STATE OF MARYLAND

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:
CARTRIDGE PLUS INC
214 PARK RD
RIVA, MD 21140
(800) 768-3604

REFER QUESTIONS TO:
STACEY POLLITT
(410) 767-3002
STACEY.POLLITT1@MARYLAND.GOV

DISCOUNT TERMS: .00
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
OFFICE SUPPLIES

THIS IS A STATEWIDE CONTRACT FOR OFFICE SUPPLIES.

VENDOR NAME: CARTRIDGE PLUS INC
VENDOR CONTACT: DANIEL T. STROUP
VENDOR NUMBER: 800-768-3604
VENDOR EMAIL: CARTRIDGEPLUS@MSN.COM

CONTRACT PERIOD: FROM MAY 5, 2016 THROUGH FEBRUARY 28, 2019
WE FURTHER RESERVE THE RIGHT TO EXERCISE ANY RENEWAL OPTION SHOULD IT BECOME AVAILABLE.

VENDOR TO SUPPLY OFFICE SUPPLIES FOR STATE OF MARYLAND AGENCIES, LOCAL GOVERNMENTS AND OTHER ENTITIES AUTHORIZED BY LAW TO PURCHASE UNDER THE CONTRACT ACCORDING TO THE MASTER AGREEMENT WITH THE INTER-GOVERNMENTAL COOPERATIVE PURCHASING (ICPA) NETWORK FOR OFFICE SUPPLIES CONTRACT: R141701 - STATE OF MARYLAND THROUGH TCPN AND EPIC BUSINESS ESSENTIALS FORMALLY INDEPENDENT STATIONERS INC. WITH CARTRIDGE PLUS AS THE DISTRIBUTING VENDOR.

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CATALOG: MUST BE FURNISHED BY CARTRIDGE PLUS UPON NOTIFICATION OF THIS AWARD.
CATALOG SHALL BE SENT TO CATHY MARZOLA, CATHY.MARZOLA@MARYLAND.GOV

CONTRACT RESTRICTIONS: VENDOR MAY NOT PROVIDE ANY PRODUCTS THAT ARE ALREADY BEING SUPPLIED UNDER A CURRENT BLANKET CONTRACT WITH THE DEPARTMENT OF GENERAL SERVICES. ONCE THOSE CONTRACTS EXPIRE INCLUDING ANY RENEWAL OPTIONS, CARTRIDGE PLUS MAY THEN SUPPLY THESE PRODUCTS AT THE DISCOUNTED PRICES AS INDICATED UNDER THIS AGREEMENT OF AN AVERAGE OF 48% DISCOUNT ON OPEN MARKET PRICES SHOULD BE REALIZED.

INVOICES:
FOLLOWING DELIVERY AND ACCEPTANCE OF ALL SUPPLIES, CARTRIDGE PLUS INC 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.


CONTRACTOR SHALL PROVIDE A QUARTERLY ELECTRONIC CONTRACT USAGE REPORT IN EXCEL FORMAT. SHALL ALSO BE EMAILED TO EBONY SALAKO AT AWAWU.SALAKO@MARYLAND.GOV

USAGE REPORT FORMAT SHOULD INCLUDE:
. IDENTIFICATION OF THE AGENCIES USING THE CONTRACT.
. TOTAL COST OF ALL INVOICED PURCHASES FOR EACH STATE AGENCY
. ITEMIZED LIST, AND TOTAL COST BY STATE AGENCY, OF INVOICED PURCHASES THAT ARE MADE FROM RECYCLED CONTENT, INCLUDING THE RECYCLED CONTENT PERCENTAGE BY WEIGHT.

PRODUCT ACCEPTABILITY SHALL BE AT THE SOLE DISCRETION OF THE STATE OF MARYLAND AGENCY. AGENCIES SHALL BE THE SOLE JUDGE OF WHAT

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IS AN "APPROVED EQUAL". ANY PRODUCT DELIVERED AS A RESULT OF THIS AWARD WHICH DOES NOT MEET THE SPECIFICATIONS OR IS OTHERWISE FOUND TO BE DEFECTIVE, SHALL BE REJECTED AND RETURNED AT THE VENDOR'S EXPENSE FOR REPLACEMENT OR CREDIT.

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

WHEREAS, THE CONTRACT IS IN EFFECT THROUGH THE CURRENT CONTRACT TERM AS DEFINED ABOVE; AND NOW THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, THE PARTIES DO HEREBY AGREE TO THE CONTRACT AS FOLLOWS:

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.

THE PROCESSING FEE SHALL BE SUBMITTED:

THE DEPARTMENT OF GENERAL SERVICES
FISCAL SERVICES DIVISION
301 W. PRESTON STREET, ROOM 1309,
BALTIMORE, MD 21201

2. 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.

ADDITIONAL TERMS AND CONDITIONS:
RELEASE SHALL BE MADE AS REQUESTED BY THE USING AUTHORITY ON AN AS NEEDED BASIS. ALL ORDERS ARE TO BE RELEASED UPON RECEIPT OF A VALID DEPARTMENT PURCHASE ORDER OR BY USE OF THE DEPARTMENT CORPORATE CREDIT CARD.

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TERMS (cont’d):

CONTRACT SHALL REMAIN IN EFFECT FOR THE TIME PERIOD 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.

THE DEPARTMENT OF GENERAL SERVICES "TERMS AND CONDITIONS" FOR COMMODITY CONTRACTS OVER $25,000 AND ALL SPECIFICATIONS, TERMS AND CONDITIONS OF THE CONTRACT INCORPORATED HEREIN BY REFERENCE.

0004  61560  EA
OFFICE SUPPLIES, GENERAL (NOT OTHERWISE CLASSIFIED)

__________________________________________________________________________ END OF ITEM LIST ____________________________________________________________________

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

BILLING: INFORMATION WILL BE PROVIDED BY THE USING AGENCY REGARDING THE BILLING PROCESS.

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