



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 03-16-2023

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

Order Number:	CMA 0313 0313 DEP2300000012 1	Procurement Folder:	1173848
Document Name:	Office Paper Recycling	Reason for Modification:	
Document Description:	Open-end contract for office paper recycling		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-03-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000202187 PACE ENTERPRISES OF WV INC 889 MYLAN PARK LN MORGANTOWN WV 26501 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>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			Requestor Name: Jessica S Chambers Requestor Phone: 304-926-0499 Requestor Email: jessica.s.chambers@wv.gov 23 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION REAP OFFICE 601 57TH ST SE CHARLESTON WV 25304 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

[Handwritten Signature]
3/16/2023

Purchasing Division's File Copy

Total Order Amount:

Open End

ENTERED

QA 3-16-2023

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Mark A. Goff</i> 3/16/2023
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>John S. Grouse</i>
ELECTRONIC SIGNATURE ON FILE

3/20/2023

ENCUMBRANCE CERTIFICATION
<i>Beverly Toler</i>
DATE: 3-21-2023
ELECTRONIC SIGNATURE ON FILE

Extended Description:

The vendor, Pace Enterprises of WV Inc., agrees to enter into this contract with the agency, The West Virginia Department of Environmental Protection, to supply all transportation, labor and supervision necessary to provide complete recyclable commodities collection services to recycling program participants per the specifications, terms and conditions, and the vendors submitted bid response dated 2/15/2023 all incorporated herein by reference and made apart hereof.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	76122300			TON	125.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Recycling Services Per the Exhibit A Pricing Page

Extended Description:

See attached Exhibit A Pricing Page

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of one (1) year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

☐☐☐☐

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☐

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☐

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☐ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

Revised 11/1/2022

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Herman Pierson

(Address) 889 Mylan Park Lane, Morgantown, WV 26501

(Phone Number) / (Fax Number) (304) 983-1008/(304) 983-2843

(Email address) shredsales@paceenterprises.org

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

PACE Enterprises of West Virginia, Inc.

(Company)

(Signature of Authorized Representative)

Herman Pierson/Director of Sales and Customer Service

(Printed Name and Title of Authorized Representative) (Date)

(304) 983-1008/(304) 983-2843

(Phone Number) (Fax Number)

shredsales@paceenterprises.org

(Email Address)

Paper Recycling Services

- 3.1.2** The vendor shall provide an all-inclusive price per ton to supply all transportation, labor, and supervision necessary to provide complete recyclable commodities collection services at all potential locations identified on Attachment A and other entities that may be added later.
- 3.1.3** The vendor must interact directly with each location Coordinator.
- 3.1.4** The initial contact list will be provided by the WVDEP; however, it shall be the vendor's responsibility to develop and maintain an up-to-date contact list for each pick-up location.
- 3.1.5** The vendor shall pick up recyclable commodities from each participating designated site location as identified on Attachment A at each agreed pick-up time on a schedule or on-call basis as determined by the needs of the agency. The vendor is not responsible for providing recycling containers at each location.
 - 3.1.5.1** Schedules may be adjusted over time through consultation between the coordinator of each agency and vendor representatives based on operation results.
- 3.1.6** At the agreed upon pick up time, the vendor shall empty the bulk collection containers and replace with empty ones at the time of pickup.
 - 3.1.6.1** The vendor alone is responsible for all handling of the containers during the pickup process.
 - 3.1.6.2** It is the vendor's responsibility to ensure the areas being serviced will accommodate the size and type of vehicle being utilized.
 - 3.1.6.3** The types of containers that the paper comes in may vary and could include wheeled containers, gaylord boxes, and/or bags of shredded paper.
 - 3.1.6.4** If the vendor cannot make a scheduled pickup on-time, they must make the pickup within a maximum of 24 hours.
- 3.1.7** Vendor must make unscheduled pick-ups when requested by the coordinator of the agency needing the pick-up.
- 3.1.8** Vendor shall guarantee no more than a maximum 48-hour turn around for handling non-scheduled and extra pickups.

Paper Recycling Services

- 3.1.9** Vendor personnel performing centralized pickups shall be uniformed and carry identification cards identifying them as representatives of the vendor.
- 3.1.10** Vendor shall be responsible for recycling all recyclable paper commodities picked up at state facilities.
- 3.1.11** The vendor shall assume all responsibilities associated with pickup and transportation of all items to be recycled.
- 3.1.12** Vendor shall maintain records substantiating that recyclable commodities have been recycled in accordance with the terms of the contract. Records shall consist of tonnages picked up and recorded from all agencies.
- 3.1.13** Vendors shall submit weight tickets for recyclables sent to markets if requested by an agency coordinator.
- 3.1.14** Prior to award, the vendor must submit the following within one week of the request from our designated buyer. Failure to provide this outline timely may result in the disqualification of your bid:
 - 3.1.14.1** A comprehensive outline of their plan to meet the conditions of this contract. This plan shall include but is not limited to the following: How many trucks are available for pickup, route schedules, whether they will be removing bins and replacing with empty ones or just emptying the ones at the location, how they will perform emergency pickups, what backup plan they would have for trucks breaking down or workers taking off, contact information, and a copy of the log sheet to be used.
- 3.1.15** Area to be covered: Refer to Attachment A for the current list of potential locations. Changes to the demographics in location of offices will be made via a change order updating Attachment A.
- 3.1.16** Materials Collected by State Agencies: High Grade office paper, including computer and laser printer and mixed paper including old, corrugated cardboard. Attachment B outlines the required paper commodities to be accepted.
 - 3.1.16.1.1** While we will agree to remove paper clips, rubber bands, clamps, and binders from material to be recycled, the state cannot guarantee the removal of staples.

Paper Recycling Services

3.1.16.1.2 Under no circumstances will the state be charged for the further separation of paper into grades or the removal of staples or any other fasteners.

3.1.16.1.3 It shall be the vendor's responsibility to contact the end user to determine specific delivery requirements. Refer to Attachment A.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

Evaluation of this solicitation will be based upon the following:

- 1. The awarded contract will go to the Vendor who provides the highest reimbursement rate (cost per Ton) for pickup to the State per the Vendor's submitted bid response.*
- 2. In the event no vendor will reimburse the State for the products covered within this solicitation then the award will be to the Vendor that bid the lowest (cost per Ton) for pickup to the State per the Vendor's submitted bid response.*

- **VENDOR IS TO PRICE ONLY ONE OPTION, PRICING MORE THAN ONE OPTION WILL BE CAUSE TO DISQUALIFY VENDORS SUBMITTED RESPONSE.**

4.2 Pricing Pages: Vendor should complete the Pricing Page by bidding on the price per ton. Vendor should complete the Pricing Page in its entirety with no modifications as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendors who wish to respond to a Centralized Request for Quotation (CRFQ) online may submit information through the state's wvOASIS vendor self-service (VSS). If unable to respond online, vendor must submit their pricing page with their submitted bid prior to the scheduled bid opening date.

Paper Recycling Services

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. Vendor can download the electronic copy of the Pricing Pages from the wvOASIS Vendor Self-Service (VSS) website. If responding with a paper bid, Vendors should download and/or print the assembled CRFQ document (with the highest version number) from wvOASIS and insert their unit price and extended cost for each line item.

5. ORDERING AND PAYMENT:

5.1 Ordering: Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

5.2 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

5.2.1 Vendor shall be paid or shall pay based on the price per ton of recyclable commodities picked up and recycled. The price is an all-inclusive price per ton to include: all transportation costs, labor costs, recycling costs and any other fees necessary to perform under this contract.

5.2.2 Vendor shall invoice or pay DEP for services provided under this contract.

5.2.3 Vendor shall maintain a log sheet for each pickup. This log sheet is to contain at a minimum: date, time, agency, location address, number of containers serviced, signature or initials of the agency's representative.

5.2.4 Vendor shall submit one detailed invoice or issue payment with the corresponding log sheet for services performed each month.

6. VENDOR DEFAULT:

6.1 The following shall be considered a vendor default under this Contract.

6.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.

6.1.2 Failure to comply with other specifications and requirements contained herein.

Paper Recycling Services

6.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

6.1.4 Failure to remedy deficient performance upon request.

6.2 The following remedies shall be available to Agency upon default.

6.2.1 Immediate cancellation of the Contract.

6.2.2 Immediate cancellation of one or more release orders issued under this Contract.

6.2.3 Any other remedies available in law or equity.

7. **PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

7.1 **Reports:** Vendor shall supply summary reports detailing all recyclable materials picked up by commodity weight and location. The report is to be sent to the Department of Environmental Protection, Recycling section, on a monthly basis along with invoice or payment for recycled commodities. The report must be signed to verify accuracy. Failure to supply such reports may be grounds for cancellation of this Contract.

7.2 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Herman Pierson

Telephone Number: (304) 983-1008

Fax Number: (304) 983-2843

Email Address: shredsales@paceenterprises.org

temp

Attachment A

Agency	Building Name	Street1	Street2	City	State	Zip	Phone	Ext.	Possible Contact	Email
WV ABCA	WV ABCA	97 Independent Ave.		Nitro	WV	25143	304-356-5570			
WV ACT	600 Leon Sullivan Way	600 Leon Sullivan Way		Charleston	WV	25301	304-346-1367			
WV Alcohol Beverage Control	Lottery Building	900 Pennsylvania Avenue		Charleston	WV	25302	304-356-5500			
WV Attorney General	Building 6	1900 Kanawha Avenue	Building 6, 4th Floor	Charleston	WV	25301	304-352-5497		Jim Hawley?	jim.f.hawley@wv.gov
WV Attorney General	1900 Kanawha Boulevard East	1900 Kanawha Boulevard East	Bldg. 6 Suite 401	Charleston	WV	25305	304-352-5497		Jim Hawley?	jim.f.hawley@wv.gov
WV Attorney General	1900 Kanawha Boulevard East	1900 Kanawha Boulevard East	Bldg. 1, Room E26	Charleston	WV	25305	304-352-5497			
WV Attorney General	812 Quarrier Street	812 Quarrier Street		Charleston	WV	25301	304-558-8986			
WV Aviation Division	State Hangar	502 Eagle Mountain Road		Charleston	WV	25311	304-558-0403			
WV Belle Elementary	401 East 8th Street	401 East 8th Street		Belle	WV	25015	304-940-2612			
WV BRUM	1124 Smith St. Suite 4300	1124 Smith St.	Suite 4300	Charleston	WV	25301	304-766-2846			
WV DDC	110 Stockton Street	110 Stockton Street		Charleston	WV	25387	304-558-0416			
WV DEP Charleston	DEP Charleston	601 57th Street, SE		Charleston	WV	25304	304-826-0489	41137	Jeremiah Johnson	jeremiah.l.johnson@wv.gov
WV DEP - Bridgeport	DEP Bridgeport	101 Cambridge Place		Bridgeport	WV	26830	304-848-2085		Megan Jones	Megan.A.Jones@wv.gov
WV Dept of Agriculture	WV Dept of Agriculture	217 Gus R. Douglass Lane		Charleston	WV	25312	304-558-2210			
WV Dept. of Administration	2101 Washington Street	2101 Washington Street E	Building 17	Charleston	WV	25305	304-352-5497		Jim Hawley?	jim.f.hawley@wv.gov
WV DHHR BPH OLS	WV DHHR Lab Services	187 11th Ave.		South Charleston	WV	25303	304-558-3530			
WV DHHR BPH OLS Newborn Screening	Union Carbide Drive	1740 Union Carbide Drive	Building 740	South Charleston	WV	25303	304-400-6028			
WV DHHR Charleston	Diamond Building	350 Capitol Street		Charleston	WV	25301	304-558-0684			
WV DHHR Office of Laboratory Services	WV DHHR Office of Laboratory Services	4710 Chimney Drive	Suite G	Charleston	WV	25302	304-865-2694			
WV Division of Culture & History	Building 9	200 Greenbrier St.		Charleston	WV	25311	304-352-5497		Jim Hawley?	jim.f.hawley@wv.gov
WV Division of Forestry	WV Division of Forestry	7 Players Club Dr		Charleston	WV	25305	304-558-2788			
WV Division of Highways	1334 Smith St.	1334 Smith St.		Charleston	WV	25301	304-558-3001			
WV Division of Highways	1340 Smith Street	1340 Smith Street		Charleston	WV	25301	304-558-3001			
WV Division of Highways	801 Ruffner	801 Ruffner Avenue		Charleston	WV	25311	304-558-3001			
WV Division of Highways	Scary Creek	2910 Winfield Rd.		St. Albans	WV	25177				
WV Economic Development Authority	180 Association Drive	180 Association Drive		Charleston	WV	25311	304-558-3851			
WV Enterprise Resource Planning Board	WV Enterprise Resource Planning Board	1007 Bullitt Street	3rd Floor	Charleston	WV	25314	304-356-2462			
WV General Services Division	Building 4	112 California Ave.		Charleston	WV	25305	304-352-5497		Jim Hawley?	jim.f.hawley@wv.gov
WV General Services Division	Building 86	1124 Smith Street		Charleston	WV	25301	304-352-5497		Jim Hawley?	jim.f.hawley@wv.gov
WV General Services Division	Building 3	1900 Kanawha Blvd		Charleston	WV	25305	304-352-5497		Jim Hawley?	jim.f.hawley@wv.gov
WV General Services Division	Building 7	1900 Kanawha Blvd.		Charleston	WV	25305	304-352-5497		Jim Hawley?	jim.f.hawley@wv.gov
WV General Services Division	GS Warehouse	215 Piedmont Road		Charleston	WV	25301	304-352-5497		Jim Hawley?	jim.f.hawley@wv.gov
WV General Services Division	Building 36	321 Capitol Street		Charleston	WV	25301	304-352-5497		Jim Hawley?	jim.f.hawley@wv.gov
WV General Services Division	Building 1	Building 1, MD 60		Charleston	WV	25305	304-352-5497		Jim Hawley?	jim.f.hawley@wv.gov
WV Higher Education Policy Commission	1018 Kanawha Boulevard East	1018 Kanawha Boulevard East		Charleston	WV	25301	304-558-2101		Karen Martin	karen.martin@wvhepc.edu
WV Legal Aid	922 Quarrier Street	922 Quarrier Street		Charleston	WV	25301	304-348-3013			
WV Mountain State Justice	1217 Quarrier St.	1217 Quarrier St.		Charleston	WV	25301	304-344-3144			
WV Municipal Bond	Lottery Bldg. Suite 1117	900 Pennsylvania Ave.		Charleston	WV	25302	304-558-3971			
WV Natural Resources	Building 74	324 4th Ave		South Charleston	WV	25303	304-558-2754			
WV Office of Tax Appeals	1012 Kanawha Blvd., East	1012 Kanawha Blvd., East	Suite 300	Charleston	WV	25301	304-558-1698			
WV Prosecuting Attorneys Institute	1124 Smith Street	1124 Smith Street	Suite 4500	Charleston	WV	25301	304-558-3348			
WV Public Service Commission	1116 Quarrier Street	1116 Quarrier Street	2nd Floor	Charleston	WV	25301	304-340-0300			
WV Public Service Commission	201 Brook St.	201 Brooks St		Charleston	WV	25301	304-340-0300			
WV Purchasing Division	Building 15	2019 Washington Street E		Charleston	WV	25302	304-558-2306			
WV State Auditor's Office	Chief Inspectors Building	1900 Kanawha Blvd. East	W100	Charleston	WV	25305	304-352-5497		Jim Hawley	jim.f.hawley@wv.gov
WV State Auditor's Office	Records Management Warehouse	4916 Kanawha Blvd. E		Malden	WV	25306	??			
WV State Bar	2000 Detrick Blvd	2000 Detrick Blvd		Charleston	WV	25311	304-553-7220			
WV Tourism Office	Building 3 1st Floor Capitol Complex	1900 Kanawha Blvd. East	Building 3, Suite 100	Charleston	WV	25305	304-558-2200			
WV Volunteer	WV Volunteers	600 Capitol Street		Charleston	WV	25301	304-558-0111			

Please note the attached represents agencies and their locations currently enrolled in the program. Additional agencies and locations may join or current agencies and locations may leave the program at any time during the life of the contract.

Attachment B

Office Paper Recycling Program

Required Acceptable Items

High Grade Paper

Blue Bar CPO
Green Bar CPO
Laser Paper
Stapled Paper
White Computer Paper
White Ledger
White Letterhead
White Stationary
Wide White CPO
Xerox (copy paper)
Junk Mail

Mixed Grade Paper

Adding Machine Tape	Kraft Envelopes
Blueprints	Magazines-Newspapers
Card stocked	Manila-kraft Folders
Catalogs	NCR Forms
Checks	Notebook Paper
Colored Letterhead	Post-It-Notes
Colored Paper	Glossy Fax Paper
Colored Xerox	Stationary
Construction Paper	Telephone Books
Envelopes	Telephone Messages
Old Corrugated Cardboard	

Not Required

Hard Drives	Plastic Food Containers	Magnetic Tapes	Glass
Aluminum Cans	Carbon Paper	Computer Disks	Tissues
Rubber	Overnight Envelopes	Paper Towels	Mylar
Metals	Microfiche/Film	Trash	

Instructions: Vendor must choose either Option A or Option B, but NOT both.

	Unit of Measure	Price Per Ton	Estimated Quantity	Extended Price
Option A: Price paid by vendor to State to collect and recycle recyclable commodities.	TON			\$ -
Option B: Cost billed to State to collect and recycle recyclable commodities.	TON	\$125		
	Total Bid Amount:		\$	

*Vendor is to only price one scenario above. If vendor prices more than one option above, vendor's response will be disqualified.