

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

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

BPO NO: 001B3600158

PRINT DATE: 10/18/22

PAGE: 01

<b>SHIP TO:</b> AS SPECIFIED ON INDIVIDUAL ORDERS		
<b>VENDOR ID:</b> RUDOLPHS OFFICE & COMPUTER SUPPLY INC 6610 AMBERTON DR STE 400 ELKRIDGE, MD 21075 (410 )931-4150	<b>REFER QUESTIONS TO:</b>  MIKE MYERS (410 )767-4281 MIKE.MYERS@MARYLAND.GOV	
<b>ITB:</b>	<b>EXPR DATE:</b> 12/16/23 <b>POST DATE:</b> 10/18/22	<b>DISCOUNT TERMS:</b> . NET 30 DAY <b>CONTRACT AMOUNT:</b> .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 (PPE)  
PERSONAL PROTECTIVE EQUIPMENT AND SUPPLIES  
\*\*\*\*\*

REFER TO LINE ITEMS FOR PRIMARY, SECONDARY OR TERTIARY CONDITIONS\*\*\*\*\*

THIS IS THE FINAL RENEWAL OPTION.

OPTION FINAL TERM: DECEMBER 17, 2022 THROUGH DECEMBER 16, 2023,  
WITH THE SAME CONTRACT TERMS, CONDITIONS, PROVISIONS AND PRICE.

THERE ARE NO REMAINING RENEWAL OPTIONS LEFT UNDER CONTRACT  
001B1600291.

VENDOR: RUDOLPH'S OFFICE AND COMPUTER SUPPLY  
PRIMARY CONTACT: KEVIN EVANS  
VENDOR NUMBER: 443-461-1450  
VENDOR EMAIL: KEVANS@RUDOLPHSUPPLY.COM

CONTRACT SCOPE: THIS IS A STATEWIDE CONTRACT FOR SUCCESSFUL  
SUPPLIERS TO FURNISH AND DELIVER THE SPECIFIED PPE ITEMS REQUESTED BY  
AGENCIES, POLITICAL SUBDIVISIONS OF THE STATE ON AN AS-NEEDED BASIS.

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### TERMS (cont'd):

THIS IS AN INDEFINITE DELIVERY, INDEFINITE QUANTITY (IDIQ) CONTRACT.

NOTHING CONTAINED HEREIN SHALL LIMIT NOR RESTRICT THE DEPARTMENT FROM PURCHASING SIMILAR ITEMS FROM ANOTHER PROVIDER.

#### RESPONSIBILITIES AND TASKS:

UPON AWARD, THE CONTRACTOR(S) SHALL:

A) BE RESPONSIBLE FOR MAINTAINING A CONTINUOUS SUPPLY OF THE AWARDED PRODUCTS FOR THE TERM OF THE CONTRACT,

B) BE RESPONSIBLE FOR PROVIDING THE GOODS SPECIFIED ON THE PRICE SHEET (ATTACHMENT B) ON AN AS-NEEDED BASIS UPON RECEIPT OF AN AUTHORIZED PURCHASE ORDER.

C) HAVE THE ABILITY TO PROCESS CREDIT CARD ORDERS;

D) BE ABLE TO PROVIDE TO THE REQUESTOR SAFETY DATA SHEETS (SDS) FOR ALL PRODUCT ORDERS:

E) BE RESPONSIBLE FOR ALL SHIPPING COSTS ASSOCIATED WITH THE DELIVERY OF REQUESTED ITEMS UNLESS THE ORDER IS PLACED FOR PRODUCT AT THE PRICES QUOTED NOT INCLUDING DELIVERY; AND

F) BE RESPONSIBLE FOR ENSURING THAT THE REQUESTED ITEMS SHIPPED ARE TO THE SPECIFICATIONS OUTLINED IN ATTACHMENT B.

COMPLETE ORDERS MUST BE DELIVERED WITHIN THE TIME FRAME LISTED ON EACH PURCHASE ORDER AT THE FIRM FIXED PRICE STATED ON THE CONTRACT. NO MULTI-STAGE SHIPMENTS WITHOUT PRE-AUTHORIZATION FROM THE ORDERING ENTITY.

UPON AWARD OF A CONTRACT, THE CONTRACTOR SHALL IMMEDIATELY BEGIN ACCEPTING ALL ORDERS ISSUED BY AUTHORIZED USING ENTITIES AS NEEDED.

#### INVOICING:

A) THE CONTRACTOR SHALL SEND THE ORIGINAL OF EACH INVOICE TO THE ORDERING ENTITY AS LISTED ON EACH PURCHASE ORDER.

ALL INVOICES FOR SERVICES SHALL BE VERIFIED BY THE CONTRACTOR AS ACCURATE AT THE TIME OF SUBMISSION.

AN INVOICE NOT SATISFYING THE REQUIREMENTS OF A PROPER INVOICE (AS DEFINED IN COMAR 21.06.09) CANNOT BE PROCESSED FOR PAYMENT. TO BE

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### TERMS (cont'd):

CONSIDERED A PROPER INVOICE, INVOICES MUST INCLUDE THE FOLLOWING INFORMATION WITHOUT ERROR:

- 1) CONTRACTOR NAME AND ADDRESS;
- 2) VENDOR MUST INCLUDE THE PURCHASE ORDER OR BLANKET PURCHASE ORDER NUMBERS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.
- 3) REMITTANCE;
- 4) FEDERAL TAXPAYER IDENTIFICATION (FEIN) NUMBER, SOCIAL SECURITY NUMBER, AS APPROPRIATE;
- 5) INVOICE PERIOD (I.E. TIME PERIOD DURING WHICH SERVICES COVERED BY INVOICE WERE PERFORMED);
- 6) INVOICE NUMBER;
- 7) STATE ASSIGNED CONTRACT NUMBER;
- 8) STATE ASSIGNED (BLANKET PURCHASE ORDER NUMBER(S));
- 9) GOODS OR SERVICES PROVIDED;
- 10) AMOUNT DUE; AND
- 11) ANY ADDITIONAL DOCUMENTATION REQUIRED BY REGULATION OR THE CONTRACT.

THE DEPARTMENT RESERVES THE RIGHT TO REDUCE OR WITHHOLD CONTRACT PAYMENT IN THE EVENT THE CONTRACTOR DOES NOT PROVIDE THE DEPARTMENT WITH ALL REQUIRED DELIVERABLES WITHIN THE TIME FRAME SPECIFIED IN THE CONTRACT OR OTHERWISE BREACHES THE TERMS AND CONDITIONS OF THE CONTRACT UNTIL SUCH TIME AS THE CONTRACTOR BRINGS ITSELF INTO FULL COMPLIANCE WITH THE CONTRACT.

ANY ACTION ON THE PART OF THE DEPARTMENT, OR DISPUTE OF ACTION BY THE CONTRACTOR, SHALL BE IN ACCORDANCE WITH THE PROVISIONS OF THE MD. CODE ANN., STATE FINANCE AND PROCUREMENT ARTICLE §§ 15-215 THROUGH 15-223 AND WITH COMAR 21.10.04

THE STATE IS GENERALLY EXEMPT FROM FEDERAL EXCISE TAXES, MARYLAND SALES AND USE TAXES, DISTRICT OF COLUMBIA SALES TAXES AND TRANSPORTATION TAXES. THE CONTRACTOR, HOWEVER, IS NOT EXEMPT FROM SUCH SALES AND USE TAXES AND MAY BE LIABLE THE SAME.

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### TERMS (cont'd):

INVOICES FOR FINAL PAYMENT SHALL BE CLEARLY MARKED AS FINAL AND SUBMITTED WHEN ALL WORK REQUIREMENTS HAVE BEEN COMPLETED AND NO FURTHER CHARGES ARE TO BE INCURRED UNDER THE CONTRACT. IN NO EVENT SHALL ANY INVOICE BE SUBMITTED LATER THAN 60 CALENDAR DAYS FROM THE CONTRACT TERMINATION DATE.

#### DELIVERABLE INVOICING:

PAYMENT FOR DELIVERABLES WILL ONLY BE MADE UPON COMPLETION AND ACCEPTANCE OF THE DELIVERABLES AS DEFINED IN SECTION 2 (IFB).

FOR THE PURPOSES OF THE CONTRACT AN AMOUNT WILL NOT BE DEEMED DUE AND PAYABLE IF:

- A) THE AMOUNT INVOICED IS INCONSISTENT WITH THE CONTRACT;
- B) THE PROPER INVOICE HAS NOT BEEN RECEIVED BY THE PARTY OR OFFICE SPECIFIED IN THE CONTRACT;
- C) THE INVOICE OR PERFORMANCE IS IN DISPUTE OR THE CONTRACTOR HAS FAILED TO OTHERWISE COMPLY WITH THE PROVISIONS OF THE CONTRACT;
- D) THE ITEM OR SERVICES HAVE NOT BEEN ACCEPTED;
- E) THE QUANTITY OF ITEMS DELIVERED IS LESS THAN THE QUANTITY ORDERED;
- F) THE ITEMS OR SERVICES DO NOT MEET THE QUALITY REQUIREMENTS OF THE CONTRACT; OR

E) THE QUANTITY OF ITEMS DELIVERED IS LESS THAN THE QUANTITY ORDERED;

G) THE CONTRACTOR HAS NOT SUBMITTED SATISFACTORY DOCUMENTATION OR OTHER EVIDENCE REASONABLY REQUIRED BY THE PROCUREMENT OFFICER OR BY THE CONTRACT CONCERNING PERFORMANCE UNDER THE CONTRACT AND COMPLIANCE WITH ITS PROVISIONS.

#### TRAVEL REIMBURSEMENT:

TRAVEL WILL NOT BE REIMBURSED UNDER THIS CONTRACT.

#### NO-COST EXTENSION:

IN ACCORDANCE WITH BPW ADVISORY 1995-1 ITEM 7.B, IN THE EVENT THERE ARE UNSPENT FUNDS REMAINING ON THE CONTRACT, PRIOR TO THE CONTRACT'S EXPIRATION DATE THE PROCUREMENT OFFICER MAY MODIFY THE CONTRACT TO EXTEND THE CONTRACT BEYOND ITS EXPIRATION DATE FOR A PERIOD UP TO, BUT NOT EXCEEDING, ONE-THIRD OF THE BASE TERM OF THE CONTRACT (E.G., EIGHT-MONTH EXTENSION ON A TWO-YEAR CONTRACT) FOR THE PERFORMANCE OF WORK WITHIN THE CONTRACT'S SCOPE OF WORK. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NO FUNDS MAY BE ADDED TO THE CONTRACT IN CONNECTION WITH ANY SUCH EXTENSION.

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### TERMS (cont'd):

#### ELECTRONIC FEE:

CONTRACTOR SHALL PAY AN ELECTRONIC TRANSACTION FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE ELECTRONIC TRANSACTION FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE ELECTRONIC TRANSACTION 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.

THE ELECTRONIC TRANSACTION FEE SHALL BE SUBMITTED TO THE OFFICE OF STATE PROCUREMENT, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD, 21201, THIRTY (30) DAYS AFTER THE END OF EACH REPORTING PERIOD ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL BE EMAILED TO DGS.STATEWIDECONTRACTSUSAGEREPORT@MARYLAND.GOV.

FAILURE TO REMIT TRANSACTION FEES 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

PRIOR TO AWARD, CONTRACTORS WILL BE ASKED TO CONFIRM IN WRITING THAT THEIR UNIT PRICES INCLUDE THE ONE PERCENT (1%) ELECTRONIC TRANSACTION FEE.

#### PRICE ADJUSTMENT:

THE PRICE ADJUSTMENTS FOR THE RENEWALS SHALL BE NEGOTIATED AND MUTUALLY AGREED UPON BY DGS AND THE CONTRACTORS. ALTHOUGH EACH EACH NEGOTIATION WILL BE CARRIED OUT INDEPENDENTLY, THE PERCENTAGE INCREASE OR THE MONETARY INCREASE SHALL BE THE SAME FOR ALL VENDORS. DGS RESERVES THE RIGHT TO RENEW ANY AND/OR ALL CONTRACTOR'S CONTRACTS ANY CONTRACTS WHICH ARE NOT RENEWED MAY BE COMPETITIVELY RE-BID. ESTIMATED QUANTITIES WILL BE PROVIDED FOR ANY OR ALL RENEWAL OPTIONS. UPON RENEWAL, THE EXISTING CONTRACT TERMS AND CONDITIONS WILL APPLY.

#### METHOD OF REQUESTING AN ADJUSTMENT IS AS FOLLOWS:

THIRTY (30) DAYS PRIOR TO THE END OF EACH YEAR OF THE CONTRACT THE CONTRACTOR MAY REQUEST, IN WRITING, A COST ADJUSTMENT TO BE IN EFFECT FOR THE SUBSEQUENT YEARS OF THE CONTRACT. IF A CONTRACTOR FAILS TO REQUEST A PRICE ADJUSTMENT 30 DAYS PRIOR TO THE ADJUSTMENT DATE,

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### TERMS (cont'd):

THE ADJUSTMENT WILL BE EFFECTIVE 30 DAYS AFTER THE STATE RECEIVES THEIR WRITTEN REQUEST.

ANY PROPOSED INCREASE IN PRICE SHALL NOT EXCEED THE RATE OF INFLATION AS DETERMINED BY THE U.S. DEPARTMENT OF LABOR PRODUCER PRICE INDEX (PPI) FOR MEDICAL EQUIPMENT & SUPPLIES MFG., NOT SEASONALLY ADJUSTED, SERIES ID PCU3391, PUBLISHED BY THE BUREAU OF LABOR STATISTICS AT THE TIME OF THE REQUEST. THE DIFFERENCE BETWEEN THE PPI ISSUED FOR JUNE 2020, AND THE MOST RECENT PPI AT THE TIME OF THE REQUEST WILL DETERMINE THE MAXIMUM ALLOWABLE ADJUSTMENT OF THE ORIGINAL CONTRACT PRICE. NO RETROACTIVE CONTRACT PRICE ADJUSTMENTS WILL BE ALLOWED. UPON VERIFICATION THAT THE PRICE INCREASE REQUESTED MEETS THIS CONDITION, THE PRICE INCREASE SHALL BE GRANTED EFFECTIVE WITH THE START OF THE NEW CONTRACT YEAR.

PRICE REDUCTIONS MAY BE SUBMITTED BY THE CONTRACTOR AT ANY TIME DURING THE TERM OF THE CONTRACT AND WILL BECOME EFFECTIVE IMMEDIATELY.

### DELIVERY AND ACCEPTANCE:

DELIVERY SHALL BE MADE IN ACCORDANCE WITH THE SOLICITATION SPECIFICATIONS. THE STATE, IN ITS SOLE DISCRETION, MAY EXTEND THE TIME OF PERFORMANCE FOR EXCUSABLE DELAYS DUE TO UNFORESEEABLE CAUSES BEYOND THE CONTRACTOR'S CONTROL. THE STATE UNILATERALLY MAY ORDER IN WRITING THE SUSPENSION, DELAY OR INTERRUPTION OF PERFORMANCE HEREUNDER. THE STATE RESERVES THE RIGHT TO TEST ANY MATERIALS, EQUIPMENT, SUPPLIES, OR SERVICES DELIVERED TO DETERMINE IF THE SPECIFICATIONS HAVE BEEN MET. THE MATERIALS LISTED IN THE BID OR PROPOSAL SHALL BE DELIVERED FOB OR THE POINTS SPECIFIED ON EACH PURCHASE ORDER. ANY MATERIAL THAT IS DEFECTIVE OR FAILS TO MEET THE TERMS OF THE SPECIFICATIONS SHALL BE REJECTED. REJECTED MATERIALS SHALL BE PROMPTLY REPLACED. THE STATE RESERVES THE RIGHT TO PURCHASE REPLACEMENT MATERIALS IN THE OPEN MARKET. CONTRACTORS FAILING TO PROMPTLY REPLACE MATERIALS LAWFULLY REJECTED SHALL BE LIABLE FOR ANY EXCESS PRICE PAID FOR THE REPLACEMENT, PLUS APPLICABLE EXPENSES, IF ANY.

### PURCHASES BY OTHER ENTITIES - INDEFINITE QUANTITY CONTRACTS:

THIS PROVISION APPLIES TO INDEFINITE QUANTITY CONTRACTS. PURSUANT TO THE STATE FINANCE AND PROCUREMENT ARTICLE, SECTION 13-110 OF THE ANNOTATED CODE OF MARYLAND, EXCEPT FOR ENTITIES DESCRIBED IN (6)(A) THE FOLLOWING ENTITIES MAY PURCHASE MATERIALS, SUPPLIES, AND EQUIPMENT UNDER THIS CONTRACT:

- (1) A COUNTY OR BALTIMORE CITY;
- (2) A MUNICIPAL CORPORATION;

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- (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 OF 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 NON-PUBLIC INSTITUTION OF HIGHER EDUCATION UNDER SECTION 17-106 OF THE EDUCATION ARTICLE.
- (A) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL OR A NONPUBLIC INSTITUTION OF HIGHER EDUCATION MAY NOT PURCHASE RELIGIOUS MATERIALS UNDER THIS CONTRACT.
  - (B) 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.
- (7) ANOTHER STATE OR AN AGENCY OR OTHER INSTRUMENTALITY OF ANOTHER STATE.

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 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 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.

THE DEPARTMENT OF GENERAL SERVICES' "TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$50,000" AND ALL SPECIFICATIONS, TERMS AND CONDITIONS OF SOLICITATION # BPM019867 INCORPORATED HEREIN BY REFERENCE.

THE PRECEDENCE OF THE CONTRACTOR WILL BE IDENTIFIED AS PRIMARY CONTRACTOR (1ST), SECONDARY CONTRACTOR (2ND), AND TERTIARY CONTRACTOR

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### TERMS (cont'd):

(3RD) PER LINE ITEM.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	93856-000000	EA	43.4300

HOSPITAL AND MEDICAL EQUIPMENT

\*\*\*SECONDARY CONTRACTOR (2ND)\*\*\*

-ITEM DESCRIPTION: SURGICAL/BOUFFANT CAPS

-UNIT OF MEASURE: EA

-MANUFACTURER AND PRODUCT NUMBER: GENUINE/ITEM# GJ085140CT

-NUMBER OF ITEMS PER PACK: 1000

-NUMBER OF PACKS PER CASE: 1

-PRICE PER CASE, INCLUDING SHIPPING COSTS,  
DELIVERY WITHIN 45 CALENDAR DAYS: \$43.43

-BASIS FOR AWARD-UNIT PRICE PER EACH ITEM INCLUDING  
SHIPPING COSTS, DELIVERY WITHIN 45 CALENDAR DAYS

UNIT PRICE: \$0.04

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0002	93856-000000	EA	33.8800
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HOSPITAL AND MEDICAL EQUIPMENT

\*\*\*SECONDARY CONTRACTOR (2ND)\*\*\*

-ITEM DESCRIPTION: HAND SANITIZER, DISPENSER REFILL

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	_____
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-UNIT OF MEASURE: EA  
-MANUFACTURER AND PRODUCT NUMBER: GOJO/ITEM# GOJ190302CT  
-NUMBER OF ITEMS PER PACK: 2  
-NUMBER OF PACKS PER CASE: 1  
-PRICE PER CASE, INCLUDING SHIPPING COSTS,  
DELIVERY WITHIN 45 CALENDAR DAYS: \$33.88  
-BASIS FOR AWARD-UNIT PRICE PER EACH ITEM INCLUDING  
SHIPPING COSTS, DELIVERY WITHIN 45 CALENDAR DAYS  
UNIT PRICE: \$16.94

\_\_\_\_\_ END OF ITEM LIST \_\_\_\_\_

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**AUTHORIZED BY:** \_\_\_\_\_ *Mike Myers* \_\_\_\_\_ **DATE:** 10/18/22  
BUYER AUTHORIZED DESIGNEE