



SUPREME COURT OF APPEALS OF WEST VIRGINIA

Request for Quote ("RFQ")

Administrative Office - Division of Technology Services

RFQ: Ricoh FI-8170 Document Scanners

Release Date: Thursday, March 12, 2026

Deadline to Respond: Thursday, March 26, 2026 at 12:00 p.m. (EST)

Ship To: 3708 Venable Avenue, Charleston, WV 25304

Other Requirements:

- Warranty: 5 years
- Liftgate required.
- Order must be received no later than May 31st.
- Requested items must be new and not refurbished or used. Availability may impact award.

Specifications:

Qty 300: Ricoh FI-8170 Document Scanner - P/N: CG01000-303101

Submit Responses and All Related Correspondence To: DTFS@courtsww.gov

Notice: All RFQ responses must adhere to the [Request for Quote Standards and Requirements](#) available on the RFP/RFQ webpage of the West Virginia Judiciary website. Failure to adhere to these Standards and Requirements and/or failure to provide all requested information contained within this RFQ may result in a response being considered a **"No Bid."**



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Request for Quote ("RFQ") Response Cover Page
Administrative Office - Division of Technology Services

Submit this completed Cover Page along with the RFQ Response and all related information to: DTFS@courtswv.gov

Vendor's Name (registered business name): _____

Vendor's Business Address: _____

Vendor's Business Phone Number: _____

Vendor Representative's Name: _____

Vendor Representative's Contact Email: _____

Vendor Representative's Contact Phone Number: _____

Response Date: _____

Please verify the following. Failure to fully complete this cover page may result in this response being considered a "No Bid."

☐ Vendor is registered to do business with the State of West Virginia. If not, please complete and submit the WV-9 form with your response.

☐ By checking this box, I hereby certify that this submittal contains all documents and information required and I acknowledge that failure to do so may result in rejection of this submittal.

Signature

Date

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