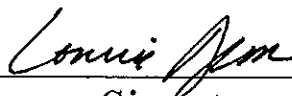



RFP Off Site Storage and Records Management  
RFQ Number RECMGT11  
D&M Recycling Inc  
PO Box 1639  
Sophia, WV 25921  
304-253-8925 voice  
304-255-1996 fax  
Contact: Lonnie Jesse  
documentsolution@suddenlinkmail.com



Signature



Date

RECEIVED

2011 AUG 25 AM 9:51

WV PURCHASING  
DIVISION

# D&M Recycling Inc.

---

Req# RECMGT11

Buyer Krista Ferrell for File 42

Opening Date: 08/25/2011

Opening Time: 1:30 pm

## TABLE OF CONTENTS

- I. Cover Page
- II. Technical Proposal (3 pages)
- III. RFQ (6 pages)
- IV. Attachment A / Attachment A Response Sheet (7 pages)
- V. Attachment B (2 pages)
- VI. Purchasing Affidavit
- VII. Sample Reports (2 pages)

Included separately:

Attachment C Cost Sheet

Vendor Preference Certificate

# D&M Recycling Inc.

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Technical Proposal  
Req# RECMGT11  
Buyer Krista Ferrell for File 42  
Opening Date: 08/25/2011  
Opening Time: 1:30 pm

## **Background**

Thank you for your interest in D&M Recycling Inc. Our company began in 1991 with a single truck and only a few customers. We have grown into one of the largest locally and privately owned document management company in West Virginia. Our customer base reaches throughout West Virginia, Virginia, Kentucky, North Carolina, Ohio, and Maryland. We have two storage locations - 313 Robinson Street, Glen White, WV (70,000 cft) and 310 John Rain Drive, Rainelle, WV (420,000 cft). We also have 12 unimproved acres at the Rainelle location for expansion. We are currently building a secure fire safe storage room with temperature/humidity control. This room will be 2400cft. We are fully insured, EOC monitored, and our entire facility is videotaped, inside and out, for added security.

We have 12 full time employees and add part time or temporary personnel as necessary. Each employee undergoes a complete background check and drug test prior to beginning employment.

Our management team has been with the company since its origination 20 years ago. We are dedicated to our customers and providing secure confidential shredding, storage, and/or scanning of their documents. We are a member of NAID.

Our shredder is a strip cut shredder with a 1/2" cut. This size is 1/8" smaller than the industry standard of 5/8". To attain a cross cut, we can reprocess the strip cut for an additional charge. Microfilm and other confidential products are destroyed through our product destruction equipment which is a pulverizer/shredder.

PO Box 1639  
Sophia, WV 25921

voice 304-253-8925  
fax 304-255-1996

Throughout our facility we have installed smoke detectors and alarm systems that are monitored by the EOC. There is also a fire suppression system installed. We have flood insurance on the 313 Robinson Street; Glen White, WV location and the 310 John Rain Drive; Rainelle, WV location is not located in a flood plane. Camera systems are installed inside and out of the facility with 60 days of review.

We are able to accept the State of WV pay card for payment of invoices.

## **Proposal**

### **Document Collection:**

**Currently Stored Documents:** The existing storage boxes will be transported within the 60 days allotted. We will rent the trucks and trailers necessary to transport currently stored documents to our secure facility. We will collaborate with the old vendor to make the necessary arrangements. We agree to provide boxes necessary to rebox currently stored documents as needed.

**Future Storage Needs:** We currently have the vehicles necessary to provide service to all agencies in the State of WV, in addition to appropriate staffing needs.

Once your documents are received by D&M Recycling Inc, our staff will secure them in the vehicle for transporting to the storage facility. At the facility, they will be unloaded and placed in the transition area for indexing. Once indexed and bar-coded, the documents will be placed in the storage area.

We utilize O'Neil Software for our document tracking and storage reporting. This software is capable of tracking your documents, notifying you of upcoming destruction dates, and reporting the billable services performed. Indexing is capable of at least 60 characters. You are able to access your information through our secure network via the internet. Your designated person will be assigned a password that enables them to view the boxes as well as their current location. Requests can also be made for delivery of specific boxes through the same network.

Delivery/Pickup of boxes is to occur within 24 hours of the request to the metro Charleston Area unless specified as rush or emergency as outlined

in the project specifications 2.4.2.3. All other agencies will be serviced within one week of the request unless specified as rush or emergency. Any shipping charges incurred by D&M Recycling Inc will be charged to the State of WV at cost. We do not add on processing fees. We are able to pull files from within a box to fax or email documents as necessary.

We will submit a reminder letter for any and all documents that approach their destruction date within 30 days. Documents will only be shredded upon receipt of the signed letter authorizing the destruction of the documents. Upon destruction, we will submit a Certificate stating that the destruction has been completed.

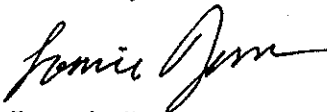
**Billing/Reporting:**

Each agency will be billed on a monthly basis. Invoices will show the total cft in storage and the activity of the month. Please see the report samples attached.

**Document Access:**

Facility access is only available to authorized persons. The State of WV will provide a list of authorized personnel to whom we will assign a pin number/password. That pin number will be required to gain access to D&M Recycling Inc facility as well as the network via internet. The pin number will be changed periodically to ensure protection.

Sincerely,



Lonnie Jesse, President  
D&M Recycling Inc  
304-253-8925



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:  
**RECMGT11**

PAGE:  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 BUYER 42  
 304-558-8802

RFQ COPY

TYPE NAME/ADDRESS HERE

**D+m Recycling INC**  
**PO Box 1639**  
**Sophia, WV 25921**

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
07/14/2011				

BID OPENING DATE: **08/25/2011** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		962-69		
<p>OFF SITE STORAGE AND RECORDS MANAGEMENT</p> <p>REQUEST FOR PROPOSAL (RFP)</p> <p>BLANKET OPEN END STATEWIDE CONTRACT</p> <p>THE STATE OF WEST VIRGINIA PURCHASING DIVISION IS SOLICITING PROPOSALS FOR A BLANKET OPEN END STATEWIDE CONTRACT TO PROVIDE SECURE OFF-SITE STORAGE AND MANAGEMENT FOR STATE GOVERNMENT RECORDS PER THE ATTACHED SPECIFICATIONS.</p> <p>A MANDATORY PRE-BID MEETING WILL BE HELD ON 08/01/2011 AT 10:00 AM IN THE PURCHASING DIVISION CONFERENCE ROOM LOCATED AT 2019 WASHINGTON STREET, EAST IN CHARLESTON, WEST VIRGINIA (BUILDING 15). MORE INFORMATION CONCERNING THE PRE-BID MEETING PLEASE SEE SECTION 1.4 OF THE ATTACHED SPECIFICATIONS.</p> <p>A COMPLETE SCHEDULE OF EVENTS MAY FOUND IN SECTION 1.3 OF THE ATTACHED SPECIFICATIONS.</p> <p>LIFE OF CONTRACT AND OTHER CONTRACT TERMS MAY BE FOUND IN SECTION SECTION 5 OF THE ATTACHED SPECIFICATIONS.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.: <b>RECMGT11</b></p> <p>ADDENDUM ACKNOWLEDGEMENT</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: **304 253 8925** DATE: **8/24/11**

TITLE: **President** FEIN: **55 075 4450** 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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **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. 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/noticeConfidentiality.pdf>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

### INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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:  
 RECMGT11

PAGE:  
 2

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 BUYER 42  
 304-558-8802

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

*Dam Recycling Inc*  
*PO Box 1639*  
*Sophia WV 25921*

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
07/14/2011				

BID OPENING DATE: 08/25/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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:</p> <p>NO. 1 ..... /</p> <p>NO. 2 ..... /</p> <p>NO. 3 ..... /</p> <p>NO. 4 ..... /</p> <p>NO. 5 ..... /</p> <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 style="text-align: right;"> <i>Lennie Ann</i>            .....            SIGNATURE  <i>D+M Recycling Inc</i>            .....            COMPANY  <i>8-24-11</i>            .....            DATE         </p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Lennie Ann</i>	TELEPHONE 304 253 8925	DATE 8/24/11
TITLE President	FEIN 55 075 4450	ADDRESS CHANGES TO BE NOTED ABOVE

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





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:  
 RECMGT11

PAGE:  
 3

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 BUYER 42  
 304-558-8802

RFQ COPY

TYPE NAME/ADDRESS HERE

*D&M Recycling Inc  
 PO Box 11639  
 Sophia WV 25921*

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
07/14/2011				

BID OPENING DATE: 08/25/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>NOTICE</p> <p>A SIGNED PROPOSAL MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Conie Dene</i>	TELEPHONE 304 253 8925	DATE 8/24/11
TITLE President	FEIN 550754450	ADDRESS CHANGES TO BE NOTED ABOVE

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



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  
 RECMGT11

PAGE  
 4

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 BUYER 42  
 304-558-8802

RFQ COPY

TYPE NAME/ADDRESS HERE

*D&M Recycling Inc*  
*PO Box 1639*  
*Sophia WV 25921*

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/14/2011				

BID OPENING DATE: 08/25/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
THE PROPOSAL SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE PROPOSAL. COST PROPOSAL SHOULD BE SEALED IN A SEPARATE ENVELOPE AND CLEARLY LABELED ACCORDINGLY.						
SEALED RFP						
BUYER:				KRISTA FERRELL FOR FILE 42		
RFP. NO.:				RECMGT11		
RFP OPENING DATE:				08/31/2011		
RFP OPENING TIME:				1:30 PM		
PLEASE NOTE THAT ONLY THE TECHNICA PROPOSAL WILL BE OPENED ON THIS DATE. COST WILL BE OPENED AFTER THE COMPLETION OF THE TECHNICAL EVALUATION. VENDORS WILL BE NOTIFIED OF THE DATE AND TIME OF THE COST OPENING.						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
<i>304-255-1996</i>						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
<i>Lonnie Jesse</i>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Lonnie Jesse</i>	TELEPHONE <i>304 253 8925</i>	DATE <i>8/24/11</i>
TITLE <i>President</i>	FEIN <i>550754450</i>	ADDRESS CHANGES TO BE NOTED ABOVE

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



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  
 RECMGT11

PAGE  
 5

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 BUYER 42  
 304-558-8802

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

D&M Recycling Inc  
 PO Box 1639  
 Sophia WV 25921

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
07/14/2011				

BID OPENING DATE: 08/25/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ RECMGT11 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Conner Owen</i>	TELEPHONE 304 253 8925	DATE 8/24/11
TITLE President	FEIN 55 075 4450	ADDRESS CHANGES TO BE NOTED ABOVE

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

# Attachment A: Vendor Response Sheet

**Vendors using the electronic version of this document shall not alter the response requirements contained herein. Responses should follow each requirement detailing how each will be met.**

Provide a response regarding the following: firm and staff qualifications and experience in completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met.

2.3.1 The vendor should provide the length of time that he has been in the records storage business and the location.

**Vendor Response:**

See attached Attachment A Response Sheet

2.3.2 The vendor should submit a statement addressing the experience of the vendor in supplying records management, document storage, document retrieval, and document destruction.

**Vendor Response:**

2.3.3 The vendor should submit a list of federal, state, county, or other governmental entities and major private institutions that are storing records with the bidding vendor. Please specify which of these customers have similar requirements (in processing and number of documents handled annually) to the needs defined in this RFP. If no single customer can be cited whose system incorporates all of the functions needed, provide a list of customers whose systems collectively utilize these functions. For each customer, provide the name, mailing address, telephone number, and e-mail address of a user representative who can be contacted with questions.

**Vendor Response:**

2.4.1 The Vendor should have the capability to accommodate 125,000 boxes or approximately 150,000 cubic feet for storage of the State's records.

**Vendor Response:**

2.4.1.2 The vendor should be able to secure an additional 25,000 cubic feet within one year from award of the contract upon written request from the State Purchasing Division.

**Vendor Response:**

2.4.1.3 The vendor should provide a storage room for archival storage of microfilm. This room should have an independent circulating system to keep the air as free as possible of pollutants and dust and to prevent the entry of unfiltered air from other parts of the building. The humidity level should be kept within a range of 40 to 50 percent, with an optimum of 30 to 40, to protect the various film bases and the temperature should be less than 70 degrees F (21 degrees C), ideally at 65 degrees. Both the humidity level and temperature should be kept as constant as possible. The vendor should describe the environmental protections for archival storage of microfilm that it will provide.

**Vendor Response:**

2.4.2 The vendor should describe its records tracking system.

**Vendor Response:**

2.4.2.1 The vendor should pick up the records within two (2) working days after contact by the agency. The agency will at a minimum contact the vendor by phone using the published number provided in this contract. However, pick-up shall be no longer than one week after contact. The vendor should describe how he plans to handle pick-ups inside and outside the metro Charleston area.

**Vendor Response:**

2.4.2.2 With respect to the extent of indexing required, the vendor should be able to provide up to 60 characters per box or per file. The vendor should describe its indexing scheme.

**Vendor Response:**

2.4.2.3 If necessary, the vendor may be requested to retrieve documents in a rush or emergency basis which means the vendor will retrieve and deliver the document to the agency in the metro-Charleston area within four (4) hours. The difference between "rush" and "emergency" is a "rush" is during business hours, Monday through Friday, and "emergency" is after hours, weekends, or holidays. The vendor should describe how it will handle rush and emergency requests.

**Vendor Response:**

2.4.2.4 The agency's retention schedule will note a date of destruction. The vendor should describe how it will remind its customers of the approaching destruction date, how it will seek approval for destruction, and how it will certify that the destruction has taken place.

**Vendor Response:**

2.4.3 The State will choose a vendor to provide a facility that will protect all documents from disaster as defined in West Virginia State Code 5A-8-3 which states: "Disaster" means any occurrences of fire flood, storm, earthquake, explosion, epidemic, riot, sabotage, or other conditions of extreme peril resulting in substantial damage or injury to persons or property within this State, whether such occurrence is caused by an act of God, nature man, including any enemy of the United States.

**Vendor Response:**

2.4.3.1 Flooding. The vendor should explain if its facility is in the flood plain and if so, what procedures are in place to protect the State's records in case of flood.

**Vendor Response:**

2.4.3.2 Fire and Smoke Detection. The vendor should describe how its facility is equipped to respond to fire and smoke detection, i.e., smoke detectors, fire alarms, communication ties with the fire department, etc., and certify that all application building codes and industry standards for this type of facility are met.

**Vendor Response:**

2.4.3.3 Temperature and Humidity. The vendor should describe the temperature and humidity controls at its facility.

**Vendor Response:**

2.4.3.4 Storage Locations. Records should be kept at least one to one and a half inches off the floor with the optimum of three inches. Records should be stored away from windows, steam, sewer or water pipes. The vendor should explain how these issues will be handled.

**Vendor Response:**

2.4.3.5 Pests, Mold and Mildew. The vendor should describe its prevention techniques.

**Vendor Response:**

2.4.3.6 Sunlight and Ultraviolet (UV) light – Light fades and discolors paper. The vendor should describe how they insure this will not happen.

**Vendor Response:**

2.4.4 Many of the State records are confidential and must only be viewed by authorized parties. The vendor's facility must be secured to allow access to those approved to retrieve/view documents for their respective agency.

**Vendor Response:**

2.4.4.1 The vendor should describe the physical layout and organization of their facility and describe the safeguards proposed that will ensure a secure location.

**Vendor Response:**

2.4.4.2 The vendor should describe its security procedures for visitors going beyond the security doors.

**Vendor Response:**

2.4.4.3 The vendor should describe its procedures when a customer comes to the Records Center to retrieve records. The sign-in information should include at a minimum Name, Agency, Date, Time, and Container sought. The vendor should also describe how it verifies the person requesting access is authorized to retrieve documents and how the vendor verifies that the documents retrieved are the records requested.

**Vendor Response:**

2.4.5 The vendor should describe its plan of action for the transition from the old vendor to the new vendor.

**Vendor Response:**

2.4.6 The current boxes used by the State are Box Style – Dye Cut Carton; Inside Dimensions: 16"W x 12"L x 10"H; Paper Combination: 69-26-69; Strength – edge crush test of 44 pounds/inch; gross weight limit of 95 pounds. The vendor may suggest specifications for future storage boxes needed for effective records management; however, the vendor will be expected to move existing records in existing boxes or furnish boxes as needed at no additional or separate cost to the agencies. The vendor should describe its preferred box style and size.

**Vendor Response:**

2.4.7 The vendor will be expected to supply the Department of Administration with agency reports showing the agencies storing documents in the facilities during that month and listing the total amount of cubic feet of storage for each agency.

The vendor may be requested to provide billing reports showing all billing activity for each state agency in a month and management reports detailing all retrievals of documents during that month and who retrieved them along with any other activity between the vendor and any state agency. The vendor should provide samples of these types of reports.

**Vendor Response:**



Attachment A:

- 2.3.1 We have been in the record storage business since 1991 at 313 Robinson Street in Glen White, WV
- 2.3.2 The management team at D&M Recycling Inc has been supplying document services including shredding, storage, and scanning for more than 20 years.
- 2.3.3 We currently store boxes for United Bank, Charleston WV.  
Contact Jim Ferrell, AVP-Operations  
United Bank Operations Center  
122 Hills Plaza  
Charleston, WV 25387-2438  
Telephone: 304-720-4532  
Fax: 304-720-4650  
E-Mail:jim.ferrell@bankwithunited.com

We have stored boxes for WV Supreme Court of Appeals, Charleston WV.  
Contact Fletch Adkins  
WV Supreme Court Of Appeals  
Administration Office of Courts  
Bldg 1, Room E-100 State Capital  
1900 Kanawha Blvd East  
Charleston, WV 25305-0832  
Telephone: 304-340-2910  
E-Mail:Fletcher.Adkins@courtsww.gov

We have other storage customers, but due to privacy their identity can not be disclosed.

- 2.4.1 We have two storage locations:  
313 Robinson Street, Glen White, WV (70,000cft) and 310 John Rain Drive, Rainelle, WV (420,000 cft). We also have 12 unimproved acres at the Rainelle location for expansion. We are building a secure fire safe storage room with temperature/humidity control. This room will be 2400cft.
- 2.4.2 Once your documents are received by D&M Recycling Inc, we will index them and place them in the secure storage. We utilize O'Neil Software for our document tracking and storage reporting. This software is capable of tracking your documents, notifying you of upcoming destruction dates, and reporting the billable services preformed. Indexing is capable of at least 60 characters. You are able to access your information through our secure network via the internet. Your designated person will

be assigned a password that enables them to view the boxes as well as their current location. Requests can also be made for delivery of specific boxes through the same network

Delivery/Pickup of boxes is to occur within 24 hours of the request to the metro Charleston Area unless specified as rush or emergency as outlined in the project specifications 2.4.2.3. All other agencies will be serviced within one week of the request unless specified as rush or emergency. Any shipping charges incurred by D&M Recycling Inc will be charged to the State of WV at cost. We do not add on processing fees.

- 2.4.3 Throughout our facility we have installed smoke detectors and alarm systems that are monitored by the EOC. There is also a fire suppression system installed. We have flood insurance on the 313 Robinson Street; Glen White, WV location and the 310 John Rain Drive; Rainelle, WV location is not located in a flood plane. Camera systems are installed inside and out of the facility with 60 days of review. We are currently building a secure fire safe storage room with temperature/humidity control. This room will be 2400cft. The lowest storage shelf is six (6) inches from the ground. There are no water / sewer pipes near the storage documents. We exterminate for pests on a monthly basis. The humidity and temperature controls will control the growth of mold and mildew.
- 2.4.4 Each agency will be billed on a monthly basis. Invoices will show the total cft. in storage and the activity of the month. Please see the report samples attached.

## Attachment B: Mandatory Specification Checklist

2.5.1 The Vendor must provide a secure storage facility for existing records in a metro Charleston area location. Vendor location must be within a 25 mile radius of State Capitol Complex.

\* We are located in Glen White WV.

2.5.2 The Vendor must be able to accommodate 150,000 boxes or approximately 180,000 cubic feet. Please describe the size of your proposed facility.

2.5.3 All Records Center employees must undergo an NCIC (national) background check as a condition of employment, as well as industry-standard privacy training.

2.5.4 All storage procedures must follow industry standard guidelines established by the Association of Records Managers and Administrators (ARMA). ARMA has published guidelines for records management – ANSI/ARMA 8-200-5 Retention Management for Records and Information.

2.5.5 The vendor is required to offer records management services to all state agencies statewide.

2.5.5.1 The vendor is responsible for the pick-up of boxes statewide within one week after contact.

2.5.5.2 The vendor is required to index all received documents from state agencies and furnish monthly documentation to the Purchasing Division and the Office of Technology that explain the indexing system and describes the location of all documents by agency. Please provide a sample in your response of this indexing report.

2.5.5.3 The vendor is responsible for retrieving any document in storage and delivering it to requesting agency within 24 hours of request as long as the agency location is in the metro Charleston area.

2.5.5.4 Documents must be destroyed by a crosscut shredder for paper. Microfilm must be shredded to 1/35" strip or smaller. Please describe the equipment available for to meet this requirement \*We shred at 1/8" strip cut - 1/8" smaller than industry standard of 5/8"

2.5.5.5 The vendor must bill each state agency storing records at the facility monthly in arrears. These bills must be according to the prices and categories contained in this RFP and the vendor's response. When the vendor must ship the materials to the agency location, the costs for postage will be billed as a pass-through charge. The vendor should provide the percentage if they plan to charge a processing fee.

2.5.5.6 If requested by any agency, the vendor must retrieve, fax, and re-file up to 25 single-sided pages. This task must be completed within twenty-four (24) working hours of the agency request or if requested as a rush, within four (4) working hours.

2.5.6 The successful vendor will be responsible for moving all boxes from the existing location to the new location within 60 days after award if a new vendor is chosen.

2.5.6.1 The current vendor will provide each agency with a list of documents currently in storage. Each agency will have a minimum time of two (2) weeks to remove all documents in storage or be billed for services rendered by the new vendor. The agency will continue to pay the old vendor until the new vendor picks up the agency's boxes.

2.5.6.2 The new vendor and the old vendor will meet to develop mutually agreed upon schedules for pick-up of the agency boxes.

2.5.6.3 The selected vendor shall be responsible for the pick-up and organization of all documents remaining in storage at the current vendor's location and other agency facilities.

2.5.6.4 The successful vendor will move existing records in existing boxes or furnish boxes as needed at no additional or separate cost. The successful vendor will repackage as needed at no additional or separate cost.

2.5.7 The vendor shall take sole and complete liability for all physical documents currently in storage and any document placed in storage while the vendor is under contract with the State of West Virginia.

2.5.8 The vendor must maintain the confidentiality of any record or document deemed "confidential" by West Virginia State or Federal law from the time it is placed in storage continuing through the destruction of the document.

I certify that the proposal submitted meets or exceeds all the mandatory specifications of this Request for Proposal. Additionally, I agree to provide any additional documentation deemed necessary by the State of West Virginia to demonstrate compliance with said mandatory specifications. With exceptions noted.

*Lonnie Jesse*  
(Company) D+M Recycling Inc

(Representative Name, Title) Lonnie Jesse, President

(Contact Phone/Fax Number) 304-253-8925 telephone

(Date) 304-255-1996 fax

8/24/2011

RFQ No. RECMGT11

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.

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

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: Dorm Recycling Inc

Authorized Signature: [Signature] Date: 8-24-2011

State of WV  
County of Sumner, to-wit:

Taken, subscribed, and sworn to before me this 24 day of Aug, 2011.

My Commission expires April 26, 2014.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]



Tracking Number: 40
Ordered by: JFERRELL
Add Date: Monday, January 14, 2008 at 3:32:33 PM
Service Type: Delivery
Detail: Container 107775 [BK4318]

Quantity

Requestor

Cost Center

Comments



## Home

- Intro
- My Preferences



## Inventory

- Getting Started
- Container



## Order

- Getting Started
- Cart
- Order Express
- Order Status

Batch Order Number Range

Tracking Number Range

Workorder Number Range

Begin (Date Ordered Range)

End (Date Ordered Range)

Check Status of Orders

Ordered By

Search