



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

**Solicitation**

NUMBER
DEP16000

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
GUY NISBET 804-558-8802

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

ENVIRONMENTAL PROTECTION,  
 DEPARTMENT OF  
 REAP OFFICE  
 601 57TH STREET SE  
 CHARLESTON WV  
 25304 800-322-5530

DATE PRINTED
09/25/2012

BID OPENING DATE: 10/11/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO.1						
ADDENDUM FOR "RECYCLING SERVICES" ISSUED TO PUBLISH THE ATTACHED DOCUMENTATION THAT DID NOT GET POSTED WITH THE ORIGINAL RFQ POSTING.						
NO OTHER CHANGES						
0001	1	JB		962-70		
RECYCLING SERVICES, OFFICE PAPER						
***** THIS IS THE END OF RFQ DEP16000 ***** TOTAL:						

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: DEP16000  
Addendum Number: 01

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The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

To publish the following attachments for this solicitation (RFQ).

1. Attachment A
2. Attachment B

No other changes.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

Attachment A

DEP16000

Directory								
ID	Agency	Unit	Address	Address 2	City	Zip	Telephone	Contact
1	Department of Administration		1900 Kanawha Blvd E	Bldg 1, Room E-119	Charleston	25305	558-4331	
2	Department of Administration	Aviation Division	502 Eagle Mountain Road	Yeager Airport	Charleston	25311	558-0403	
3	Department of Administration	Children's Health Insurance Agency	1900 Kanawha Blvd E	Bldg 3, Room 213	Charleston	25305	558-2732	
4	Department of Administration	Consolidated Public Retirement Board	1900 Kanawha Blvd. E.	Bldg 5, Room 1000	Charleston	25305	558-3570	
5	Department of Administration	Ethics Commission	1207 Quarner Street		Charleston	25301	558-0664	
6	Department of Administration	Finance Division	2019 Washington St E.	PO Box 50121	Charleston	25305	558-6181	
7	Department of Administration	Finance Division, Accounting Section	2019 Washington St. E Bldg 15, 2nd Flr	PO Box 50121	Charleston	25305	558-3459	Yvonne Gunnoe
8	Department of Administration	Finance Division, Budget Section	1900 Kanawha Blvd E	Bldg 1, Room E-127	Charleston	25305	558-0040	Jerrn Rucker
9	Department of Administration	Financial Accounting and Reporting Section (FARS)	207 7th Avenue, SW		South Charleston	25303	558-4083	Shelia Straley
10	Department of Administration	General Services Division	1900 Kanawha Blvd E.	Bldg 1, Room MB-60	Charleston	25305	558-2317	
11	Department of Administration	Grievance Board, Education and State Employees	808 Greenbrier Street		Charleston	25311	558-3361	
12	Department of Administration	Information Services and Communications Division (IS&C)	1900 Kanawha Blvd E.	Bldg 6, Room B-110	Charleston	25305	558-8890	
13	Department of Administration	Information Services and Communications Division (IS&C)	4101 MacCorkle Ave. SE		Charleston	25304	558-8848	Jane Bracken
14	Department of Administration	Division of Personnel	1900 Kanawha Blvd E.	Bldg 6, Room 416	Charleston	25305	558-3950	Loretta Evans
15	Department of Administration	Prosecuting Attorneys Institute	1206 Kanawha Blvd E.	Suite 207	Charleston	25301	558-3348	
16	Department of Administration	Public Defender Services	1900 Kanawha Blvd E.	Bldg 3, Room 330	Charleston	25305	558-3905	
17	Department of Administration	Public Employees Insurance Agency (PEIA)	1900 Kanawha Blvd. E.	Bldg 5, Room 1001	Charleston	25305	558-7850	Fayette Bowen
18	Department of Administration	Purchasing Division	2019 Washington St E.	PO Box 50130	Charleston	25305	558-2306	
19	Department of Administration	Purchasing Division, Administrative Services Division	1900 Kanawha Blvd E	Bldg 15, 1st Floor	Charleston	25305	558-0059	JoAnn Dunlap
20	Department of Administration	Purchasing Division, Surplus Property Unit	2700 Charles Avenue		Dunbar	25064	766-2626	
21	Department of Administration	Board of Risk and Insurance Management	4501 MacCorkle Avenue SW	300 Ghannam Bldg	South Charleston	25309	766-2646	Sue McMinn
22	Department of Agriculture		1900 Kanawha Blvd E	Bldg 1, Room E-28	Charleston	25305	558-2201	
23	Department of Agriculture	Administrative Services Division, Building and Grounds	1900 Kanawha Blvd E.	Guthrie Agriculture Center	Charleston	25305	558-4058	Michael Steadman
24	Department of Agriculture	Communications Division	1900 Kanawha Blvd E.	Guthrie Agriculture Center	Charleston	25304	558-3708	Christina Kelley-Dye
25	Attorney General's Office		1900 Kanawha Blvd E.	Bldg 1, Room E-26	Charleston	25305	558-2021	
26	Attorney General's Office	Civil Rights Division	812 Quarrier St., 5th Floor		Charleston	25301	558-0546	Regina Veltri
27	Attorney General's Office	Consumer Protection/Antitrust Division	812 Quarrier St., 6th Floor		Charleston	25301	558-8986	
28	Attorney General's Office	Employment Programs Litigation Unit	101 Dee Drive		Charleston	25311	558-6131	Emily Washington
29	Attorney General's Office	Employment Programs Litigation Unit/Worker's Comp. Claims	One Player's Club Drive	PO Box 4318	Charleston	25364	558-0708	
30	Attorney General's Office	Health and Human Resources	1900 Kanawha Blvd E	Bldg 3, Room 208	Charleston	25305	558-2131	
31	Attorney General's Office	Tax, Revenue, Education, Arts and Transportation	1900 Kanawha Blvd E.	Bldg 1, Room 435-W	Charleston	25305	558-2522	
32	Auditor's Office		1900 Kanawha Blvd E.	Bldg 1, Room W-100	Charleston	25305	558-2251	Stan Garten
33	Bureau of Commerce		2101 Washington St E.	Bldg 17	Charleston	25305	558-2200	
34	Bureau of Commerce	WV Development Office	1900 Kanawha Blvd E.	Bldg 6, Room 525	Charleston	25305	558-0078	Diana Spence
35	Bureau of Commerce	WV Development Office/Governor's Workforce Investment Office	1900 Kanawha Blvd E.	Bldg 6, Room B-617	Charleston	25305	558-7024	
36	Bureau of Commerce	WV Development Office/GWIO-WIA Administration	112 California Avenue		Charleston	25305	558-1138	
37	Bureau of Commerce	WV Development Office/GWIO-WIA Program Operations	112 California Avenue		Charleston	25305	558-5922	
38	Bureau of Commerce	WV Development Office/GWIO-WIA Program Development	112 California Avenue		Charleston	25305	558-1263	
39	Bureau of Commerce	WV Development Office / GWIO-WIA Dislocated Worker Services	112 California Avenue		Charleston	25305	558-1847	
40	Bureau of Commerce	WV Development Office / GWIO-WIA Governor's Summer Youth	1321 Plaza East		Charleston	25301	558-1473	
41	Bureau of Commerce	WV Development Office / GWIO-WIA Fiscal/Auditing/Reporting	112 California Avenue		Charleston	25305	558-5925	
42	Bureau of Commerce	WV Development Office / Small Business Development Center	950 Kanawha Blvd., E.		Charleston	25301	558-2960	
43	Bureau of Commerce	Division of Forestry	1900 Kanawha Blvd. E.	Guthrie Center	Charleston	25305	558-2788	Paula Parsons
44	Bureau of Commerce	Division of Labor	1900 Kanawha Blvd E.	Bldg 6, Room 749B	Charleston	25305	558-7890	
45	Bureau of Commerce	Miner's Health Safety & Training	1615 Washington St. E.		Charleston	25311	558-1425	
46	Bureau of Commerce	Division of Natural Resources	1900 Kanawha Blvd E.	Bldg 3, Room 669	Charleston	25305	558-2754	
47	Bureau of Commerce	Division of Tourism	2101 Washington St E	PO Box 50312	Charleston	25312	558-2200	
48	Bureau of Commerce	Water Development Authority	180 Association Drive		Charleston	25311	558-3612	
49	Bureau of Commerce	Water Development Authority/Infrastructure & Job Development Co	300 Summers Street	Suite 980	Charleston	25301	558-4607	
50	WV Public Employees Credit Union		2200 Washington St. E.	PO Box 50919	Charleston	25305	558-0566	
51	Department of Education		1900 Kanawha Blvd E	Bldg 6, Room 358	Charleston	25305	558-2681	
52	Department of Education	School Building Authority of West Virginia	2300 Kanawha Blvd. E.		Charleston	25311	558-2541	
53	Department of Education	Division of Technical and Adult Education Services	1900 Kanawha Blvd. E.		Charleston	25305	558-2346	
54	Department of Education & the Arts		1900 Kanawha Blvd. E.	Bldg 5, Room 205	Charleston	25305	558-2140	
55	Department of Education & the Arts	Division of Culture and History	1900 Kanawha Blvd E.	The Cultural Center	Charleston	25305	558-0220	
56	Department of Education & the Arts	Educational Broadcasting Authority	600 Capitol Street		Charleston	25301	558-4900	
57	Department of Education & the Arts	Library Commission	1900 Kanawha Blvd E.	The Cultural Center	Charleston	25305	558-2041	
58	Department of Education & the Arts	Center for Professional Development	179 Summers Street	The Peoples Building, Suite 2	Charleston	25301	558-0539	
59	Department of Education & the Arts	Rehabilitation Services	WV Rehabilitation Center, Barron Drive,1	PO Box 50890	Charleston	25305	766-4920	
60	Bureau of Employment Programs		112 California Avenue	Bldg 4, Room 610	Charleston	25305	558-2630	
61	Bureau of Employment Programs	Legal Services Division	One Player's Club Drive		Charleston	25311	558-6100	
62	Bureau of Employment Programs	Management Analysis Division	1321 Plaza East		Charleston	25301	558-2420	
63	Bureau of Employment Programs	Special Projects Division	106 Dee Drive		Charleston	25311	558-9065	
64	Bureau of Employment Programs	Unemployment Compensation Division	112 California Avenue	Bldg 4, Room 613	Charleston	25305	558-2624	
65	Bureau of Employment Programs	Worker's Compensation	4700 MacCorkle Avenue, SE		Charleston	25304	926-5048	
66	Bureau of Employment Programs	Worker's Compensation Appeal Board	104 Dee Drive		Charleston	25311	558-5230	
67	Bureau of Employment Programs	Worker's Compensation Office of Judges	One Player's Club Drive		Charleston	25311	558-5110	

Attachment A (continued)

DEP16000

68	Department of Environmental Protection	Office of Abandoned Miners and Reclamation	601 57th Street, SE		Kanawha City	25304	926-0448	
69	Department of Environmental Protection	Office of Air Quality	601 57th Street, SE		Kanawha City	25304	926-0448	
70	Department of Environmental Protection	Office of Water & Waste Management	601 57th Street, SE		Kanawha City	25304	926-0448	
71	Department of Environmental Protection	Air Quality Board/Environmental Quality Board	601 57th Street, SE		Kanawha City	25304	926-0448	
72	Department of Environmental Protection	Oil & Gas Conservation Commission	601 57th Street, SE		Kanawha City	25304	926-0448	
73	Department of Environmental Protection	Solid Waste Management Board	601 57th Street, SE		Kanawha City	25304	926-0448	
74	Department of Environmental Protection							
75	Governor's Office	Office of Economic Opportunity						
76	Governor's Office	Equal Employment Opportunity Office	One Players Club Drive	Suite 501	Charleston	25311	558-0400	
77	Governor's Office	Governor's Cabinet on Children and Families	1900 Kanawha Blvd. E	Bldg. 5, Room 218	Charleston	25305	558-0600	
78	Governor's Office	Governor's Office of Technology	505 Capitol Street	Suite 200	Charleston	25301	558-3784	
79	Governor's Office	WV Workforce Investment Board	1900 Kanawha Blvd. E	Bldg. 6, Room B-603	Charleston	25305	558-5201	
80	Governor's Office	WV Commission for National & Community Service	601 Deleware Avenue		Charleston	25302	558-0111	
81	Governor's Office							
82	Department of Health and Human Resources	Board of Review	1900 Kanawha Blvd. E	Bldg. 3, Room 206	Charleston	25305	558-0684	
83	Department of Health and Human Resources	Investigations and Fraud Management Unit	1900 Kanawha Blvd. E	Bldg. 6, Room 817	Charleston	25305	558-0955	
84	Department of Health and Human Resources	Medicaid Fraud Control Unit	1900 Kanawha Blvd. E	Bldg. 6, Room 861	Charleston	25305	558-1970	
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							
87	Department of Health and Human Resources							
88	Department of Health and Human Resources	Bureau for Children & Families / RAPIDS Project	350 Capitol Street	Bldg. 6, Room 831	Charleston	25301	558-0630	
89	Department of Health and Human Resources	Office of Communications	1012 Kanawha Blvd. E	2nd Floor	Charleston	25301	558-0840	
90	Department of Health and Human Resources	Development Disabilities Council	1900 Kanawha Blvd. E	Bldg. 3, Room 206	Charleston	25301	558-7899	
91	Department of Health and Human Resources	Assistant Secretary for Finance	110 Stockton Street		Charleston	25302	558-0416	
92	Department of Health and Human Resources	General Council	1900 Kanawha Blvd. E	Bldg. 3, Room 451	Charleston	25305	558-5995	
93	Department of Health and Human Resources	Health Care Authority	1900 Kanawha Blvd. E	Bldg. 3, Room 265	Charleston	25305	558-0684	
94	Department of Health and Human Resources	Human Rights Commission	1900 Kanawha Blvd. E	Bldg. 3, Room 265	Charleston	25311	558-7000	
95	Department of Health and Human Resources	Management Information System	100 Dee Drive	Suite 201	Charleston	25301	558-2616	
96	Department of Health and Human Resources	WV Board of Medicine	1321 Plaza East	Room 108	Charleston	25305	558-2278	
97	Department of Health and Human Resources	Assistant Secretary of Operations	1900 Kanawha Blvd. E	Bldg. 6, Room 617	Charleston	25305	558-7810	
98	Department of Health and Human Resources	Office of the Chief Medical Examiner	1900 Kanawha Blvd. E	Bldg. 3, Room 213	Charleston	25311	558-2921	
99	Department of Health and Human Resources	Office of Environmental Health Services	101 Dee Drive	Bldg. 3, Room 265	Charleston	25305	558-3217	
100	Department of Health and Human Resources	Office of Laboratory Services	1900 Kanawha Blvd. E		South Charleston	25309	558-5319	
101	Department of Health and Human Resources		701 Jefferson Road		Charleston	25301	558-2981	
102	Higher Education Policy Commission		815 Quarrier Street Suite 418	Morrison Building	Charleston	25305	558-3530	
103	House of Delegates		167 Eleventh Avenue		South Charleston	25305	558-2101	
104	Housing Development Fund		1018 Kanawha Blvd. E	Suite 700	Charleston	25301	558-2101	
105	Investment Management Board		1900 Kanawha Blvd. E	Room M-212	Charleston	25035	340-3210	
106	Jobs Investment Trust		814 Virginia Street, E		Charleston	25301	345-6475	
107	Legislative Services		One Cantley Drive	Suite 3	Charleston	25314	345-2672	
108	Legislative Services	Commission on Special Investigations	814 Virginia Street, E	Suite 202	Charleston	25301	345-6200	
			1900 Kanawha Blvd. E	Room E-132	Charleston	25305	347-4800	
			301 Eagle Mountain Road, Room 218		Charleston	25311	555-2345	

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  
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	Kraft Envelopes
Blue Prints	Magazines-Newspapers
Card Stock (colored)	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 Boxes (OCB)	

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

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: DEP16000**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

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Company

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Authorized Signature

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Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
 Revised 6/8/2012