will need the following space for a service rep: Front Side (1,000 mm) and Back Side (800 mm).</li><li>• W x D x H (inches): 49.2 x 38.6 x 73.6</li><li>• W x D x H (mm): 1249.68 x 980.44 x 1869.44</li></ul> <p>Note:</p> <p>1. You must select one of the following finisher options to complete a configuration: Finisher SR5110, Booklet Finisher SR5120, High Capacity Stacker SK5040 or Bridge Unit BU5020.</p> <p>2. You must select one of the following controller options to complete a configuration: Color Controller N-50, Color Controller N-70, Prinect Versafire DFE - LP or Prinect Versafire DFE - LP Plus.</p>	409534	
<p><b>Pro C9500 Exit Unit</b></p> <ul style="list-style-type: none"><li>• Complementary product to the Pro C9500 Entrance Unit.</li><li>• Weight: 977 lbs. (443 kg)</li><li>• W x D x H (inches): 49.2 x 38.6 x 47.2</li><li>• W x D x H (mm): 1249.68 x 980.44 x 1198.88</li></ul> <p>Note:</p> <p>This option has been preselected as it is required in order to complete your configuration.</p>	409535	
<b>Engine Speed Upgrade and Auto Color Diagnosis Options</b>		
Item/Description	Item #	Thumbnail




<b>Productivity Upgrade Unit Type S15</b> <ul style="list-style-type: none"> <li>Option to increase the engine speed to 135 ppm.</li> </ul>	409579	
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Additional Paper Sources & Options		
Item/Description	Item #	Thumbnail
<b>Vacuum Feed LCIT RT5150 × 2</b> <p>4,400-sheet Vacuum Feed LCIT can handle paper sizes up to 13" × 19.2" and paper weights up to 173 lb. Cover (470 gsm).</p> <p>Users can configure up to 3 Vacuum Feed LCITs to the system. Bridge Unit BU5010 must be added between each LCIT.</p> <p>Weight: 507 lbs. (230 kg)</p> <p>Power Requirements: 120V, 50/60Hz, 15A</p> <p>W × D × H (inches): 41.5 × 28.7 × 39.4</p> <p>W × D × H (mm): 1054.1 × 728.98 × 1000.76</p>	409511	
<b>Bridge Unit BU5010</b> <p>Bridge unit used to connect up to 3 Vacuum Feed LCIT RT5150 (one unit goes between two Vacuum Feed LCIT RT5150).</p> <p>The bridge unit can also be used to connect one Vacuum Feed LCIT with a Plockmatic LCT3500 XL.</p> <p>Weight: 88 lbs. (40 kg)</p> <p>W × D × H (inches): 13 × 28.7 × 39.3</p> <p>W × D × H (mm): 330.2 × 728.98 × 998.22</p> <p>Note:</p> <ol style="list-style-type: none"> <li>Vacuum Feed LCIT RT5150 must be selected to add this option.</li> <li>If two Vacuum Feed LCIT RT5150 are selected, then one of this option will be automatically added.</li> <li>If three Vacuum Feed LCIT RT5150 are selected, then two of this option will be automatically added.</li> <li>If Plockmatic LCT3500 XL and Vacuum Feed LCIT RT5150 are selected, then one of this option will be automatically added.</li> </ol>	404652	


Paper Handling & Finishing Options		
Inline		
Item/Description	Item #	Thumbnail

<p><b>High Capacity Stacker SK5040</b></p> <p>For stacking up to 5,000 sheets of paper. Up to two stackers can be configured per engine.</p> <p>Weight: 264 lbs. (120 kg)</p> <p>Power Requirements: 120V, 50/60Hz, 15A</p> <p>W × D × H (inches): 35.4 × 28.7 × 39.4</p> <p>W × D × H (mm): 899.16 × 728.98 × 1000.76</p> <p>Note: When installed with Multi-Folding Unit FD5030, Perfect Binder GB5010 or GBC E-wire binder only one High Capacity Stacker SK5040 can be added.</p>	409093	
<p><b>Roll-Away Cart Type 5010</b></p> <p>Holds up to 5,000 sheets for the High Capacity Stacker SK5040, making it easy to transport output.</p> <p>Weight: 33 lbs. (15 kg)</p> <p>Note: High Capacity Stacker SK5040 must be selected to add this option.</p>	404218	
<p><b>Booklet Finisher SR5120</b></p> <p>Provides multi-position staple finishing of up to 100 sheets for 8.5" × 11" sized media or 50 sheets for 11" × 17" sized media. The finisher also offers stacking of up to 3,500 sheets (dual shift tray) with 4 staple options (top, bottom, 2 staples and top-slant). Two and three hole punch is available as an optional accessory.</p> <p>The Booklet Finisher SR5120 creates saddle-stitched booklets up to 30 sheets based on 20 lb. Bond, equivalent to a 120-page book. Supports media weight up to 130 lb. Cover.</p> <p>Power Requirements: 100-127V, 50/60Hz, 15A</p> <p>Weight: 353 lbs. (160 kg)</p> <p>W × D × H (inches): 39.2 × 28.7 × 55.7</p> <p>W × D × H (mm): 995.68 × 728.98 × 1414.78</p> <p>Note: Booklet Finisher SR5120 cannot be installed with Finisher SR5110, Bridge Unit BU5020 or any related options.</p>	409250	
<a href="#">Hole-Punching Options</a>		
Item/Description	Item #	Thumbnail

<b>Punch Unit PU5030 NA</b>  Optional hole punching for Finisher SR5110 or Booklet Finisher SR5120.  Supports paper sizes up to 11" × 17".  Note: Finisher SR5110 or Booklet Finisher SR5120 must be selected to add this option.	409268	
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Color Controller, Solutions & Options

Controller Options

Item/Description	Item #	Thumbnail
<b>Color Controller N-70</b>  Fiery controller for the Pro C9500 digital press.  Includes Fiery Impose–Compose 5-year term license, Fiery Graphic Arts Pro Package 5-year term license and Fiery ImageViewer.  Processes large and complex files faster with Fiery HyperRIP to maximize your return on investment.  Ensures consistent and accurate color with the advanced color management tools.  Prints crisp hair-thin lines and fine details in text with the standard Dynamic HD Text and Graphics feature.  Increases impact with personalization and complex setup using the leading Fiery VDP technology and powerful make-ready capabilities and much more.  Weight: 48 lbs. (22 kg)  Power Requirements: 115V  Note: Color Controller N-70 cannot be installed with Color Controller N-50, Prinect Versafire DFE - LP, Prinect Versafire DFE - LP Plus or any related options.	409561	


Fiery Options

Item/Description	Item #	Thumbnail
<b>Fiery Impose-Compose - 5 Year Term License</b>  5 Year Subscription License. Combined Impose and Compose Fiery option that provides tools to streamline and simplify prepress tasks.  Please note that the Color Controller N-70 ships with 1 × Fiery Impose-Compose 5-year term license.  Note: 1. Color Controller N-50 or Color Controller N-70 must be selected to add this option. 2. This option cannot be installed with Fiery Impose-Compose - 1 Year Term License or Fiery Impose-Compose - 3 Year Term License.	3000011455-PS1	<div>NO IMAGE AVAILABLE</div>

<b>NX Station GL</b>  22 inch monitor, stand, keyboard and mouse for the color controller.  Weight: 92.5 lbs. (41.9 kg)  Power Requirements: 120V, 50/60Hz, 15A  Note: 1. Color Controller N-50 or Color Controller N-70 must be selected to add this option. 2. NX Station GL cannot be installed with NX Station LS.	409217	
<b>Fiery CPS V5.X ES-3000 5 Year Digital</b>  Contains Color Profiler software and ES-3000 spectrophotometer: includes 5 years of phone support.  Note: 1. Color Controller N-50 or Color Controller N-70 must be selected to add this option. 2. Fiery CPS V5.X ES-3000 5 Year Digital cannot be installed with Fiery CPS V5.X ES-3000 1 Year Digital, Fiery CPS V5.X ES-3000 3 Year Digital, Fiery SB Kit CPS V5.X Software Only 1 Year, Fiery SB Kit CPS V5.X Software Only 3 Year or Fiery SB Kit CPS V5.X Software Only 5 Year.	3000013160	NO IMAGE AVAILABLE

Professional Services		
Item/Description	Item #	Thumbnail
<b>CIP ISF PPSE Training and RCOP C9500 Family</b>  Customer training for the Pro C9500.  Note: 1. This option has been automatically preselected since it is required for the direct channel. 2. This option is not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect this option.	PP- ISF- 95XX	NO IMAGE AVAILABLE

Security, Maintenance & Other Accessories		
Item/Description	Item #	Thumbnail

<div data-bbox="61 21 920 63"><b>Diagnostic Power Filter with Display 208/240V/30A</b></div> <div data-bbox="61 84 115 121"><b>× 2</b></div> <p>When selected, two power amps will be needed; one for the entrance unit and another for the exit unit.</p> <p>Designed to provide a higher level of noise filtering and surge protection for devices that employ more sensitive and complex electronic components.</p> <p>Our Advanced Technical Support (ATS) recommends the use of power protection products to minimize potential electrical interference with products.</p> <p>Note:</p> <div data-bbox="61 615 933 756"><div>1. This option has been automatically preselected since it is required for the direct channel.</div><div>2. This option is not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect this option.</div></div>	<div data-bbox="976 21 1156 48">P3500-30-208</div>	<div data-bbox="1359 90 1485 182">NO IMAGE AVAILABLE</div>
<div data-bbox="61 793 920 892"><b>Power Filter with Premium Inrush, Surge and Noise Protection 120V/15A</b></div> <p>Highly recommended power amp for Color Controller N-50 and Color Controller N-70.</p> <p>Designed to provide a higher level of noise filtering and surge protection for devices that employ more sensitive and complex electronic components.</p> <p>Our Advanced Technical Support (ATS) recommends the use of power protection products to minimize potential electrical interference with products.</p> <p>Note:</p> <div data-bbox="61 1386 933 1526"><div>1. This option has been automatically preselected since it is required for the direct channel.</div><div>2. This option is not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect this option.</div></div>	<div data-bbox="976 789 1167 816">W2250-15-120</div>	<div data-bbox="1325 812 1511 915"></div>

<div><b>Trained Customer Replaceable Unit Type S15 Model A</b></div> <div>Contains customer replaceable parts for IQ and reliability and is mandatory for all mainframes.</div> <div>Includes: Drum Cleaning Unit, Charger Roller Unit, Belt Cleaning Unit, Pre-Transfer Belt Unit, Paper Feed Rollers, Fusing Cleaning Unit and Smoothing Rollers.</div> <div>Note:<div>1. This option has been automatically preselected since it is required for the direct channel.</div><div>2. This option is not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect this option.</div></div>	409604	<div>NO IMAGE AVAILABLE</div>
<div><b>Trained Customer Replaceable Unit Type S15 Model B</b></div> <div>Contains two Fuser Cleaning units and is mandatory for all mainframes.</div> <div>Includes: Two Fuser Cleaning Units.,</div> <div>Note:<div>1. This option has been automatically preselected since it is required for the direct channel.</div><div>2. This option is not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect this option.</div></div>	409572	<div>NO IMAGE AVAILABLE</div>
<div><b>Trained Customer Replaceable Unit Type S15 Model C</b></div> <div>Contains an entire fusing unit and is mandatory for all mainframes.</div> <div>Includes: Fuser Unit.</div> <div>Note:<div>1. This option has been automatically preselected since it is required for the direct channel.</div><div>2. This option is not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect this option.</div></div>	409573	<div>NO IMAGE AVAILABLE</div>
<div><b>HYTEC Bundle Fiery Backup</b></div> <div>A backup of Color Controller N-50 or Color Controller N-70.</div> <div>Note:<div>1. This option has been automatically preselected since it is required for the direct channel.</div><div>2. This option is not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect this option.</div></div>	SW-BACKUPKIT	<div>NO IMAGE AVAILABLE</div>

<b>Fiery Clone Consultation and Service</b>  A cloning service for Color Controller N-50 or Color Controller N-70.  Note:  1. This option has been automatically preselected since it is required for the direct channel.  2. This option is not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect this option.	PP- CIPFIERYCLONECONS	<div>NO IMAGE AVAILABLE</div>
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**RICOH**  
imagine. change.





Created By: WV Office of IT Ricoh Pro 8420s

## Your Configured RICOH Pro 8420S



\*Note: The image is a photo realistic illustration of your selected configuration.

### DIMENSIONS

WIDTH	DEPTH	HEIGHT
<b>215.60in</b>	<b>35.40in</b>	<b>68.30in</b>
(5,476mm)	(899mm)	(1,735mm)

Actual dimensions may vary. These are approximate only.

### POWER CONSUMPTION (MAIN UNIT)

208-240V, 50/60Hz, 20A (dedicated)

Additional power requirements may apply.

Please read each option's description copy to see if additional power sources are needed.

## Your Chosen Options

- Pro 8420S
- Vacuum Feed LCIT RT5150 × 2
- Bridge Unit BU5010
- Decurl Unit DU5070
- High Capacity Stacker SK5040
- Roll-Away Cart Type 5010
- Booklet Finisher SR5120
- Punch Unit PU5030 NA
- Printer Controller EB-36
- HYTEC Bundle Fiery® Backup
- Fiery® Image Viewer B/W
- NX Station One
- Fiery® SB SW Term LAC Impose-Compose 5 Year Digital INC5YR
- PPSE Training M8400 Family with GW
- PPSE Training M8400 Family Fiery Add On
- Fiery® Clone Consultation and Service
- Attention Light AL3000
- Trained Customer Replaceable Unit Type S16 Model A
- Trained Customer Replaceable Unit Type S16 Model B
- Power Filter with Premium Inrush, Surge and Noise Protection 208/240V/20A
- Power Filter with Premium Inrush, Surge and Noise Protection 120V/15A



## Main Unit

Item/Description	Item #	Power Requirements
Pro 8420S	409689	208-240V, 50/60Hz, 20A (dedicated)

## Additional Paper Sources & Options

Item/Description	Item #	Power Requirements
Vacuum Feed LCIT RT5150 x 2	409511	120V, 50/60Hz, 15A
Bridge Unit BU5010	404652	N/A

## Paper Handling & Finishing Options

### Inline

Item/Description	Item #	Power Requirements
Decurl Unit DU5070	409337	N/A
High Capacity Stacker SK5040	409093	120V, 50/60Hz, 15A
Roll-Away Cart Type 5010	404218	N/A
Booklet Finisher SR5120	409250	100-127V, 50/60Hz, 15A

### Hole-Punching Options

Item/Description	Item #	Power Requirements
Punch Unit PU5030 NA	409268	N/A

## Controller, Solutions & Options

### Controller Options

Item/Description	Item #	Power Requirements
Printer Controller EB-36	409670	Auto-switching: 100–240 VAC; 50/60Hz, 6 Amps at 100 VAC, 3 Amps at 240 VAC

### Controller & Solutions Options

Item/Description	Item #	Power Requirements
HYTEC Bundle Fiery® Backup	SW-BACKUPKIT	N/A
Fiery® Image Viewer B/W	404827	N/A
NX Station One	45181852	100-240V, 50/60Hz, 1.2A
Fiery® SB SW Term LAC Impose-Compose 5 Year Digital INC5YR	3000011455-PS1	N/A

## Professional Services


Item/Description	Item #	Power Requirements
PPSE Training M8400 Family with GW	PP-ISFM84XXG	N/A

PPSE Training M8400 Family Fiery Add On	PP-ISFM84XXF	N/A
Fiery® Clone Consultation and Service	PP-CIPFIERYCLONECONS	N/A


Maintenance, Security & Miscellaneous Accessories		
Item/Description	Item #	Power Requirements
Attention Light AL3000	407964	N/A
Trained Customer Replaceable Unit Type S16 Model A	409711	N/A
Trained Customer Replaceable Unit Type S16 Model B	409712	N/A
Power Filter with Premium Inrush, Surge and Noise Protection 208/240V/20A	W2250-20-208	N/A
Power Filter with Premium Inrush, Surge and Noise Protection 120V/15A	W2250-15-120	N/A






## Main Unit


Item/Description	Item #	Thumbnail
<p><b>Pro 8420S</b></p> <ul style="list-style-type: none"><li>• MFP - Copy/Print/Scan</li><li>• Output Speed (Letter): 136 ppm</li><li>• Standard Paper Capacity: 3,300 sheets (1<sup>st</sup> Tray: 1,100 sheets × 2, 2<sup>nd</sup> Tray: 550 sheets, 3<sup>rd</sup> Tray: 550 sheets)</li><li>• Maximum Monthly Impressions: up to 1,000,000</li><li>• Power Requirements: 208-240V, 50/60Hz, 20A (dedicated)</li><li>• Maximum Power Consumption: 3,070W</li><li>• Weight: 910.5 lbs. (413 kg)</li><li>• W × D × H (inches): 45 × 35.4 × 61.3</li><li>• W × D × H (mm): 1143 × 899.16 × 1557.02</li></ul> <p>Note: You must select one of the following finisher options to complete a configuration: Finisher SR5110, Booklet Finisher SR5120, High Capacity Stacker SK5040 or Bridge Unit BU5020.</p>	409689	

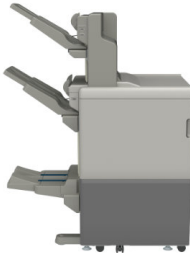
## Additional Paper Sources & Options

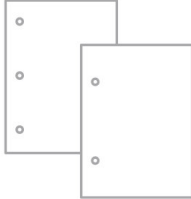
Item/Description	Item #	Thumbnail
<p><b>Vacuum Feed LCIT RT5150 × 2</b></p> <p>4,400 sheet Vacuum Feed LCIT can handle paper sizes up to 13" × 19.2" and paper weights up to 130 lb. Cover (350 gsm).</p> <p>Users can configure up to 3 Vacuum Feed LCITs to the system. Bridge Unit BU5010 must be added between each LCIT.</p> <p>Weight: 507 lbs. (230 kg)</p> <p>Power Requirements: 120V, 50/60Hz, 15A</p> <p>W × D × H (inches): 41.5 × 28.7 × 39.4</p> <p>W × D × H (mm): 1054.1 × 728.98 × 1000.76</p> <p>Note: Vacuum Feed LCIT RT5150 cannot be installed with LCIT RT5160 or LCIT RT5170.</p>	409511	

<p><b>Bridge Unit BU5010</b></p> <p>Bridge unit used to connect up to 3 Vacuum Feed LCIT RT5150 (one unit goes between two Vacuum Feed LCIT RT5150).</p> <p>Weight: 88 lbs. (40 kg)</p> <p>W × D × H (inches): 13 × 28.7 × 39.3</p> <p>W × D × H (mm): 330.2 × 728.98 × 998.22</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. Vacuum Feed LCIT RT5150 must be selected to add this option.</li> <li>2. If two Vacuum Feed LCIT RT5150 are selected, then one of this option will be automatically added.</li> <li>3. If three Vacuum Feed LCIT RT5150 are selected, then two of this option will be automatically added.</li> </ol>	404652	
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Paper Handling & Finishing Options		
Inline		
Item/Description	Item #	Thumbnail
<p><b>Decurl Unit DU5070</b></p> <p>Ideal for applications that are frequently printed with high toner coverage on thin paper and paper with long grain, as it significantly reduces the natural curl that can occur, delivering sheets with optimal flatness.</p>	409337	
<p><b>High Capacity Stacker SK5040</b></p> <p>For stacking up to 5,000 sheets of paper. Up to two stackers can be configured per engine.</p> <p>Weight: 264 lbs. (120 kg)</p> <p>Power Requirements: 120V, 50/60Hz, 15A</p> <p>W × D × H (inches): 35.4 × 28.7 × 39.4</p> <p>W × D × H (mm): 899.16 × 728.98 × 1000.76</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. When installed with Multi-Folding Unit FD5030, Perfect Binder GB5010 or GBC StreamWire, only one High Capacity Stacker SK5040 can be added.</li> <li>2. By choosing this option, Decurl Unit DU5070 will be automatically added to your configuration.</li> </ol>	409093	


<b>Roll-Away Cart Type 5010</b>  Holds up to 5,000 sheets for the High Capacity Stacker SK5040, making it easy to transport output.  Weight: 33 lbs. (15 kg)  Note: High Capacity Stacker SK5040 must be selected to add this option.	404218	
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<b>Booklet Finisher SR5120</b>  Provides multi-position staple finishing of up to 100 sheets for 8.5" × 11" sized media or 50 sheets for 11" × 17" sized media. The finisher also offers stacking of up to 3,500 sheets (dual shift tray) with 4 staple options (top, bottom, 2 staples and top-slant). Two and three hole punch is available as an optional accessory.  The Booklet Finisher SR5120 creates saddle-stitched booklets up to 30 sheets based on 20 lb. Bond, equivalent to a 120-page book. Supports media weight up to 130 lb. Cover.  Power Requirements: 100-127V, 50/60Hz, 15A  Weight: 353 lbs. (160 kg)  W × D × H (inches): 39.2 × 28.7 × 55.7  W × D × H (mm): 995.68 × 728.98 × 1414.78  Note: Booklet Finisher SR5120 cannot be installed with Finisher SR5110, Bridge Unit BU5020 or any related options.	409250	
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Hole-Punching Options		
Item/Description	Item #	Thumbnail
<b>Punch Unit PU5030 NA</b>  Optional hole punching for Finisher SR5110 or Booklet Finisher SR5120.  Supports paper sizes up to 11" × 17".  Note: Finisher SR5110 or Booklet Finisher SR5120 must be selected to add this option.	409268	

Controller, Solutions & Options		
Controller Options		
Item/Description	Item #	Thumbnail



<p><b>Printer Controller EB-36</b></p> <p>Fiery® Print Controller EB-36 for the Pro 8400 Series.</p> <p>Minimizes repetitive tasks and touchpoints with workflow automation tools.</p> <p>Prints intricate text details and ultra-thin lines with the standard Dynamic HD Text and Graphics feature.</p> <p>Easily perform elaborate document preparation with optional advanced make-ready tools and much more.</p> <p>Weight: 13 lbs. (5.9 kg)</p> <p>Power Requirements: Auto-switching: 100–240 VAC; 50/60Hz, 6 Amps at 100 VAC, 3 Amps at 240 VAC</p> <p>Maximum/Typical Power Usage: 350W/125W</p> <p>W × D × H (inches): 8 × 9.75 × 15.1</p> <p>W × D × H (mm): 203.2 × 247.65 × 383.54</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. By choosing this option, HYTEC Bundle Fiery Backup and Fiery Clone Consultation and Service will be automatically added since it is required for the direct channel.</li> <li>2. HYTEC Bundle Fiery Backup and Fiery Clone Consultation and Service are not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect HYTEC Bundle Fiery Backup and Fiery Clone Consultation and Service.</li> </ol>	<p>409670</p>	
<p>Controller &amp; Solutions Options</p>		
<p>Item/Description</p> <p><b>HYTEC Bundle Fiery® Backup</b></p> <p>External USB HDD connected to Fiery clone backup.</p> <p>Note:</p> <p>Printer Controller EB-36 must be selected to add this option.</p>	<p>Item #</p> <p>SW- BACKUPKIT</p>	<p>Thumbnail</p> <p>NO IMAGE AVAILABLE</p>
<p><b>Fiery® Image Viewer B/W</b></p> <p>Option for viewing print jobs before printing. Also provides controls to black-and-white tone curve and copy tone curves to apply to other Printer Controller EB-36s.</p> <p>Note:</p> <p>Printer Controller EB-36 must be selected to add this option.</p>	<p>404827</p>	

<b>NX Station One</b>  22" monitor, stand, keyboard and mouse for Printer Controller EB-36.  Weight: 51.6 lbs. (23.4 kg)  Power Requirements: 100-240V, 50/60Hz, 1.2A  Note: Printer Controller EB-36 must be selected to add this option.	45181852	
<b>Fiery® SB SW Term LAC Impose-Compose 5 Year Digital INC5YR</b>  5 Year Subscription License. Combined Impose and Compose Fiery option that provides tools to streamline and simplify prepress tasks.  Note: 1. Printer Controller EB-36 must be selected to add this option. 2. This option cannot be installed with Fiery SB SW Term LAC Impose-Compose 1 Year Digital INC1YR or Fiery SB SW Term LAC Impose-Compose 3 Year Digital INC3YR.	3000011455-PS1	

Professional Services		
Item/Description	Item #	Thumbnail
<b>PPSE Training M8400 Family with GW</b>  RICOH Professional Services training.  Note: 1. This option has been automatically preselected since it is required for the direct channel. 2. This option is not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect this option.	PP-ISFM84XXG	NO IMAGE AVAILABLE
<b>PPSE Training M8400 Family Fiery Add On</b>  RICOH Professional Services Fiery EB-36 and training.  Note: 1. By choosing Printer Controller EB-36, this option will be automatically preselected since it is required for the direct channel. 2. This option is not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect this option.	PP-ISFM84XXF	NO IMAGE AVAILABLE
<b>Fiery® Clone Consultation and Service</b>  A cloning service for Printer Controller EB-36.  Note: Printer Controller EB-36 must be selected to add this option.	PP-CIPFIERYCLONECONS	NO IMAGE AVAILABLE

Maintenance, Security & Miscellaneous Accessories
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Item/Description	Item #	Thumbnail
<p><b>Attention Light AL3000</b></p> <p>The attention light visually alerts operators to changes in system status for prompt attention.</p> <p>Weight: .66 lbs. (.3 kg)</p> <p>W × D × H (inches): 4 × 4.1 × 7</p> <p>W × D × H (mm): 101.6 × 104.14 × 177.8</p> <p>Note:</p> <p>The height listed above is for when this option is attached to the main unit. The actual height of the attention light is 23.9" (607 mm).</p>	407964	
<p><b>Trained Customer Replaceable Unit Type S16 Model A</b></p> <p>Contains customer replaceable parts for IQ and reliability.</p> <p>Includes: Charger Unit, Drum Cleaning Unit, OPC, Developer, Belt Cleaning Unit, Fusing Cleaning Unit, Pre-transfer Unit, Paper Feed Roller and Waste Toner Bottle.</p> <p>Note:</p> <p>1. This option has been automatically preselected since it is required for the direct channel.</p> <p>2. This option is not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect this option.</p>	409711	NO IMAGE AVAILABLE
<p><b>Trained Customer Replaceable Unit Type S16 Model B</b></p> <p>Contains an entire fusing unit.</p> <p>Note:</p> <p>1. This option has been automatically preselected since it is required for the direct channel.</p> <p>2. This option is not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect this option.</p>	409712	NO IMAGE AVAILABLE
<p><b>Power Filter with Premium Inrush, Surge and Noise Protection 208/240V/20A</b></p> <p>Highly recommended power amp for the main unit.</p> <p>Designed to provide a higher level of noise filtering and surge protection for devices that employ more sensitive and complex electronic components.</p> <p>Our Advanced Technical Support (ATS) recommends the use of power protection products to minimize potential electrical interference with products.</p> <p>Note:</p> <p>1. This option has been automatically preselected since it is required for the direct channel.</p> <p>2. This option is not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect this option.</p>	W2250-20-208	

**Power Filter with Premium Inrush, Surge and Noise Protection 120V/15A**

Highly recommended power amp for Printer Controller EB-36.

Designed to provide a higher level of noise filtering and surge protection for devices that employ more sensitive and complex electronic components.

Our Advanced Technical Support (ATS) recommends the use of power protection products to minimize potential electrical interference with products.

- Note:
- 1. By choosing Printer Controller EB-36, this option will be automatically preselected since it is required for the direct channel.
  - 2. This option is not mandatory for the dealer channel. If this configuration is for the dealer channel, you can unselect this option.

W2250-15-120



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State of West Virginia  
Centralized Request for Quote  
Printing

Proc Folder: 1755857

Doc Description: Addendum No 3 Cutsheet Production Printers with Maint & Supp

Reason for Modification:

Addendum No 3 is issued to  
publish Questions with  
Responses.

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2025-09-29	2025-10-08 13:30	CRFQ 0231 OOT2600000003	4

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : Ricoh USA

Address : 9204

Street : Center Oak Court

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# 230334400

DATE 10/3/2025

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

**ADDITIONAL INFORMATION**

Addendum No 3 is issued for the following reasons:

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

---no other changes---

**INVOICE TO****SHIP TO**DEPARTMENT OF  
ADMINISTRATION  
OFFICE OF TECHNOLOGY

STATE OF WEST VIRGINIA

JOBSITE - SEE  
SPECIFICATIONS1900 KANAWHA BLVD E,  
BLDG 5 10TH FLOOR  
CHARLESTON  
US

WV

No City  
US

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Ricoh Pro C9500 Color Sheet-fed Digital Press or equal	0.00000	EA	\$189,218.00	

**Comm Code****Manufacturer****Specification****Model #**

43212100

**Extended Description:**

Ricoh Pro C9500 Color Sheet-fed Digital Press or equal

**INVOICE TO****SHIP TO**DEPARTMENT OF  
ADMINISTRATION  
OFFICE OF TECHNOLOGY

STATE OF WEST VIRGINIA

JOBSITE - SEE  
SPECIFICATIONS1900 KANAWHA BLVD E,  
BLDG 5 10TH FLOOR  
CHARLESTON  
US

WV

No City  
US

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Year 1 Monthly Maintenance and Support- Ricoh c9500 or equal	0.00000	MO	\$900.00	

**Comm Code****Manufacturer****Specification****Model #**

81112306

**Extended Description:**

Year 1 Monthly Maintenance and Support-Ricoh c9500 or equal

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Year 2 Monthly Maintenance and Support- Ricoh c9500 or equal	0.00000	MO	\$900.00	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**

Year 2 Monthly Maintenance and Support-Ricoh c9500 or equal

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Year 3 Monthly Maintenance and Support- Ricoh c9500 or equal	0.00000	MO	\$900.00	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**

Year 3 Monthly Maintenance and Support-Ricoh c9500 or equal



INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Year 4 Monthly Maintenance and Support- Ricoh c9500 or equal	0.00000	MO	\$900.00	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**

Year 4 Monthly Maintenance and Support-Ricoh c9500 or equal

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Year 1 Color Click Charges for Ricoh Pro C9500	0.00000	EA	.035	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**

Year 1 Color Click Charges for Ricoh Pro C9500

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Year 2 Color Click Charges for Ricoh Pro C9500	0.00000	EA	.035	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**

Year 2 Color Click Charges for Ricoh Pro C9500

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Year 3 Color Click Charges for Ricoh Pro C9500	0.00000	EA	.035	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**

Year 3 Color Click Charges for Ricoh Pro C9500



INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Year 4 Color Click Charges for Ricoh Pro C9500	0.00000	EA	.035	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**

Year 4 Color Click Charges for Ricoh Pro C9500

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Year 1 B&W Click Charges for Ricoh Pro C9500	0.00000	EA	.008	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**

Year 1 B&W Click Charges for Ricoh Pro C9500

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Year 2 B&W Click Charges for Ricoh Pro C9500	0.00000	EA	.008	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**  
Year 2 B&W Click Charges for Ricoh Pro C9500

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Year 3 B&W Click Charges for Ricoh Pro C9500	0.00000	EA	.008	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**  
Year 3 B&W Click Charges for Ricoh Pro C9500

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Year 4 B&W Click Charges for Ricoh Pro C9500	0.00000	EA	.008	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**  
Year 4 B&W Click Charges for Ricoh Pro C9500

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Ricoh Pro 8320S B&W Production Cutsheet printer or equal	0.00000	EA	\$91,864.00	

Comm Code	Manufacturer	Specification	Model #
43212100			

**Extended Description:**  
Ricoh Pro 8320S B&W Production Cutsheet printer or equal

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Year 1 Monthly Maintenance and Support- Ricoh 8320S or equal	0.00000	MO	\$900.00	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**

Year 1 Monthly Maintenance and Support-Ricoh 8320S or equal

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	Year 2 Monthly Maintenance and Support- Ricoh 8320S or equal	0.00000	MO	\$900.00	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**

Year 2 Monthly Maintenance and Support-Ricoh 8320S or equal



INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	Year 3 Monthly Maintenance and Support- Ricoh 8320S or equal	0.00000	MO	\$900.00	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**

Year 3 Monthly Maintenance and Support-Ricoh 8320S or equal

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	Year 4 Monthly Maintenance and Support- Ricoh 8320S or equal	0.00000	MO	\$900.00	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**

Year 4 Monthly Maintenance and Support-Ricoh 8320S or equal

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Year 1 B&W Click Charges for Ricoh Pro 8320S	0.00000	EA	.004	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**  
Year 1 B&W Click Charges for Ricoh Pro 8320S

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Year 2 B&W Click Charges for Ricoh Pro 8320S	0.00000	EA	.004	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**  
Year 2 B&W Click Charges for Ricoh Pro 8320S

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	Year 3 B&W Click Charges for Ricoh Pro 8320S	0.00000	EA	.004	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**

Year 3 B&W Click Charges for Ricoh Pro 8320S

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				STATE OF WEST VIRGINIA  JOBSITE - SEE SPECIFICATIONS  No City WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Year 4 B&W Click Charges for Ricoh Pro 8320S	0.00000	EA	.004	

Comm Code	Manufacturer	Specification	Model #
81112306			

**Extended Description:**

Year 4 B&W Click Charges for Ricoh Pro 8320S

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	questions are due by 3:00 p.m.	2025-09-17

**SOLICITATION NUMBER:** CRFQ OOT2600000003

**Addendum Number: 3**

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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 3 is issued for the following reasons:

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

---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.



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ OOT26\*003**

**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 checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input checked="" 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
10/3/2025 _____ Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

# ATTACHMENT A

## Cutsheet Production Printers with Maintenance & Support

### 1. Facility Tour

Would it be possible to arrange an on-site tour of your facility on **Monday, 9/22 or Tuesday, 9/23** to view the current equipment in operation and gain a better understanding of your workflow and production environment? No, due to time constraints and staffing this is not available.

### 2. Monthly and Yearly Volumes

Could you please provide the average monthly and yearly print volumes by device? An estimated 1 million pages per month

### 3. Required Accessories

Are there any specific accessories or optional components—such as stapling, hole punching, or others—that must be included with the solution? See specification 3.1.1.18

### 4. Applications/Job Types

Can you share details or examples of typical applications or job types run through the press? Post script or pdf files.

### 5. Size and Space Requirements

Are there any space constraints or floor plan requirements we should be aware of? No

### 6. Power Requirements

Can you confirm the power specifications required for the equipment? we will provide power for the equipment.

### 7. Shift Operations

How many shifts per day does the press currently run? 2

### 8. Operator Details

How many operators typically manage the press during each shift?  
Minimum of 2

### 9. Types of Jobs

What types of jobs are most run through the current press? Pdf files

## **CRFQ OOT2600000003**

### **Cutsheet Production Printers with Maintenance & Support**

#### **10.Current Equipment Challenges**

What are the most common issues or limitations you've encountered with your existing equipment? End of life

11. Do you want square spines on your saddle stitch books? No
- 12.The Black and White press must support 13 x 19.2. Will paper sizes 12.76 x 19.02 be acceptable? Yes, vendors should submit a spec sheet with their bid.
- 13.There is a call out for 470 gsm, would 450gsm be acceptable? Yes. Vendors should submit a spec sheet with their bid
14. There is a call out for B&W press to support 150lb cover stock, is 350 gsm acceptable? Yes, Vendors should submit a spec sheet with their bid
15. Can you confirm the minimum technical specifications that an “or equal” device must meet for both the Ricoh Pro C9500 and Ricoh Pro 8320S references (e.g., print speed, duty cycle, media weight, finishing, workflow/DFE support)? Yes, must meet minimum specifications. Vendors should submit a spec sheet with their bid in order to fully evaluate their bid.
- 16.Is there an official specification sheet or checklist that should be submitted to validate equivalency? Are the requested color and B&W click charges intended to be all-inclusive (labor, parts, toner, drums, developer, fuser units, rollers, etc.)? Yes, there will need to be a specification sheet or checklist submitted if proposing or equal. Yes, the click charges are to be all-inclusive.
- 17.Are there defined coverage assumptions for clicks (e.g., 5% for B&W, 20% for color)? No.

## **CRFQ OOT2600000003**

### **Cutsheet Production Printers with Maintenance & Support**

18. All line items currently show a quantity of "0.00000." Can you clarify whether this agreement will be requirements-based with no minimum, or if there is an expected purchase volume over the contract term? This would be requirement-based with no minimum.
19. Are there specific workflow or DFE requirements (e.g., Fiery RIP or equivalent)? Current environment is Fiery, prefer Fiery. Vendors should submit a spec sheet with their bids
20. Are finishing options such as booklet making, perfect binding, hole punch, or stapling required as part of the base configuration or should they be quoted as optional accessories? See specification 3.1.1.18
21. (3.1.1) Does this contract item include the productivity upgrade kit? Include anything you feel would meet the requirements of this solicitation. Vendors should submit a spec sheet with their bids.
22. (3.1.1.2) Ricoh Process Director Workflow is a vendor neutral solution. Any additional licenses and support would need to be provided by your current RPD service provider. Only the requirements mentioned in this solicitation must be met
23. (3.1.14.3) Ricoh Process Director Workflow is a vendor neutral solution. Any additional licenses and support would need to be provided by your current RPD service provider. Only the requirements mentioned in this solicitation must be met



## 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: Wednesday September 17, 2025 @ 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 OOT2600000003

BID OPENING DATE: Wednesday September 24, 2025

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: 9/24/25 @ 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 One (1) Year. 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 Three (3) 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.

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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.

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**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.b.

**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 hearth, 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 Production Print Specialist

(Address) 9204 Center Oak Court, Mechanicsville VA 23116

(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)

Chris Kersey Region Vice President

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

757-285-8379

(Phone Number) (Fax Number)

christopher.kersey@ricoh-usa.com

(Email Address)

REQUEST FOR QUOTATION  
[CutSheet Production Printers with Maintenance & Support]

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology to establish an open-end contract for all high-speed production cut-sheet printers listed below. The vendor must include maintenance & support services, parts, labor, and supplies agreement for all high-speed production cut-sheet printers. All printers must be compatible with Agency owned Ricoh Process Director Workflow Automation Software.
  
2. **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.
  - 2.1 **“Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
  - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
  - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  - 2.4 **“Agency”** means the customer, i.e., the West Virginia Office of Technology.
  - 2.5 **“ADF”** means automatic document feeder.
  - 2.6 **“Consumables”** means commodities such as toner, fuser oil, filters, waste containers, and staples.
  - 2.7 **“DPI”** means Dots Per Inch.
  - 2.8 **“EPS”** means Encapsulated PostScript.
  - 2.9 **“FTP”** means File Transfer Protocol.
  - 2.10 **“GSM”** means Grams per Square Meter.
  - 2.11 **“JPEG”** means Joint Photographic Expert Group.
  - 2.12 **“LB”** means pound.
  - 2.13 **“LCIT”** means Large Capacity Input Tray.

REQUEST FOR QUOTATION  
[CutSheet Production Printers with Maintenance & Support]

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**2.14 “PCL”** means Printer Command Language.

**2.15 “PDF”** means Portable Document Format.

**2.16 “PDF/VT”** means Portable Document Format optimized for variable and transactional printing.

**2.17 “PDL”** means Printer Description Language.

**2.18 “PPM”** means Pages Per Minute.

**2.19 “PPML”** means Personalized Print Markup Language.

**2.20 “PS”** means PostScript.

**2.21 “Remote Administration”** means method of controlling a computer from a remote location.

**2.22 “Remote Diagnostics”** means any method of diagnosing a problem or issue remotely.

**2.23 “TCP/IP”** means Transmission Control Protocol/Internet Protocol.

**2.24 “TCRU”** means Trained Customer Replaceable Units.

**2.25 “TIFF”** means Tagged Image File Format.

**2.26 “VPS”** means Variable Print Specifications.

**3. GENERAL REQUIREMENTS:**

**3.1 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

**3.1.1 Contract Item #1: Ricoh Pro C9500 Color Sheet-fed Digital Press or equal.**

**3.1.1.1** The equipment must be new. Remanufactured or warranted-as-new equipment is unacceptable.



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- 3.1.1.2** Must be configured to support the Agency owned Ricoh Process Director Workflow Automation printing software, including licenses for connection.
- 3.1.1.3** Must have external print controller Fiery Controller or equal.
  - 3.1.1.3.1** Print controller must include FS500 Pro software or newer or equal.
  - 3.1.1.3.2** Print controller must include Fiery Color Profiler Suite.
  - 3.1.1.3.3** Print controller must include ImageViewer B&W and Impose and Compose licenses.
  - 3.1.1.3.4** Print controller must have a minimum of 3.5GHz, a minimum of 32GB memory and a minimum of 500GB solid state hard drive.
  - 3.1.1.3.5** Print controller software must be capable of reprinting jobs in entirety, by page range, and resume printing from an interruption and reprint the affected page(s).
- 3.1.1.4** Printer must be able to print a minimum of 135 pages per minute, simplex mode.
- 3.1.1.5** Printer must be able to print color and monochrome.
- 3.1.1.6** Printer must have a paper decurler or dryer unit to adjust for curl due to heat.
- 3.1.1.7** Printer must accept paper sizes from a minimum of 5.5" x 8.5" to maximum 13" x 19.2".
- 3.1.1.8** Printer must support the following paper weights: 14lb Bond – 150lb. Cover.
- 3.1.1.9** Printer must be able to print a minimum of 600 x 600 dpi.
- 3.1.1.10** Monthly duty cycle must be a minimum of one (1) million pages.
- 3.1.1.11** Printer must support Remote Administration and Remote Diagnostics.
- 3.1.1.12** Printer must be configured to support file types: PCL, PS, PDF, EPS, TIFF, PDF/VT, PPML, VPS and JPEG.
- 3.1.1.13** Must include paper library function linked to a paper catalog with no less than 500 entries.
- 3.1.1.14** Printer must have a minimum input capacity of four (4) input trays. This includes two (2) vacuum fed LCITs. LCITs must have a minimum total capacity of 2,000 sheets each. LCITs must support up to 470 gsm.

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- 3.1.1.15** Printer must accept paper sizes from a minimum of 5.5" x 8.5" to maximum 13" x 19.2".
- 3.1.1.16** All paper trays must be vacuum feed/air assist for handling of thick or glossy stocks.
- 3.1.1.17** Printer must have one (1) High-Capacity Stacker with roll-away carts. Stacker must have a minimum capacity of 5,000 sheets. Must include one (1) additional roll-away cart.
- 3.1.1.18** Printer must have Sheet Finisher.
  - 3.1.1.18.1** Finisher must stack a maximum of 4,000 sheets.
  - 3.1.1.18.2** Finisher must be capable of stapling. Must be able to staple top left, bottom left and center bind.
  - 3.1.1.18.3** Finisher must be capable of stapling a minimum of two (2) sheets to a maximum of one-hundred (100) sheets, 8 1/2" x 11".
  - 3.1.1.18.4** Finisher must be capable of stapling from a minimum of 2 sheets to 50 sheets, 11" x 17" and 8 1/2" x 14".
  - 3.1.1.18.5** Finisher must include a three (3) hole punch kit.
- 3.1.1.19** Printer must have the ability for the operators to remote control the printer screen through a web browser.
- 3.1.1.20** Vendor must provide turn-key emergency back-up 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 paper settings, paper tray settings, and virtual printers. The emergency back-up will be updated annually and stored on an onsite Agency-owned external hard drive.
- 3.1.1.21** The Vendor shall contact the Agency and schedule an onsite meeting to discuss the pre-installation and installation within ten (10) working days after issuance of purchase order. Installation shall include:
  - 3.1.1.21.1** Vendor must properly align, level, and connect all pieces of Contract Item #10.
  - 3.1.1.21.2** Vendor must test all functionalities of Contract Item #10.
  - 3.1.1.21.3** Vendor must be flexible to accommodate Agency's commitments as this contract item can only be installed during the last ten (10) working days of the month.

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**3.1.1.22** Printer must be operational within thirty-six (36) hours after delivery. All mandatory functionality listed with this RFQ will be tested. A formal change order from the Agency to the Purchasing Division will be pursued thereafter. Upon receipt of this official change order, the warranty will begin.

**3.1.2 Contract Item #2: Year 1 - Monthly Maintenance & Support - Ricoh Pro C9500 Color Sheet-fed Digital Press or equal.**

**3.1.2.1** Vendor must provide twenty-four (24) hours, seven (7) days per week, three hundred sixty five (365) days coverage

**3.1.2.2** Vendor must provide a monthly maintenance and replenishment program that includes all consumables replenishment cost per copy. Monthly replenishment must include consumable parts (toner, filters, waste containers, staples, etc.), labor, ink and cost per copy (excludes paper).

**3.1.2.3** Must be billed monthly including maintenance and cost per copy for paper sizes up to and including 13" x 19.2".

**3.1.2.4** Active maintenance from the Vendor will ensure that the vendor will make any necessary repairs, replace any defective parts, perform preventive maintenance, install/update software/hardware changes, replace all monthly consumables not including paper as well as any modifications required to maintain the Contract Items at no additional cost to the Agency.

**3.1.2.5** Vendor will include in their bid the cost of optional Annual renewals for years 2, 3, and 4. These optional Annual renewals will be initiated on Agency request authorized under the authority of the Purchasing division.



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- 3.1.3 Contract Item #3: Year 2 - Monthly Maintenance & Support - Ricoh Pro C9500 Color Sheet-fed Digital Press or equal.**
  - 3.1.3.1 Same as 3.1.2**
- 3.1.4 Contract Item #4: Year 3 - Monthly Maintenance & Support - Ricoh Pro C9500 Color Sheet-fed Digital Press or equal.**
  - 3.1.4.1 Same as 3.1.2**
- 3.1.5 Contract Item #5: Year 4 - Monthly Maintenance & Support - Ricoh Pro C9500 Color Sheet-fed Digital Press or equal.**
  - 3.1.5.1 Same as 3.1.2**
- 3.1.6 Contract Item #6: Year 1 - Color Click charges for Ricoh Pro C9500 Color Sheet-fed Digital Press or equal.**
  - 3.1.6.1 Vendor must provide a color click charge per copy.**
- 3.1.7 Contract Item #7: Year 2 - Color Click charges for Ricoh Pro C9500 Color Sheet-fed Digital Press or equal.**
  - 3.1.7.1 Vendor must provide a color click charge per copy.**
- 3.1.8 Contract Item #8: Year 3 - Color Click charges for Ricoh Pro C9500 Color Sheet-fed Digital Press or equal.**
  - 3.1.8.1 Vendor must provide a color click charge per copy.**
- 3.1.9 Contract Item #9: Year 4 - Color Click charges for Ricoh Pro C9500 Color Sheet-fed Digital Press or equal.**
  - 3.1.9.1 Vendor must provide a color click charge per copy.**
- 3.1.10 Contract Item #10: Year 1 - B&W Click charges for Ricoh Pro C9500 Color Sheet-fed Digital Press or equal.**
  - 3.1.10.1 Vendor must provide a black & white click charge per copy.**
- 3.1.11 Contract Item #11: Year 2 - B&W Click charges for Ricoh Pro C9500 Color Sheet-fed Digital Press or equal.**
  - 3.1.11.1 Vendor must provide a black & white click charge per copy.**
- 3.1.12 Contract Item #12: Year 3 - B&W Click charges for Ricoh Pro C9500 Color Sheet-fed Digital Press or equal.**
  - 3.1.12.1 Vendor must provide a black & white click charge per copy.**
- 3.1.13 Contract Item #13: Year 4 - B&W Click charges for Ricoh Pro C9500 Color Sheet-fed Digital Press or equal.**
  - 3.1.13.1 Vendor must provide a black & white click charge per copy.**
- 3.1.14 Contract Item #14: Ricoh Pro 8320S Black & White Production Cutsheet Printer or Equal.**



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- 3.1.14.1** The Vendor must provide Ricoh Pro8320S Black & White Cutsheet Printer or Equal that meet the following specifications.
- 3.1.14.2** The equipment must be new. Remanufactured or warranted-as-new equipment is unacceptable.
- 3.1.14.3** Must be configured to support the Agency owned Ricoh Process Director Workflow Automation printing software, including licenses for connection.
- 3.1.14.4** Must have external print controller Fiery Controller or equal.
- 3.1.14.5** Print controller must include FS300 Pro software or newer or equal.
- 3.1.14.6** Print controller must include ImageViewer B&W and Impose and Compose licenses.
- 3.1.14.7** Print controller must have a minimum of 3.5GHz, a minimum of 16GB memory and a minimum of 500GB solid state hard drive.
- 3.1.14.8** Print controller software must be capable of reprinting jobs in entirety, by page range, and resume printing from an interruption and reprint the affected page(s).
- 3.1.14.9** Printer must be able to print a minimum of 135 pages per minute, simplex mode.
- 3.1.14.10** Printer must include a color touchscreen control panel display or equal.
- 3.1.14.11** Printer must have dry electrostatic transfer with indirect image transfer system.
- 3.1.14.12** Printer must have paper registration sensors.
- 3.1.14.13** Printer must have a paper decurler or dryer unit to adjust for curl due to heat.
- 3.1.14.14** Printer must have oil-less belt fusing method.
- 3.1.14.15** Printer must accept paper sizes from a minimum of 5.5" x 8.5" to maximum 13" x 19.2".
- 3.1.14.16** Printer must support the following paper weights: 14lb Bond – 150lb. Cover.
- 3.1.14.17** Printer must be able to print a minimum of 600 x 600 dpi.
- 3.1.14.18** Monthly duty cycle must be a minimum of one (1) million pages.

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- 3.1.14.19** Printer must support Remote Administration and Remote Diagnostics.
- 3.1.14.20** Printer must be configured to support file types: PCL, PS, PDF, EPS, TIFF, PDF/VT, PPML, VPS and JPEG.
- 3.1.14.21** Printer must include ADF.
- 3.1.14.22** ADF must be capable of scanning to email full color and black & white documents to pdf.
- 3.1.14.23** ADF must have a maximum scan area of 11.7" x 17".
- 3.1.14.24** ADF must be capable of scanning simplex and duplex.
- 3.1.14.25** ADF must be capable of copying, simplex and duplex.
- 3.1.14.26** Must include paper library function linked to a paper catalog with no less than 500 entries.
- 3.1.14.27** Printer must have a minimum input capacity of four (4) input trays. This includes two (2) vacuum fed LCITs. LCITs must have a minimum total capacity of 2,000 sheets each. LCITs must support up to 470 gsm.
- 3.1.14.28** Printer must accept paper sizes from a minimum of 5.5" x 8.5" to maximum 13" x 19.2".
- 3.1.14.29** All paper trays must be vacuum feed/air assist for handling of thick or glossy stocks.
- 3.1.14.30** Printer must have one (1) High-Capacity Stacker with roll-away carts.
- 3.1.14.31** Stacker must have a minimum capacity of 5,000 sheets. Must include one (1) additional roll-away cart. Printer must have Sheet Finisher.
- 3.1.14.32** Finisher must stack a maximum of 4,000 sheets.
- 3.1.14.33** Finisher must be capable of stapling. Must be able to staple top left, bottom left and center bind.
- 3.1.14.34** Finisher must be capable of stapling a minimum of two (2) sheets to a maximum of one-hundred (100) sheets, 8 1/2" x 11".
- 3.1.14.35** Finisher must be capable of stapling from a minimum of 2 sheets to 50 sheets, 11" x 17" and 8 1/2" x 14".
- 3.1.14.36** Finisher must include a three (3) hole punch kit.

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- 3.1.14.37** Printer must include two (2) TCRU kits or equal backup kits that provide the following:
- 3.1.14.38** Set A must include paper feed rollers, smoothing rollers, charger roller unit, drum cleaning unit, fusing cleaning unit, belt cleaning unit and transfer belt unit.
- 3.1.14.39** Set B must include two (2) fuser cleaning units.
- 3.1.14.40** Printer must have the ability for the operators to remote control the printer screen through a web browser.
- 3.1.14.41** Vendor must provide turn-key emergency back-up 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 paper settings, paper tray settings, and virtual printers. The emergency back-up will be updated annually and stored on an onsite Agency-owned external hard drive.
- 3.1.14.42** The Vendor shall contact the Agency and schedule an onsite meeting to discuss the pre-installation and installation within ten (10) working days after issuance of purchase order. Installation shall include:
- 3.1.14.43** Vendor must properly align, level, and connect all pieces of Contract Item #1.
- 3.1.14.44** Vendor must test all functionalities of Contract Item #1.
- 3.1.14.45** Vendor must be flexible to accommodate Agency's commitments as this contract item can only be installed during the last ten (10) working days of the month.
- 3.1.14.46** Printer must be operational within thirty-six (36) hours after delivery. All mandatory functionality listed with this RFQ will be tested. A formal change order from the Agency to the Purchasing Division will be pursued thereafter. Upon receipt of this official change order, the warranty will begin.
- 3.1.14.47** Contract Item #2: Year 1 - Monthly Maintenance & Support - Ricoh Pro 8320S Black & White Production Cutsheet Printer or Equal.
- 3.1.14.48** Vendor must provide twenty-four (24) hours, seven (7) days per week, three hundred sixty five (365) days coverage



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- 3.1.14.49** Vendor must provide a monthly maintenance and replenishment program that includes all consumables replenishment cost per copy. Monthly replenishment must include consumable parts (toner, filters, waste containers, staples, etc.), labor, ink and cost per copy (excludes paper).
- 3.1.14.50** Must be billed monthly including maintenance and cost per copy for paper sizes up to and including 13" x 19.2".
- 3.1.14.51** Active maintenance from the Vendor will ensure that the vendor will make any necessary repairs, replace any defective parts, perform preventive maintenance, install/update software/hardware changes, replace all monthly consumables not including paper as well as any modifications required to maintain the Contract Items at no additional cost to the Agency.
- 3.1.14.52** Vendor will include in their bid the cost of optional Annual renewals for years 2, 3, and 4. These optional Annual renewals will be initiated on Agency request authorized under the authority of the Purchasing division.
- 3.1.14.53** **Contract Item 15: Year 1 - Monthly Maintenance & Support - Ricoh Pro 8320S Black & White Production Cutsheet Printer or Equal.**
- 3.1.14.54** Same as 3.1.2
- 3.1.14.55** **Contract Item #16: Year 2 - Monthly Maintenance & Support - Ricoh Pro 8320S Black & White Production Cutsheet Printer or Equal.**
- 3.1.14.56** Same as 3.1.2
- 3.1.14.57** **Contract Item #17: Year 3 - Monthly Maintenance & Support - Ricoh Pro 8320S Black & White Production Cutsheet Printer or Equal.**
- 3.1.14.58** Same as 3.1.2
- 3.1.14.59** **Contract Item #18: Year 4 - Monthly Maintenance & Support - Ricoh Pro 8320S Black & White Production Cutsheet Printer or Equal.**
- 3.1.14.60** Same as 3.1.2
- 3.1.14.61** **Contract Item #19: Year 1 - Black and White Click charges for Ricoh Pro 8320S Black & White Production Cutsheet Printer or Equal.**

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- 3.1.14.62** Vendor must provide a black & white click charge per copy.
- 3.1.14.63** **Contract Item #20: Year 2 - Black and White Click charges for Ricoh Pro 8320S Black & White Production Cutsheet Printer or Equal.**
- 3.1.14.64** Vendor must provide a black & white click charge per copy.
- 3.1.14.65** **Contract Item #21: Year 3 - Black and White Click charges for Ricoh Pro 8320S Black & White Production Cutsheet Printer or Equal.**
- 3.1.14.66** Vendor must provide a black & white click charge per copy.
- 3.1.14.67** **Contract Item #22: Year 4 - Black and White Click charges for Ricoh Pro 8320S Black & White Production Cutsheet Printer or Equal.**
- 3.1.14.68** Vendor must provide a black & white click charge per copy.

**4. Training Services**

- 4.1** Vendor must provide on-site training to all operators, including nightshift, within the first thirty-six (36) hours after installation is completed. At a minimum this is to include at no cost a demonstration of all printer features, command functions, and the replacement of the consumable items.

**5. CONTRACT AWARD:**

- 5.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all 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 Pages:** Vendor should complete the Pricing Pages by [inform vendor of what information is required and how to fill in the Pricing Page]. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids 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.

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Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: Insert buyer's contact info..

**6. ORDERING AND PAYMENT:**

- 6.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.
- 6.2 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 contact the Agency immediately after being awarded this Contract and receiving a purchase order or notice to proceed to schedule an onsite pre-installation meeting. The Vendor and Agency shall meet at the Agency's premises within ten (10) days of receiving the purchase order or notice to proceed.

The Agency and the Vendor will discuss pre-installation activities as well as the actual installation, and schedule installation date and time. Vendor must be flexible to accommodate agency commitments as this contract item can only be installed during the last 10 days of the month.

The Contract Item must be delivered to the Agency's site located at:

1900 Kanawha Blvd E  
Charleston WV 25305  
Building 6, Room B-110

There is a loading adjacent to the building. The dock area is accessible by tractor-trailer. The loading dock itself is approximately four (4) feet high. There are no tight turns, carpet or other such obstacles between the loading dock and the equipment.

- 7.2 Delivery Time:** Vendor shall deliver standard orders within thirty (30) working days after orders are received. Vendor shall deliver emergency orders within fourteen (14) working day(s) after orders are received. Vendor shall ship all orders in accordance



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with the above schedule and shall not hold orders until a minimum delivery quantity is met.

- 7.3 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

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

- 7.4 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

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

- 7.6 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.



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**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 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.

**9. MISCELLANEOUS:**

- 9.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 9.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

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**9.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

**9.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

**Contract Manager:** Stan Kirby  
**Telephone Number:** 804-380-0141  
**Fax Number:** \_\_\_\_\_  
**Email Address:** stan.kirby@ricoh-usa.com