



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.**  
 DIGCOP04I

**PAGE**  
 1

**BLANKET RELEASE**  
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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**  
 2

**SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS**

**AGENCY COPY**

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

**VENDOR**  
 \*306110004      304-346-1645  
 IMAGISTICS INTERNATIONAL INC  
 900 LEE STREET #420  
  
 CHARLESTON WV 25301

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
07/12/2006		NET 30		061611068			
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 #02				
			TO REPLACE BAND 2 MODEL IM2020 WITH MODEL IM2330				
			TO REPLACE BAND 3 MODEL IM3520 WITH MODEL IM3511				
			PLEASE SEE THE ATTACHED LETTER FOR ACCESSORY CHANGES ON THESE MODELS				
			*****NO ADDITIONAL CHANGES*****				
			PREVIOUS PO TOTAL==>		OPEN	END	
			PO NET CHANGE (+)==>				

WV STATE PURCHASING DIVISION  
 ADMINISTRATION UNIT  
 CERTIFIED ENCUMBERED

JUL 14 2006

*Beverly Toler*

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE  1/17 7-12-06

OPEN END

**TOTAL**

*Dwayne Wayfield*

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY *Krista Ferrell* 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 or 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 is automatically null and void, and is 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 ü160.103) and will be disclosing Protected Health Information (45 CFR ü160.103) to the vendor.



**Océ Imagistics Inc.**

100 Oakview Drive  
Trumbull, Connecticut 06611  
telephone 203-365-4024  
fax 203-365-4029  
dave.tarracciano@imagistics.com  
www.imagistics.com

**David J. Tarracciano**

Director, State & Government Sales

June 14, 2006

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

RECEIVED  
2006 JUL 10 A 10:44  
PURCHASING DIVISION  
STATE OF WV

Dear Ms. Francisco:

Thank you for taking the time to assist me with Océ Imagistics' request to substitute product on the statewide copier contract #DIGCOP04. Attached, pursuant to our discussion, are revised Cost Sheets (including optional accessories) for Band 2 and Band 3 units in the Monochrome Copiers category of the contract.

We will be replacing the model im2020 (Band 2) with the model im2330, and the model im3520 (Band 3) with the model im3511. Please make note of the following:

**Optional Accessories - Band 2 (im2330)**

1. Model #9284 Single-Position Stapling Finisher replaces the discontinued #9211 Finisher.
2. Model #9256 Saddle Stitch Finisher will be adjusted to \$1170 for outright purchase, and to \$54.00, \$35.00 and \$29.00 per month, for 2, 3 and 4 year rental terms respectively. These prices are as a result of adding the Saddle Stitch option (#9214) to the Finisher option (#9211) on the discontinued unit in order to provide saddle stitch functionality. This same functionality is available on the new Saddle Stitch Finisher option (#9256).

Discontinued Band 2 Accessories	Accessory	Model #	Purchase	2 Yr. Rental	3 Yr. Rental	4 Yr. Rental
		Multi-Position Stapling Finisher	9211	\$ 477.00	\$ 22.00	\$ 14.00
	Saddle Stitch Kit	9214	\$ 693.00	\$ 32.00	\$ 21.00	\$ 17.00
	<b>Total:</b>		\$ 1170.00	\$ 54.00	\$ 35.00	\$ 29.00
	Saddle Stitch Finisher	9256	\$ 1170.00	\$ 54.00	\$ 35.00	\$ 29.00

3. Model IM2300070 Scan Enabler replaces the discontinued ZC3500110 Scan Kit. This option must be ordered at the same time as the base copier (it cannot be installed in the field at a later date).



**Optional Accessories - Band 3 (im3511)**

1. Model #9242 Simple Finisher replaces the discontinued #9211 Finisher.
2. Model #9244 Saddle Stitch Finisher w/2-3 Hole Punch will be adjusted to \$1483. The Saddle Stitch option (#9214) and Hole Punch option (#9212) on the discontinued unit were add-on kits to the discontinued Finisher (#9211), which also had to be purchased. The price of these separate parts added to \$1483. (\$477 for the Finisher, \$693 for the Saddle Stitch Kit and \$313 for the Hole Punch kit). These items are combined on the new Saddle Stitch Finisher w/2-3 Hole Punch option. Rental pricing will also be revised to \$68.00, \$44.00 and \$37.00 per month, for 2, 3 and 4 year terms respectively.
3. Model ZB3500610 Network Scan Kit replaces the discontinued ZC3500110 Scan Kit.
4. Model ZB3500600 PostScript® 3 upgrade replaces the ZC3500130 PostScript® 3 option.

The balance of the optional accessories for these units are either equal to, or less than, the price of the discontinued items; or are new items altogether!

Please do not hesitate to contact me should you require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "David Tarracciano".

David J. Tarracciano

Director - State & Government Sales

DJT/jlm

Attachments

**COST SHEET  
MONOCHROME COPIERS  
BAND 2**

**BRAND NAME:** Océ Imagistics Inc.  
**MODEL#:** im2330

**MINIMUM SPECIFICATIONS:**

mfg. copy volume 15,000/month  
copy speed 20cpm

Features:

500 sheet capacity  
2 paper sources  
auto document feeder  
auto duplexing  
electronic sorting

**SPECIFICATIONS OF MACHINE BID:**

Up to 74,000 copies/mo.  
23 Pages Per Minute

1,200 Sheet Paper Capacity  
Two 550-Sheet Paper Drawers  
100-Sheet RADF - #9255  
Standard Automatic Duplex Unit  
Standard Electronic Sorting – IM2300030

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

**PRICING:** **Connected configuration includes: im2330/9255/9287/IM2300030/487-S1/IM2300050/DLD2**

Purchase price \$ 2,806.00

(Amount to be deducted if ordering as a non-connected machine \$ 620.00 )

Maintenance/month for purchased machines \$ 44.00

24 month Rental \$ 174.00 /month

(Amount to be deducted if ordering as a non-connected machine \$ 29.00 )

36 month Rental \$ 128.00 /month

(Amount to be deducted if ordering as a non-connected machine \$ 18.00 )

48 month Rental \$ 115.00 /month

(Amount to be deducted if ordering as a non-connected machine \$ 16.00 )

**Warranty** 0 (duration) **Reduction** to monthly maintenance and rental price during warranty:

24 month \$ 0 /mn    36 month \$ 0 /mn    48 month \$ 0 /mn  
maintenance for purchased machines \$ 44.00 /mn

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies excepting paper for 7,500 copies/month.

Per copy overage charge for copies in excess of 7,500 copies/month \$ 0.0088 /ea.

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

**OPTIONAL ACCESSORY PRICING  
MONOCHROME COPIERS  
BAND 2**

Accessory	Model #	Purchase	Maintenance/Month	Rental/Month		
				2 Yr.	3 Yr.	4 Yr.
Single-Position Stapling Finisher	9284	\$ 477.00	\$0.00	\$ 22.00	\$ 14.00	\$ 12.00
Saddle Stitch Finisher	9256	\$1,170.00	\$0.00	\$ 54.00	\$ 35.00	\$ 29.00
2/3 Hole Punch Kit <sup>1</sup>	IM2300020	\$ 221.00	\$0.00	\$ 10.00	\$ 6.00	\$ 5.00
2 x 550 Sheet Paper Tray Unit	9281	\$ 301.00	\$0.00	\$ 14.00	\$ 9.00	\$ 7.00
2,500 Sheet Large Capacity Tray	9283	\$ 314.00	\$0.00	\$ 15.00	\$ 9.00	\$ 7.00
Offset Tray	IM2300040	\$ 143.00	\$0.00	\$ 7.00	\$ 4.00	\$ 3.00
Scan Enabler <sup>2</sup>	IM2300070	\$ 206.00	\$0.00	\$ 10.00	\$ 6.00	\$ 5.00
Fax Board	CM4530110	\$ 447.00	\$0.00	\$ 21.00	\$ 13.00	\$ 10.00
Fax Board 2 <sup>nd</sup> Line	CM4530120	\$ 337.00	\$0.00	\$ 16.00	\$ 10.00	\$ 8.00
Scrambler Board w/PCI Slot	IM23SCRMBl	\$ 709.00	\$0.00	\$ 33.00	\$ 20.00	\$ 17.00
Wireless LAN & Antenna	CM4530300	\$ 251.00	\$0.00	\$ 12.00	\$ 7.00	\$ 6.00
Bluetooth Module & Antenna	CM4530310	\$ 193.00	\$0.00	\$ 9.00	\$ 5.00	\$ 5.00
Data Overwrite Kit	CM4530330	\$ 199.00	\$0.00	\$ 9.00	\$ 6.00	\$ 5.00
Install/Connect Enabler Fee	DLD2	\$ 225.00	\$0.00	Included	Included	Included
Line Filter	982-6	\$ 130.00	\$0.00	\$ 6.00	\$ 4.00	\$ 3.00

<sup>1</sup> Hole Punch for use with Saddle Stitch Finisher only.

<sup>2</sup> Requires DLD2 Install/Connect Enabler Fee.

**COST SHEET  
MONOCHROME COPIERS  
BAND 3**

**BRAND NAME:** Océ Imagistics Inc.  
**MODEL#:** im3511

**MINIMUM SPECIFICATIONS:**

mfg. copy volume 30,000/month  
copy speed 30cpm

Features:

1,000 sheet capacity  
2 paper sources  
auto document feeder  
auto duplexing  
electronic sorting or  
finisher/sorter

**SPECIFICATIONS OF MACHINE BID:**

Up to 200,000 copies/mo.  
35 Pages Per Minute

3,000 Sheet Paper Capacity - #9292  
500/500/2000-Sheet Paper Drawers  
Standard 50-Sheet ADF  
Automatic Duplex Module - #9246  
Standard Electronic Sorting - #9251000

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

**PRICING:** **Connected configuration includes: im3511/9246/9292/9251000/ ZBSK/  
ZB3500620/DLD4**

Purchase price \$ 3,105.00  
(Amount to be deducted if ordering as a non-connected machine \$ 0.00 )

Maintenance/month for purchased machines \$ 72.00

24 month Rental \$ 215.00 /month  
(Amount to be deducted if ordering as a non-connected machine \$ 0.00 )

36 month Rental \$ 164.00 /month  
(Amount to be deducted if ordering as a non-connected machine \$ 0.00 )

48 month Rental \$ 150.00 /month  
(Amount to be deducted if ordering as a non-connected machine \$ 0.00 )

**Warranty** 0 (duration) **Reduction** to monthly maintenance and rental price during  
warranty:

24 month \$ 0 /mn    36 month \$ 0 /mn    48 month \$ 0 /mn  
maintenance for purchased machines \$ 72.00 /mn

Monthly rental and monthly maintenance for purchased machines is inclusive of all supplies  
excepting paper for 15,000 copies/month.

Per copy overage charge for copies in excess of 15,000 copies/month \$ 0.0075 /ea.

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

**OPTIONAL ACCESSORY PRICING  
MONOCHROME COPIERS  
BAND 3**

Accessory	Model #	Purchase	Maintenance/Month	Rental/Month		
				2 Yr.	3 Yr.	4 Yr.
Simple Finisher	9242	\$477.00	\$0.00	\$22.00	\$14.00	\$12.00
Saddle Stitch Finisher with 2/3 Hole Punch	9244	\$1,483.00	\$0.00	\$68.00	\$44.00	\$37.00
Upper Exit Tray	9251000	<b>Included in cost of base configuration</b>				
Duplex Module <sup>1</sup>	9245	\$189.00	\$0.00	\$9.00	\$6.00	\$5.00
3 x 500-Sheet Stand (500/2000)	9291	\$561.00	\$0.00	\$26.00	\$17.00	\$14.00
128MB Memory	ZB3500770	\$60.00	\$0.00	\$3.00	\$2.00	\$2.00
256MB Memory	ZB3500780	\$110.00	\$0.00	\$5.00	\$3.00	\$3.00
PCL Print Controller w/NIC, HDD & DLD4	ZB3500630	\$944.00	\$0.00	\$44.00	\$28.00	\$24.00
Fax Line Kit	ZB3500590	\$447.00	\$0.00	\$21.00	\$13.00	\$11.00
8MB Fax Memory	ZB3500060	\$40.00	\$0.00	\$2.00	\$1.00	\$1.00
Network Scan Kit	ZB3500610	\$206.00	\$0.00	\$10.00	\$6.00	\$5.00
PostScript@3	ZB3500600	\$371.00	\$0.00	\$17.00	\$11.00	\$9.00
Token Ring Bridge	DL4600310	\$580.00	\$0.00	\$27.00	\$17.00	\$15.00
Bar Code Font Kit	ZB3500160	\$289.00	\$0.00	\$13.00	\$9.00	\$7.00
Desktop Document Manager - 5 License <sup>2</sup>	ZB3500180	\$213.00	\$0.00	\$10.00	\$6.00	\$5.00
Desktop Document Manager - 50 License <sup>2</sup>	ZB3500430	\$1,366.00	\$0.00	\$63.00	\$41.00	\$34.00
Desktop Document Manager - 100 License <sup>2</sup>	ZB3500440	\$2,034.00	\$0.00	\$94.00	\$61.00	\$51.00
ESP Power Protection	982-4	\$150.00	\$0.00	\$7.00	\$5.00	\$4.00
Data Security Kit for ZB3500620	ZB3500640	\$227.00	\$0.00	\$11.00	\$7.00	\$6.00
Data Security Kit for ZB3500630	ZB3500650	\$227.00	\$0.00	\$11.00	\$7.00	\$6.00

<sup>1</sup> Required accessory for use with Saddle Stitch Finisher

<sup>2</sup> Requires Network Scan Kit





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.**  
 DIGCOP04I

**PAGE**  
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**BLANKET RELEASE**  
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CORRECT PURCHASE ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS PURCHASE ORDER SHOULD BE DIRECTED TO THE BUYER AS NOTED BELOW.

**CHANGE ORDER**  
 2

**SEE REVERSE SIDE FOR TERMS AND CONDITIONS**

INVOICE TO

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

VENDOR

\*306110004      304-346-1645  
 IMAGISTICS INTERNATIONAL INC  
 900 LEE STREET #420  
 CHARLESTON WV 25301

SHIP TO

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
07/12/2006		NET 30		061611068			
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:			DIGCOP04I	
				DESCRIPTION		QTY	DATE
0001	985-64		PER ATTACHED COST SHEETS				
			SIGNATURE _____	DATE _____			

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

**TOTAL**

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

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