State of Maine



Master Agreement

Effective Date: 11/04/19 Expiration Date: 12/31/21 Master Agreement Description: Select Laboratory Gases **Buyer Information** William Allen 207-624-7871 ext. NULL WJE.Allen@maine.gov **Issuer Information** 207-287-2727 Lisa Robbins ext. lisa.robbins@maine.gov **Requestor Information Thomas Gildersleeve** thomas.gildersleeve@maine.gov 207-633-9583 ext.

Agreement Reporting Categories

Authorized Departments

10A DEPT OF HUMAN SERVICES

Vendor Information

Vendor Line #: 1

Vendor ID VC1000061814 Vendor Name MAINE OXY ACETYLENE SUPPLY INC

Alias/DBA

not for education/school use VC1000067948

Vendor Address Information

100 WASHINGTON STR N

AUBURN, ME 04210 US

Vendor Contact Information

Paul A Rice Jr. 207-415-3936 **ext.** price@maineoxy.com

Commodity Information

Vendor Line #: 1		
Vendor Name: MAINE OXY ACETY	LENE SUPPLY INC	
Commodity Line #: 1		
Commodity Code: 43092		
Commodity Description: Select Lal	poratory Gases	
Commodity Specifications:		
Commodity Extended Description:	assessed once per delivery. The ch fee is charged, MaineOxy will send is paid. Emergencies: Deliveries or outside of normal business hours. T for these special deliveries. Hazardo charges will be assessed to the Sta any time during this contract period.	Charges: A \$15.00 delivery fee/charge will be arge will not be per invoice. If more than the stated a credit for the extra charged fees before the invoice servicing of tanks can be requested from the vendor The vendor will charge the normal delivery charge fee ous Material Charges: No hazardous material te of Maine and its using departments/agencies at . Fuel Fees: No fuel fees/charges will be assessed to partments/agencies at any time during this contract
Quantity	UOM	Unit Price
0.00000		0.000000
Delivery Days 7	Free On Board	
Contract Amount 0.00	Service Start Date	Service End Date
Catalog Name	Discount	
Me Oxy Lab Gas	0.0000 %	
	Discount Start Date	Discount End Date
	11/04/19	12/31/21

TERMS & CONDITIONS MA 191018-062 RFQ 18A 190925-105

Master Agreement (MA) Commodity: Gases Select Laboratory

Contract Period: Through December 31, 2021. The State of Maine with vendor approval can opt to issue up to two (2) one (1) year extensions.

Vendor Contact Person: The contact person will help consumers place orders, inquire about orders that have not been delivered, all shipping issues, quality issues, and any issues pertaining to this Master Agreement. All orders not submitted through a DO will be sent through the contractor's contact person. The contact person will be: **Paul Rice** Phone: 207-415-3936 Email: price@maineoxy.com

Extension of Contract: The Director of Procurement Services may, with the consent of the contractor extend the Contract period beyond the indicated expiration date.

Cancellation of Contract: The Division of Procurement Services reserves the right to cancel a contract with a thirty-day written notice OR cancel immediately if the contractor does not conform to terms and conditions and specifications of contract.

Quantities: It is understood and agreed that the contract will cover the <u>actual quantities</u> required by State Agency over the length of the contract.

Ordering Procedure: Delivery orders (DO) will be created in AdvantageME for all orders over \$5000.00. If a DO is used, the DO will be e-mailed to <u>price@maineoxy.com</u> as a .pdf file. Orders less than \$5000.00 can be ordered using a DO, a P-Card, via email or verbally.

Invoices and Payment: Each department/agency using the Master Agreement must be set up with their own, individual account and receive separate invoices. All invoices must contain the individual account number, the department/agency name, delivery address, contact person, the person that submitted the order and the person that signed for the delivery. Each department may request that each delivery location be set up with its own account number. The vendor is responsible for sending invoices to the correct billing address, the State of Maine will not be responsible for invoices sent to the wrong place.

Delivery: The Contractor will be responsible for the delivery of material in first class condition at the point of delivery, and in accordance with good commercial practice.

Delivery Charges: A \$15.00 delivery fee/charge will be assessed once per delivery. The charge <u>will not</u> be per invoice. If more than the stated fee is charged, MaineOxy will send a credit for the extra charged fees before the invoice is paid.

Emergencies: Deliveries or servicing of tanks can be requested from the vendor outside of normal business hours. The vendor will charge the normal delivery charge fee for these special deliveries.

Hazardous Material Charges: No hazardous material charges will be assessed to the State of Maine and its using departments/agencies at any time during this contract period.

Fuel Fees: No fuel fees/charges will be assessed to the State of Maine and its using departments/agencies at any time during this contract period.

Prices: Prices are with shipping terms of "Free on Board (FOB) – Destination". The State intends for this to mean that all goods shall be priced to include shipping charges, if any, to the State's desired location. The "FOB – Destination" shipping term is also intended to mean that the State shall not bear any responsibility for the goods in question until the State takes possession of them at the destination point of delivery. Prices are to remain firm for the duration of the contract.

Vendor Visitations: The vendor is required to do an onsite visit with each account holder at least once a month. Small and infrequent users not receiving weekly delivery service can be contacted via telephone or email to determine delivery schedules, service requirements and to address any issues as needed.

Additions/Subtractions: From time to time the needs of the departments/agencies change. The State of Maine may add or remove equipment using specific gases. The selected vendor agrees that any gases could be added or removed from catalog as determined by need.

Quarterly Report of Usage: The Division of Procurement Services **requires a quarterly report of sales** be faxed to 207-287-6578 within 30 days of the end of each calendar quarter. It will be the responsibility of the vendor to produce a quarterly report. The report must include the dollar value of goods purchased, broken down by Department as well as the total dollar value of purchases made by all Departments.

Procurement Card: State policy requires vendors to accept the State of Maine Procurement Card (P-Card) as a form of payment, with very rare exceptions. Your company will be required to accept these cards. The pricing offered to the State of Maine shall be the final cost to the State of Maine regardless of payment method. No surcharge or other compensation will be allowed. The State of Maine reserves the right to reject your bid if you are unwilling to accept this condition.

Laboratory Gases

Cylinders: The vendor must be able to notify each department/agency where and when cylinders were delivered and who signed for them if requested. Cylinders are to be color coordinated. Siphon tubes must be provided by the vendor at no additional charge as needed by the department/agency.

Appendix D

STATE OF MAINE DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES DIVISION OF PROCUREMENT SERVICES

MUNICIPALITY POLITICAL SUBDIVISION and SCHOOL DISTRICT PARTICIPATION CERTIFICATION

RFQ # 18A 190925*105 Laboratory and Industrial Gases

The Division of Procurement Services is committed to providing purchasing opportunities for **municipalities, political subdivisions and school districts** in Maine by allowing them access, through our vendors, to our contract pricing. A bidder's willingness to extend contract pricing to these entities will be taken into consideration in making awards.

Will you accept orders from political subdivisions and school districts in Maine at the prices quoted?

Yes

_____ Yes, with conditions as follows:

____ No

Name of Company:	
Maine Vxy Acetylene Supply (0	
Address:	
22 Albiston Way Auburn Maine 0421	0
Signature: and A Ruf	
Date: $10 9 19$	

SUPPLIER PART NUMBER	SUPPLIER NAME	ITEM DESCRIPTION EXTENDED DESCRIPTION	UNIT OF MEASURE	LIST PRICE	DELIVERY DAYS
	MAINE OXY ACETYLENE SUPPLY INC		CYL	\$60.01	7
	MAINE OXY ACETYLENE SUPPLY INC		CYL	\$33.23	7
			e per Delivery, NOT per Invoice EA	\$15.00	7
		HELIUM CHROMATOGRAPH GRADE; 99.9999 N/A	EA	\$584.23	7
		HELIUM ULTRA PURE CARRIER GRADE; 99.9995, T 300 T 300	EA	\$584.23	7
	MAINE OXY ACETYLENE SUPPLY INC		CYL	\$584.23	7
		HELIUM GRADE 5 UHP (99.999%), T 300 [HELIUM GRADE 5 UHP (99		\$215.77	7
HELIUM K		HELIUM GRADE 5.5 PURITY (99.9995%)/Cert of Analysis K 200 SlZE "K" 200 Standard DOT		\$308.33	7
HY KUHP		HYDROGEN GRADE 5 UHP (99.999%) K SIZE "K" 200 Standard DOT:	•••	\$23.76	7
HY TUHP		HYDROGEN ULTRA HIGH PURITY, T 300 T 300	CYL	\$28.18	7
IAR P10-T95	MAINE OXY ACETYLENE SUPPLY INC	METHANE P10 ,10% ARGON 95% K 200 Standard DOT2015 SIZE "K" 200 Standard DOT		\$52.44	7
IAR P10-T	MAINE OXY ACETYLENE SUPPLY INC	METHANE 10% / ARGON 90% K 200 K 200	CYL	\$52.44	7
IAR P5-T	MAINE OXY ACETYLENE SUPPLY INC	METHANE 5% BALANCE ARGON "P5" K 200 Standard DOT2015 SIZE "K" 200 Standard DOT	[2015 CYL	\$38.92	7
MAI 7.38CD-K	MAINE OXY ACETYLENE SUPPLY INC	CLINICAL BLOOD GAS 7.38% CO2 IN AIR, K SIZE "K" 200 Standard DOT	[2015 CYL	\$50.97	7
ME 3.7UH-LB	MAINE OXY ACETYLENE SUPPLY INC	METHANE UHP 99.97% LECTURE BOTTLE, 2CF LECTURE SIZE 2CF	CYL	\$639.87	7
		Biological Atmosphere, 10%	6 Carbon Dioxide 10% Hydrogen		
MNI 10CDHY-K	MAINE OXY ACETYLENE SUPPLY INC	Biological Atmosphere, 10% Carbon Dioxide 10% Hyd Bal Nitrogn Balance Nitrogen, Size 200 s	steel, CGA 350 CYL	\$24.83	7
NI KUHP	MAINE OXY ACETYLENE SUPPLY INC	NITROGEN GRADE 5 UHP (99.999%) K 200 Standard DOT2015 SIZE "K" 200 Standard DOT	[2015 CYL	\$19.27	7
NI KUHP-CERT	MAINE OXY ACETYLENE SUPPLY INC	NITROGEN GRADE 5 UHP (99.999%) W/Cert,K 200 Stand DOT2015 SIZE "K" Standard DOT2015	5 WITH CERT OF ANALYSIS CYL	\$44.27	7
NI T	MAINE OXY ACETYLENE SUPPLY INC	NITROGEN, INDUSTRIAL T 300 T 300	CYL	\$17.50	7
NI T5.5	MAINE OXY ACETYLENE SUPPLY INC	NITROGEN GRADE 5.5 PURITY (99.9995%) K 200 Standard DOT2015 SIZE "K" 200 Standard DOT	[2015 CYL	\$141.66	7
NI TUHP-T304	MAINE OXY ACETYLENE SUPPLY INC	NITROGEN GRADE 5 UHP (99.999%) T 304 SIZE "T" 304	CYL	\$19.27	7
NI TUHP	MAINE OXY ACETYLENE SUPPLY INC	NITROGEN ULTRA HIGH PURITY T 300 T 300	CYL	\$19.27	7
NI160LT	MAINE OXY ACETYLENE SUPPLY INC	LIQUID NITROGEN PREPURE, PURITY (99.998%) Lo Pres 3644CF LOW PRESSURE 3644CF	CYL	\$49.42	7
NI160LTUHP	MAINE OXY ACETYLENE SUPPLY INC	LIQUID NITROGEN, UHP, PURITY (99.999%) Lo Pres 3644CF LOW PRESSURE 3644CF	CYL	\$49.42	7
NI180LTUHP	MAINE OXY ACETYLENE SUPPLY INC	LIQUID NITROGEN ULTRA HIGH PURITY, 230 psi, 180 LT	CYL	\$54.90	7
NI230LT-NonCert	MAINE OXY ACETYLENE SUPPLY INC	LIQUID NITROGEN NON CERTIFIED PURITY (99.998%) 230/240 Liter LOW PRESSURE 230/240 L	LITER SIZE CYL	\$66.94	7
NI230LT	MAINE OXY ACETYLENE SUPPLY INC	LIQUID NITROGEN, 22 psi, 230L	CYL	\$66.94	7
NI230LTUHP	MAINE OXY ACETYLENE SUPPLY INC	LIQUID NITROGEN GRADE 5 UHP (99.999%), 230/240 Liter LOW PRESSURE 230/240 L	LITER SIZE CYL	\$66.94	7
NO KUSP	MAINE OXY ACETYLENE SUPPLY INC	NITROUS OXIDE USP GRADE SIZE G Medical 50-65 LBS SIZE "G" Medical 50-65 LBS	S CYL	\$207.13	7
RENT-CYL-Dav	MAINE OXY ACETYLENE SUPPLY INC	RENTAL - LIQUID CYLINDER DAILY for 160 and 230 LITER N/A	EA	\$2.45	7
	MAINE OXY ACETYLENE SUPPLY INC		EA	\$10.00	7
		RENTAL - LIQUID CYLINDER MONTHLY for 160 and 230 LITER N/A	EA	\$55.00	7
		RENTAL - LIQUID CYLINDER YEARLY for 160 and 230 LITER N/A	EA	\$350.00	7
-	MAINE OXY ACETYLENE SUPPLY INC		EA	\$50.00	7

STATE OF MAINE

GENERAL TERMS AND CONDITIONS FOR GOODS AND/OR SERVICES UNDER BUYER PURCHASE ORDERS (BPOs) AND MASTER AGREEMENTS (MAs)

- **1. DEFINITIONS**: The following definitions are applicable to these standard terms and conditions:
 - a. The term "Buyer" or "State" shall refer to the Government of the State of Maine or a person representing the Government of the State of Maine.
 - b. The term "Department" or "DAFS" shall refer to the State of Maine Department of Administrative and Financial Services.
 - c. The term "Bureau" or "BGS" shall refer to the State of Maine Bureau of General Services.
 - d. The term "Division" shall refer to the State of Maine Division of Purchases.
 - e. The term "Contractor", "Vendor", or "Provider" shall refer to the organization that is providing goods and/or services through the contract to which these standard terms and conditions have been attached and incorporated.
 - f. The term "Contract" or "Agreement" shall refer to the contract document to which these standard terms and conditions apply, taking the format of a Buyer Purchase Order (BPO) or Master Agreement (MA) or other contractual document that is mutually agreed upon between the State and the Contractor.
- 2. WARRANTY: The Contractor warrants the following:
 - a. That all goods and services to be supplied by it under this Contract are fit and sufficient for the purpose intended, and
 - b. That all goods and services covered by this Contract will conform to the specifications, drawing samples, symbols or other description specified by the Division, and
 - c. That such articles are merchantable, good quality, and free from defects whether patent or latent in material and workmanship, and
 - d. That all workmanship, materials, and articles to be provided are of the best grade and quality, and
 - e. That it has good and clear title to all articles to be supplied by it and the same are free and clear from all liens, encumbrances and security interest.

Neither the final certificate of payment nor any provision herein, nor partial nor entire use of the articles provided shall constitute an acceptance of work not done in accordance with this agreement or relieve the Contractor liability in respect of any warranties or responsibility for faulty material or workmanship. The Contractor shall remedy any defects in the work and pay any damage to other work resulting therefrom, which shall appear within one year from the date of final acceptance of the work provided hereunder. The Division of Purchases shall give written notice of observed defects with reasonable promptness.

3. TAXES: Contractor agrees that, unless otherwise indicated in the order, the prices herein do not include federal, state, or local sales or use tax from which an exemption is available for purposes of this order. Contractor agrees to accept and use tax exemption certificates when supplied by the Division as applicable. In case it shall ever be determined that any tax included in the prices herein was not required to be paid by Contractor, Contractor agrees to notify the Division and to make prompt application for the refund thereof, to take all proper steps to procure the same and when received to pay the same to the Division.

4. PACKING AND SHIPMENT: Deliveries shall be made as specified without charge for boxing, carting, or storage, unless otherwise specified. Articles shall be suitably packed to secure lowest

transportation cost and to conform to the requirements of common carriers and any applicable specifications. Order numbers and symbols must be plainly marked on all invoices, packages, bills of lading, and shipping orders. Bill of lading should accompany each invoice. Count or weight shall be final and conclusive on shipments not accompanied by packing lists.

5. DELIVERY: Delivery should be strictly in accordance with delivery schedule. If Contractor's deliveries fail to meet such schedule, the Division, without limiting its other remedies, may direct expedited routing and the difference between the expedited routing and the order routing costs shall be paid by the Contractor. Articles fabricated beyond the Division's releases are at Contractor's risk. Contractor shall not make material commitments or production arrangements in excess of the amount or in advance of the time necessary to meet delivery schedule, and, unless otherwise specified herein, no deliveries shall be made in advance of the Division's delivery schedule. Neither party shall be liable for excess costs of deliveries or defaults due to the causes beyond its control and without its fault or negligence, provided, however, that when the Contractor has reason to believe that the deliveries will not be made as scheduled, written notice setting forth the cause of the anticipated delay will be given immediately to the Division. If the Contractor's delay or default is caused by the delay or default of a subcontractor and subcontractor and without fault of negligence or either of them and the articles or services to be furnished were not obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule.

6. FORCE MAJEURE: The State may, at its discretion, excuse the performance of an obligation by a party under this Agreement in the event that performance of that obligation by that party is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party. The State may, at its discretion, extend the time period for performance of the obligation excused under this section by the period of the excused delay together with a reasonable period to reinstate compliance with the terms of this Agreement.

7. **INSPECTION**: All articles and work will be subject to final inspection and approval after delivery, notwithstanding prior payment, it being expressly agreed that payment will not constitute final acceptance. The Division of Purchases, at its option, may either reject any article or work not in conformity with the requirements and terms of this order, or re-work the same at Contractor's expense. The Division may reject the entire shipment where it consists of a quantity of similar articles and sample inspection discloses that ten (10%) percent of the articles inspected are defective, unless Contractor agrees to reimburse the Division for the cost of a complete inspection of the articles included in such shipment. Rejected material may be returned at Contractor's risk and expense at the full invoice price plus applicable incoming transportation charges, if any. No replacement of defective articles of work shall be made unless specified by the Division.

8. INVOICE: The original and duplicate invoices covering each and every shipment made against this order showing Contract number, Vendor number, and other essential particulars, must be forwarded promptly to the ordering agency concerned by the Vendor to whom the order is issued. Delays in receiving invoice and also errors and omissions on statements will be considered just cause for withholding settlement without losing discount privileges. All accounts are to be carried in the name of the agency or institution receiving the goods, and not in the name of the Division of Purchases.

9. ALTERATIONS: The Division reserves the right to increase or decrease all or any portion of the work and the articles required by the bidding documents or this agreements, or to eliminate all or any portion of such work or articles or to change delivery date hereon without invalidating this Agreement. All such alterations shall be in writing. If any such alterations are made, the contract amount or amounts shall be adjusted accordingly. In no event shall Contractor fail or refuse to continue the performance of the work in providing of articles under this Agreement because of the inability of the parties to agree on an adjustment or adjustments.

10. TERMINATION: The Division may terminate the whole or any part of this Agreement in any one of the following circumstances:

- a. The Contractor fails to make delivery of articles, or to perform services within the time or times specified herein, or
- b. If Contractor fails to deliver specified materials or services, or
- c. If Contractor fails to perform any of the provisions of this Agreement, or
- d. If Contractor so fails to make progress as to endanger the performance of this Agreement in accordance with its terms, or
- e. If Contractor is adjudged bankrupt, or if it makes a general assignment for the benefit of its creditors or if a receiver is appointed on account of its insolvency, or
- f. Whenever for any reason the State shall determine that such termination is in the best interest of the State to do so.

In the event that the Division terminates this Agreement in whole or in part, pursuant to this paragraph with the exception of 8(f), the Division may procure (articles and services similar to those so terminated) upon such terms and in such manner as the Division deems appropriate, and Contractor shall be liable to the Division for any excess cost of such similar articles or services.

11. NON-APPROPRIATION: Notwithstanding any other provision of this Agreement, if the State does not receive sufficient funds to fund this Agreement and other obligations of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, then the State is not obligated to make payment under this Agreement.

12. COMPLIANCE WITH APPLICABLE LAWS: Contractor agrees that, in the performance hereof, it will comply with applicable laws, including, but not limited to statutes, rules, regulations or orders of the United States Government or of any state or political subdivision(s) thereof, and the same shall be deemed incorporated herein by reference. Awarding agency requirements and regulations pertaining to copyrights and rights in data. Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions. Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act, (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000). Mandatory standards and policies relating to energy efficiency which are

contained in the state energy conservation plan issued in compliance with Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

13. INTERPRETATION: This Agreement shall be governed by the laws of the State of Maine as to interpretation and performance.

14. DISPUTES: The Division will decide any and all questions which may arise as to the quality and acceptability of articles provided and installation of such articles, and as to the manner of performance and rate of progress under this Contract. The Division will decide all questions, which may arise as to the interpretation of the terms of this Agreement and the fulfillment of this Agreement on the part of the Contractor.

15. ASSIGNMENT: None of the sums due or to become due nor any of the work to be performed under this order shall be assigned nor shall Contractor subcontract for completed or substantially completed articles called for by this order without the Division's prior written consent. No subcontract or transfer of agreement shall in any case release the Contractor of its obligations and liabilities under this Agreement.

16. STATE HELD HARMILESS: The Contractor agrees to indemnify, defend, and save harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers and other persons, firm or corporation furnishing or supplying work, services, articles, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this Agreement.

17. SOLICITATION: The Contractor warrants that it has not employed or written any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement, and it has not paid, or agreed to pay any company, or person, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from the award for making this Agreement. For breach or violation or this warranty, the Division shall have the absolute right to annul this agreement or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.

18. WAIVER: The failure of the Division to insist, in any one or more instances, upon the performance of any of the terms, covenants, or conditions of this order or to exercise any right hereunder, shall not be construed as a waiver or relinquishment of the future performance of any such term, covenant, or condition or the future exercise of such right, but the obligation of Contractor with respect to such future performance shall continue in full force and effect.

19. MATERIAL SAFETY: All manufacturers, importers, suppliers, or distributors of hazardous chemicals doing business in this State must provide a copy of the current Material Safety Data Sheet (MSDS) for any hazardous chemical to their direct purchasers of that chemical.

20. COMPETITION: By accepting this Contract, Contractor agrees that no collusion or other restraint of free competitive bidding, either directly or indirectly, has occurred in connection with this award by the Division of Purchases.

21. INTEGRATION: All terms of this Contract are to be interpreted in such a way as to be consistent at all times with this Standard Terms and Conditions document, and this document shall take precedence over any other terms, conditions, or provisions incorporated into the Contract.