

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

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

**BPO NO:** 001B9400416

**PRINT DATE:** 04/19/19

**PAGE:** 01

<b>SHIP TO:</b> AS SPECIFIED ON INDIVIDUAL ORDERS	
<b>VENDOR ID:</b> WILLIAMS & HEINTZ MAP CORP 8119 CENTRAL AVE  CAPITOL HEIGHTS, MD 20743 (301 )336-1144	<b>REFER QUESTIONS TO:</b>  IRIS LESTER BELL (410 )767-4612 IRIS.LESTER@MARYLAND.GOV
<b>ITB:</b>	<b>EXPR DATE:</b> 05/31/20 <b>POST DATE:</b> 04/16/19
	<b>DISCOUNT TERMS:</b> . NET 30 DAY <b>CONTRACT AMOUNT:</b> 753,320.00

### 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.

AGENCY BLANKET PURCHASE ORDER  
FOR  
PRINTING OF MAPS  
FOR  
STATE HIGHWAY ADMINISTRATION

CONTRACT TERM: JUNE 1,2019 THROUGH MAY 31, 2020 (1 YEAR)

THIS IS (1) ONE OF (2) TWO OPTIONS.

ORIGINAL #001B6400558

RENEWAL #1 001B9400416

DGS PO CONTACT: IRIS LESTER,410-767-4612, IRIS.LESTER@MARYLAND.GOV

RENEWAL OPTION WITH NO PRICE ESCALATIONS.

AGENCY CONTACT: JULIA DIETZ (410) 545-8535  
EMAIL: JDIETZ@SHA.STATE.MD.US  
BARBARA MALLOY (410) 545-5532  
EMAIL: BMALLOY@SHA.STATE.MD.US

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TERMS (cont'd):

VENDOR CONTACT: MARK BUDD (301) 336-1144  
EMAIL: MBUDD@WHMAP.COM

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>		
0001	96640-010000	EA	.2670		

PRINTING OF MAPS

OFFSET PRINTING, GENERAL, LARGE PRODUCTION RUNS ON LARGE OR WEB PRESS

PRINTING OF MAPS

PRINT 500,000 MARYLAND OFFICIAL HIGHWAY MAPS

"FULL ACCORDION" FOLD AT NO ADDITIONAL COST

SEE SPECS SAVED AS J02R6400054\_PRINTINGMAPS\_SPECS.DOC

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0002	96640-010000	EA	.2730		
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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
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PRINTING OF MAPS  
PRINT 200,000 MARYLAND OFFICIAL HIGHWAY MAPS  
"FULL ACCORDION" FOLD AT NO ADDITIONAL COST

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0003	96640-010000	EA	.2840	
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PRINTING OF MAPS  
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0021	96640-010000	EA	.5960	
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0022	96640-010000	EA	.6290	
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0023	96640-010000	EA	.6930	
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0024	96252	HR	70.0000	
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MAPPING

MAPPING SERVICES

AUTHOR'S ALTERNATIONS HOURLY RATE

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0025	96287-000007	EA		
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TRAVEL EXPENSES

TRAVEL, NON-LOCAL (SCHEDULED AND UNSCHEDULED), PROVIDED BY THRID PARTY.

CONTRACTOR COST OF PROVIDING TRAVEL OUTSIDE OF MARYLAND

NOTE: THE COST OF TRAVEL SHALL NOT BE COUNTED IN THE FINAL PRICE

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EVALUATION.

END OF ITEM LIST

SPECIFICATIONS AND DELIVERY LOCATIONS ARE ATTACHED FOR ORDERS ON AN AS NEEDED BASIS.

THIS PROCUREMENT WAS CONDUCTED AS A COMPETITIVE SEALED BID. THE AWARD WAS MADE TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER (BASIS FOR AWARD).

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, AND/OR BIODEGRADABLE MATERIALS.

### 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 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.

\*\*\*\*\* LAST PAGE \*\*\*\*\*

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

BUYER AUTHORIZED DESIGNEE