



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

State of West Virginia Master Agreement

Order Date: 03-20-2026

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

Order Number:	CMA 0231 4448 OOT250000001 3	Procurement Folder:	1464122
Document Name:	CO#2 B&W Printers w/ Click Charges and Maintenance (OT25007)	Reason for Modification:	CO#2 To renew for 2nd year and include Yr2 Commodity lines
Document Description:	B&W Printers w/ Click Charges and Maintenance		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-04-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-04-14

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	000000119903	Requestor Name:	Derrick K Day																				
RICOH USA INC 300 EAGLEVIEW BLVD		Requestor Phone:	(304) 957-8277																				
EXTON PA 19341 US		Requestor Email:	derrick.k.day@wv.gov																				
Vendor Contact Phone:	800-565-0283 Extension:	<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
Discount Details:																							
	<table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
	Discount Allowed			Discount Percentage	Discount Days																		
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#3	No																						
#4	No																						

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

3/23/26 GC

Purchasing Division's File Copy

Total Order Amount:	Open End
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TW 3/20/26
PURCHASING DIVISION AUTHORIZATION
 DATE: *Murphy 3/20/2026*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *3/24/2026*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Cady
 DATE: *3-25-26*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order:2
B&W Printers w/ Click Charges and Maintenance

Change Order No 2 is issued to renew for 2nd year according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders

The effective service dates shall be April 15, 2026, through April 14, 2027.

Renewal Years Remaining: 2

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43212100			EA	69256.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.1.1 - Black & White Cutsheet Printer

Extended Description:

3.1.1 - Black & White Cutsheet Printer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81112306			MO	900.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.1.2 - Maintenance for Black & White Cutsheet Printer

Extended Description:

3.1.2 - Maintenance for Black & White Cutsheet Printer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81112306			MO	900.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.1.3 - Maintenance for Black & White Cutsheet Printer

Extended Description:

3.1.3 - Maintenance for Black & White Cutsheet Printer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81112306			EA	0.003200
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.1.4 - Click Charges for Black & White Printer

Extended Description:

3.1.4 - Click Charges for Black & White Printer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81112306			EA	0.003200
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.1.5 - Click Charges for Black & White Printer

Extended Description:

3.1.5 - Click Charges for Black & White Printer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81112306			MO	900.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.1.2 - Maintenance for Black & White Cutsheet Printer Yr2

Extended Description:

3.1.2 - Maintenance for Black & White Cutsheet Printer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	81112306			MO	900.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.1.3 - Maintenance for Black & White Cutsheet Printer Yr2

Extended Description:

3.1.3 - Maintenance for Black & White Cutsheet Printer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	81112306			EA	0.003200
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.1.4 - Click Charges for Black & White Printer Yr2

Extended Description:

3.1.4 - Click Charges for Black & White Printer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	81112306			EA	0.003200
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.1.5 - Click Charges for Black & White Printer Yr2

Extended Description:

3.1.5 - Click Charges for Black & White Printer



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
 OFFICE OF TECHNOLOGY
 State Capitol
 Charleston, West Virginia 25305

Eric L. Householder
 Cabinet Secretary

Heather D. Abbott
 Chief Information
 Officer

March 9, 2026

Stan Kirby
 Ricoh
 Stan.kirby@ricoh-usa.com

Subject: Renewal of agreement CMA OOT25*01, B&W Printers w/ Click Charges and Maintenance

Dear Mr./Ms. Kirby:

Provisions were included in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are April 15, 2026, through April 14 2027. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please contact me if you have any questions.

Sincerely,

Derrick K. Day

Derrick Day
 IT Procurement Manager
 West Virginia Office of Technology
 1900 Kanawha Blvd. E., Bldg 5, 10th Floor
 Charleston, WV 25305

Attachment

We agree to renew contract for the period as stated above under the same terms, conditions and pricing as in the original purchase order and change orders thereto:

	03/09/2026	
Name/Signature	Chris Kersey Region Vice President	Date

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Business Organization Detail

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RICOH USA, INC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/3/1974		6/3/1974	Foreign	Profit			

Organization Information			
Business Purpose	4234 - Wholesale Trade - Merchant Wholesalers, Durable Goods - Professional and Commercial Equip and Supply Merchant Wholesale (photographic, office, computers, peripherals, medical, dental, hospital, ophthalmic goods)		Capital Stock 0.0000
Charter County		Control Number	0
Charter State	DE	Excess Acres	0
At Will Term		Member	X Close
At Will Term Years		Member	Hi, I'm SOLO! I can help you file your Annual Report.
Authorized Shares	0	Member	not specified
		Entrepreneur	

Addresses

Type	Address
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	300 EAGLEVIEW BLVD. EXTON, PA, 19341 USA
Principal Office Mailing Address	300 EAGLEVIEW BLVD. EXTON, PA, 19341 USA
Type	Address

Officers

Type	Name/Address
Director	CARSTEN BRUHN 30 EAGLEVIEW BLVD. EXTON, PA, 19341
Director	TAKAHIRO IRISA 300 EAGLEVIEW BLVD. EXTON, PA, 19341
President	CARSTEN BRUHN 300 EAGLEVIEW BLVD. EXTON, PA, 19341
Secretary	CHRISTINE CIARROCCHI 300 EAGLEVIEW BLVD. EXTON, PA, 19341
Treasurer	GEORGE GOWEN 300 EAGLEVIEW BLVD. EXTON, PA, 19341
Type	Name/Address

Name Changes

Date	Old Name
5/1/2012	IKON OFFICE SOLUTIONS
Date	Old Name

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Mergers

Merger Date	Merged	Merged State	Survived	Surviv
9/28/2004	IOS CAPITAL, LLC	DE	IKON OFFICE SOLUTIONS, INC.	OH
5/5/2016	RICOH AMERICAS CORPORATION	DE	RICOH USA, INC	OH
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
5/5/2016	MERGER: MERGING RICOH AMERICAS CORPORATION, A QUALIFIED DE CORPORATION WITH AND INTO RICOH USA, INC, A QUALIFIED OH CORPORATION, THE SURVIVOR
5/1/2012	NAME CHANGE: FROM IKON OFFICE SOLUTIONS, INC.
9/28/2004	MERGER: MERGING IOS CAPITAL, LLC, A QUALIFIED DE LIMITED LIABILITY COMPANY WITH AND INTO IKON OFFICE SOLUTIONS, INC., A QUALIFIED OH CORPORATION, THE SURVIVOR
2/10/1999	AMENDING ARTICLES OF INCORPORATION.
11/14/1997	MERGER; MERGING ALCO CASH MANAGEMENT COMPANY, A NON-QUAL DE CORP AND IKON OFFICE SOLUTIONS HOLDING COMPANY, A QUAL DE CORP WITH & INTO IKON OFFICE SOLUTIONS, INC., A QUAL OH CORP., THE SURVIVOR.
2/6/1997	CHANGE OF NAME FROM ALCO STANDARD CORPORATION TO IKON OFFICE SOLUTIONS, INC.
6/10/1996	AMENDMENT TO THE ARTICLES OF INCORPORATION.
1/31/1996	MERGER; MERGING QUOROM CORPORATION, A QUAL WV CORP WITH AND INTO ALCO STANDARD CORPORATION, A QUAL OH CORP, THE SURVIVOR.
11/27/1995	CHANGE TO AMEND ARTICLES OF CERTIFICATE OF AUTHORITY.
8/21/1995	CHANGE TO AMEND ARTICLES OF CERTIFICATE OF AUTHORITY.
3/14/1995	AMENDMENT TO ARTICLES
3/7/1994	CHANGE TO AMEND ARTICLES OF CERTIFICATE OF AUTHORITY TO DECREASE STOCK.
2/18/1993	CHANGE TO AMEND STOCK IN ARTICLES OF CERTIFICATE OF AUTHORITY.
1/20/1993	CHANGE TO AMEND ARTI
1/24/1992	AMENDMENT - TO ELIMIN STOCK
1/16/1991	AMENDMENT TO ARTICLE
1/18/1990	AMENDMENT TO ARTICLES OF INCORPORATION
1/25/1989	AMENDMENT TO ARTICLES OF INCORPORATION

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1/4/1988	AMENDMENT TO THE ARTICLES OF INCORPORATION.
5/22/1987	MERGER; MERGING THE METALSOURCE CORPORATION, REYNOLDS PRODUCTS, INC., NIECO CORPORATION, BIG DRUM, INC., AND ALCO FOODSERVICE EQUIPMENT COMPANY WITH AND INTO ALCO STANDARD CORPORATION, THE SURVIVOR.
4/15/1987	AMENDMENT TO ARTICLES OF INCORPORATION
3/31/1987	AMENDMENT TO ARTICLES OF INCORPORATION
7/15/1986	AMENDMENT TO ARTICLES OF INCORPORATION
4/3/1985	AMEND; TO ART FILED
9/24/1984	AMEND; TO THE ART OF INC FILED
6/21/1984	AMEND; TO THE ART OF INC
8/10/1983	AMEND; MERGING SYSTEMS AND SERVICES, INC., WITH AND INTO ALCO STANDARD CORP. THE SURVIVOR
8/9/1983	MERGER; MERGING ALLSTATE BUSINESS SYSTEMS OF COLUMBUS, INC., WITH AND INTO ALCO STANDARD CORPORATION, THE SURVIVOR
8/8/1983	MERGER; MERGING COPY PRODUCTS, INC., WITH AND INTO ALCO STANDARD CORP. THE SURVIVOR
7/10/1983	MERGER; MERGING J. & F. B. GARRETT COMPANY, A NY CORP, WITH AND INTO ALCO STANDARD CORP, THE SURVIVOR
7/9/1983	AMEND; MERGING ALCO HEALTH SERVICES GROUP, INC., A OH CORP., WITH AND INTO ALCO STANDARD CORP., THE SURVIVOR
7/8/1983	MERGER; MERGING AMCE BUSINESS PRODUCTS, INC., A GA CORP., WITH AND INTO ALCO STANDARD CORP., THE SURVIVOR
6/13/1983	MERGER; MERGING ALCO HEALTH SERVICES GROUP, INC., WITH AND INTO ALCO STANDARD CORP., THE SURVIVOR
1/17/1983	AMEND; TO THE ART OF INC.
11/8/1982	MERGER; MERGING ALCO AUTOMOTIVE GROUP, INC., WITH AND INTO ALCO STANDARD CORP., THE SURVIVOR
12/15/1981	CERT OF AMEND; TO THE ART
12/14/1981	MERGER; MERGING WIRE CLOTH PRODUCTS, INC., AN IL CORP., WITH AND INTO ALCO STANDARD CORP. THE SURVIVOR
12/13/1981	MERGER; MERGING K-T CO STANDARD CORPORAT
12/12/1981	MERGER; MERGING METALCO ALCO STANDAR CORP,
12/11/1981	MERGER; MERGING MISSISSIPPI CORP., WITH AND INTO ALCO STANDARD CORPORATION
11/11/1981	MERGER; MERGING THE UNISOURCE CORP AND UNISOURCE INC., WITH AND INTO LACO STANDARD CORP.

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TO ALC
ND INT

Date

Amendment

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

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Date filed

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Friday, March 20, 2026 — 10:35 AM

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**STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY**

State Capitol
Charleston, West Virginia 25305

Eric Householder
Cabinet Secretary

Heather Abbott
Chief Information Officer

TO: Toby Welch
Senior Buyer, Purchasing Division

FROM: Derrick Day
Procurement Officer

SUBJECT: Renewal of CMA OOT25*01 B&W Printers w/ Click Charges and Maintenance

DATE: March 10, 2026

The WVOT is requesting the above procurement to renew contract CMA OOT25*01 B&W Printers w/ Click Charges and Maintenance. Approximate cost is \$150,000.00.

Please let me know if you need anything further to support this request.

Sincerely

A handwritten signature in black ink, appearing to read "Derrick Day".

Derrick Day
WVOT Procurement Manager

ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING
DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing
Date: March 11, 2026
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

B&W Printers w/ Click Charges and Maintenance, approximate cost of \$150,000.

The Accompanying Request has been reviewed and approved by the following:



Agency Head


Cabinet Secretary/Department Head

3/11/26

Date
3/11/26

Date



Plants, Allison M <allison.m.plants@wv.gov>

**Request for approval - Purchasing Request Form (PR1) - Step 4 CFO -
FW1773148699931**

1 message

Form Workflow Plus <sandra.d.henson@wv.gov>
To: megan.shears@wv.gov, sandra.d.henson@wv.gov, allison.m.plants@wv.gov

Tue, Mar 10, 2026 at 11:51 AM

Hello,

charlene.o.good@wv.gov has submitted a new Google Form on workflow **Purchasing Request Form (PR1)** from the **wvot_cso** domain.

Please review the form responses then complete the approval module below:

smar:11555

Timestamp:3/10/2026 9:18:10

Email Address:charlene.o.good@wv.gov

Unit:Administration

Manager Name:

Estimated Annual/One Time Cost:150000

Year 2-4 Cost, if applicable:

Requested Date Due:3/10/2026

Purchase for:Print Shop

Type of Purchase:Other (Change Order, Renewal, etc)

Contract Reference: APO/CPO, ACT/CCT, AMA/CMA, ISC/OOT#, NA if applicable:CMA
OOT25*01

Description of item(s) to be purchased:B&W Printer maintenance & click charges

Vendor(s), if known:Ricoh-USA

Justification of Purchase:Needed for printers to be maintained.

If being purchased for another agency, which?:

Alternate Shipping Address:

Backup:

Fiscal Year:

Best regards,

The previous Step has been approved by sandra.d.henson@wv.gov .

The previous reviewer comment is : **2220-0210-0231-4448-13000-3214-3558-maintenance
2220-0210-0231-4448-13000-3201-4174-click charges 2026**

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