



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

Request for Quotation

RFQ NUMBER
DEP13874

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**CHUCK BOWMAN
 304-558-2157**

VENDOR

*709060528 304-342-4477
 KANAWHA COUNTY SWA
 600 SLACK STREET

 CHARLESTON WV 25301

SHIP TO

ENVIRONMENTAL PROTECTION
 DEPARTMENT OF
 VARIOUS LOCALES AS
 INDICATED BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
06/19/2008				

BID OPENING DATE: **07/16/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		962-70	(10.00) KCSWA will pay	
<p>RECYCLING SERVICES, OFFICE PAPER</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION, IS SOLICITING BIDS TO PROVIDE WASTEPAPER COLLECTION AND RECYCLING FOR THE WEST VIRGINIA PUBLIC EMPLOYEES OFFICE WASTEPAPER RECOVERY PROGRAM PER THE ATTACHED SPECIFICATIONS, SCOPE OF WORK, TERMS & CONDITIONS, AND THE BID SCHEDULE, AS ATTACHED.</p> <p>AS INDICATED ON THE BID SCHEDULE, VENDORS ARE TO PROVIDE A PRICE PER TON INCLUSIVE OF ALL TRANSPORTATION, LABOR, AND SUPERVISION NECESSARY TO PROVIDE COMPLETE RECYCLED OFFICE COLLECTION SERVICES AT THE LOCATIONS IDENTIFIED IN ATTACHMENT 'A'.</p> <p>WITH CONSIDERATION OF INPUT AND THE ASSISTANCE OF THE COORDINATOR AT EACH PICK UP LOCATION, THE VENDOR IS RESPONSIBLE FOR DEVELOPING AND MAINTAINING AN UP TO DATE CONTACT LIST AND PICK UP SCHEDULE FOR EACH LOCATION.</p> <p>PLEASE REVIEW THE COMPLETE SPECIFICATION FOR OTHER MANDATORY REQUIREMENTS.</p> <p>EXHIBIT 6</p> <p>PRICE ADJUSTMENT PROVISION: THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, PROVIDED THAT</p>						

RECEIVED
 08 JUL 14 AM 11:10
 PURCHASING DIVISION
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Norman R. Steenstra</i>	TELEPHONE 342-4477	DATE 7/14/08
TITLE Director	FEIN 55 0696154	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

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



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<p>SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p> <p>PREFERRED TERMS: IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED ONE (1) YEAR, AND THAT PRICE ADJUSTMENTS BE CONSIDERED AT TIME OF CONTRACT RENEWAL ONLY.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Norman R. Stumtro</i>	TELEPHONE 342-4477	DATE 7/14/08
TITLE Director	FEIN 55 0696154	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. 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.</p>						

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SIGNATURE <i>Roman R. Steuter</i>	TELEPHONE 342-4477	DATE 7/14/08
TITLE Director	FEIN 55 0696154	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>EXHIBIT 10</p> <p style="text-align: center;">REQUISITION NO.: DEP13874</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S: NO. 1 <i>Mr. R. Steentz</i></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Donna R. Steentz</i>	TELEPHONE 342-4477	DATE 7/14/08
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TITLE Director	FEIN 55 0696154	ADDRESS CHANGES TO BE NOTED ABOVE
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
	NO. 2			<i>Mark R Steer</i>		
	NO. 3			<i>Mark R Steer</i>		
	NO. 4			<i>Mark R Steer</i>		
	NO. 5			<i>Mark R Steer</i>		
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p><i>Mark R Steer</i> SIGNATURE</p> <p>Kanawha County Solid Waste Authority COMPANY</p> <p>July 14, 2008 DATE</p> <p>REV. 11/96</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p>						

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SIGNATURE <i>Mark R Steer</i>	TELEPHONE 342-4477	DATE 7/14/08
TITLE Director	FAX 55 0696154	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>(X) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY I WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEAQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>(X) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN</p>						

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SIGNATURE <i>Donna R. Steiner</i>	TELEPHONE 342-4477	DATE 7/14/08
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<p>THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID; OR () BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p>						

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SIGNATURE <i>Thomas R. Sleeter</i>	TELEPHONE 342-4477	DATE 7/14/08
TITLE Director	FED. ID 55 0696154	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <u>Kanawha County Solid Waste Authority</u></p> <p>DATE: <u>July 14, 2008</u></p> <p>SIGNED: <u><i>Mark R. Steen</i></u></p> <p>TITLE: <u>Director</u></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p>						

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SIGNATURE <u><i>Mark R. Steen</i></u>	TELEPHONE <u>342-4477</u>	DATE <u>7/14/08</u>	
TITLE <u>Director</u>	FEIN <u>55 0696154</u>	ADDRESS CHANGES TO BE NOTED ABOVE	

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RECYCLING
SPECIFICATIONS

SCOPE OF WORK

The vendor has sole responsibility for carrying out the terms of this contract. The Department of Environmental Protection shall not be responsible for any terms of any subcontract the primary vendor may enter into to perform the duties of this contract. The vendor shall supply all transportation, labor and supervision necessary to provide complete recycled office collection services at the locations identified on Attachment A.

Many specific details concerning the performance of this contract will require the vendor to interact directly with each location Coordinator and shall be responsible for developing and maintaining an up to date contact list for each pick-up location.

The vendor shall pick up recycled office materials from each 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. Schedules may be adjusted over time through consultation between the Agency Coordinator and vendor representatives based on operation results.

At the agreed upon pick up time the vendor shall empty the bulk collection containers and return them to the site location immediately.

Vendor shall guarantee no more than 24-hour turn around for handling non-scheduled and extra pickups.

Vendor personnel performing centralized pickups shall be uniformed or carry identification sufficient to be identified as representatives of the vendor.

The contractor shall indemnify and hold harmless the state from and against any loss, damage or liability occasioned by, growing out of, or arising or resulting from any default herein or any tortuous or negligent act on the part of the contractor, its agents, employees or invitees and will obtain liability insurance in the amount of \$ 250,000.00 to indemnify said state of any such liability. Further, the contractor shall indemnify and hold harmless the state from and against all claims and suits and all cost and expenses incidental thereto, including attorneys fees, for damages arising by reason of injury or death to any person or persons, including without limitations, the contractor and its servants, agent's employees or invitees caused by the act of omission of the contractor, its servants, agents, employees or invitees while in or upon the state's premises during the term of this contract. All rights and liabilities under this provision shall extend to the successors and assignees of

parties hereto. Vendors shall furnish proof of coverage of commercial general liability insurance prior to issuance of a contract. The minimum amount of insurance coverage required is \$250,000.00.

Vendor shall be responsible for proper recycling of all recyclable commodities picked up at state facilities and shall maintain records substantiating that materials have been recycled in accordance with the terms of the contract.

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. The report must be signed to verify its accuracy. Billing can be done no more than twice a month. The West Virginia Department of Environmental Protection will monitor weight tickets to verify the accuracy of the reports submitted.

A monthly form for each site is to be posted in site locations (location to be identified by consulting with site coordinator) to be signed by the vendor on the day of collection. The form is to be sent by the site Coordinator at the end of the month to the Department of Environmental Protection, 601 57th Street SE, Charleston, WV 25304.

The vendor will assume all responsibilities associated with pickup and transportation of all items to be recycled. If the vendor cannot make a scheduled pickup on time, they must have the ability to make the pickup within twenty-four hours.

Submit bids on a Price per ton basis.

Please submit a comprehensive outline of your plan to meet the conditions of this contract. Include information on equipment and personnel that will be committed to meet the requirements of the program. Also provide references on your past experiences supporting your ability to satisfy this contract. It is vitally important that the vendor can make unscheduled pick-ups as needed.

If at any time during the term of this agreement the vendor is unable to meet the requirements of the contract the West Virginia Department of Environmental Protection has the option of withholding payment or canceling the contract.

BASIS FOR AWARD

The contract will be awarded to the lowest bidder, on a cost per ton basis to provide the pick-up and recycling services that are specified in the contract.

AREA TO BE COVERED

Attachment A designates the names of agencies and locations in the region specified. Currently there are 108 locations participating in the program. *New agencies coming into the program are also to be serviced. Demographics may change due to relocation of offices.*

MATERIALS COLLECTED BY STATE AGENCIES

High Grade office paper including computer and laser printer, mixed paper, from specified areas. Attachment B outlines paper accepted.

PICKUP SCHEDULE FOR KANAWHA COUNTY

Agencies in the Capitol complex are to receive pickup of materials twice a week. This includes:

Buildings 3-4-5-6, Capitol Building, Governor's Mansion, Holly Grove, Cultural Center, Buildings 16 and 17.

Some locations do not require twice a week pick up. Occasionally some locations require more frequent pickups and or unscheduled pickups. In these situations schedules are to be made based on the needs of the location.

METHOD OF COLLECTION BY STATE EMPLOYEES IN CAPITOL COMPLEX

Materials are collected in bins on each floor and moved to basement/dock holding area by janitors. Bins are monitored and contaminated materials are removed by state employee(s). Bins and lids are to be returned to the building immediately.

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

In the Capitol Complex, materials will be placed for pickup in the holding area of basement/dock. Outside of Complex, materials are placed on the main floor (dock, porch and hallway). Materials are to be kept dry.

The state will agree to remove paper clips, rubber bands, clamps and binders from material to be recycled. However, the state cannot guarantee the removal of staples.

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

ATTACHMENT "A"

RFQ # DEP13874

(cont.)

ID	Agency	Unit	Director	Address	Address 2	City	Zip	Telephone	Contact
1	Department of Administration	Aviation Division	1900 Kanawha Blvd. E.	Bldg. 1, Room E-119	Charleston	25305	558-4331		
2	Department of Administration	Children's Health Insurance Agency	502 Eagle Mountain Road	Yeager Airport	Charleston	25311	558-0403		
3	Department of Administration	Consolidated Public Retirement Board	1900 Kanawha Blvd. E.	Bldg. 3, Room 213	Charleston	25305	558-2722		
4	Department of Administration	Ethics Commission	1900 Kanawha Blvd. E.	Bldg. 5, Room 1000	Charleston	25305	558-3570		
5	Department of Administration	Finance Division	1207 Quarrier Street		Charleston	25301	558-0664		
6	Department of Administration	Finance Division, Accounting Section	2019 Washington St. E.	PO Box 50121	Charleston	25305	558-6181	Yvonne Gunnoe	
7	Department of Administration	Finance Division, Budget Section	2019 Washington St. E. Bldg. 15, 2nd Flr	PO Box 50121	Charleston	25305	558-6040	Jerrl Rucker	
8	Department of Administration	Financial Accounting and Reporting Section (FARS)	207 7th Avenue, SW	Bldg. 1, Room E-127	South Charleston	25303	558-4083	Sheila Straley	
9	Department of Administration	General Services Division	1900 Kanawha Blvd. E.	Bldg. 1, Room MB-60	Charleston	25311	558-3361		
10	Department of Administration	Graveyard, Education and State Employees	808 Greenbrier Street	Bldg. 6, Room B-110	Charleston	25305	558-9890		
11	Department of Administration	Information Services and Communications Division (IS&C)	1900 Kanawha Blvd. E.		Charleston	25304	558-8848	Jane Bracken	
12	Department of Administration	Information Services and Communications Division (IS&C)	4101 MacCorkle Ave. SE	Bldg. 6, Room 416	Charleston	25305	558-3930	Lumetta Evans	
13	Department of Administration	Division of Personnel	1900 Kanawha Blvd. E.	Suite 207	Charleston	25301	558-3348		
14	Department of Administration	Prosecuting Attorney's Institute	1206 Kanawha Blvd. E.	Bldg. 3, Room 330	Charleston	25305	558-3905		
15	Department of Administration	Public Defender Services	1900 Kanawha Blvd. E.	Bldg. 5, Room 1001	Charleston	25305	558-7850		
16	Department of Administration	Purchasing Division	2019 Washington St. E.	PO Box 50130	Charleston	25305	558-2306	Fayetta Bowen	
17	Department of Administration	Purchasing Division, Insurance Agency (PEIA)	1900 Kanawha Blvd. E.	Bldg. 15, 1st Floor	Charleston	25305	558-0059	JoAnn Dunlap	
18	Department of Administration	Purchasing Division, Administrative Services Division	2700 Charles Avenue		Dunbar	25064	766-2626		
19	Department of Administration	Purchasing Division, Surplus Property Unit	4501 MacCorkle Avenue SW	300 Ghanann Bldg.	South Charleston	25309	766-2646	Sue McMillin	
20	Department of Administration	Board of Risk and Insurance Management	1900 Kanawha Blvd. E.	Bldg. 1, Room E-28	Charleston	25305	558-2201		
21	Department of Administration	Administrative Services Division, Building and Grounds	1900 Kanawha Blvd. E.	Gaithre Agriculture Center	Charleston	25305	558-4058	Michael Siedman	
22	Department of Agriculture	Communications Division	1900 Kanawha Blvd. E.	Gaithre Agriculture Center	Charleston	25304	558-3708	Christina Kelley-Dye	
23	Department of Agriculture	Communications Division	1900 Kanawha Blvd. E.	Bldg. 1, Room E-26	Charleston	25305	558-2021		
24	Department of Agriculture	Communications Division	812 Quarrier St., 5th Floor		Charleston	25301	558-0546	Regina Veiri	
25	Attorney General's Office	Civil Rights Division	812 Quarrier St., 6th Floor		Charleston	25311	558-6131		
26	Attorney General's Office	Consumer Protection/Arbitral Division	101 Dee Drive	PO Box 4318	Charleston	25364	558-0708	Emily Washington	
27	Attorney General's Office	Employment Programs Litigation Unit	One Player's Club Drive	Bldg. 3, Room 208	Charleston	25304	558-4078		
28	Attorney General's Office	Employment Programs Litigation Unit/Worker's Comp. Claims	1900 Kanawha Blvd. E.	Bldg. 1, Room 435-W	Charleston	25305	558-2131		
29	Attorney General's Office	Health and Human Resources	1900 Kanawha Blvd. E.	Bldg. 1, Room W-100	Charleston	25305	558-2522		
30	Attorney General's Office	Tax, Revenue, Education, Arts and Transportation	1900 Kanawha Blvd. E.	Bldg. 1, Room W-100	Charleston	25305	558-2251		
31	Attorney General's Office		2101 Washington St. E.	Bldg. 17	Charleston	25305	558-2200		
32	Auditor's Office	WW Development Office	1900 Kanawha Blvd. E.	Bldg. 6, Room 525	Charleston	25305	558-0078		
33	Bureau of Commerce	WW Development Office/Governor's Workforce Investment Office	1900 Kanawha Blvd. E.	Bldg. 6, Room B-617	Charleston	25305	558-7024	Diana Spence	
34	Bureau of Commerce	WW Development Office/GWIO-WIA Administration	1900 Kanawha Blvd. E.		Charleston	25305	558-1138		
35	Bureau of Commerce	WW Development Office/GWIO-WIA Program Operations	112 California Avenue		Charleston	25305	558-2922		
36	Bureau of Commerce	WW Development Office/GWIO-WIA Program Development	112 California Avenue		Charleston	25305	558-1263		
37	Bureau of Commerce	WW Development Office/GWIO-WIA Program Development	112 California Avenue		Charleston	25305	558-1847		
38	Bureau of Commerce	WW Development Office/GWIO-WIA Program Development	112 California Avenue		Charleston	25301	558-1473		
39	Bureau of Commerce	WW Development Office/GWIO-WIA Dislocated Worker Services	1321 Plaza East		Charleston	25305	558-9275		
40	Bureau of Commerce	WW Development Office/GWIO-WIA Governor's Summer Youth	112 California Avenue		Charleston	25301	558-2960		
41	Bureau of Commerce	WW Development Office/GWIO-WIA Fiscal/Auditing/Reporting	950 Kanawha Blvd. E.	Gaithre Center	Charleston	25305	558-2788		
42	Bureau of Commerce	WW Development Office/Small Business Development Center	1900 Kanawha Blvd. E.	Bldg. 6, Room 749B	Charleston	25305	558-7890	Paula Parsons	
43	Bureau of Commerce	Division of Forestry	1900 Kanawha Blvd. E.		Charleston	25311	558-1425		
44	Bureau of Commerce	Division of Labor	1615 Washington St. E.	Bldg. 1, Room 669	Charleston	25305	558-2754		
45	Bureau of Commerce	Marner's Health Safety & Training	1900 Kanawha Blvd. E.	PO Box 50312	Charleston	25312	558-2200		
46	Bureau of Commerce	Division of Natural Resources	2101 Washington St. E.		Charleston	25312	558-2200		
47	Bureau of Commerce	Division of Tourism	180 Association Drive		Charleston	25311	558-3612		
48	Bureau of Commerce	Water Development Authority	300 Summers Street	Suite 980	Charleston	25301	558-4607		
49	Bureau of Commerce	Water Development Authority/Infrastructure & Job Development Co	2200 Washington St. E.	PO Box 50919	Charleston	25305	558-0566		
50	WV Public Employees Credit Union		1900 Kanawha Blvd. E.	Bldg. 6, Room 358	Charleston	25305	558-2681		
51	Department of Education	School Building Authority of West Virginia	2300 Kanawha Blvd. E.		Charleston	25301	558-2641		
52	Department of Education	Division of Technical and Adult Education Services	2300 Kanawha Blvd. E.	Bldg. 5, Room 205	Charleston	25305	558-2446		
53	Department of Education	Division of Technical and Adult Education Services	1900 Kanawha Blvd. E.	The Cultural Center	Charleston	25305	558-0220		
54	Department of Education & the Arts	Division of Culture and History	1900 Kanawha Blvd. E.	Bldg. 3, Room 205	Charleston	25301	558-4900		
55	Department of Education & the Arts	Educational Broadcasting Authority	2300 Kanawha Blvd. E.		Charleston	25305	558-2041		
56	Department of Education & the Arts	Library Commission	1900 Kanawha Blvd. E.	The Peoples Building, Suite 2	Charleston	25301	558-0339		
57	Department of Education & the Arts	Center for Professional Development	179 Summers Street	PO Box 50890	Charleston	25305	766-4920		
58	Department of Education & the Arts	Rehabilitation Services	WV Rehabilitation Center, Barron Drive, 1	Bldg. 4, Room 610	Charleston	25305	558-2630		
59	Department of Education & the Arts	Rehabilitation Services	112 California Avenue		Charleston	25311	558-3361		
60	Bureau of Employment Programs	Legal Services Division	One Player's Club Drive		Charleston	25301	558-6100		
61	Bureau of Employment Programs	Management Analysis Division	1321 Plaza East		Charleston	25301	558-2420		
62	Bureau of Employment Programs	Special Projects Division	106 Dee Drive		Charleston	25311	558-9065		
63	Bureau of Employment Programs	Unemployment Compensation Division	112 California Avenue	Bldg. 4, Room 613	Charleston	25305	558-3348		
64	Bureau of Employment Programs	Unemployment Compensation Division	4700 MacCorkle Avenue, SE		Charleston	25304	926-5048		
65	Bureau of Employment Programs	Worker's Compensation	104 Dee Drive		Charleston	25311	558-5230		
66	Bureau of Employment Programs	Worker's Compensation Appeal Board	One Player's Club Drive		Charleston	25311	558-5110		
67	Bureau of Employment Programs	Worker's Compensation Appeal Board	One Player's Club Drive		Charleston	25311	558-5110		
68	Department of Environmental Protection	Worker's Compensation Appeal Board	501 5th Street, SE		Kanawha City	25304	926-0448		

Director

Unit

Director

Address 2

ATTACHMENT "A" (Continued)

RFQ # DEP13874

69	Department of Environmental Protection	Office of Abandoned Miners and Reclamation							
70	Department of Environmental Protection	Office of Air Quality	601 57th Street, SE						
71	Department of Environmental Protection	Office of Water & Waste Management	601 57th Street, SE						
72	Department of Environmental Protection	Air Quality Board/Environmental Quality Board	601 57th Street, SE						
73	Department of Environmental Protection	Oil & Gas Conservation Commission	601 57th Street, SE						
74	Department of Environmental Protection	Solid Waste Management Board	601 57th Street, SE						
75	Governor's Office								
76	Governor's Office	Office of Economic Opportunity							
77	Governor's Office	Equal Employment Opportunity Office	One Players Club Drive			Suite 501			
78	Governor's Office	Governor's Cabinet on Children and Families	1900 Kanawha Blvd., E.			Bldg. 5, Room 218	Charleston	25304	926-0448
79	Governor's Office	Governor's Office of Technology	505 Capitol Street			Suite 200	Charleston	25304	926-0448
80	Governor's Office	WV Workforce Investment Board	1900 Kanawha Blvd., E.			Bldg. 6, Room B-603	Charleston	25305	558-3784
81	Governor's Office	WV Commission for National & Community Service	601 Delaware Avenue				Charleston	25305	558-5201
82	Department of Health and Human Resources	Board of Review	1900 Kanawha Blvd., E.			Bldg. 3, Room 206	Charleston	25302	558-0111
83	Department of Health and Human Resources	Investigations and Fraud Management Unit	1900 Kanawha Blvd., E.			Bldg. 6, Room 817	Charleston	25305	558-0684
84	Department of Health and Human Resources	Medicaid Fraud Control Unit	1900 Kanawha Blvd., E.			Bldg. 6, Room 861	Charleston	25305	558-0955
85	Department of Health and Human Resources	Quality Assurance	1900 Kanawha Blvd., E.			Bldg. 6, Room 848-B	Charleston	25305	558-1858
86	Department of Health and Human Resources	Bureau for Children & Families / RAPIDS Project	350 Capitol Street			Bldg. 6, Room 831	Charleston	25305	558-0630
87	Department of Health and Human Resources	Office of Communications	1012 Kanawha Blvd., E.			2nd Floor	Charleston	25301	558-0234
88	Department of Health and Human Resources	Development Disabilities Council	1900 Kanawha Blvd., E.			Bldg. 3, Room 206	Charleston	25301	558-7899
89	Department of Health and Human Resources	Assistant Secretary for Finance	110 Stockton Street			Bldg. 3, Room 451	Charleston	25302	558-0416
90	Department of Health and Human Resources	General Council	1900 Kanawha Blvd., E.			Bldg. 3, Room 265	Charleston	25305	558-5995
91	Department of Health and Human Resources	Health Care Authority	100 Dee Drive			Suite 201	Charleston	25311	558-0684
92	Department of Health and Human Resources	Human Rights Commission	1321 Plaza East			Room 108	Charleston	25301	558-7009
93	Department of Health and Human Resources	Office of the Inspector General	1900 Kanawha Blvd., E.			Bldg. 6, Room 617	Charleston	25305	558-2278
94	Department of Health and Human Resources	Management Information System	1900 Kanawha Blvd., E.			Bldg. 3, Room 213	Charleston	25305	558-7810
95	Department of Health and Human Resources	Assistant Secretary of Operations	101 Dee Drive			Bldg. 3, Room 265	Charleston	25311	558-2921
96	Department of Health and Human Resources	Office of the Chief Medical Examiner	1900 Kanawha Blvd., E.				South Charleston	25309	558-5319
97	Department of Health and Human Resources	Office of Environmental Health Services	701 Jefferson Road			Morrison Building	Charleston	25301	558-2981
98	Department of Health and Human Resources	Office of Laboratory Services	815 Quarrer Street, Suite 418				South Charleston	25305	558-3530
99	Department of Health and Human Resources	Higher Education Policy Commission	167 Eleventh Avenue			Suite 700	Charleston	25301	558-2101
100	Department of Health and Human Resources		1018 Kanawha Blvd., E.			Room M-212	Charleston	25035	1340-3210
101	Department of Health and Human Resources		1900 Kanawha Blvd., E.				Charleston	25301	345-6475
102	Department of Health and Human Resources		814 Virginia Street, E.			Suite 3	Charleston	25314	345-2672
103	Department of Health and Human Resources		Once Canley Drive			Suite 202	Charleston	25301	345-6200
104	Housing Development Fund		814 Virginia Street, E.			Room E-132	Charleston	25305	347-4800
105	Investment Management Board		1900 Kanawha Blvd., E.				Charleston	25311	555-2345
106	Jobs Investment Trust		301 Eagle Mountain Road, Room 218				Charleston	25311	
107	Legislative Services	Commission on Special Investigations							
108	Legislative Services								

Please note the attachment 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

ACCEPTABLE

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
 Blue Prints
 Card Stock (colored)
 Catalogs
 Checks
 Colored Letterhead
 Colored Paper
 Colored Xerox
 Construction Paper
 Envelopes
 Old Corrugated Boxes (OCB)
 Kraft Envelopes
 Magazines-Newspapers
 Manila-Kraft Folders
 NCR Forms
 Notebook Paper
 Post-It-Notes
 Glossy Fax Paper
 Stationary
 Telephone Books
 Telephone Messages

NOT ACCEPTABLE

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

RFQ# DEP13874 Bid Schedule

The WVDEP reserves the right to request additional information and supporting documentation regarding unit prices when the unit price appears to be unreasonable pursuant to Legislative Rule 148-CSRI1, 6.4.2

DESCRIPTION	QUANTITY	COST/TON	TOTAL
Collect & recycle office paper	800 tons	KCSWA will pay \$ <u>10.00</u>	\$ <u>8,000.00</u>

Quantities listed are for bid evaluation purposes only and are no guarantee of actual quantities that may be ordered during the life of this contract. Actual quantities ordered may be more or less than the quantities represented in this bid schedule.

Company

Name: Kanawha County Solid Waste Authority

Signature: *Don R. Steuter* Date: 7/14/08

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.


EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING: Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY: The vendor agrees that he or she 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. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: Kanawha County Solid Waste Authority

Authorized Signature:  Date: 7/14/08

Kanawha County Solid Waste Authority
Proposal Summary

The Kanawha County Solid Waste Authority proposes to pay the State of West Virginia the amount of \$10 per ton, up to a maximum of 800 tons of recyclable material collected.

As our Authority previously held the contract for that program up until the last two years, we have the knowledge and experience needed to fulfill all aspects of the contract.

During that period, the Capitol Complex AND the outlying state agencies were picked up on a regular schedule. If awarded the contract, KCSWA will dedicate one truck and two employees for collection of the recyclables. Additional vehicles and employees will be designated as needed. This will ensure that unscheduled pickups can be made within the required twenty-four hours

If the Kanawha County Solid Waste Authority is awarded the state contract, we will expand the list of recyclables now accepted. We will also collect beverage containers – plastic water and soda bottles, and steel and aluminum cans. Of course, the containers would have to be bagged separately from the paper items.

As the solid waste authority for Kanawha County, we are dedicated to diverting as many tons of recyclables as possible from the landfill; therefore saving the State of West Virginia the expense of the landfill tip fee, which is currently \$48 per ton at the Charleston Landfill. Diversion of the 800 tons from the landfill would result in \$ 38,400.00 savings by the State of West Virginia.