

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

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

BPO NO: 001B6400394

PRINT DATE: 08/22/17

PAGE: 01

### SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

**VENDOR ID:** 1521614963

AJ STATIONERS INC  
6810 DEERPATH ROAD  
SUITE 425  
ELKRIDGE, MD  
(410 ) 360-4900

21075

### REFER QUESTIONS TO:

LISA FORTUNE MCDONALD  
(410 ) 767-4084  
LISA.MCDONALD@MARYLAND.GOV

**ITB:**

**EXPR DATE:** 02/25/19  
**POST DATE:** 03/03/16

**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.

VENDOR TELEPHONE NUMBER: (410) 360-4900,

VENDOR TO SUPPLY OFFICE SUPPLIES AND CALENDARS FOR STATE OF MARYLAND AGENCIES, LOCAL GOVERNMENTS AND OTHER ENTITIES AUTHORIZED BY LAW TO PURCHASE UNDER THE CONTRACT ACCORDING TO THE MASTER AGREEMENT METRO OFFICE SOLUTIONS FOR OFFICE SUPPLIES CONTRACT NO. PA5738 AND THE STATE OF MARYLAND THROUGH WSCA AND NASPO.

THIS IS A STATEWIDE CONTRACT FOR OFFICE SUPPLIES.

CONTRACT PERIOD: FEBRUARY 26, 2016 THROUGH FEBRUARY 25, 2019  
WITH ONE (1), TWO (2) YEAR RENEWAL OPTION

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, AJ STATIONERS MAY THEN SUPPLY THESE PRODUCTS AT THE DISCOUNTED PRICES AS INDICATED UNDER THIS AGREEMENT OF 26.48% DISCOUNT BELOW OPEN MARKET PRICES.

THIS CONTRACT IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000.

CHANGES

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### TERMS (cont'd):

- A. THE STATE AND AJ STATIONERS HAVE AGREED TO INCORPORATE THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000. IN THE EVENT OF A CONFLICT BETWEEN THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 AND THE TERMS AND CONDITIONS OF THE WSCA OFFICE SUPPLIES CONTRACT NO. PA5738, THE TERMS OF THE MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 WILL TAKE PRECEDENCE OVER TERMS CONTAINED IN WSCA CONTRACT, NUMBER PA5738.

CONTRACTOR SHALL PROVIDE A QUARTERLY ELECTRONIC CONTRACT USAGE REPORT IN EXCEL FORMAT TO THE DGS PROCUREMENT OFFICER AND THE SUSTAINABILITY OFFICER, JAMES LEY AT JAMES.LEY@MARYLAND.GOV THE REPORT SHALL INCLUDE AT A MINIMUM:

- . INDENTIFICATION 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 RECYLED CONTENT, INCLUDING THE RECYCLED CONTENT PERCENTAGE BY WEIGHT.

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.

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

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### TERMS (cont'd):

USAGE REPORT SHALL ALSO BE EMAILED TO LISA MCDONALD AT  
LISA.MCDONALD@MARYLAND.GOV AND A. EBONY 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 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.

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 CONTRACTOR WARRANTS THAT THE CONTRACTOR SHALL COMPLY WITH COMAR 21.11.08 DRUG AND ALCOHOL FREE WORKPLACE, AND THAT THE CONTRACTOR SHALL REMAIN IN COMPLIANCE THROUGHOUT THE TERM OF THIS CONTRACT.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	61502-000001	EA	
OFFICE SUPPLIES, MISCELLANEOUS			

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0002	61519-RP4163	EA	
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REFILLS, PREMIER FILLER, STANDARD TWO PAGE-PER-DAY FORMAT, WHITE

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
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OPAQUE PAPER WITH BLUE/GRAY COLOR COMBINATION FOR SCHEDULING.

SIZE: 4-1/4 X 6-3/4" PAGE. FORMAT:

*OCTOBER - SEPTEMBER	-KEITH CLARK AT A GLANCE NO. P93-10-96
	FRANKLIN QUEST NO. 12593
*JANUARY - DECEMBER	-KEITH CLARK AT A GLANCE NO. P90-10-97
	FRANKLIN QUEST NO. 12590
*APRIL - MARCH	-KEITH CLARK AT A GLANCE NO. P91-10-97
	FRANKLIN QUEST NO. 12591
*JULY - JUNE	-KEITH CLARK AT A GLANCE NO. P92-10-97
	FRANKLIN QUEST NO. 12592

\*\* NOTE \*\*

MUST STATE QUARTER WHEN ORDERING.

REFILLS, ORIGINAL AT-A-GLANCE/DAYRUNNER FILLER, STANDARD TWO PAGE-PER-DAY FORMANT, WHITE OPAQUE PAPER WITH LIGHT GREEN COLOR COMBINATION FOR SCHEDULING. SIZE: 6-3/4 X 3 3/4 PAGE. FORMAT:

JANUARY 17 - DECEMBER 17

PRODUCT #: DRN35414AJ

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0003	61519-RP5585	EA
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REFILLS, PREMIER FILLER, STANDARD TWO PAGE-PER-DAY FORMAT, WHITE OPAQUE PAPER WITH BLUE/GRAY COLOR COMBINATION FOR SCHEDULING.

SIZE: 5-1/2 X 8-1/2" PAGE. FORMAT:

*OCTOBER - SEPTEMBER	-KEITH CLARK AT A GLANCE NO. C93-10-96
	FRANKLIN QUEST NO. 12597
*JANUARY - DECEMBER	-KEITH CLARK AT A GLANCE NO. C90-10-97
	FRANKLIN QUEST NO. 12594
*APRIL - MARCH	-KEITH CLARK AT A GLANCE NO. C91-10-97
	FRANKLIN QUEST NO. 12595
*JULY - JUNE	-KEITH CLARK AT A GLANCE NO. C92-10-97
	FRANKLIN QUEST NO. 12596

\*\* NOTE \*\*

MUST STATE QUARTER WHEN ORDERING.

REFILLS, AT-A-GLANCE/DAYRUNNER CLASSIC FILLER, STANDARD TWO PAGE-PER-DAY FORMAT, WHITE OPAQUE PAPER WITH LIGHT GREEN COLOR COMBINATION FOR SCHEDULING. SIZE: 5 1/2 X 8 1/2 PAGE. FORMAT:

JANUARY 17 - DECEMBER 17

PRODUCT #: DRN481225AJ

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0004	61519-RP8511	EA	
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REFILLS, PREMIER FILLER, STANDARD TWO PAGE-PER-DAY FORMAT, 8-1/2" X 11" PAGE

REFILLS, AT-A-GLANCE/DAYRUNNER CLASSIC FILLER, STANDARD TWO  
PAGE-PER-DAY FORMAT, WHITE OPAQUE PAPER WITH LIGHT GREEN COLOR  
COMBINATION FOR SCHEDULING. SIZE: 8 1/2 X 11 PAGE. FORMAT:  
JANUARY 17 - DECEMBER 17

PRODUCT #: DRN491225AJ

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0005	61519-110722-R	EA	
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DESK CALENDAR, RECYCLED MATERIAL, MONTHLY FORMAT, JANUARY THRU  
DECEMBER. 17 X 22" VINYL HEADBAND AND CORNERS, EYELETS FOR HANGING.  
BISM B1-DESCALMD NO SUBSTITUTE.  
PRODUCT # AAGSK2400AJ

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0006	61519-121925-R	EA	
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WALL CALENDAR, PLAN -A- MONTH, 19" X 25" RECYCLED MATERIAL. BLIND INDUSTRIES  
BISM B1-WALCALMD NO SUBSTITUTE.

PRODUCT #: AAGPM328AJ

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0007	61519-230458-R	EA	
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CALENDAR REFILL, 5"X8", RULED

PRODUCT #AAGE45850

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0008	61519-230919-R	EA	
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CALENDAR REFILL, RECYCLED MATERIAL, BOOK LOOSELEAF STYLE, PAGE SIZES  
3" X 3-3/4" COMPACT, TWO PAGES FOR EACH WEEK DAY, EACH DAY TO STATE  
IN BOLD PRINTING: DATE, MONTH, YEAR AND WEEKDAY. TO SHOW PRESENT,  
PAST AND FUTURE MONTHS, SATURDAYS AND SUNDAYS TO BE ONE FULL PAGE.

PRODUCT #: AAGE91950AJ \* NOTE: ACTUAL SIZE IS 3 X 3 3/4

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0009	61519-240717-R	EA	
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CALENDAR REFILL, RECYCLED MATERIAL. BOOK LOOSELEAF STYLE, PAGE SIZES 3 1/2" X 6". TWOPAGES FOR EACH WEEK DAY, ONE RULED FOR HALF-HOURLY APPOINTMENTS REVERSE PAGE FOR MEMOS. EACH DAY TO STATE IN BOLD PRINTING: DATE, MONTH YEAR AND WEEKDAY. TO SHOW PRESENT, PAST AND FUTURE MONTHS, RULED FOR HALF-HOURLY APPOINTMENTS. SATURDAYS AND SUNDAYS TO BE ONE FULL PAGE. EQUIVALENT TO KEITH CLARK E717R-50.

PRODUCT #: AAGE717R50AJ

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0010	61519-300017	EA	
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BASES: PLASTIC EQUIPPED WITH PROTECTIVE FEET SUCCESS NO.17, EVERREADY NO.E17 OR EQUAL.

PRODUCT #: AAGR1700AJ

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0011	61519-300019	EA	
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BASES: PLASTIC EQUIPPED WITH PROTECTIVE FEET SUCCESS NO.19, EVERREADY NO.E19 OR EQUAL.

PRODUCT #: AAGE1900AJ

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0012	61519-300058	EA	
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BASES: PLASTIC EQUIPPED WITH PROTECTIVE FEET SUCCESS NO.85, EVERREADY NO.E58 OR EQUAL.

PRODUCT #: AAGE5800AJ

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0013	61519-463000-R	EA	
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APPOINTMENT BOOK, WEEKLY, RECYCLED MATERIAL, FLEXIBLE SIMULATED COVER, WIREBOUND. SHOWS YEAR STAMPED ON FRONT. ONE WEEK TO AN OPENING. LINED TO SEPARATE APPOINTMENTS.

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PRODUCT #: AAGG20000AJ

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0014	61519-463604-R	EA
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WEEKLY APPOINTMENT BOOKS, CALENDAR, JANUARY THRU DECEMBER. RECYCLED MATERIAL. APPROXIMATE SIZE 6-1/8" X 3-3/4". BOOK LOOSELEAF STYLE PAGES, SPIRAL BOUND. WEEKDAY SCHEDULE FROM 8 A.M. TO 5 P.M. AT HOUR INTERVALS. WITH TABBED TELEPHONE INDEXES.

PRODUCT #: AAGG25000AJ

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0015	61519-463804-R	EA
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WEEKLY APPOINTMENT BOOKS, CALENDAR, JANUARY THRU DECEMBER. RECYCLED MATERIAL. APPROXIMATE SIZE 8" X 4 7/8". BOOK LOOSELEAF STYLE PAGES, SPIRAL BOUND. WEEKDAY SCHEDULE FROM 8 AM TO 5 PM AT HOUR INTERVALS WITH TABBED TELEPHONE INDEXES.

PRODUCT #: AAGG21000AJ

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0016	61519-473907-R	EA
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APPOINTMENT BOOKS, MONTHLY, SHOWS ONE FULL MONTH ACROSS TWO FACING PAGES. RECYCLED MATERIAL. APPROXIMATE SIZE 8 3/4" X 6 7/8". LARGE SQUARES FOR EACH DAY PLUS AN EXTRA COLUMN. COMPLETE WITH A FULL YEAR PLANNING CALENDAR. NON REFILLABLE.

PRODUCT #: AAGG40000AJ

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0017	61519-473911-R	EA
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APPOINTMENT BOOKS, MONTHLY, SHOWS ONE FULL MONTH ACROSS TWO FACING PAGES. RECYCLED MATERIAL. APPROXIMATE SIZE 9" X 11". LARGE SQUARES FOR EACH DAY PLUS AN EXTRA COLUMN. COMPLETE WITH A FULL YEAR PLANNING CALENDAR. NON-REFILLABLE.

PRODUCT #: AAGSK200AJ

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0018	61519-932000-R	EA	
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DIARIES, RECYCLED MATERIAL, SIMULATED LEATHER HARDBOUND, FULL PAGE FOR EACH DAY  
W/RULED LINES, FRONT TELEPHONE SECTION

PRODUCT #: AAGSD38513AJ

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0019	61519-932806-R	EA	
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DIARIES, RECYCLED MATERIAL, RED TEXHIDE HARDBOUND. APPROXIMATE SIZE  
8" X 5 1/2". FULL PAGES FOR EACH DAY. TELEPHONE SECTION IN FRONT,  
CASH SUMMARY PAGES IN BACK.

PRODUCT #: AAGSD38713AJ

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0020	61519-932906-R	EA	
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DIARIES, RECYCLED MATERIAL, RED TEXHIDE HARDBOUND. APPROXIMATE SIZE  
9" X 6". FULL PAGES FOR EACH DAY. TELEPHONE SECTION IN FRONT, CASH  
SUMMARY PAGES IN BACK.

PRODUCT #: AAGSD38913AJ

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END OF ITEM LIST

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VENDOR TELEPHONE NUMBER FOR PLACING ORDERS: (410) 360-4900

VENDOR FAX NUMBER: (443) 445-3339

VENDOR CONTACT PERSON: RUSTY BALAZS RBALAZS@AJSTATIONERS.COM

ADDRESS: 6810 DEERPATH ROAD, SUITE 425  
ELKRIDGE, MARYLAND 21075

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:

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**TERMS (cont'd):**

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

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**AUTHORIZED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
BUYER AUTHORIZED DESIGNEE

M-DOT Certified  
City of Baltimore Certified  
Minority Owned  
Woman Owned



## State of Maryland 2018 Calendar Order Form

Fax to: 443-445-3339

PO # 001B6400394		Account #		Department:		Date:	
Bill to:				Ship To			
Address				Address 1			
City		State	Zip	City		State	Zip
Contact:		Email		Phone		Fax	

	Item	Description	QTY	Price	Ext Price
	DRN35414AJ	PRO Recycled 2-Pages-Per-Day Planning Pages 3.75x 6.75		\$10.34	
	DRN481225AJ	Daily Pages Refill,Jan-Dec,2PPD,7HP,5.5"x8.5"WE/CM		\$10.78	
	DRN491225AJ	Daily Pages Refill,Jan-Dec,2PPD,7HP,8.5"x11",WE/CM		\$12.48	
	AAGSK2400AJ	Desk Pad, 1PPM, 12Mths, Jan-Dec, 22"x17", Black		\$2.24	
	AAGPM328AJ	Recycled Monthly Wall Calendar Blue & Red 15.5"x 22.75"		\$4.65	
	AAGE5800AJ	Pad Style Base, Black, 5" x 8"		\$4.10	
	AAGE45850AJ	Pad-Style Desk Calendar Refill, 5"x 8"		\$2.44	
	AAGE717R50AJ	Desk Calendar Refill,F/17-Style Bases,Jan-Dec,3-1/2"x6" WE		\$1.08	
	AAGR1700AJ	BASE,F/CALENDR,17 STYL,BK		\$2.85	
	AAGE91950AJ	Recycled Compact Desk Calendar Refill, 3"x 3 3/4"		\$2.48	
	AAGE1900AJ	Desk Calendar Base, Black, 3" x 3 3/4"		\$3.98	
	AAGG20000AJ	Recycled Weekly Appointment Book, Black, 4 7/8" x 8"		\$3.59	
	AAGG25000AJ	Recycled Weekly Appointment Book, Black, 3 3/4" x 6"		\$3.67	
	AAGG21000AJ	Recycled Weekly Appointment Book, Black, 4 7/8" x 8"		\$3.69	
	AAGG40000AJ	Recycled Monthly Planner, Black, 6 7/8" x 8 3/4"		\$3.07	
	AAGSK200AJ	Recycled Monthly -14 Month Planner Blk 7 7/8"x11 7/8" 14/16		\$3.05	
	AAGSD38513AJ	Daily Reminder Business Diary Jan-Dec 1PPD 4-3/16"x6-1/2"RD		\$6.33	
	AAGSD38713AJ	Daily Reminder Business Diary,Jan-Dec,1PPD,5"x7-1/2",Red		\$5.53	
	AAGSD38913AJ	Standard Diary Recycled Daily Reminder, Red, 5 3/4"x 8 1/4"		\$4.30	