November 30, 2006

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: HOLLYLYNN FORD, CPPB
STATE CONTRACT PROCUREMENT OFFICER
302-857- 4559

SUBJECT: **AWARD NOTICE-ADDENDUM #3 EFFECTIVE DATE OCT 14, 2008**
CONTRACT NO. 06-392A-AC
OFFICE PAPER RECYCLING

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OF
KEY CONTRACT INFORMATION

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KEY CONTRACT INFORMATION

1. **MANDATORY USE CONTRACT**:

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REF: Title 29, Chapter 6911(d) Delaware Code. Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, Department of Elections, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

2. **CONTRACT PERIOD:**

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Each Vendors contract shall be valid for a three (3) year period from December 1, 2006 through November 30, 2009. Each contract may be renewed for two (2) additional one (1) year periods through negotiation between the contractor and Government Support Services. Negotiation must be initiated no later than ninety (90) days prior to the termination of the current agreement.

3. **VENDORS:**

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Infinity Recycling, Inc.
300 Old McGinnis Lane
Chestertown, MD 21620
Contact: Jennifer Tunnis
Phone: 410-778-5949
Fax: 410-778-2740
Email: infin11@aol.com
FEIN: 52-1625681

4. **SHIPPING TERMS:**

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F.O.B. destination, freight prepaid.

5. **PRICING:**

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The pricing structure shall remain firm for the term of the contract.

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APPENDIX B1

Office of Management and Budget Locations

NEW CASTLE COUNTY

NO.	SERVICE ADDRESS	NAME	LOCATION/ # OF CONTAINERS/ SIZE	PICK UP SCHEDULE	COST
1.	715 Grantham Lane New Castle	Amoco/DNREC Building	1st Floor 6 - 30 gal.	1 X Week	$ 85.00
2.	820 French Street, Wilmington	Carvel Building	45 - 30 Gal	1 X Week	$ 190.00
3.	Governor Bacon Complex Delaware City	Government Support Services 1 Wilmington Ave.	6 - 30 Gal	1 X Week	$ 38.00
4.	Motor Vehicle Division New Castle	New Castle Inspection 161 Airport Road	9 - 30 Gal Rec	2 X Month	$ 45.00
5.	Motor Vehicle Division Wilmington	Wilmington Inspection Lanes 8th & Bancroft Pkwy	9 - 30 Gal	1 X Week	$ 35.00
6.	900 King Street, Wilmington	Delaware Helpline/ OMB/ Facilities Maintenance	3 - 30 Gal	1 X Week	$ 76.00
7.	NCC Fire Marshal	2307 MacArthur Road New Castle, DE	3 - 30 Gal	1 X Week	$ 58.00
8.	**NCC Courthouse**	**500 King St Wilmington**	**30 Gal**	**1 X Week**	**$70.00**

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APPENDIX B1

Office of Management and Budget Locations

KENT COUNTY

NO.	SERVICE ADDRESS	NAME	LOCATION/ # OF CONTAINERS/ SIZE	PICK UP SCHEDULE	COST
1.	192 Transit Lane Dover	Facilities Management-Maintenance Shop	1-30 Gal R/W Basement	1 X Week	$ 36.00
2.	800 Bay Road, Dover	State Highway Admin Dept of Transportation	3 - 30 Gal 1st Floor, 2nd Floor 20 - 30 Gal	1 X Week	$ 300.00
3.	303 Public Safety Blvd, Dover	Dept of Public Safety	6R/W 15 – 30 gal	1 X Week	$ 120.00
4.	540 South DuPont Hwy, Dover	Thomas Collins Bldg-First Floor	15 – 30 gal	2 X Week	$ 90.00
5.	540 South DuPont Hwy, Dover	Thomas Collins Bldg-Second Floor	15 – 30 gal	2 X Week	$ 90.00
6.	540 South DuPont Hwy, Dover	Thomas Collins Bldg-Third Floor	10 – 30 gal	2 X Week	$ 90.00
7.	805 River Road, Dover	James Williams State Serv. Cntr	First Floor Office A 1 – 30 gal	2 X Month	$ 16.00
8.	805 River Road, Dover	James Williams State Serv. Cntr	First Floor Social Services 2-30 Gal	2 X Month	$ 16.00
9.	805 River Road, Dover	James Williams State Serv. Cntr.	Second Floor Public A 1-30 Gal	2 X Month	$ 16.00
10.	805 River Road, Dover	James Williams State Serv. Cntr.	Second Floor Family Services 1-30 Gal.	2 X Month	$ 16.00
11.	805 River Road, Dover	James Williams State Serv. Cntr.	Third Floor Mental Health 1-30 Gal	2 X Month	$ 16.00
12.	805 River Road, Dover	James Williams State Serv. Cntr.	Third Floor Medical Admin 1-30 Gal	2 X Month	$ 16.00
13.	2320 South Dupont Hwy, Dover	Dept of Agriculture	5 – 30 gal.	2 X Month	$ 30.00
14.	2320 South DuPont Hwy., Dover	Agriculture Lab	1-30 Gal	2 X Month	$ 10.00
15.	121 Duke of York Street, Dover	Archives Building	Third Floor Only 3-30 Gal	2 X Month	$ 60.00
16.	411 Legislative Avenue, Dover	Legislative Hall, Dover	3 Floors 24-30 Gal	1 X Week	$ 130.00
17.	122 William Penn Street Dover, DE	Haslet Armory	9 – 30 gal	1 X Week	$ 112.00

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KENT COUNTY

NO.	SERVICE ADDRESS	NAME	LOCATION/ # OF CONTAINERS/ SIZE	PICKUP SCHEDULE	COST
18.	150 William Penn Street, Dover	Edward Tattnall Bldg.	Ground Floor 3 – 30 gal 2nd Floor 3 – 30 gal. 3rd Floor 3 – 30 gal.	1 X week	$ 45.00
19.	417 Federal Street, Dover	Jesse S. Cooper Bldg.	23 All Floors 20 - 30 gal	1 X week	$ 105.00
20.	410 Federal Street, Dover	Margaret M. O'Neill Bldg	First Floor 3 – 30 gal. Second Floor 3 – 30 gal. Third Floor 3 30 gal.	2 X month	$ 23.00
21.	401 Federal Street, Dover	Townsend Bldg.	Basement 15 – 30 gal. 1st 12 – 30 gal. 2nd 3 – 30 gal. 3rd 6 – 30 gal.	1 X week	$ 240.00
22.	99 Kings Hwy, Dover	DEDO Building	3 – 30 gal.	2 X month	$ 30.00
23.	102 South State Street Dover	Rose Cottage State Museum	2-30 gal	1 X month	$ 15.00
24.	861 Silver Lake Blvd, Dover	Prof. Regulations Cannon Bldg.	Second Fl., Suite 203 2 – 30 gal.	1 X week	$ 40.00
25.	100 Enterprise Drive, Suite 4, Dover	Government Support Services	5 – 30 gal.	2 X month	$ 30.00
26.	801 Silver Lake Blvd., Dover	Office of Information Systems, William Penn Bldg.	10 – 30 gal.	2 X week	$ 130.00
27.	15 The Green, Dover	Kirk Building	2 – 30 gal.	2 X month	$ 18.00
28.	410 South State Street, Dover	Murphy House	2 – 30 gal.	2 X month	$ 20.00
29.	Chestnut Grove Road, Dover	Fire School – Fire Marshall's Office	2 – 30 gal.	2 X month	$ 48.00
30.	45 The Green, Dover	Sykes Building	3 – 30 gal.	2 X month	$ 30.00
31.	Brickstore Landing Road, Smyrna	DEMA	3 – 30 gal.	1 X week	$ 175.00
32.	Brickstore Landing Road, Smyrna	Transportation Management Center	3 – 30 gal.	1 X week	$ 40.00
33.	516 W. Loockerman Street, Dover	Massey Station	3 – 30 gal.	2 X month	$ 26.00

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APPENDIX B1

Office of Management and Budget Locations

KENT COUNTY

NO.	SERVICE ADDRESS	NAME	LOCATION/ # OF CONTAINERS/ SIZE	PICKUP SCHEDULE	COST
34.	449 N. DuPont Hwy., Dover	Public Health Day Care	3 – 30 gal.	1X month	$ 15.00
35.	3036 Upper King Road, Camden, DE	State Police Communication Center	3 – 30 gal.	1X week	$ 30.00
36.	55 The Green, Dover	Supreme Court	2 – 30 gal.	1X week	$ 46.00
37.	415 Transportation Circle, Dover	Dover Inspection Lanes	3 – 30 gal.	1X week	$ 40.00
38.	89 Kings Hwy, Dover	DNREC Richardson & Robbins	20 - 30 gal.	1X month	$ 220.00
39	861 Silver Lake Blvd. Cannon Bldg.	Delaware Public Service Commission	First Floor, Suite 100 7-30 gal.	1 x week	$40.00

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APPENDIX B1

Office of Management and Budget Locations

SUSSEX COUNTY

NO.	SERVICE ADDRESS	NAME	LOCATION/ # OF CONTAINERS/ SIZE	PICKUP SCHEDULE	COST
39.	10 The Circle, Georgetown	Sussex County Court House	12 – 30 gal.	2 X month	$ 46.00
40.	119 North Race Street Georgetown	Sussex County Elections Bldg.	3 – 30 gal.	2 X month	$ 24.00
41.	1 Race Street, Georgetown	Public Defender SABO Building	2 – 30 gal.	2 X month	$ 22.00
42.	South Bedford St Ext., Georgetown	DMV Inspection Lanes, Georgetown	8 – 30 gal.	2 X month	$ 28.00
43.	10 The Circle, Georgetown	Courthouse Annex	4 – 30 gal.	2 X month	$ 26.00
44.	The Circle, Georgetown	Court of Chancery	5 – 30 gal.	2 X month	$ 30.00
45.	1761 Chestnut Grove Road, Georgetown	Sussex Fire School/Marshal Office	5 – 30 gal.	2 X month	$ 30.00

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APPENDIX B2

OTHER STATE LOCATIONS

NEW CASTLE COUNTY

NO.	SERVICE ADDRESS	NAME	LOCATION/ # OF CONTAINERS/ SIZE	PICK-UP SCHEDULE	COST
1.	4425 North Market Street	Department of Labor	4 – 30 gal.	2 X month	$80.00
2.	391 Lukens Drive, New Castle,	DNREC	4 – 30 gal.	2 X month	$90.00

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APPENDIX B2

OTHER STATE LOCATIONS

KENT COUNTY

NO.	SERVICE ADDRESS	NAME	LOCATION/ # OF CONTAINERS/ SIZE	PICKUP SCHEDULE	COST
1.	900 Public Transportation Blvd., Dover	Dast Building	3 - 30 gal. R/W	1 X week	$ 44.00
2.	56 Sign Shop Lane Dover	Dept of Transportation	Signal Shop 3 – 30 gal.	1 X week	$ 40.00
3.	DelDot Records/Archive Center 237 McKee Road Dover	Dept of Transportation Old National Cup Plant	6 - 30 gal.	1 X week	$ 60.00
4.	Blue Hen Mall-2nd Floor, Dover	State of DE #218	3 - 30 gal.	2 X month	$ 30.00
5.	Blue Hen Mall-2nd Floor, Dover	DE Health & Social Services	3 – 30 gal.	2 X month	$ 30.00
6.	1114 S. DuPont Highway, Dover	Carroll's Plaza Dept #J	Suite 102, 103, 104, 105 4 – 30 gal.	1 X week	$ 60.00
7.	River Road, Dover	Dept of Transportation	4 – 30 gal.	1 X week	$ 60.00
8.	406 Federal Street, Dover	Biggs Museum DE State Visitor	First Floor only 3 – 30 gal.	1 X month	$ 15.00
9.	5 East Reed Street, Dover	35A DNREC Soil & Water	3 – 30 gal. 2nd Floor Only	1 X month	$ 20.00
10.	American & Kings Highway 30 South American, Dover	The Lord Building	Basement 9 - 30 gal. Second Floor 3 - 30 gal.	1 X week	$ 44.00
11.	841 Silver Lake Blvd., Dover	DE Insurance Rodney Bldg	First Floor Only 6 - 30 gal.	2 X month	$ 48.00
12.	38 The Green, Dover	Kent County Court House	20 – 30 gal.	1 X week	$ 60.00
13.	156 S. State St., Dover	DNREC Air Qual. Mgmt.	3 - 30 gal. 2nd floor	1 X week	$ 44.00
14.	30 Sunnyside Road, Smyrna, DE 19977	Public Health Laboratory	3-30 gal.	1 x month	$60.00

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APPENDIX B2

STATE LOCATIONS

SUSSEX COUNTY

NONE AT THIS TIME

ADDITIONAL TERMS AND CONDITIONS

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6. **BILLING:**

The successful vendor is required to "Bill as Shipped" to the respective ordering agency(s). Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

7. **PAYMENT:**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

8. **PRODUCT SUBSTITUTION:**

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

9. **ORDERING PROCEDURE:**

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

10. **REQUIREMENTS:**

This contract is issued to meet the Office Paper Recycling Services requirements for the State of Delaware and shall be accessible to any or all School District, Political Subdivision or Volunteer Fire Company.

11. **HOLD HARMLESS**:

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

12. **NON-PERFORMANCE**:

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

13. **FORCE MAJEURE**:

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

14. **AGENCY'S RESPONSIBILITIES**:

The Agency shall:

a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.

b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.

15. **STATEWIDE COVERAGE**:

This contract covers all buildings owned and maintained by Department of Administrative Services (those buildings are listed appendix B1). These buildings are automatically included in the paper collection program

It also covers other buildings occupied by State Agencies but not owned and maintained by DAS, Facilities Management; if the agencies occupying the buildings request to participate (these buildings are listed in Appendix B2). State Agencies occupying these buildings (or other buildings not listed on either Appendix) can participate in the program by following these steps:

State Agencies should follow the steps below:

A. Contact Infinity Recycling, Inc., Ford Schumann

B. Ford will visit your agency, establish your services program, and provide a quote for the services agreed to.

State Agencies should follow the steps below: (continued)

C. The Agency must issue a purchase order to cover the services. The agency must send a copy of the P.O. to Arnold Cookson. Arnold will maintain the official list of participating agencies and buildings covered by this contract. A copy of the P.O. should be mailed to:

Arnold Cookson
Government Support Services
100 Enterprise Place, Suite 4
Dover, DE 19904

D. Upon Receipt of the P.O., Infinity Recycling will deliver the containers and start the pick-up.

E. Infinity Recycling will invoice each agency separately.

F. Note: It is recommended that agencies purchase a tray or container of their choice for each desk or office to store these paper products identified for recycling.

PAPER SPECIFICATIONS:

RECYCLE	DO NOT RECYCLE
COMPUTER PAPER	CARBON PAPER
BOND	PHOTOGRAPHIC PAPER
COPY PAPER	NAPKINS/TISSUES
TYPING PAPER	TOWELS/PLATES/CUPS
NEWSPAPER	MICROFICHE
MAGAZINES	OVERHEADS
CATALOGS	PAPER (REAM) WRAPPERS
COATED/GLOSSY PAPER	ANY NON-PAPER ITEM
TELEPHONE BOOKS (special requests)	FOOD WASTE
COLORED PAPER	TRASH
CARBONLESS PAPER (NCR)	
MANILA FOLDERS	
ENVELOPES (w/o Plastic windows)	
BLUEPRINTS	
Phone Books	

WHEN IN DOUBT – THROW IT OUT
DON’T RISK CONTAMINATING A LOAD
YOUR COOPERATION IS MOST APPRECIATED