

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400087

PRINT DATE: 10/31/15

PAGE: 01

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:

GALLIKER DAIRY COMPANY
300 W INDUSTRIAL BLVD PO BOX 2189
CUMBERLAND, MD 21502
(301)722-4410

REFER QUESTIONS TO:

THEA CHIMENTO
(410)767-6056
THEA.CHIMENTO1@MARYLAND.GOV

ITB: 001IT819884

EXPR DATE: 08/31/17
POST DATE: 08/07/15

DISCOUNT TERMS: . NET 30 DAY
CONTRACT AMOUNT: .00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

STATEWIDE CONTRACT FOR MILK AND DAIRY PRODUCTS

WESTERN REGION

(REGION A)

GEOGRAPHICAL LOCATION:

WESTERN MD (REGION A) - TO INCLUDE WASHINGTON; ALLEGANY; AND GARRETT COUNTIES (INCLUDING, BUT NOT LIMITED TO WESTERN MD HOSPITAL CENTER; WESTERN MD CHILDREN'S CENTER; MARYLAND CORRECTIONAL INSTITUTE - HAGERSTOWN; ROXBURY CORRECTIONAL INSTITUTION; SAVAGE MOUNTAIN YOUTH CENTER; GREEN RIDGE YOUTH CENTER; WESTERN CORRECTIONAL INSTITUTION; NORTH BRANCH CORRECTIONAL INSTITUTION; BACKBONE MOUNTAIN YOUTH CENTER; AND MEADOW MOUNTAIN YOUTH CENTER).
SOUTHERN MD PRE-RELEASE UNIT; AND CHELTENHAM CORRECTIONAL).

CONTRACT PERIOD: AUGUST 7, 2015 THROUGH AUGUST 31, 2017 (2 YEARS)

THIS CONTRACT MAY BE UNILATERALLY EXTENDED TWO (2) TIMES FOR AN ADDITIONAL ONE (1) YEAR PERIOD PROVIDING THE TERMS AND CONDITIONS REMAIN THE SAME. THE PRICING IS BASED ON THE USDA FEDERAL MARKET ORDER FOR THE NORTHEAST MARKETING AREA.

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400087

PRINT DATE: 10/31/15

PAGE: 02

TERMS (cont'd):

PROCESSING FEE

1.

CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS, ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACTS UNIT PRICES

2.

THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE EMAILED TO THE PROCUREMENT OFFICER AND THE EMM ACCOUNTANT, AWAWU SALAKO, AT AWAWU.SALAKO@MARYLAND.GOV

3.

FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENT MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICH EVER IS HIGHER.

QUOTED PRICES ARE TO BE NET 30 DAYS F.O.B. TO ANY POINT WITHIN THE SPECIFIED REGION, AND INCLUDE FREIGHT/SHIPPING, HANDLING AND ADMINISTRATION CHARGES. ALL DISCOUNTS ARE TO BE DEDUCTED AND REFLECTED IN NET PRICES.

PRICE ESCALATION/DE-ESCALATION:

IF DURING THE CONTRACT PERIOD THE PRICE OF CLASS I BULK MILK (PER CWT AS DETERMINED UNDER USDA FEDERAL MARKET ORDER FOR THE NORTHEAST MARKETING AREA INCREASES OR DECREASES, THE CONTRACT PRICES MAY BE ADJUSTED IN DIRECT PROPORTION TO THE PRICE CHANGE REFLECTED IN THE CLASS I SKIM MILK AND CLASS I BUTTERFAT PRICE ADJUSTED BY LOCATION DIFFERENTIAL. PRICE ADJUSTMENT WILL BE CALCULATED ON THE BASIS OF 8. LBS PER GALLON, 11.6279 GALLONS PER CWT. PRICE ADJUSTMENT REQUEST IS REQUIRED AND MUST INCLUDE PRODUCT PREMIUM ASSESSMENT FEE FOR EACH MONTH OF SUBMISSION.

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400087

PRINT DATE: 10/31/15

PAGE: 03

TERMS (cont'd):

VENDOR IS TO EMAIL PRICE ADJUSTMENTS EACH MONTH TO THE PROCUREMENT OFFICER AT VANESSA.WILLIAMS@MARYLAND.GOV, AT LEAST ONE (1) WEEK PRIOR TO THE ADJUSTMENT.

PRODUCTS OTHER THAN THOSE LISTED UNDER CLASS I MILK ON THE USDA FEDERAL MARKET ORDER FOR THE NORTHEAST MARKETING AREA WILL REMAIN FIXED THROUGHOUT THE CONTRACT TERM AND SUBSEQUENT RENEWALS.

*** FIXED PRICES SHALL BE LISTED ON THE CONTRACT LINE ITEMS; PRICES FOR CLASS ONE MILK PRODUCTS WILL BE LEFT BLANK ON THE LINE ITEM. THE ADJUSTED PRICE WILL BE LISTED MONTHLY IN THE NOTEPAD OF THE CONTRACT IN THE STATE FINANCIAL MANAGEMENT INFORMATION SYSTEM (FMIS).

| <u>LINE #</u> | <u>STATE ITEM ID</u> | <u>U/M</u> | <u>UNIT COST</u> | | |
|---|----------------------|------------|------------------|--|--|
| 0001 | 38075-710035 | HP | | | |
| MILK LACTAID 100% FAT FREE | | | | | |
| HALF PINT CONTAINER ; BRAND OFFERED GLENN FARMS | | | | | |
| 0002 | 38075-7203XX | HP | | | |
| MILK, SKIM, HALF-PINT CONTAINER, PAPER. | | | | | |
| HALF-PINT CONTAINER; WESTERN REGION; BRAND OFFERED GALLIKER DAIRY | | | | | |
| 0003 | 38075-710010 | EA | | | |
| MILK, 1% BUTTERFAT, HOMOGENIZED, HALF PINT CONTAINER, PAPER | | | | | |
| HALF-PINT CONTAINER; WESTERN REGION; BRAND OFFERED GALLIKER DAIRY | | | | | |

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400087

PRINT DATE: 10/31/15

PAGE: 04

| <u>LINE #</u> | <u>STATE ITEM ID</u> | <u>U/M</u> | <u>UNIT COST</u> | | |
|---------------|----------------------|------------|------------------|--|--|
|---------------|----------------------|------------|------------------|--|--|

| | | | | | |
|------|--------------|----|--|--|--|
| 0004 | 38075-710011 | GL | | | |
|------|--------------|----|--|--|--|

MILK, ONE PERCENT, BUTTERFAT, HOMOGENIZED GALLON.

HALF-PINT CONTAINER; WESTERN REGION; BRAND OFFERED GALLIKER DAIRY

| | | | | | |
|------|--------------|----|--|--|--|
| 0005 | 38075-4040XX | GL | | | |
|------|--------------|----|--|--|--|

MILK, 2% BUTTERFAT, HOMOGENIZED, 5/6 GAL. POLYETHYLENE LINED SEALED
CARTONS, NOT FOR USE IN DISPENSER.

GALLON CONTAINER; WESTERN REGION; BRAND OFFERED POTOMAC FARMS

| | | | | | |
|------|--------------|----|--|--|--|
| 0006 | 38075-4104XX | HP | | | |
|------|--------------|----|--|--|--|

MILK, 3.25% MINIMUM BUTTERFAT, HOMOGENIZED, HALF-PINT CONTAINER, PAPER
HALF-PINT CONTAINER; WESTERN REGION; BRAND OFFERED GALLIKER DAIRY

| | | | | | |
|------|--------------|----|--|--|--|
| 0007 | 38075-4102XX | HG | | | |
|------|--------------|----|--|--|--|

MILK, 3.25% MINIMUM BUTTERFAT, HOMOGENIZED, HALF-GALLON CONTAINER, PAP
HALF-GAL CONTAINER; WESTERN REGION; BRAND OFFERED POTOMAC FARMS

| | | | | | |
|------|--------------|----|--|--|--|
| 0008 | 38075-710001 | CS | | | |
|------|--------------|----|--|--|--|

MILK 1% CHOCOLATE, 5 GALLON DISPENSER, WESTERN REGION, BRAND OFFERED
GALLIKER DAIRY

| | | | | | |
|------|--------------|----|--|--|--|
| 0009 | 38075-2802XX | HP | | | |
|------|--------------|----|--|--|--|

MILK, CHOCOLATE, HALF PINT

MILK, 1% CHOCOLATE, HALF-PINT CONTAINER, WESTERN REGION, BRAND
OFFERED GALLIKER DAIRY

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400087

PRINT DATE: 10/31/15

PAGE: 05

| <u>LINE #</u> | <u>STATE ITEM ID</u> | <u>U/M</u> | <u>UNIT COST</u> | |
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| | | | | |
|------|--------------|----|--|--|
| 0010 | 38075-12RICA | HP | | |
|------|--------------|----|--|--|

MILK, 1% CHOCOLATE HPT

HALF-PINT CONTAINER, WESTERN REGION, BRAND OFFERED GALLIKER DAIRY

| | | | | |
|------|--------------|----|--|--|
| 0011 | 38075-7201XX | HG | | |
|------|--------------|----|--|--|

MILK, SKIM, HALF-GALLON CONTAINER, PAPER.
WESTERN REGION, BRAND OFFERED POTOMAC FARMS

| | | | | |
|------|--------------|----|--|--|
| 0012 | 38075-1800XX | QT | | |
|------|--------------|----|--|--|

BUTTERMILK, QUART CONTAINER, PAPER.
WESTERN REGION, BRAND OFFERED GALLIKER DAIRY

| | | | | |
|------|--------------|----|--|--|
| 0013 | 38075-3007XX | BX | | |
|------|--------------|----|--|--|

CREAMERS, NON-DAIRY, MINIMUM 3/8 OZ., INDIVIDUALS, 348/BX.
WESTERN REGION, BRAND OFFERED CROWLEY

| | | | | |
|------|--------------|----|--|--|
| 0014 | 38075-3006XX | HP | | |
|------|--------------|----|--|--|

HALF & HALF, MINIMUM 3/8 OZ., INDIVIDUALS, WESTERN REGION, BRAND
OFFERED CUMBERLAND DAIRY

| | | | | |
|------|--------------|----|--|--|
| 0015 | 38075-20HALF | EA | | |
|------|--------------|----|--|--|

EGG NOG, LIQUID, HALF GALLON CONTAINER

WESTERN REGION, BRAND OFFERED GALLIKER DAIRY

| | | | | |
|------|--------------|----|--|--|
| 0016 | 38075-9000XX | CO | | |
|------|--------------|----|--|--|

YOGURT, LOW FAT, ASSORTED FLAVORS, 6 OZ. CONTAINERS, WESTERN REGION,

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400087

PRINT DATE: 10/31/15

PAGE: 06

| <u>LINE #</u> | <u>STATE ITEM ID</u> | <u>U/M</u> | <u>UNIT COST</u> | |
|---------------|----------------------|------------|------------------|--|
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BRAND OFFERED AXELROD

| | | | |
|------|--------------|----|--|
| 0017 | 38075-9003XX | CO | |
|------|--------------|----|--|

YOGURT, LOW FAT, ASSORTED FLAVORS, 5 LB CONTAINERS
WESTERN REGION, BRAND OFFERED CROWLEY

| | | | |
|------|--------------|----|--|
| 0018 | 38075-3000XX | QT | |
|------|--------------|----|--|

CREAM, HEAVY WHIPPING, QUART CONTAINERS, PAPER.
WESTERN REGION, BRAND OFFERED FRESH LIFE

| | | | |
|------|--------------|----|--|
| 0020 | 38075-5020XX | LB | |
|------|--------------|----|--|

COTTAGE CHEESE, LOW FAT, 5 LB. CONTAINER
WESTERN REGION, BRAND OFFERED CROWLEY

| | | | |
|------|--------------|----|--|
| 0021 | 38075-5021XX | LB | |
|------|--------------|----|--|

COTTAGE CHEESE, REGULAR, 5 LB CONTAINER
WESTERN REGION, BRAND OFFERED GALLIKER DAIRY

| | | | |
|------|--------------|----|--|
| 0022 | 39360-590854 | EA | |
|------|--------------|----|--|

ORANGE JUICE, 100% PURE, NO SUGAR OR PRESERVATIVES ADDED, 1/2 GAL/CTN.
WESTERN REGION, BRAND OFFERED GALLIKER DAIRY

| | | | |
|------|--------------|----|--|
| 0023 | 38554-000025 | EA | |
|------|--------------|----|--|

ORANGE JUICE, 4 OZ. FRESH
WESTERN REGION, BRAND OFFERED GALLIKER DAIRY

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400087

PRINT DATE: 10/31/15

PAGE: 07

| <u>LINE #</u> | <u>STATE ITEM ID</u> | <u>U/M</u> | <u>UNIT COST</u> | |
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|---------------|----------------------|------------|------------------|--|

| | | | | |
|------|--------------|----|--|--|
| 0024 | 39360-04APPL | CS | | |
|------|--------------|----|--|--|

APPLE JUICE, 4OZ CONTAINER

WESTERN REGION, BRAND OFFERED GALLIKER DAIRY

| | | | | |
|------|--------------|----|--|--|
| 0025 | 38075-6000XX | HP | | |
|------|--------------|----|--|--|

ORANGE DRINK, HALF-PINT CONTAINERS, PAPER
WESTERN REGION, BRAND OFFERED DAIRY MAID DAIRY

| | | | | |
|------|--------------|----|--|--|
| 0026 | 38075-6003XX | HP | | |
|------|--------------|----|--|--|

FRUIT PUNCH DRINK, HALF-PINT CONTAINERS, PAPER.
WESTERN REGION, DAIRY MAID DAIRY

| | | | | |
|------|-------|----|--|--|
| 0027 | 24550 | EA | | |
|------|-------|----|--|--|

MILK CRATES DEPOSIT
TO BE CREDITED UPON RETURN OF MILK CRATE (DELIVERED)

| | | | | |
|------|-------|----|--|--|
| 0028 | 24550 | EA | | |
|------|-------|----|--|--|

MILK CRATES
MILK CRATES, DEPOSIT. TO BE CREDITED UPON RETURN OF MILK CRATE
(RETURNED)

| | | | | |
|------|--------------|----|--|--|
| 0029 | 38075-4042XX | HP | | |
|------|--------------|----|--|--|

MILK, 2% BUTTERFAT, HOMOGENIZED, HALF-PINT CONTAINER, PAPER.

| | | | | |
|------|--------------|----|--|--|
| 0030 | 38075-3004AX | EA | | |
|------|--------------|----|--|--|

SOUR CREAM, 5 LB. CONTAINER,

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BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400087

PRINT DATE: 10/31/15

PAGE: 08

| <u>LINE #</u> | <u>STATE ITEM ID</u> | <u>U/M</u> | <u>UNIT COST</u> |
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WESTERN REGION, BRAND OFFERED GALLIKER DAIRY

| | | | |
|------|--------------|----|--|
| 0032 | 38075-4042XX | HP | |
|------|--------------|----|--|

MILK, 2% BUTTERFAT, HOMOGENIZED, HALF-PINT CONTAINER, PAPER.
WESTERN REGION, BRAND OFFERED GALLIKER DAIRY

END OF ITEM LIST

DELIVERY:

AGENCIES USING THIS CONTRACT SHALL MAKE EVERY EFFORT TO UTILIZE
VENDOR'S STANDARD DELIVERY SCHEDULES.

DELIVERY FREQUENCY WILL BE MAXIMUM FIVE (5) DAYS PER WEEK. MOST UNITS
WILL REQUIRE LESS FREQUENT SCHEDULES. SOME AGENCIES REQUIRE INSIDE
DELIVERY IN LIEU OF LOADING DOCK. UNLESS OTHERWISE INSTRUCTED BY THE
USING AGENCIES, DELIVERIES ARE TO BE MADE IN COMPLIANCE WITH DELIVERY
SCHEDULES AS INDICATED ON INQUIRY. DELIVERIES TO COVER SUNDAYS AND
LEGAL HOLIDAYS WILL BE MADE ON THE PRECEDING DAY.

DELIVERY SCHEDULES, HOURS OF THE DAY, POINTS AT WHICH DELIVERIES WILL
BE MADE AND ANY OTHER DELIVERY REQUIREMENTS SHALL BE ESTABLISHED BY
THE RESPECTIVE AGENCIES AFTER AWARD AND PROVIDED TO THE CONTRACTOR IN
WRITING.

NO DELIVERIES ARE TO BE MADE PRIOR TO 6:30 A.M. OR TO AN UNATTENDED
AREA. DELIVERIES MADE TO AN UNATTENDED AREA WILL BE REJECTED. STATE
EMPLOYEE MUST SIGN FOR EACH DELIVERY AFTER VERIFYING COUNT.
INVOICES SUBMITTED FOR PAYMENT MUST BE ACCOMPANIED BY A SIGNED
DELIVERY RECEIPT.

PURVEYOR IS GIVEN THE OPTION OF CHARGING THE INSTITUTION A DEPOSIT ON
MILK CASES DELIVERED AND CREDIT FOR THOSE RETURNED. THIS TRANSACTION
MUST BE HANDLED IN AN ORDERLY MANNER. EACH DELIVERY RECEIPT TO SHOW
NUMBER OF CASES DELIVERED AND THE NUMBER OF CASES RETURNED.
INSTITUTION PERSONNEL TO SIGN FOR THE NUMBER OF CASES. ON THE MONTHLY
STATEMENT FOR MILK, SHOW AS A SEPARATE ITEM A CHARGE FOR CASES THAT
HAVE NOT BEEN RETURNED; THIS CHARGE SHALL BE YOUR ACTUAL COST FOR THE
CASES.

SECURE FACILITIES:

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400087

PRINT DATE: 10/31/15

PAGE: 09

TERMS (cont'd):

SECURITY CONCERNS VARY STATEWIDE, BUT ARE ESPECIALLY IMPORTANT AT CORRECTIONAL FACILITIES AND CERTAIN OTHER FACILITIES. CONTRACTOR'S AND SUBCONTRACTORS' EMPLOYEES SHALL COMPLY WITH THE SECURITY REQUIREMENTS AT EACH FACILITY. AUTHORIZED USERS ARE RESPONSIBLE FOR ALERTING CONTRACTOR TO THESE REQUIREMENTS BEFORE OR WHILE PLACING THEIR FIRST ORDER.

CONTRACTORS ARE AWARE THAT COMMON SECURITY RESTRICTIONS INCLUDE:

IDENTIFICATION - ALL OF CONTRACTOR'S AND SUBCONTRACTORS' EMPLOYEES, WHILE WORKING ON STATE PROPERTY, SHALL CARRY OR DISPLAY ACCEPTABLE IDENTIFICATION. REQUIREMENTS VARY BY AUTHORIZED USER. FOR INSTANCE, SOME FACILITIES REQUIRE A VISIBLE PHOTO-ID BADGE, WHILE OTHERS MAY REQUIRE A VALID DRIVER'S LICENSE INSTEAD.

VEHICLE SECURITY - IN MANY LOCATIONS, DRIVERS SHALL TURN OFF VEHICLE MOTORS AND LOCK CAB DOORS WHENEVER THEIR TRUCK IS UNATTENDED.

PATIENT/INMATE CONTACT - DELIVERY PERSONNEL SHOULD MINIMIZE INTERACTION WITH INMATES OR PATIENTS, AND SHALL REPORT ANY VERBAL CONTACT TO THE AUTHORIZED USER BEFORE LEAVING THE SITE.

DRIVERS WHO ENTER HIGH SECURITY FACILITIES SHALL HAVE PRIOR APPROVAL TO ENTER FROM SECURITY STAFF, GENERALLY INVOLVING A BACKGROUND CHECK TO ENSURE THAT THEY ARE NOT CONVICTED FELONS. AT SOME FACILITIES, TRUCKS SHALL BE SEARCHED PRIOR TO ENTRY AND EXIT, CAUSING UP TO 30 MINUTES DELAY EACH WAY.

AT CORRECTIONAL FACILITIES AND YOUTH CENTERS, DRIVERS CAN NOT HAVE ANY WEAPONS (INCLUDING JACK KNIVES OR BOX CUTTERS), CELL PHONES, PAGERS, DRUGS, TOBACCO PRODUCTS OR ANY ITEM DEEMED TO BE POTENTIAL CONTRABAND. CORRECTIONAL OFFICERS CAN HOLD THESE ITEMS FOR DRIVERS AT THE DELIVERY SALLY-PORT AND RETURN THEM AS THE DRIVER EXITS THE GROUNDS. ANY ILLEGAL ITEMS SHALL NOT BE RETURNED.

ADDITIONAL TERMS & CONDITIONS:

IT IS UNDERSTOOD AND AGREED THAT ANY OR ALL PASTEURIZED MILK AND MILK PRODUCTS FURNISHED UNDER THIS CONTRACT SHALL COMPLY WITH ALL APPLICABLE PROVISIONS OF THE MARYLAND MILK LAW, TITLE 21, SUBTITLE 04 OF THE MARYLAND HEALTH CODE.

ALL PRODUCTS FURNISHED UNDER THIS CONTRACT MUST BE PROCESSED IN A PLANT HOLDING A VALID MILK PROCESSORS PERMIT ISSUED BY THE STATE OF MARYLAND.

THE FOLLOWING LISTED PRODUCTS SHALL MEAN:

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400087

PRINT DATE: 10/31/15

PAGE: 10

TERMS (cont'd):

1. SKIM MILK SHALL CONTAIN LESS THAN 0.5 PERCENT BUTTERFAT;
2. COTTAGE CHEESE SHALL CONTAIN A MINIMUM OF 4 PERCENT BUTTERFAT;
3. LOW-FAT COTTAGE CHEESE SHALL CONTAIN 0.5-2% BUTTERFAT; AND
4. DRY CURD COTTAGE CHEESE SHALL CONTAIN LESS THAN 0.5 PERCENT BUTTERFAT.

DATED PRODUCTS SHALL HAVE 72 HOURS FROM DATE OF DELIVERY BEFORE PRODUCTS BECOME OUT-DATED.

LIQUID PRODUCTS SHALL BE FURNISHED IN TYPE OF CONTAINER AS SPECIFIED HEREIN.

THIS IS AN INDEFINITE DELIVERY CONTRACT TO FURNISH STATE OF MARYLAND AGENCIES WITH THEIR REQUIREMENTS FOR THE SPECIFIED PRODUCTS FOR THE DURATION OF THE CONTRACT PERIOD.

QUANTITIES SHOWN ARE FOR A ONE (1) YEAR PERIOD AND ARE APPROXIMATE. THEY ARE NOT TO BE CONSTRUED AS MINIMUM OR MAXIMUM. THIS CONTRACT DOES NOT OBLIGATE THE STATE TO PURCHASE ANY MINIMUM QUANTITY OR DOLLAR VALUE DURING THE CONTRACT PERIOD.

THE CONTRACTOR WILL BE ENTITLED TO NO CHANGE IN CONTRACT PRICE IF QUANTITIES ORDERED OR DELIVERED ARE MORE OR LESS THAN THE QUANTITIES ESTIMATED IN THIS SOLICITATION. THE CONTRACTOR WILL BE PAID FOR ALL ITEMS AND QUANTITIES ORDERED OR DELIVERED UNDER THE CONTRACT AT THE PRICE BID, REGARDLESS OF ITEMS OR QUANTITIES PREVIOUSLY ORDERED OR DELIVERED.

ITEMS MAY BE ADDED OR DELETED FROM THIS CONTRACT AS REQUIRED.

SUBSTITUTION MAY NOT BE MADE WITHOUT PRIOR CONSENT OF THE ORDERING AGENCY.

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, RECYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

CORPORATE "P" PURCHASING CARDS WILL BE USED FOR PAYMENT FOR ALL INDIVIDUAL AGENCY CONTRACT PURCHASES OF \$5,000 OR LESS.

A REPORT MUST BE FURNISHED BY THE SUCCESSFUL VENDOR EVERY MONTH DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. THE REPORT SHALL BE SUBMITTED ELECTRONICALLY IN EXCEL FORMAT. AS A

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400087

PRINT DATE: 10/31/15

PAGE: 11

TERMS (cont'd):

MINIMUM, THE REPORT SHALL REFLECT THE CONTRACT NUMBER, CONTRACT ITEM NUMBER AND DESCRIPTION, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION, AND THE CONTRACT TOTAL. THE REPORT MUST BE FILED WITHIN TEN (10) DAYS AFTER THE END OF EACH REPORTING PERIOD. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES. REPORT SHALL BE EMAILED TO THE FOLLOWING ADDRESS:

THEA.CHIMENTO@MARYLAND.GOV

DURATION: CONTRACTS SHALL REMAIN IN EFFECT FOR THE TIME PERIOD AND QUANTITY SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE STATE. THE STATE MAY TERMINATE ANY CONTRACT WITHOUT SHOWING CAUSE UPON THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR.

IN THE EVENT IT BECOMES NECESSARY TO TERMINATE THE CONTRACT FOR UNSATISFACTORY PERFORMANCE, THE REMAINING PORTION OF THE CONTRACT WILL BE AWARDED TO THE NEXT LOWEST BIDDER ON RECORD IF THIS ARRANGEMENT PROVES TO BE MUTUALLY AGREEABLE.

THE DEPARTMENT OF GENERAL SERVICES' "TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000" AND TERMS AND SPECIFICATIONS OF ITB 001IT819884/ MDDGS31019769 ARE INCORPORATED HEREIN BY REFERENCE.

PURSUANT TO ARTICLE 41, SECTION 18-201 OF THE ANNOTATED CODE OF MARYLAND, EXCEPT AS PROVIDED IN (B) THE FOLLOWING ENTITIES MAY PURCHASE MATERIALS, SUPPLIES, AND EQUIPMENT UNDER THIS CONTRACT:

- (1) A COUNTY OR BALTIMORE CITY;
- (2) A MUNICIPAL CORPORATION;
- (3) A GOVERNMENTAL AGENCY IN THE STATE;
- (4) A PUBLIC OR QUASI-PUBLIC AGENCY THAT:

- (I) RECEIVES STATE MONEY; AND
 - (II) IS EXEMPT FROM TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE:

- (5) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL THAT:

- (I) EITHER HAS BEEN ISSUED A CERTIFICATE OR APPROVAL FROM THE STATE BOARD OF EDUCATION OR IS ACCREDITED BY THE ASSOCIATION OF INDEPENDENT SCHOOLS; AND
 - (II) IS EXEMPT FROM TAXATION UNDER SECTION 501 (C)(3) OF THE INTERNAL REVENUE CODE:

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400087

PRINT DATE: 10/31/15

PAGE: 12

TERMS (cont'd):

OR

(6) A NONPUBLIC INSTITUTION OF HIGHER EDUCATION UNDER SECTION 17-106 OF THE EDUCATION AFTICLE.

A PRIVATE ELEMENTARY OR SECONDARY SCHOOL OR A NONPUBLIC INSTITUTION OF HIGHER EDUCATION MAY NOT PURCHASE RELIGIOUS MATERIALS UNDER THIS CONTRACT

THE RIGHT TO PURCHASE UNDER THIS SECTION SHALL BE IN ADDITION TO, BUT NOT IN SUBSSITUTION FOR, THE APPLICABLE PURCHASING POWER GRANTED TO ANY OF THE LISTED ENTITIES PURSUANT TO ANY STATUTORY OR CHARTER PROVISION.

ALL PURCHASES UNDER THIS CONTRACT BY ANY SUCH ENTITY WHICH IS NOT A UNIT OR AGENCY OF THE STATE OF MARYLAND FOR WHICH THE STATE OF MARYLAND MAY BE HELD LIABLE IN CONTRACT (1) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT BETWEEN THE CONTRACTOR AND THAT ENTITY ONLY, (2) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT OF THE STATE OF MARYLAND, (3) SHALL NOT BE BINDING OR ENFORCEABLE AGAINST THE STATE OF MARYLAND OR ANY OF ITS UNITS OR AGENCIES, AND (4) MAY BE SUBJECT TO OTHER TERMS AND CONDITIONS AGREED TO BY THE CONTRACTOR, AND THE PURCHASER. CONTRACTOR BEARS THE RISK OF DETERMING WHETHER OR NOT ANY ENTITY FROM WHICH THE CONTRACTOR RECEIVES AN ORDER UNDER THE CONTRACT IS A UNIT OR AGENCY OF THE STATE OF MARYLAND SUCH THAT THE CONTRACT MAY BE ENFORCED AGAINST THE STATE OF MARYLAND.

***** LAST PAGE *****

AUTHORIZED BY: _____ DATE: _____

BUYER AUTHORIZED DESIGNEE