



# State of West Virginia Agency Master Agreement

Order Date: 2024-06-14

CORRECT ORDER NUMBER MUST  
APPEAR ON ALL PACKAGES,  
INVOICES, AND SHIPPING PAPERS.  
QUESTIONS CONCERNING THIS  
ORDER SHOULD BE DIRECTED TO  
THE DEPARTMENT CONTACT.

<b>Order Number:</b> AMA 0603 0603 ADJ2400000013 1	<b>Procurement Folder:</b> 1445249
<b>Document Name:</b> Class A & B Fill Items for Cabinets - per OSHA guidelines	<b>Reason for Modification:</b>
<b>Document Description:</b> LOP Agreement # 562 (HPS) Contract	
<b>Procurement Type:</b> Agency Master Agreement	
<b>Buyer Name:</b> Nancy C Baire	
<b>Telephone:</b> 304-561-6449	
<b>Email:</b> nancy.c.baire.nfg@army.mil	
<b>Shipping Method:</b> Best Way	<b>Effective Start Date:</b> 2024-06-14
<b>Free on Board:</b> FOB Dest, Freight Prepaid	<b>Effective End Date:</b> 2025-06-13

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000174339 CINTAS CORPORATION NO 2 100 SCOTT AVE  MORGANTOWN WV 26508 US <b>Vendor Contact Phone:</b> 304-296-8365 <b>Extension:</b>  <b>Discount Details:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 15%;">Discount Allowed</th> <th style="width: 40%;">Discount Percentage</th> <th style="width: 40%;">Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			<b>Requestor Name:</b> Cara M Suppa <b>Requestor Phone:</b> 304-561-6667 <b>Requestor Email:</b> cara.m.suppa.nfg@army.mil
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
STATE FINANCE ADJUTANT GENERALS OFFICE  1703 COONSKIN DR  CHARLESTON WV 25311-1085  US	VARIOUS AGENCY LOCATIONS  AS INDICATED BY ORDER  No City WV 99999  US

<b>Total Order Amount:</b>	Open End
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**DEPARTMENT AUTHORIZED SIGNATURE**  
**SIGNED BY :** Nancy C Baire  
**DATE:** 2024-06-14  
**ELECTRONIC SIGNATURE ON FILE**

**Extended Description:**

The vendor, CINTAS CORPORATION NO 2, agrees to enter with the Agency, the West Virginia Adjutant General's Office, into an open-end agreement for the Agency & it's divisions within West Virginia Adjutant General's Programs to purchase the **Class A & Class B Fill Items for Medical Cabinets (per OSHA guidelines)** for the AGENCY according to the LOP agreement # 562 with HPS and according to the attached General Terms and Conditions.

**\*\*Additional items can be added to this contract by CHANGE ORDER only. \*\* Prices can only be changed by the process of a CHANGE ORDER.**

Initial Contract: June 14, 2024, through June 13, 2025 with the option to renew for three (3) years (one year at a time) upon approval of BOTH parties.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	42311500			EA	\$8.02
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Adhesive Bandage 1 X3 Plastic Bandage Med. 75/box

**Extended Description:**

CL1  
1 X 3

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	42311500			EA	\$10.84
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Adhesive Bandage - Comfort 1/3 Strip Med 30/Box

**Extended Description:**

CL 2  
1 X 3

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	42311500			EA	\$7.48
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Adhesive Tape - Elastic 1" X 5' Roll

**Extended Description:**

CL 3  
2.5 yd

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	42192426			EA	\$10.84
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Antibiotic (Triple) ointment - Med 20/Box

**Extended Description:**

CL 4  
1/57 oz

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	42192426			EA	\$6.36
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	

0.00

**Commodity Line Description:** Antiseptic wipes - Med 20/Box

**Extended Description:**

CL 5  
1/57 oz

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	42192426			EA	\$24.77
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Breathing Barrier - CPR Micro Shield

**Extended Description:**

CL 6

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	42192426			EA	\$17.44
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Burn Dressing (Gel Soaked) 4 X 4

**Extended Description:**

CL 7  
4 X 4 in.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	42192426			EA	\$33.27
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Burn Jel Packet 25/Box

**Extended Description:**

CL 8  
1/32 oz

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	42192426			EA	\$4.65
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Burn Relief Packet 6/Package

**Extended Description:**

CL 9  
1/32 oz

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	42192426			EA	\$4.54
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Col Pack, Large 1/Box

**Extended Description:**

CL 10  
4 X 5 in

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	53131610			EA	\$6.50
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Eye Dressings 2/Box

**Extended Description:**

CL 11  
2.9 sq in

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	53131610			EA	\$18.32
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Buffered Eyewash Solution 4 oz

**Extended Description:**

CL 12  
4 oz

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	53131610			EA	\$14.52
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Eye/Skin Wash, 1 oz Medium

**Extended Description:**

CL 13  
1 oz

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	42192426			EA	\$12.74
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** First Aid Guide English/Spanish

**Extended Description:**

CL 14

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	42171701			EA	\$17.82
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Emergency Foil Blanket

**Extended Description:**

CL 15  
52 X 84 in

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
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16	42192426			EA	\$1.94
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Hand Sanitizer Small, 10/Bag

**Extended Description:**

CL 16  
1/32 oz

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	42192426			EA	\$6.62
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Emergency Medical Gloves 8/Box

**Extended Description:**

CL 17  
4 pair

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	42192426			EA	\$3.75
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Roller Bandage Gauze, 2" Non-Sterilized

**Extended Description:**

CL 18  
2 in X 4 yd

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	42192426			EA	\$5.20
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Roller Bandage Gauze, 4" Non-Sterilized

**Extended Description:**

CL 19  
4 in X 4 yd

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	42192426			EA	\$14.40
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Scissors 4.5" Lister Band

**Extended Description:**

CL 20

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	42192426			EA	\$16.86
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Scissors 5.5" Lister Band

**Extended Description:**

CL 21

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	42192426			EA	\$12.79
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Splint 24"

**Extended Description:**

CL 22  
4.0 X 24 in

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	42192426			EA	\$5.22
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Sterile Gauze Pads 3" X 3" - Small, 10/Box

**Extended Description:**

CL 23  
3 X 3 in

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	42192426			EA	\$28.39
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Emergency Tourniquet

**Extended Description:**

CL 24

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	42192426			EA	\$12.04
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Trauma Pad 5" X 9" - Vacuum Sld 4/Box

**Extended Description:**

CL 25  
5 X 9 in

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	42192426			EA	\$4.47
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Triangular Bandage - Unitize 1/Box

**Extended Description:**

CL 26  
40X40X56 in

	Document Phase	Document Description	Page 7
ADJ240000013	Final	LOP Agreement # 562 (HPS) Contract	



3275 N. M-37 Hwy.  
 P.O. Box 247  
 Middleville, MI 49333-0247  
 800-632-4572  
 hpsgpo.com

**CONFIDENTIAL**

The information in this document,  
 and in all related attachments,  
 is proprietary and for HPS Members only.

**HPS Letter of Participation (LOP)**

**#562– CINTAS**

HPS Contract #/Vendor: \_\_\_\_\_

Member Name: Adjutant General's Office/Mountaineer

Legal Business Name: WV Adjutant General's Office

Address: 1703 Coonskin Drive

City, State and Zip Code: Charleston, WV 25311

Type of Facility: Government

HPS Member Number: 604374

Member Affiliates: N/A  
*(attach list if necessary)*

This form designates HPS as the Group Purchasing Organization for the facilities and affiliates listed above. Further, this form authorizes the vendor listed above to establish account(s) allowing the Member to access the vendor's HPS contracts/services/products/pricing.

**Nancy Baire**  
 \_\_\_\_\_  
 Name

**Procurement Analyst**  
 \_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

**304-561-6449**  
 \_\_\_\_\_  
 Phone #

**nancy.c.baire.nfg@army.mil**  
 \_\_\_\_\_  
 Email (optional)

Digitally signed by  
 BAIRE.NANCY.CAROL.1573012921  
 Date: 2024.06.07 08:56:14 -04'00'

\_\_\_\_\_  
 Signature

**Please email completed form to [LOP@hpsgpo.com](mailto:LOP@hpsgpo.com) or fax to 269-795-9788.**



Comm Line	Comm Line (CL) Description	Catalog	Ext. Desc.	Qty	Unit	Unit Price	Ext. Price
1	Adhesive Bandage 1 X3 Plastic Bandage, Med. 75/box	31069	1 X 3	0	EA	\$8.02	\$0.00
2	Adhesive Bandage Comfort 1/3 Strip, Med. 30/Box	43659	1 X 3	0	EA	\$10.84	\$0.00
3	Adhesive Tape, Elastic 1" X 5' Roll	80200	2.5 yd.	0	EA	\$7.48	\$0.00
4	Antibiotic (Triple) ointment, Med. 20/Box	100019	1/57 oz.	0	EA	\$10.84	\$0.00
5	Antiseptic wipes, Med. 20/Box	50009	1/57 oz.	0	EA	\$6.36	\$0.00
6	Breathing Barrier - CPR Micro Shield	170429		0	EA	\$24.77	\$0.00
7	Burn Dressing (Gel Soaked), 4 X 4	163020	4 X 4 in.	0	EA	\$17.44	\$0.00
8	Burn Gel Packet, 25/Box	160220	1/32 oz.	0	EA	\$33.27	\$0.00
9	Burn Relief Packet, 6/Package	163050	1/32 oz.	0	EA	\$4.65	\$0.00
10	Cold Pack, Lg. 1/Box	92019	4X5 in.	0	EA	\$4.54	\$0.00
11	Eye Dressings, 2/Box	180029	2.9 sq. in.	0	EA	\$6.50	\$0.00
12	Buffered Eyewash Solution, 4 oz.	619846	4 oz.	0	EA	\$18.32	\$0.00
13	Eye /Skin Wash, Med. 1/2 oz.	130479	1 oz.	0	EA	\$14.52	\$0.00
14	First Aid Guide English/Spanish	151629		0	EA	\$12.74	\$0.00
15	Emergency Foil Blanket	619279	52 X 84 in.	0	EA	\$17.82	\$0.00
16	Hand Sanitizer Small, 10/Bag	51030	1/32 oz.	0	EA	\$1.94	\$0.00
17	Emergency Medical Gloves, 8/Box	182309	CL 174 pair	0	EA	\$6.62	\$0.00
18	Roller Bandage Gauze, 2" Non-Sterilized	72220	2 in. X 4 yd.	0	EA	\$3.75	\$0.00
19	Roller Bandage Gauze, 4" Non-Sterilized	72240	4 in. X 4 yd.	0	EA	\$5.20	\$0.00
20	Scissors 4.5" Lister Band	150800		0	EA	\$14.40	\$0.00
21	Scissors 5.5" Lister Band	150820		0	EA	\$16.86	\$0.00
22	Splint 24"	592243	4.0 X 24 in.	0	EA	\$12.79	\$0.00
23	Sterile Gauze Pads 3" X 3", Sm. 10/Box	70819	3 X 3in.	0	EA	\$5.22	\$0.00
24	Emergency Tourniquet	619299		0	EA	\$28.39	\$0.00
25	Trauma Pad 5" X 9", Vacuum Sld 4/Box	592242	5 X 9 in.	0	EA	\$12.04	\$0.00
26	Triangular Bandage Unitize, 1/Box	180069	40X40X56 in.	0	EA	\$4.47	\$0.00

TOTAL QUANTITY

\$0.00

# FIRST AID KITS FOR WORKPLACES

## Required Minimum Fill in ANSI/ISEA Z308.1-2015 **Class A First Aid Kits:** (less risk)

- 16 - Adhesive Bandages, 1" x 3"
- 1 - Adhesive Tape 2.5 yd
- 10 - Antibiotic Treatment Applic., 1/57 oz
- 10 - Antiseptic Applications 1/57 oz
- 1 - Breathing Barrier
- 1 - Burn Dressing, gel soaked, 4" x 4"
- 10 - Burn Treatment, 1/32 oz
- 1 - Cold Pack
- 2 - Eye Covering
- 1 - Eye Wash, 1 oz.
- 1 - First Aid Guide
- 6 - Hand Sanitizer, 0.9g
- 2 - Pair Exam Gloves
- 1 - Roller Bandage, 2" x 4 yds
- 1 - Scissors
- 2 - Sterile Pad, 3" x 3"
- 2 - Trauma Pad, 5" x 9"
- 1 - Triangular Bandage, 40 x 40 x 56"

## Required Minimum Fill in ANSI/ISEA Z308.1-2015 **Class B First Aid Kits:** (higher risk)

- 50 - Adhesive Bandages, 1" x 3"
- 2 - Adhesive Tape 2.5 yd
- 25 - Antibiotic Treatment Applic., 1/57 oz
- 50 - Antiseptic Applications 1/57 oz
- 1 - Breathing Barrier
- 2 - Burn Dressing, gel soaked, 4" x 4"
- 25 - Burn Treatment, 1/32 oz
- 2 - Cold Pack
- 2 - Eye Covering
- 1 - Eye Wash, 4 oz.
- 1 - First Aid Guide
- 10 - Hand Sanitizer, 0.9g
- 4 - Pair Exam Gloves
- 2 - Roller Bandage, 2" x 4 yds
- 1 - Roller Bandage, 4" x 4 yds
- 1 - Scissors
- 1 - Splint - min 4" x 24"
- 4 - Sterile Pad, 3" x 3"
- 1 - Tourniquet
- 4 - Trauma Pad, 5" x 9"
- 2 - Triangular Bandage, 40 x 40 x 56"

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### ANSI/ISEA Z308.1-2009:

Includes the following **Required** basic contents of the [ANSI 2009 first aid kits](#).

### Required Minimum Fill in ANSI/ISEA Z308.1-2009:

- 1 - First Aid Guide
- 1 - Absorbent Compress 4" x 8"
- 16 - Adhesive Bandages, 1" x 3"
- 1 - Adhesive Tape 2.5 yd
- 10 - Antiseptic Applications
- 6 - Burn Treatment Applications
- 4 - Sterile Pads, 3" x 3"
- 2 - Pair Exam Gloves
- 1 - Triangular Bandage, 40" x 40" x 56"
- 6 - Antibiotic Treatment Applications

Optional or **Recommended** items may be added to the basic contents listed above to augment a first-aid kit, based on the specific hazards existing in a particular work environment.

### Recommended Supplies in ANSI/ISEA Z308.1-2009:

- Analgesic (Oral) – non-drowsy
- Bandage Compress 2" x 36" min.
- Breathing Barrier, single use
- Burn Dressing, 12 sq. inch min.
- Cold Pack 4" x 5" min.
- Eye Covering, 1/4" thick min.
- Eye Wash, sterile 4 fl. oz. min.
- Roller Bandage 2" x 4 yd. min.
- Hand Sanitizer

The above amounts are minimums and will support 8 – 10 persons. The employer should evaluate the work area (number of employees, likely accidents/injuries, etc) and adjust the amounts upwards if necessary.

Consultant's recommendations: (1) PURCHASE OR ASSEMBLE one kit that contains all the required items on this list; inventory it and seal it. Keep it at the work area to ensure that you have an adequate first aid kit for inspection purposes. Provide other kits for normal use, based on the number of employees at the location.

\*The OSHA Consultation Consultants also recommend that you keep a set of tweezers in each kit.

Your **Cintas** representative can check your medical box monthly (or whatever your facility has scheduled)

**Only** the items listed on this contract can be **replenished** via this contract.

The **Cintas** Representative/your contact will **complete** the "**Order Form**" for the items that need replenished for the month.

The total of the "**Order Form**" must match the total of the "Invoice" by Cintas. If not, do not pay invoice.

Once the total of the "**Order Form**" & Invoice match, then request the **PO** from your contact person.

The contact person will request the ADO (**PO**) from Procurement.

The ADO (**PO**) will need to be attached with your paperwork (p-card payment) to **complete** your transaction.

**NO ITEMS ARE TO BE PAID IF THEY ARE NOT LISTED IN THESE 26 ITEMS. THESE ARE OSHA REQUIRED ITEMS ONLY.**

If you need additional items not on this contract, they are to be procured on a different transaction.

See "FIRST AID KITS FOR WORKPLACES" for "CLASS A & CLASS B" Refill Lists