

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

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

**BPO NO:** 001B8400225

**PRINT DATE:** 01/11/18

**PAGE:** 01

### SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

### VENDOR ID:

RUDOLPHS OFFICE & COMPUTER SUPPLY INC  
6610 AMBERTON DR  
STE 400  
ELKRIDGE, MD 21075  
(410 )931-4150

### REFER QUESTIONS TO:

IRIS LESTER BELL  
(410 )767-4612  
IRIS.LESTER@MARYLAND.GOV

### ITB:

**EXPR DATE:** 12/31/18  
**POST DATE:** 12/01/17

**DISCOUNT TERMS:** .  
**CONTRACT AMOUNT:**

NET 30 DAY  
.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.

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STATEWIDE CONTRACT

FOR

OFFICE PAPER SHREDDERS

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THIS IS THE FINAL RENEWAL

ORIGINAL: 001B4400348

1ST RENEWAL: 001B7400205

FINAL: 00B8400225

MODIFICATION #1: EST.CONTRACT AMT. \$60,000

CONTRACT PERIOD: JANUARY 1, 2018 THRU DECEMBER 31, 2018 (1 YEAR),  
WITH THE SAME TERMS, CONDITIONS AND PRICE.

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### TERMS (cont'd):

NOTE: RENEWAL OPTIONS ARE AT THE DISCRETION OF THE STATE OF MARYLAND. THE CONTRACTOR WILL NOT BE RELIEVED OF THE COMMITMENT TO RENEW THE CONTRACT.

THIS IS TO BE A FIRM, FIXED PRICE CONTRACT IN THAT NO PRICE ESCALATION SHALL BE ALLOWED. HOWEVER, IN THE EVENT OF ANY DECREASE IN PRICE DUE TO MARKET CHANGE OR OTHER CONDITIONS, THE STATE OF MARYLAND SHALL BE NOTIFIED PROMPTLY AND RECEIVE SUCH DECREASES.

BIDS SUBMITTED IN RESPONSE TO THIS SOLICITATION MUST BE SUBMITTED ONLINE VIA EMARYLAND MARKETPLACE. BIDS WILL NOT BE ACCEPTED BY FAX, BY MAIL OR BY HAND DELIVERY.

MULTIPLE OR ALTERNATE BIDS ARE NOT ACCEPTABLE.

### 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 CONTRACT'S 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.
3. FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS 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, WHICHEVER IS HIGHER.

PRICES QUOTED MUST BE VALID FOR NINETY (90) DAYS AFTER BID OPENING.

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**TERMS (cont'd):**

QUOTED PRICES ARE TO BE NET 30 DAYS F.O.B. STATE USING AUTHORITIES AN INCLUDE FREIGHT/SHIPPING, HANDLING AND ADMINISTRATION CHARGES. ALL DISCOUNTS ARE TO BE DEDUCTED AND REFLECTED IN NET PRICES.

DELIVERIES SHALL BE MADE AS REQUIRED BY THE USING AGENCY, BUT NOT MORE THAN 20 DAYS AFTER RECEIPT OF ORDER.

ALL BIDDERS ARE REQUIRED TO HAVE AN AUTHORIZED SERVICE ORGANIZATION WITH THE CAPABILITY TO PERFORM WARRANTY SERVICE AND REPAIRS. SERVICE SHALL BE PROVIDED BY FULL-TIME FACTORY AUTHORIZED REPRESENTATIVES. SERVICE SHALL BE PROVIDED NO LATER THAN THE NEXT WORKING DAY AFTER NOTIFICATION.

THIS QUOTATION IS SUBMITTED WITH THE UNDERSTANDING THAT THE VENDOR SHALL COMPLY WITH ALL FEDERAL AND STATE OSHA REGULATIONS, THE STATE OF MARYLAND PROCUREMENT REGULATIONS IN EFFECT AT THE TIME OF SUBMISSION AND THE INSTRUCTIONS PROVIDED HERE-IN.

TIE BIDS WILL BE HANDLED IN ACCORDANCE WITH COMAR 21.05.02.14.

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

PLEASE STATE MANUFACTURER AND PRODUCT NUMBER IN THE COMMENTS SECTION. SUBMIT DESCRIPTIVE LITERATURE AS AN ATTACHMENT TO YOUR BID IN EMARYLAND.

INCLUDE SERVICE FACILITY(S) ADDRESS AND TOLL FREE TELEPHONE NUMBER AS AN ATTACHMENT TO YOUR BID.

IN ACCORDANCE WITH COMAR 21.10.02.02, THE DEPARTMENT OF GENERAL SERVICES WILL NOT ACCEPT PROTEST OR CLAIMS BY ANY ELECTRONIC MEANS.

QUANTITIES LISTED ARE BASED ON PAST YEAR(S) USAGE, AND ARE NOT TO BE CONSTRUED AS FIXED FOR THIS CONTRACT PERIOD. THIS CONTRACT DOES NOT OBLIGATE THE STATE OF MARYLAND TO PURCHASE ANY MINIMUM QUANTITY THROUGH THE CONTRACT PERIOD. ORDERS FOR ACTUAL REQUIREMENTS MAY BE MORE OR LESS THAN LISTED. ORDERS AS REQUIRED, WILL BE PLACED DIRECT TO SUPPLIER BY THE USING AUTHORITIES, INDICATING DELIVERY AND BILLING INSTRUCTIONS.

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:

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### TERMS (cont'd):

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

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 SUBSTITUTION 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 DETERMINING 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.

A REPORT MUST BE FURNISHED BY THE SUCCESSFUL VENDOR EVERY THREE (3) MONTHS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. FORMAT

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### TERMS (cont'd):

SHALL BE AT VENDORS OPTION PROVIDING THAT, AS A MINIMUM, THE REPORT REFLECTS THE CONTRACT NUMBER, CONTRACT ITEM NUMBER, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION, AND THE CONTRACT TOTAL. THE REPORT MUST BE FILED WITHIN THIRTY (30) 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.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	70071-010000	EA	96.0200

SHREDDER, PAPER LIGHT VOLUME

SHREDDER: LIGHT VOLUME; STRIP CUT; SHREDDING CAPACITY: 10 SHEETS MINIMUM (20 LB. BOND); SHRED SIZE: 1/4"; MAXIMUM THROAT WIDTH: 8 5/8"; MINIMUM SPEED: 20 FEET PER MINUTE; MINIMUM POWER: 115V; AUTO REVERSE OR AUTO STOP FOR PAPER JAMS; WARRANTY: ONE (1) YEAR PARTS AND 90 DAYS LABOR. FIVE (5) YEARS ON CUTTING HEAD; TO INCLUDE CABINET OR STAND. STATE BRAND NAME & MODEL NUMBER IN COMMENT SECTION.

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0002	70071-020000	EA	750.5200
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SHREDDER, PAPER MEDIUM VOLUME

SHREDDER, MEDIUM VOLUME. STRIP CUT; SHREDDING CAPACITY: 20 SHEETS MINIMUM (20 LB. BOND); SHRED SIZE: 1/4" MAXIMUM; THROAT WIDTH: 12"; MINIMUM SPEED: 30 FEET PER MINUTE; POWER: 115V TO 120V; AUTO REVERSE OR AUTO STOP FOR PAPER JAMS; WARRANTY: ONE YEAR PARTS AND LABOR, FIVE YEARS ON CUTTING HEADS; TO INCLUDE CABINET OR STAND. STATE BRAND NAME

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
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AND MODEL NUMBER IN COMMENT SECTION.

0003	70071-030000	EA	847.9400
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SHREDDER, PAPER HEAVY VOLUME

SHREDDER, HEAVY VOLUME. STRIP CUT; SHREDDING CAPACITY: 40 SHEETS  
MINIMUM (20 LB. BOND) SHRED SIZE: 1/4"; MAXIMUM THROAT WIDTH: 16";  
MINIMUM SPEED: 30 FEET PER MINUTE; MINIMUM POWER: 115V (MAY REQUIRE 20  
AMP SERVICE); AUTO REVERSE OR AUTO STOP FOR PAPER JAMS; WARRANTY: ONE  
YEAR PARTS AND LABOR, FIVE YEARS ON CUTTING HEADS; TO INCLUDE CABINET  
OR STAND. STATE BRAND NAME AND MODEL NUMBER IN COMMENTS SECTION.

0004	70071-221136	RL	44.5900
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PAPER SHREDDER WASTE BAGS

PAPER SHREDDER WASTE BAG. ENTER BID PRICE FOR BAGS FOR THE STREDDER  
BID ON LINE 001. STATE PACKAGING: ROLL OR BOX, QUANTITY PER ROLL OR  
BOX AND PART NUMBER IN COMMENT SECTION. IF WASTE BAGS FOR LINES  
002,003, 005, 006, 007 & 008 ARE DIFFERENT, INDICATE APPROPRIATE PRICE  
AND INFORMATION IN THE COMMENT SECTION.

0005	70071-050000	EA	859.3800
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SHREDDER, PAPER, CROSSCUT, MEDIUM VOLUME

SHREDDER, CROSSCUT, MEDIUM VOLUME. SHREDDING CAPACITY: 15 SHEETS  
MINIMUM (20 LB. BOND); SHRED SIZE: 1/4" X 2 3/8"; MAXIMUM THROAT  
WIDTH: 12"; MINIMUM SPEED: 23 FEET PER MINUTE; MINIMUM POWER: 115V  
(MAY REQUIRE 20 AMP SERVICE); AUTO REVERSE OR AUTO STOP FOR PAPER  
JAMS. WARRANTY: ONE YEAR PARTS AND LABOR; FIVE YEARS ON CUTTING HEADS;  
TO INCLUDE CABINET OR STAND. STATE BRAND NAME AND MODEL NUMBER IN  
COMMENTS SECTION.

0006	70071-010000	EA	48.1300
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SHREDDER, PAPER LIGHT VOLUME

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
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PAPER SHREDDER; LIGHT VOLUME; CROSS CUT; SHREDDING CAPACITY: 3 SHEETS MINIMUM (20 LB. BOND); SHRED SIZE: MAXIMUM 1/8 X 1 1/2"; THROAT WIDTH: MAXIMUM 8 3/4"; MINIMUM POWER: 115V; AUTO REVERSE OR AUTO STOP FOR PAPER JAMS; WARRANTY: ONE (1) YEAR PARTS AND 90 DAYS LABOR. FIVE (5) YEARS ON CUTTING HEAD; TO INCLUDE CABINET OR STAND. STATE BRAND NAME & MODEL NUMBER IN COMMENT SECTION.

0007	70071-030000	EA	1,589.2000
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SHREDDER, PAPER HEAVY VOLUME

SHREDDER, HEAVY DUTY; CROSS CUT. SHREDDING CAPACITY: 30 SHEETS MINIMUM (20 LB. BOND) SHRED SIZE: 3/16 X 1 1/2"; MAXIMUM THROAT WIDTH: 16"; MINIMUM POWER: 115V (MAY REQUIRE 20 AMP SERVICE); AUTO REVERSE OR AUTO STOP FOR PAPER JAMS; WARRANTY: ONE YEAR PARTS AND LABOR, FIVE YEARS ON CUTTING HEADS; TO INCLUDE CABINET OR STAND. STATE BRAND NAME AND MODEL NUMBER IN COMMENTS SECTION.

0008	70071-010000	EA	92.8100
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SHREDDER, PAPER LIGHT VOLUME

PERSONAL PAPER SHREDDER: MULTISHRED; SHREDDING CAPACITY: SIX (6) SHEETS (20 LB. BOND), ONE (1) CREDIT CARD, ONE (1) CD, OR ONE (1) FLOPPY MINIMUM; MAXIMUM THROAT WIDTH: 5.5"; MINIMUM POWER: 115V; AUTO REVERSE OR AUTO STOP FOR PAPER JAMS ETC; WARRANTY: ONE (1) YEAR PARTS AND 90 DAYS LABOR. FIVE (5) YEARS ON CUTTING HEAD; TO INCLUDE CABINET OR STAND. STATE BRAND NAME & MODEL NUMBER IN COMMENT SECTION.

END OF ITEM LIST

THIS PROCUREMENT WAS CONDUCTED AS A COMPETITIVE SEALED BID. THE AWARD WAS MADE TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER ON FOR A LOT AWARD. ALL LINES MUST BE BID.

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, REYCLABLE,

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**TERMS (cont'd):**

AND/OR BIODEGRADABLE MATERIALS.

THE GOAL OF THE STATE OF MARYLAND'S MINORITY BUSINESS ENTERPRISE (MBE) PROGRAM IS TO ATTEMPT TO PROVIDE A FAIR SHARE OF PROCUREMENT CONTRACTS TO CERTIFIED MINORITY BUSINESS ENTERPRISES. ALTHOUGH THERE IS NO SPECIFIC PERCENTAGE REQUIREMENT FOR MBE PARTICIPATION IN THIS BID, THE COMMODITY PROCUREMENT/PURCHASING BUREAU WOULD LIKE TO KNOW IF YOU WILL HAVE MBE PARTICIPATION IN THE BID? PLEASE INDICATE ON LINE 001 OF YOUR BID EITHER YES OR NO FOR MINORITY PARTICIPATION.

A PREFERENCE WILL BE GIVEN TO THE RESPONSIVE AND RESPONSIBLE BID FROM A MARYLAND FIRM OVER THAT OF A NONRESIDENT FIRM IF THE STATE IN WHICH THE NONRESIDENT FIRM IS LOCATED GIVES A RESIDENT BUSINESS PREFERENCE. WHERE SUCH A BUSINESS PREFERENCE IS PROVIDED, THE PREFERENCE SHALL BE THE SAME AS THAT PROVIDED BY THE STATE IN WHICH THE NONRESIDENT FIRM IS LOCATED. A NONRESIDENT BIDDER SUBMITTING A PROPOSAL FOR A STATE PROJECT SHALL ATTACH TO THE PROPOSAL A COPY OF THE CURRENT STATUTE, RESOLUTION, POLICY PROCEDURE OR EXECUTIVE ORDER OF THE RESIDENT STATE OF THE NONRESIDENT BIDDER THAT PERTAINS TO THAT STATE'S TREATMENT OF NONRESIDENT BIDDERS.

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**AUTHORIZED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BUYER AUTHORIZED DESIGNEE**