BLANKET PURCHASE ORDER  
STATE OF MARYLAND  

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SHIP TO:  
AS SPECIFIED ON INDIVIDUAL ORDERS  

VENDOR ID:  
TOP SAFETY PRODUCTS COMPANY  
160 MEISTER AVE  
SUITE 16  
BRANCHBURG, NJ 08876  
(908) 707-8680  

REFER QUESTIONS TO:  
IRIS LESTER BELL  
(410) 767-4612  
IRIS.LESTER@MARYLAND.GOV  

ITB:  
EXPR DATE: 04/30/20  
POST DATE: 04/18/19  
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.  

STATEWIDE CONTRACT  
FOR  
FIRST AID KITS  

THIS AN STATEWIDE CONTRACT FOR FIRST AID KITS, VEHICLE LOGGING KITS, SMALL KITS, MEDIUM KITS, LARGE KITS, COMPLETE CONTENT REFILL & REFILLS  

ORIGINAL: 001B6400529  

RENEWALS:  
RENEWAL #1: 001B9400402  

VENDOR: TOP SAFETY PRODUCTS CO.  
VENDOR CONTACT: JENNIFER JOHNSON  
VENDOR NUMBER: 908-707-8680  
VENDOR EMAIL: JJOHNSON@TOPSAFETY.COM  

THIS CONTRACT IS TO SUPPLY FIRST AID KITS FOR THE FOLLOWING DISTRICTS:  

*** CONTINUED, NEXT PAGE ***
TERMS (cont'd):

SHA HEADQUARTERS
707 N. CALVERT STREET
BALTIMORE, MD 21202

HANOVER COMPLEX
7491 CONNELLEY DRIVE
HANOVER, MD 21076

DISTRICT 1:
DISTRICT 1 OFFICE
660 WEST ROAD
BUILDING A
SALISBURY, MARYLAND 21801

PRINCESS ANNE SHOP
10980 MARKET LANE
PRINCESS ANNE, MARYLAND 21853

CAMBRIDGE SHOP
2954 OLD RTE 50
CAMBRIDGE, MARYLAND 21613

DISTRICT 2

DISTRICT 2 OFFICE
615 MORGNEC ROAD
CHESTERTOWN, MARYLAND 21620

EASTON SHOP
US ROUTE 50
8265 OCEAN GATEWAY
EASTON, MARYLAND 21601

DENTON SHOP
508 CAROLINE STREET
DENTON, MARYLAND 21629

EASTERN REGIONAL LAB
8204 ELLIOTT ROAD,
EASTON MD 21060

DISTRICT 3

DISTRICT 3 OFFICE
9300 KENILWORTH AVE
GREENBELT, MD 20770

CENTREVILLE SHOP
US ROUTE 301
111 SAFETY DRIVE
CENTREVILLE, MARYLAND 21617

ELKTON SHOP
2024 E. OLD PHILADELPHIA ROAD
ELKTON, MARYLAND 21922

GAITHERSBURG SHOP
502 QUINCE ORCHARD ROAD
GAITHERSBURG, MARYLAND 20878

*** CONTINUED, NEXT PAGE ***
TERMS (cont'd):

LAUREL SHOP
400 SECOND STREET
LAUREL, MARYLAND 20707

FAIRLAND SHOP
12020 PLUM ORCHARD DRIVE
SILVER SPRING, MD 20904

UPPER MARLBORO SHOP
6500 S. E. CRAIN HIGHWAY
UPPER MARLBORO, MARYLAND 20870

DISTRICT 4

DISTRICT 4 OFFICE
320 WEST WARREN ROAD
HUNT VALLEY, MARYLAND 21030

GOLDEN RING SHOP
8375 PULASKI HIGHWAY
ROSEDALE, MARYLAND 21237

HEREFORD SHOP
306 MOUNT CARMEL ROAD
PARKTON, MARYLAND 21120

OWINGS MILLS SHOP
10690 RED RUN BLVD
OWINGS MILLS, MARYLAND 21117

CHURCHVILLE SHOP
3050 CHURCHVILLE ROAD
CHURCHVILLE, MARYLAND 21028

DISTRICT 5

DISTRICT 5 OFFICE
138 DEFENSE HIGHWAY
ANNAPOolis, MARYLAND 21401

LA PLATA SHOP
5725 WASHINGTON AVENUE
LA PLATA, MARYLAND 20646

PRINCE FREDERICK SHOP
MD ROUTE 231 AND MD ROUTE 4
100 HALLOWING POINT ROAD
PRINCE FREDERICK, MARYLAND 20678

GLEN BURNIE SHOP
910 STEWART AVENUE
GLEN BURNIE, MARYLAND 21061

LEONARDTOWN SHOP
26720 POINT LOOKOUT ROAD
LEONARDTOWN, MARYLAND 20650

DISTRICT 6

DISTRICT 6 OFFICE
1251 VOCKE ROAD
LAVALE, MARYLAND 21502

HAGERSTOWN SHOP
18320 COLONEL HENRY K. DOUGLAS DR
HAGERSTOWN, MARYLAND 21740

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TERMS (cont’d):

LAVALE SHOP FROSTBURG SHOP
1221 W. BRADDOCK ROAD 12101 NEW GEORGE'S CREEK ROAD S.W.
LAVALE, MARYLAND 21502 FROSTBURG, MD 21532

KEYSER'S RIDGE SHOP OAKLAND SHOP
3876 NATIONAL PIKE 95 SHA DRIVE
ACCIDENT, MARYLAND 21520 OAKLAND, MD 21550

WESTERN REGIONAL LAB
528 EAST MAIN STREET
HANCOCK MD 21750

DISTRICT 7

DISTRICT 7 OFFICE FREDERICK MAINTENANCE SHOP
5111 BUCKEYSTOWN PIKE 5111 BUCKEYSTOWN PIKE
FREDERICK, MARYLAND 21704 FREDERICK, MARYLAND 21704

WESTMINSTER MAINTENANCE SHOP DAYTON MAINTENANCE SHOP
150 WNDTRYST DRIVE 4401 MD ROUTE 32
WESTMINSTER, MARYLAND 21157 DAYTON, MARYLAND 21036

THURMONT SHOP COMMUNICATIONS DIVISION
67 MOSER ROAD 5901 BALTIMORE NATIONAL PIKE
THURMONT, MD 21788 BALTIMORE, MD 21228

QUANTITIES:
QUANTITIES STATED ARE AN ESTIMATE BASED ON PAST CONSUMPTION AND ARE
ONLY INTENDED TO ESTABLISH UNIT PRICES AND SHOULD NOT BE CONSTRUED AS
ANY MIN OR MAX GUARANTEE.

PRICES ARE TO BE NET 30 DAYS F.O.B. STATE USING AUTHORITIES AND
INCLUDE, BUT NOT LIMITED TO SHIPPING, HANDLING AND ADMIN CHARGES.

INVOICES:
FOLLOWING DELIVERY AND ACCEPTANCE OF ALL KITS, LADY SAUNDERS
CONSTRUCTION CO. SHALL SUBMIT AN ORGINAL INVOICE TO THE 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.

THIS BLANKET PO IS FOR THE FOLLOWING:

VEHICLE LOGGING KITS, SMALL FACILITY KITS, MEDIUM FACILITY KITS,
LARGE FACILITY KITS, COMPLETE CONTENT PKG FOR KITS AND REFILLS.

*** CONTINUED, NEXT PAGE ***
THE RESPONDENT REPRESENTS THAT ALL FIRST AID KITS OFFERED SHALL BE
NEW AND THE EXPIRATION DATE OF THE PRODUCTS WITHIN THE KITS AND ALL
INDIVIDUAL PRODUCTS PURCHASED TO REPLENISH EXISTING KITS MUST BE AT
LEAST ONE (1) YEAR IN THE FUTURE FROM THE RECEIPT OF THE FIRST AID
KITS AND/OR INDIVIDUAL PRODUCTS. ALL INDIVIDUAL ITEMS MUST BE
CLEARLY MARKED WITH EXPIRATION DATES OF PRODUCTS.

THE FIRST AID KITS FURNISHED UNDER THIS SPECIFICATION SHALL BE THE
LATEST IMPROVED MODEL IN CURRENT PRODUCTION, AS OFFERED TO COMMERCIAL
TRADE, AND SHALL BE OF QUALITY WORKMANSHIP AND MATERIAL. ALL PARTS
SHALL CONFORM IN STRENGTH, QUALITY AND WORKMANSHIP TO THE ACCEPTED
STANDARDS OF THE INDUSTRY.

MINIMUM ORDERS:
A MINIMUM DOLLAR VALUE OF ANY ORDER OF INDIVIDUAL REFILL ITEMS FOR
ITEMS FOR DELIVERY FOB DESTINATION, SHALL NOT BE LESS THAN ONE
HUNDRED ($100.00) DOLLARS.

FOR ORDERERES OF INDIVIDUAL REFILL ITEMS LESS THAN ONE HUNDRED
($100.00) DOLLARS, THE VENDOR MAY ELECT TO ADD A DELIVERY CHARGE NOT
TO EXCEED THE ACTUAL COST OF DELIVERY. SHIPMENT IS TO BE MADE BY THE
MOST ECONOMICAL AND EXPEDITIOUS METHOD FOR PROPER DELIVERY OF THE
ITEM(S).

DELIVERY:
DELIVERY IS TO BE MADE WITHIN TEN (10) DAYS CALENDAR DAYS AFTER
NOTIFICATION.

DELIVERY LOCATIONS ARE NOT LIMITED TO THE LOCATIONS LISTED ON THE
SOLICITATION. SHA RESERVES THE RIGHT TO ADD LOCATIONS AS NECESSARY.

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

*** CONTINUED, NEXT PAGE ***
PRICES AND KIT CONTENTS WILL BE LOCATED ON THE DGS WEBSITE.

CONTRACT TERM:
ONE (1) YR WITH ONE (1) YEAR RENEWAL OPTION.

THE DEPARTMENT OF GENERAL SERVICES "TERMS AND CONDITIONS" FOR
COMMODITY CONTRACTS OVER $25,000" AND ALL SPECIFICATION, TERMS
AND CONDITIONS OF SOLICITATION #001820298/MDDGS31025178 INCORPORATED
HEREIN BY REFERENCE.

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FIRST AID CABINETS, KITS, AND REFILLS

VEHICLE LOGGIN KIT COMPLETE REFILL CONTENT. TOTAL LOT PRICE FOR FIRST
AID KITS AND CABINETS FOR THE WESTERN REGION (INCLUDES GARRETT,
ALLEGANY, WASHINGTON, AND FREDERICK COUNTIES)

PLEASE SEE SECTION C FOR DETAILED SPECIFICATIONS.

FIRST AID CABINETS, KITS, AND REFILLS

SMALL KITS COMPLETE REFILL CONTENT...TOTAL LOT PRICE FOR FIRST AID
KITS AND CABINETS FOR THE CENTRAL REGION (INCLUDES CARROLL,
BALTIMORE, HARFORD, AND HOWARD COUNTIES, AND BALTIMORE CITY)

PLEASE SEE SECTION C FOR DETAILED SPECIFICATIONS.

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FIRST AID CABINETS, KITS, AND REFILLS
MEDIUM KIT COMPLETE REFILL CONTENT...TOTAL LOT PRICE FOR FIRST AID KITS AND CABINETS FOR THE NATIONAL CAPITAL REGION (INCLUDES MONTGOMERY AND PRINCE GEORGE'S COUNTIES)
PLEASE SEE SECTION C FOR DETAILED SPECIFICATIONS.

FIRST AID CABINETS, KITS, AND REFILLS
MEDIUM KIT ...TOTAL LOT PRICE FOR FIRST AID KITS AND CABINETS FOR THE SOUTHERN MARYLAND REGION (INCLUDES CHARLES, ANNE ARUNDEL, CALVERT, AND ST. MARY'S COUNTIES)
PLEASE SEE SECTION C FOR DETAILED SPECIFICATIONS.

FIRST AID CABINETS, KITS, AND REFILLS
LARGE KIT COMPLETE REFILLS CONTENT...TOTAL LOT PRICE FOR FIRST AID KITS AND CABINETS FOR THE EASTERN SHORE REGION (INCLUDES CECIL, KENT, QUEEN ANNE'S, CAROLINE, DORCHESTER, TALBOT, WICOMICO, SOMERSET, AND WORCESTER COUNTIES).
PLEASE SEE SECTION C FOR DETAILED SPECIFICATIONS.

FIRST AID CABINETS, KITS, AND REFILLS
REFILLS...TOTAL LOT PRICE FOR FIRST AID KITS AND CABINETS FOR THE EASTERN SHORE REGION (INCLUDES CECIL, KENT, QUEEN

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**STATE OF MARYLAND**

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**ANNE'S, CAROLINE, DORCHESTER, TALBOT, WICOMICO, SOMERSET, AND WORCESTER COUNTIES.**

PLEASE SEE SECTION C FOR DETAILED SPECIFICATIONS.

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**FIRST AID CABINETS, KITS, AND REFILLS**

**VEHICLE LOG KIT.** TOTAL LOT PRICE FOR FIRST AID KITS AND CABINETS FOR THE EASTERN SHORE REGION (INCLUDES CECIL, KENT, QUEEN ANNE'S, CAROLINE, DORCHESTER, TALBOT, WICOMICO, SOMERSET, AND WORCESTER COUNTIES).

PLEASE SEE SECTION C FOR DETAILED SPECIFICATIONS.

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**FIRST AID CABINETS, KITS, AND REFILLS**

**SMALL KIT.** TOTAL LOT PRICE FOR FIRST AID KITS AND CABINETS FOR THE EASTERN SHORE REGION (INCLUDES CECIL, KENT, QUEEN ANNE'S, CAROLINE, DORCHESTER, TALBOT, WICOMICO, SOMERSET, AND WORCESTER COUNTIES).

PLEASE SEE SECTION C FOR DETAILED SPECIFICATIONS.

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**FIRST AID CABINETS, KITS, AND REFILLS**

**LARGE FACILITY KIT.** TOTAL LOT PRICE FOR FIRST AID KITS AND CABINETS FOR THE EASTERN SHORE REGION (INCLUDES CECIL, KENT, QUEEN ANNE'S, CAROLINE, DORCHESTER, TALBOT, WICOMICO, SOMERSET, AND WORCESTER COUNTIES).

PLEASE SEE SECTION C FOR DETAILED SPECIFICATIONS.

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END OF ITEM LIST

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AUTHORIZED BY: __________________________ DATE: ________________

BUYER AUTHORIZED DESIGNEE