



**State of Oklahoma
Department of Central Services
Recycling Program**

**Paper Recycling Specifications
As of 05-25-2005**

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1.0 Statement of Needs

- 1.1 The purpose of this acquisition by the Department of Central Services, Facilities Services Division (DCS) is to establish a contract for the recycling of materials recovered at the buildings listed. The contractor shall furnish the labor, equipment, materials, and services necessary for the recovery of recyclable materials as identified below.

2.0 Background

- 2.1 Department of Central Services currently consists of 16 divisions and programs. This is a division-based contract and only the Facilities Services Division of DCS shall be authorized to utilize this contract. Central Services is a unique service oriented agency. The primary function of most state agencies is to provide services to assist the general public. The primary responsibility of Central Services is to assist other state agencies, through the delivery of services offered by the different divisions under Central Services.

3.0 Definitions

- 3.1 Agency: The entity for which the contract has been issued.
- 3.2 Computer Printout: Consists of white sulfite or sulfate papers in forms manufactured for use in data processing machines. This grade may contain colored stripes and/or computer printing, and may contain not more than 5% of ground wood in the packing. All stock must be untreated and uncoated.
- 3.3 Contract: This contract, any addendum to this contract and the Contractor's proposal submitted in response to this contract and the Dept. of Central Services Notice of Award.
- 3.4 DCS: Department of Central Services, Facilities Services Division
- 3.5 High-grade white paper: The Contractor will pick up and recycle white ledger and computer printout from the State.
- 3.6 Management: All persons, including owners, Contractors, and others, who are responsible for operations.
- 3.7 May: Denotes that which is permissible, but not mandatory.
- 3.8 Prohibitive Materials:
- 3.8.1 Any material, which by their presence is a packing paper stock, in excess of the amount allowed.
- 3.9 Shall or Must: Denotes that which is a mandatory requirement.
- 3.9.1 Failure to meet a mandatory requirement may result in a vendor complaint being filed and may be a factor in future contracting award decisions.
- 3.10 Should: Denotes that which is recommended, but not mandatory.
- 3.11 State: State of Oklahoma
- 3.12 White Ledger: Consists of printed or unprinted sheets, shavings, and cuttings of white sulfite or sulfate ledger, bond, writing paper, and all other papers which have a similar fiber and filler content, including white windowless envelopes, white letterhead, white typing and photocopying paper, white interoffice memo paper, white pad paper, white computer and green bar computer paper. This grade must be free of treated, coated, padded or heavily printed stock.

4.0 Contractor's Requirements

- 4.1.1 The Contractor shall provide all necessary labor and equipment as required by DCS to prepare and remove storage containers of wastepaper from holding areas specifically designated for the purpose.
- 4.1.2 Contractor will be responsible for delivery of the containers and necessary equipment at the start of the contract as required during the term of the contract, and for removal of same when no longer required by the user agency.
- 4.1.3 Contractor shall provide locking collection containers at any building dock area or other location where the Contractor picks up the paper, when requested by DCS.
- 4.2 The Contractor shall provide all necessary wheeled containers as required by DCS for interior collection points within the building.
- 4.3 A pickup schedule mutually agreed upon by the Contractor and DCS shall be required to remove all stored waste paper from the designated area in each building.
- 4.4 Contractor shall provide any additional needed pickups within one (1) working day after notification by DCS.
- 4.5 Contractor is required to make pickups, regardless of market condition or demand.

- 4.6 Recycled materials shall be secured in such a manner as to prevent it from dropping off or blowing out of the conveyance while being transported. The Contractor shall leave the area in a clean and orderly condition and shall reimburse the State for any damage to state property caused by removal operations of the Contractor.
- 4.7 Wastepaper picked up under this contract shall only be used or sold as wastepaper. The Contractor shall not use, allow access to, or offer for resale or use any papers, documents, file record material, or any other form or records as files, records or for the information contained therein.
- 4.8 Contractor shall notify DCS immediately of any occurrence and/or condition that interferes with the full performance of the contract, and confirm it in writing within twenty four (24) hours.
- 4.9 Contractor shall issue a quarterly statement indicating the building name and address where paper has been collected along with the monthly tonnage collected at each site. Said reports shall be mailed to Facilities Services Division, P.O. Box 53187, Oklahoma City, OK 73152. Failure to supply the required report in a timely fashion may result in contract termination.
- 4.10 Contractor shall provide a certificate of confidentiality if required by an agency. All Contractor's employees shall be subject to such security clearance as may be required by the using agency or political subdivision.
- 4.11 Contractor shall provide training for each state agency recycling coordinator if requested once per year. The Contractor will provide any needed publicity or employee training meetings to make the program successful.
- 4.12 Contractor shall be fully responsible for the actions of their employees while they are at the job site. Their employees shall conduct themselves in a courteous, professional manner at all times while on state property.
- 4.12.1 All Contractor personnel must observe all regulations in effect at user state agencies and political subdivisions. While on State property, employees shall be subject to control of the State, but under no circumstances shall such persons be deemed to be employees of the State, nor shall they represent themselves as employees of the State.
- 4.13 Contractor shall provide contact name and method of communication to DCS for use in day-to-day operations.
- 4.14 The Contractor shall assure that all workers assigned to perform service on state property shall be dressed in an appropriate company uniform with the company name, workers name and a photo ID in their possession.
- 4.15 DCS reserves the right to have any employee of the Contractor removed from the job site and replaced with additional workers if they are not compliant.
- 4.16 Contractor shall be available to solve procedural and operational problems which may arise during and after program implementation. Problems must be resolved in an expedient manner once notification of the problem is given to the contractor. Within (5) working days after notification, Contractor shall submit to DCS, in writing, a report detailing how the problem will be resolved and when the solution will be implemented.
- 4.17 All pickups shall be performed during normal business hours unless authorized by DCS.
- 4.17.1 Normal hours are Monday through Friday, 8AM to 5PM, excluding state holidays.
- 4.18 The dock area of each building site is for the loading or unloading of equipment and recycled paper.
- 4.18.1 Removal or addition of equipment to service shall be coordinated with and approved by the Building Manager for each site.
- 4.19 Safety of the Contractor's employees, employees of the State, as well as the public is a prime concern of DCS, and the Contractor must take all necessary steps to assure proper safety during the performance of this contract.
- 4.41 Subcontractors: No portion of the work shall be subcontracted without prior written approval by DCS. The Contractor shall, however, remain fully liable and responsible for the work performed by their Subcontractor(s) and shall assure compliance with all requirements of the contract.

5.0 Terms and Conditions

- 5.1 Contract period shall be from July 1, 2003 through June 30, 2004 with option to renew annually for four (4) additional years.
- 5.2 Contractor shall pay DCS on a quarterly basis. Contractor shall maintain an itemized monthly record of tonnage picked up at each site and provide a summary report by site with each quarterly rebate payment.
- 5.3 DCS is requesting, at a minimum, a rebate of two (2%) of the total funds generated from the sale of the recovered paper collected from state agencies under this contract. The 2% or greater rebate shall be calculated by averaging the market price actually paid to the Contractor for paper during each quarterly period.
- 5.3.1 Contractor shall provide an affidavit that the price paid to DCS is a true average of value paid in the Oklahoma market to a cross section of its customers for recyclable paper during that quarter.
- 5.4 DCS reserves the right, by issue of Change Order, to decrease or increase the list of building locations covered by this contract. If DCS discontinues service at a building, DCS may at a later date, return these services at the same rebate rate provided in this contract.

- 5.5 In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the Contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transaction period extend more than ninety (90) days beyond the expiration date of the contract, or extension thereof.
- 5.6 If the Contractor fails to comply with the terms of the contract, DCS may: a) terminate his right to proceed with the contract or the part of the contract where performance has been deficient, or b) have the unfulfilled portion of the contract performed by another contractor. In such case, the contractor shall be liable to DCS for any costs incurred by DCS.
- 5.7 Contractor and his subcontractors shall carry adequate Property Damage and Public Liability Insurance, Workers Compensation and Employees Liability Insurance in statutory amounts. Contractor shall provide the DCS certificates of compliance upon request.

6.0 Government Furnished Services

- 6.1 A DCS representative shall be responsible for monitoring of the program to ensure for contract compliance.
- 6.2 DCS shall take corrective action upon notification by Contractor of contamination problems with recyclable paper.
- 6.3 DCS shall respond to Contractor's complaints with respect to program operations.
- 6.4 DCS shall provide designated storage for accumulated recyclable paper prior to pickup by Contractor.
- 6.5 DCS will provide coordination and mediation of disputes between the Contractor and user agencies, if requested.
- 6.6 DCS and/or the contracting officer may conduct random audits on site to verify the accuracy of the summary reports submitted by the Contractor each quarter.

7.0 Award Criteria

- 7.1 Bids will be evaluated on the following criteria, not listed necessarily in their order of importance.
 - 7.1.1 Bid price for rebate.
 - 7.1.2 Bidder's past performance in similar jobs. Bidder shall submit no less than three (3) references to include company name, point of contact, phone and fax number.
 - 7.1.3 The bidder's business in volume of recyclable paper handled annually.
 - 7.1.4 The bidder's length of time in business and ability to provide the necessary interior and exterior equipment.

8.0 Project - Locations – Contacts

- 8.1 Agriculture Building
2800 N. Lincoln Blvd.
Oklahoma City, OK 73105
Building Manager: Troy Wilson
Ph: 405-521-3137
- 8.2 CAP Building
50 N.E. 23rd
Oklahoma City, OK 73105
Building Manager: Rodney Paul
Ph: 405-522-3338
- 8.3 DCS Warehouse
3301 N. Santa Fe
Oklahoma City, OK 73105
Building Manager: Curtis Jury
Ph: 405-521-2105
- 8.4 Denver Davison Courts Building
1915 N. Stiles
Oklahoma City, OK 73105
Building Manager: Curtis Jury
Ph: 405-521-2105
- 8.5 Department of Libraries Building
200 N.E. 18th
Oklahoma City, OK 73105
Building Manager: Rodney Paul
Ph: 405-522-3338

- 8.6 Department of Transportation Building
200 N.E. 21st. Street
Oklahoma City, OK 73105
Building Manager: Richard Franks
Ph: 405-521-2294
- 8.7 M. C. Connors Building
2501 N. Lincoln Blvd.
Oklahoma City, OK 73105
Building Manager: Troy Wilson
Ph: 405-521-2605
- 8.8 Oliver Hodge Building
2500 N. Lincoln Blvd.
Oklahoma City, OK 73105
Building Manager: Troy Wilson
Ph: 405-521-2605
- 8.9 Sequoyah Building
2400 N. Lincoln
Oklahoma City, OK 73105
Building Manager: Ronnie Carter
Ph: 405-521-3692
- 8.10 Will Rogers Building
2401 N. Lincoln
Oklahoma City, OK 73105
Building Manager: Ronnie Carter
Ph: 405-521-3692
- 8.11 State Capitol
2300 N. Lincoln
Oklahoma City, OK 73105
Building Managers: George Sylvester
Ph. 405- 522-5257
- 8.12 Jim Thorpe Building
2101 N. Lincoln
Oklahoma City, OK 73105
Building Manager: Curtis Jury
Ph. 405-521-2105
- 8.13 Wiley Post (Historical) Building
2100 N. Lincoln
Oklahoma City, OK 73105
Building Manager: Charlie Effinger
Ph. 405- 522-6546
- 8.14 OSF Data Center/Treasurer's Building
2209/2211 N. Central
Oklahoma City, OK 73105
Building Manager: Rodney Paul
Ph. 405-521-3338
- 8.15 Central Printing Building
2120 N.E. 36th
Oklahoma City, OK 73105
Building Manager: Gerlinde Williams
Ph. 405-425-2714

8.16 Kerr-Edmondson Complex
440 S. Houston
Tulsa, OK 74127
Building Manager: Harold Munson
Ph. 918-581-2391

8.17 DCS/Facilities Services contact for questions regarding these specifications.

8.17.1 Mark Sauchuk
Department of Central Services
Facilities Services
Phone: 405-521-3395

9.0 Types of Recyclable Materials (not intended to be all-inclusive)

9.1 Computer paper
White ledger paper
Mixed Office paper
Magazines/catalogs
Green Bar Paper
Envelopes, windowed or windowless
Note pad paper