



STATE OF INDIANA
Mike Braun, Governor

Department of Administration
Procurement Division
402 W Washington Street, Room W468
Indianapolis, Indiana 46204

Final Award Recommendation Letter

Date: November 18, 2025

To: Jennifer Jansen, IDOA Procurement Director
Indiana Department of Administration

From: Arthur L. Sample IV, Procurement Specialist
Indiana Department of Administration

Subject: Contract Negotiated Bid #635-26-84992, ICI Label Printer and Finisher Equipment

Recommendation of Award for a one-time purchase with an estimated amount of \$255,293.00

- Inkjet Label Printer: \$153,400.00
- Label Finisher: \$101,893.00

Based on the evaluation of responses received for Negotiated Bid 635-26-84992, it is recommended that Ricoh USA Inc. be awarded the contract to provide ICI Label Printer and Finisher Equipment. The terms of this recommendation are outlined below.

The State received one (1) qualified bid response from:

- Ricoh USA Inc.

The State requested pricing for ICI Label Printer and Finisher Equipment

Bid Evaluation Summary

The solicitation was to secure ICI Label Printer and Finisher Equipment. Proposals were assessed based on the criteria outlined in the bid documents.

Inkjet Label Printer		Ricoh USA, Inc
Product Name	Description	Price
Arrow Jet Aqua 330R	Label Printer	\$128,710.00
Training	On-Site	\$9,690.00
Warranty	Extended 1 year	\$15,000.00
		\$153,400.00

Label Finisher		Ricoh USA, Inc
Product Name	Description	Price
Arrow EZ CUT 330R	Label Finisher	\$84,703.00
Training	On-Site	\$9,690.00
Warranty	Extended 1 year	\$7,500.00
		\$101,893.00

The respondent's bid submission was evaluated based on the criteria outlined in the bid documents and their compliance with required specifications. When necessary, the State engaged with the respondent to clarify details and confirm that the specifications were met.

Award Summary

The final overall evaluation scores are presented in the table below.

Respondent	Total Price	Preference	Evaluated Deduction	Evaluation Bid Amount
Ricoh USA, Inc	\$ 255,293.00	None	\$ -	\$ 255,293.00

During the course of evaluation, the State scrutinized the bids to determine the viability of the proposed business solution to meet the needs of the State. The Indiana Department of Administration evaluated the bids based on the stipulated criteria outlined in the bid documents.

Arthur L. Sample IV

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