



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

# Purchase Order

PURCHASE ORDER NO.  
 DIGCOP04E

PAGE  
 1

BLANKET RELEASE  
 00

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

CHANGE ORDER  
 12

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

INVOICE TO

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

VENDOR

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

SHIP TO

## AGENCY COPY

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
09/04/2008		NET 30		230334400			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
			CHANGE ORDER #12				
			1) TO REPLACE BAND 5 MODEL MP5500 WITH MODEL MP6000.				
			2) TO REPLACE BAND 7 MODEL MP8500 WITH MODEL MP8000.				
			ALL MODEL CHANGES EFFECTIVE 08/08/2008.				
			*****NO ADDITIONAL CHANGES*****				
			PREVIOUS PO TOTAL==>		OPEN END		
			PO NET CHANGE (+)==>				
PURCHASING DIVISION CERTIFIED ENCUMBERED  SEP 5 2008  <i>Beverly Toler</i>						OPEN END	
						TOTAL	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE  *9/4/08*

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

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

**GENERAL TERMS & CONDITIONS  
PURCHASE ORDER/CONTRACT**

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will: {a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; {b} be merchantable and fit for the purpose intended; and/or {c} be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **West Virginia Alcohol & Drug-Free Workplace Act:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."



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

August 8th, 2008

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

RE: Advice Of Change in Order

Dear Ms. Adkins:

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

Ricoh MP5500 is replaced with the Ricoh MP6000. Ricoh mp7500 is replaced by the Ricoh MP8000.

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

Sincerely,

A handwritten signature in black ink that reads "Todd M. Young".

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

**COST SHEET  
MONOCHROME COPIERS  
BAND 5**

**BRAND NAME: Ricoh  
MODEL#: MP6000**

**MINIMUM SPECIFICATIONS:**  
mfg copy volume 45,000/month copy  
speed 40cpm  
Features  
1,500 sheet capacity  
3 paper sources  
auto document feeder  
auto duplexing  
electronic sorting or finisher/sorter  
(indicate sheets)

**SPECIFICATIONS OF MACHINE BID:**  
yes 175,000  
yes 60  
yes  
yes4  
yes  
yes  
yes  
(Include item/model #s for any accessory included  
in the base machine if needed for ordering.)

**PRICING:**

Purchase price \$6,162.02  
(Amount to be deducted if ordering as a non-connected machine \$1076.00)

Maintenance/month for purchased machines \$146.25

24 month Rental \$431.88/month  
(Amount to be deducted if ordering as a non-connected machine \$49.88)

36 month Rental \$347.85/month  
(Amount to be deducted if ordering as a non-connected machine \$35.20)

48 month Rental \$302.98/month  
(Amount to be deducted if ordering as a non-connected machine \$27.37)

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

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies  
excepting paper for 32,500 copies/month..

Per copy overage charge for copies in excess of 32,500 copies/month \$.0045/ea

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



**COST SHEET  
MONOCHROME COPIERS  
BAND 7**

**BRAND NAME:** Ricoh  
**MODEL#:** MP8000

**MINIMUM SPECIFICATIONS:**

mfg copy volume 150,000/month copy  
speed 70cpm

**Features**

1,500 sheet capacity  
4 paper sources  
auto document feeder  
auto duplexing  
electronic sorting or finisher/sorter  
(indicate sheets)

**SPECIFICATIONS OF MACHINE BID:**

yes 300,000  
yes 80

yes

yes4

yes

yes

yes

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

**PRICING:**

Purchase price \$9,660.00

(Amount to be deducted if ordering as a non-connected machine \$1027.00)

Maintenance/month for purchased machines \$337.50

24 month Rental \$785.27/month

(Amount to be deducted if ordering as a non-connected machine \$47.61)

36 month Rental \$651.55/month

(Amount to be deducted if ordering as a non-connected machine \$33.60)

48 month Rental \$581.20/month

(Amount to be deducted if ordering as a non-connected machine \$26.12)

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

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies  
excepting paper for 75,000 copies/month..

Per copy overage charge for copies in excess of 75,000 copies/month \$.0045/ea

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

			24 Month Lease	36 Month Lease	48 Month Lease
Accessories					
MP 7500 Removable Hard Drive	0029494MU	\$	850.00	40.60	21.95
MP 7500 Additional Removable Hard Drive	0028504MU	\$	520.00	24.84	13.43
RT43	414517	\$	1,223.00	58.41	31.58
SR970 Staple Finisher	413321	\$	1,834.00	87.59	47.35
SR4000 Booklet Finisher	413319	\$	3,488.00	166.59	90.06
Finisher SR842	413310	\$	3,178.00	151.78	82.05
Z/3 Hole Punch Unit Type 3260	412209	\$	609.00	29.09	15.72
Z/3-Hole Punch Kit Type 1075	411198	\$	609.00	29.09	15.72
Copy Interposer Tray Type 3260	412213	\$	609.00	35.25	19.05
Copy Interposer Tray Type 1075	412150	\$	102.00	4.87	2.63
Copy Tray Type 2075	411187	\$	584.00	28.94	14.56
8 1/2 X14 Tray Type 1075	412203	\$	65.00	3.10	1.68
Type 1027 Key Counter Bracket	412209	\$	32.00	1.53	0.83
Tab Sheet Holder Type 3260	411185	\$	1,009.00	48.18	26.05
8.5X11 X17 Tray Unit Type 1075	411203	\$	83.00	3.98	2.14
Card Ret Bracket Type 1075	412212	\$	244.00	11.63	6.30
Output Jogger Unit Type 3260	411106	\$	244.00	11.63	6.30
Output Jogger Unit Type 1075	412823	\$	418.00	19.96	10.79
File Format Converter Type C	412809	\$	968.00	47.19	25.51
Copy Connector Kit Type 7500	412805	\$	5,244.00	250.45	135.39
ZF4000 Z-Folding Unit	412867	\$	102.00	4.87	2.63
USB Host Type A	411989	\$	289.00	12.85	6.94
Data Overwrite Security Option Type C	413210	\$	88.00	4.20	2.27
Data VM Card Type C	413101	\$	9,025.00	431.03	233.01
BR5010 Production Booklet Maker	413102	\$	2,135.00	101.97	55.12
CR5010 Color Feeder	413103	\$	6,525.00	311.63	168.46
TR5010 Tray Unit	413104	\$	6,261.00	299.98	162.16
BR5010 Book Fold Unit	413105	\$	6,261.00	299.98	162.16
BR5010 Roll Unit	414387	\$	2,570.00	122.7	65.4
GAGC Die Set 3 Hole (Ring Binder)	0014504MU	\$	385.00	18.39	170.04
GAGC Die Set 11 Hole (VeloBind)	0014511MU	\$	489.00	21.87	9.94
GAGC Die Set 19 Hole (Cenrak)	0014524MU	\$	489.00	21.87	11.62
GAGC Die Set 21 Hole (Twin Loop Wire 2.1)	0014534MU	\$	458.00	15.16	11.82
GAGC Die Set 22 Hole (Twin Loop Wire 3.1)	0014544MU	\$	458.00	15.16	11.82
GAGC Die Set 44 Hole (Color Coil)	0014554MU	\$	458.00	21.87	11.82
GAGC 32 Hole Pro Click Die Set	0024934MU	\$	458.00	21.87	11.82
Digital CC 120/20 Network Fax Option Accessories	DS149MT	\$	105.00	5.01	2.71
Pax Option Type 7500	413491	\$	635.00	30.33	15.39
CG Interface Type 7500	413494	\$	409.00	19.55	10.56
Serial Memory Unit Type B	0013424MU	\$	155.00	7.40	4.00
Serial Memory Unit Type B					
Scan/Printer Option Accessories					
PostScript 3 Unit Type 7500	412916	\$	1,486.00	71.45	38.62
Copy Data Security Unit Type C	412808	\$	507.00	24.21	13.05
Browser Unit Type B	413103	\$	89.00	2.17	1.50
Mail Box CS391	412191	\$	1,391.00	66.43	35.91
IEEE1284 Interface Board Type A	411699	\$	69.00	3.25	1.76
IEEE1394 Interface Board Type B	412995	\$	331.00	15.81	8.55
IEEE 802.11b Interface Unit Type N	414525	\$	330.00	15.76	8.52
Bluetooth Interface Type 3245	412866	\$	315.00	15.04	8.13
402302		\$	315.00	15.04	8.13
DocSend	45049270	\$	5,495.00	254.71	139.77
One (1) MP license version of GlobalScan	0014530MU	\$	1,995.00	92.47	50.74
GlobalScan (2) Call Support	0016764MU	\$	1,000.00	4.64	2.54
GlobalScan (3) Call Support	0016774MU	\$	3,000.00	9.27	5.09
Five (5) MP license version of GlobalScan	0013694MU	\$	4,995.00	231.53	127.05
Twenty-five (25) MP license version of GlobalScan	0013684MU	\$	10,995.00	309.85	279.60
One Hundred (100) MP license version of GlobalScan	0013674MU	\$	29,495.00	1,367.18	750.21
One Hundred and Fifty (150) MP license version of GlobalScan					
GlobalScan	0018314MU	\$	35,795.00	1,639.21	910.45
Two Hundred (200) MP license version of GlobalScan	0018324MU	\$	42,295.00	1,960.50	1,075.77
Two Hundred and Fifty (250) MP license version of GlobalScan	0018334MU	\$	49,795.00	2,281.79	1,241.10
Five (5) Pack Client license version of GlobalScan	0013694MU	\$	3,500.00	162.24	89.02
One (1) Year Support 30 Licenses or Less (workgroup)	0013704MU	\$	2,500.00	49.08	38.15
One (1) Year Support 100 Licenses or Less (enterprise)	0013514MU	\$	3,000.00	81.79	63.59
GlobalScan for text + OCR Option	0012834MU	\$	2,995.00	138.83	78.31
GlobalScan for text + OCR Option	0012824MU	\$	1,995.00	92.47	50.74
GlobalScan Network Authentication Option (3)	0012844MU	\$	2,495.00	115.65	63.46



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

# Purchase Order

PURCHASE ORDER NO.  
 DIGCOP04E

PAGE  
 \_\_\_\_\_

BLANKET RELEASE  
 00

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

CHANGE ORDER  
 12

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

INVOICE TO

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

VENDOR

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

SHIP TO

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
09/04/2008		NET 30		230334400			
SHIP VIA		F.O.B		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE		AMOUNT
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
			RECEIPT TICKET FOR PURCHASE ORDER:		DIGCOP04E		
0001		985-64	PER ATTACHED COST SHEETS				
			SIGNATURE _____		DATE _____		
							TOTAL

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

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

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