



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

# State of Delaware

SINGLE STREAM RECYCLING AND SOLID WASTE REMOVAL

## Request for Proposal

**Contract No. GSS 15061-WASTE\_RECYCL**

*March 2, 2015*

**- Deadline to Respond -**  
**April 7, 2015**  
**1:00 PM (Local Time)**

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

Date: **March 2, 2015**

**CONTRACT NO. GSS15061-WASTE\_RECYCL**

ALL VENDORS:

The enclosed packet contains a "REQUEST FOR PROPOSAL" for Single Stream Recycling and Solid Waste Removal. The proposal consists of the following documents:

**REQUEST FOR PROPOSAL - CONTRACT NO. GSS15061-WASTE\_RECYCL**

- I. Introduction
- II. Scope of Work
- III. Format For Proposal
- IV. Proposal Evaluation Procedures
- V. Mandatory Pre-Bid Meeting
- VI. Definitions and General Provisions
- VII. Proposal Reply Section
  - a. Attachment 1 – No Proposal Reply Form
  - b. Attachment 2 – Non-Collusion Statement
  - c. Attachment 3 – Exceptions
  - d. Attachment 4 – Company Profile and Capabilities
  - e. Attachment 5 – Confidentiality and Proprietary Information
  - f. Attachment 6 – Business References
  - g. Attachment 7 – Subcontractor Information Form
  - h. Attachment 8 – Monthly Usage Report
  - i. Attachment 9 – Subcontracting (2<sup>nd</sup> tier spend) Report
  - j. Attachment 10 – Office of Supplier Diversity Certification Application
  - k. Attachment 11 – Bond Form
  - l. Attachment 12 – Proposal Reply Requirements
  - m. Appendix A – Scope of Work details
  - n. Appendix B – DOC Security Requirements & Procedures
  - o. Appendix C – Pricing Form(s) and Instructions (if applicable)
  - p. Appendix D – Current Sites Serviced

In order for your proposal to be considered, the Proposal Reply Section shall be executed completely and correctly and returned in a sealed envelope **clearly displaying the contract number and vendor name** by **April 7, 2015** at 1 PM (Local Time) to be considered. All questions are due by March 16, 2015.

**Proposals must be mailed to:**

**State of Delaware  
Government Support Services  
Contracting Section  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202  
ATTN: Kimberly Jones**

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

Please review and follow the information and instructions contained in the General Provisions and this Request for Proposal (RFP). Should you need additional information, please contact Kimberly Jones at kim.jones@state.de.us.

**I. INTRODUCTION**

**A. PURPOSE**

The purpose of this Request for Proposal is to obtain sealed proposals to fulfill the need for single stream recycling, solid waste removal and food and yard waste for composting. It is the goal of this Request for Proposal to identify a vendor(s) and execute a contract to implement Single Stream Recycling, Solid Waste Removal and Food and Yard Waste for Composting. This includes all regularly generated solid waste, non-hazardous waste and recyclables and yard waste. Recyclables will include at least all mixed papers, plastic, glass, tins, boxboards and cardboards.

**A. COMPETITIVE SEALED PROPOSAL**

It has been determined by Director, Government Support Services, pursuant to **Delaware Code Title 29, Chapter 6924 (a)** that this solicitation be offered as a request for competitive sealed proposals because the use of competitive sealed bidding is not practical and/or not in the best interest of the State. The use of competitive sealed proposals is necessary to:

- Use a contract other than a fixed-price type; or
- Conduct oral or written discussions with vendors concerning technical and price aspects of their proposals; or
- Afford vendors an opportunity to revise their proposals through best and final offers; or
- Compare the different price, quality and contractual factors of the proposals submitted; or
- Award a contract in which price is not the determining factor.

**B. CONTRACT REQUIREMENTS**

This contract will be issued to cover the Recycling and Waste Removal requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, Municipality, Volunteer Fire Company or higher education entity receiving state funds. Furthermore, this contract shall be accessible to all other entities as identified by Del. Code, Chapter 69, Title 29 § 6910.

**C. MANDATORY USE CONTRACT**

**REF: Title 29, Chapter 6911(d) Delaware Code.** All Covered Agencies as defined in 29 Del. C. §6902(6) 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, school districts, and the Legislative Branch are specifically exempted from the requirements of this subchapter. In addition, the Delaware Transit Corporation is exempt from the entire procurement chapter. Pursuant to 29 Del. C. §6904(l) and (n) respectively, the Department of Elections and the Board of Pension Trustees have certain exemptions from the procurement chapter which may or may not apply to this Request for Proposals.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**D. COOPERATIVE USE OF AWARD**

As a publicly competed contract awarded in compliance with 29 DE Code Chapter 69, this contract is available for use by other states and/or governmental entities through a participating addendum. Interested parties should contact the State Contract Procurement Officer identified in the contract for instruction. Final approval for permitting participation in this contract resides with the Director of Government Support Services and in no way places any obligation upon the awarded vendor(s).

**E. MULTIPLE SOURCE AWARD**

The Agency reserves the right to award this contract to more than one vendor pursuant to 29 Del.C. §6926. Government Support Services reserves the right to reject any or all bids in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

**F. CONTRACT PERIOD**

Each Vendor's contract shall be valid for a two (2) year period from July 1, 2015 through June 30, 2017. Each contract may be renewed for three (3) one (1) year periods through negotiation between the Vendor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed.

**B. KEY RFP DATES/MILESTONES**

The following dates and milestones apply to this RFP and subsequent contract award. Vendors are advised that these dates and milestones are not absolute and may change due to unplanned events during the bid proposal and award process.

<b>Activity</b>	<b>Due Date</b>
RFP Availability to Vendors	Friday, March 2, 2015
Written Questions Due No Later Than (NLT)	Friday, March 16, 2015
Written Answers Due/Posted to Website NLT	Friday, March 23, 2015
Proposals Due NLT	Tuesday, April 7, 2015
Public Proposal Opening	Tuesday, April 7, 2015 @ 1PM Local Time
Proposal Evaluation/Presentations as required	TBD
Vendor Best & Final Discussions, as required	TBD
Contract Award	Will occur within 90 days of bid opening

**C. INQUIRIES & QUESTIONS**

We welcome your interest in working with us, and we will be pleased to answer any questions you may have in formulating your response to this Request for Proposal.

All questions with regard to the interpretation of this solicitation, drawings, or specifications, or any other aspect of this RFP must be received in writing by March 16, 2015. All questions will be answered in writing

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

by March 23, 2015 and posted on <http://bids.delaware.gov/> website. All questions must make specific reference to the section(s) and page numbers from this RFP where applicable. Oral explanations or instructions will not be binding.

**D. RFP DESIGNATED CONTACT**

All requests, questions, or other communications about this RFP shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact.

**Kimberly Jones  
State of Delaware  
Government Support Services  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202**

or

**[kim.jones@state.de.us](mailto:kim.jones@state.de.us)**

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

**E. CONTACT WITH STATE EMPLOYEE**

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact regarding this RFP is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

**II. SCOPE OF WORK**

**A. OVERVIEW**

The Vendor(s) shall provide all equipment, materials and labor to supplement the State of Delaware's need for Single Stream Recycling, Solid Waste Removal and Food and Yard Waste for Composting as described herein. The contract will require the Vendor(s) to cooperate with the ordering agency to insure the State receives the most current state-of-the-art material and/or services.

**B. BACKGROUND**

The State of Delaware has issued this RFP for its Single Stream Recycling, Waste Removal and Food and Yard Waste for Composting requirements. A current contract for this requirement is available at the following link:

[Single Stream Recycling and Solid Waste Removal](#)

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

Current contract spend is in excess of \$1.4 million over the past 12 months.

**C. DETAILED REQUIREMENTS**

The technical requirements of this RFP are stated in Appendix A. Vendors must provide pricing for the items listed in the Excel Spreadsheet, Appendix C.

**III. FORMAT FOR PROPOSAL**

**A. INTRODUCTION**

This section prescribes the mandatory format for the presentation of a proposal in response to this RFP. Each Vendor must provide every component listed in the order shown in this RFP, using the format prescribed for each component. A proposal may be rejected if it is incomplete or conditional.

**B. PROPOSAL RESPONSE**

The Request for Proposal may contain pre-printed forms for use by the vendor in submitting its proposal. The forms required by this solicitation shall be considered mandatory, prevailing documents.

When preprinted forms are used, the forms shall contain basic information such as description of the item and the estimated quantities and shall have blank spaces for use by the vendor for entering information such as unit bid price, total bid price, as applicable.

The Vendor's proposal shall be written in ink or typewritten on the form provided, and any corrections or erasures MUST be initialed by vendor's representative completing the bid submission.

If items are listed with a zero quantity, Vendor shall state unit price ONLY (intended for open end purchases where estimated requirements are not known). The proposal shall show a total bid price for each item bid and the total bid price of the proposal excluding zero quantity items.

Vendors' proposal must respond to each and every requirement outlined in the RFP criteria in order to be considered responsive. Proposals must be clear and concise.

**C. NON-CONFORMING PROPOSALS**

Non-conforming proposals will not be considered. Non-conforming proposals are defined as those that do not meet the requirements of this RFP. The determination of whether an RFP requirement is substantive or a mere formality shall reside solely within the State of Delaware.

**D. CONCISE PROPOSALS**

The State of Delaware discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are not desired. The State of Delaware's interest is in the quality and responsiveness of the proposal.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**COVER LETTER**

Each proposal will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFP. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with Government Support Services.

**E. TABLE OF CONTENTS**

Each proposal must include a Table of Contents with page numbers for each of the required components of the proposal.

**F. DESCRIPTION OF SERVICES AND QUALIFICATIONS**

Each proposal must contain a detailed description of how the Vendor will provide the goods and services outlined in this RFP. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFP.

**G. DISCOUNT**

Vendors are invited to offer in their proposal value added discounts (i.e. speed to pay discounts for specific payment terms). Cash or separate discounts should be computed and incorporated into unit bid price(s).

**H. SAMPLES OR BROCHURES**

Samples or brochures may be required by the agency for evaluation purposes. They shall be such as to permit the Agency to compare and determine if the item offered complies with the intent of the specifications.

**I. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS**

By submitting a bid, each vendor shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.

**J. BID BOND REQUIREMENT**

**The Bid Bond requirement has been waived.**

**K. PERFORMANCE BOND REQUIREMENT**

Contractors awarded contracts are required to furnish a Performance Bond in accordance with Delaware Code Title 29, Section [6927](#), to the State of Delaware for the benefit of Government Support Services with surety in the amount of \$140,000.00. Said bonds shall be conditioned upon the faithful performance of the contract. This guarantee shall be submitted in the form of good and sufficient bond drawn upon an Insurance or Bonding Company authorized to do business in the State of Delaware. If the Government Support Services bond form is not utilized, the substituted bond form must reflect the minimum conditions specified in Attachment 11.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**L. NUMBER OF COPIES WITH MAILING OF PROPOSAL**

To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with two (2) paper copies and one (1) copy in PDF format on CD or DVD media disk. One of the paper copies shall be marked "Master Copy" and will contain original signatures in all locations requiring a vendor signature. The remaining paper copies do not require original signatures. CD or DVD media disk must also contain the completed Appendix C Excel Pricing sheets, in Active Excel format.

All properly sealed and marked proposals are to be sent to the State of Delaware and received no later than 1:00 PM (Local Time) on Tuesday, April 7, 2015. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

**State of Delaware  
Government Support Services  
Contracting Section  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202  
Attn: Kimberly Jones**

Any proposal submitted by US Mail shall be sent by either certified or registered mail. Any proposal received after the date and time deadline referenced above shall not be considered and shall be returned unopened. The proposing vendor bears the risk of delays in delivery. The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process.

Upon receipt of vendor proposals, each vendor shall be presumed to be thoroughly familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve vendors from any obligation in respect to this RFP.

The State reserves the right to award the proposed contract to multiple Vendors if the Head of the Agency determines that such an award is in the best interest of the State.

**M. PROPOSAL EXPIRATION DATE**

Prices quoted in the proposal shall remain fixed and binding on the bidder at least through June 30, 2017. Delaware reserves the right to ask for an extension of time if needed.

**N. WITHDRAWAL OF PROPOSALS**

A Vendor may withdraw its proposal unopened after it has been deposited, if such a request is made prior to the time set for the opening of the proposal.

**O. PROPOSAL MODIFICATIONS**

Any changes, amendments or modifications to a submitted proposal requires that the original proposal be withdrawn, **prior** to the time set for the submission of the proposal, and a new proposal submitted **prior** to the deadline for submission of proposals.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

Changes, amendments or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

**P. LATE PROPOSALS**

Proposals received after the specified date and time will not be accepted or considered. To guard against premature opening, sealed proposals shall be submitted, plainly marked with the proposal title, vendor name, and time and date of the proposal opening. Evaluation of the proposals is expected to begin shortly after the proposal due date. To document compliance with the deadline, the proposal will be date and time stamped upon receipt.

**Q. ADDENDA TO THE REQUEST FOR PROPOSAL (RFP)**

If it becomes necessary to revise any part of this RFP, revisions will be posted at <http://bids.delaware.gov/>. By submitting an offer to the State, vendors have acknowledged receipt, understanding and commitment to comply with all materials, revisions, and addenda related to the Request for Proposal.

**R. INCURRED EXPENSES**

The State will not be responsible for any expenses incurred by the Vendor in preparing and submitting a proposal.

**S. ECONOMY OF PREPARATION**

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the Vendor's offer to meet the requirements of the RFP.

**T. DISCREPANCIES AND OMISSIONS**

Vendor is fully responsible for the completeness and accuracy of their proposal, and for examining this RFP and all addenda. Failure to do so will be at the sole risk of vendor. Should vendor find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFP, vendor shall notify the State of Delaware's Designated Contact, in writing, of such findings at least ten (10) days before the proposal opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective proposal and exposure of vendor's proposal upon which award could not be made. All unresolved issues should be addressed in the proposal.

Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, no later than ten (10) calendar days prior to the time set for opening of the proposals.

**U. EXCEPTIONS**

Bidders may elect to take **minor exception** to the terms and conditions of this RFP by completing Attachment 3. Government Support Services shall evaluate each exception according to the intent of the terms and conditions contained herein, but Government Support Services must reject exceptions that do not conform to State bid law and/or create inequality in the treatment of bidders. Exceptions shall be considered only if they are submitted with the bid or before the date and time of the bid opening.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**Exceptions must be submitted utilizing Attachment 3 to be considered.** Exceptions listed elsewhere in the Vendor's proposal will not be considered. Government Support Services maintains sole discretion to reject any vendor exceptions that are submitted.

**V. BUSINESS REFERENCES**

Business references are to be provided via Attachment 6.

**W. DOCUMENT(S) EXECUTION**

All vendors must complete and submit with its proposal the non-collusion statement that is enclosed with this Request for Proposal labeled as Attachment 2. The awarded vendor(s) will be presented with the contract form for signature and seal, if appropriate. Both of these documents shall be executed by a representative who has the legal capacity to enter the organization into a formal contract with Government Support Services.

The State of Delaware requires completion of the [Delaware Substitute Form W-9](#) to make payments to vendors. Successful completion of this form enables the creation of a State of Delaware vendor record. The Taxpayer ID (SSN or EIN) and Applicant (vendor) name are submitted to the Internal Revenue Service for "matching." If the Taxpayer ID and name do not match, the vendor record cannot be approved.

It is the applicant's responsibility to select the appropriate 1099 Withholding Type and Class. If incorporated, a business is not subject to 1099 reporting unless the business is providing legal or medical services.

Any questions about completing this form or specific comments about a form that you have submitted, please contact vendor services by phone at 302-672-5000.

**X. SUBCONTRACTS**

Subcontracting is permitted under this RFP and contract. However, every subcontractor shall be identified in the Proposal using Attachment 7.

**Y. CONFIDENTIALITY**

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the State of Delaware/Proposal Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

The State of Delaware is a public agency as defined by state law, and as such, it is subject to the Delaware Freedom of Information Act, 29 *Del. C.* Ch. 100. Under the law, all the State of Delaware's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Vendor(s) are advised that once a proposal is received by the State of Delaware and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Vendor(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

evaluated and a contract written without reference to any proprietary information. If a Vendor feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Vendor(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number. The envelope must contain Attachment 5 describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 *Del. C.* § 10002(d), and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed.

If the Vendor does not have any documents it declares confidential or proprietary, Attachment 5 should be completed by checking the appropriate box found at the top of the attachment.

**Z. ATTACHMENTS**

- Attachment 1 – No Proposal Reply Form
- Attachment 2 – Non-Collusion Statement
- Attachment 3 – Exceptions
- Attachment 4 – Company Profile and Capabilities
- Attachment 5 – Confidentiality and Proprietary Information
- Attachment 6 – Business References
- Attachment 7 – Subcontractor Information Form
- Attachment 8 – Monthly Usage Report
- Attachment 9 – Subcontracting (2<sup>nd</sup> Tier Spend) Report
- Attachment 10 – Office of Supplier Diversity Certification Application
- Attachment 11– Proposal Reply Requirements
- Appendix A – Scope of Work details
- Appendix B – DOC Security Requirements and Procedures
- Appendix C - Pricing Form(s) and Instructions (if applicable)
- Appendix D - Current Sites Serviced

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**IV. PROPOSAL EVALUATION PROCEDURES**

**A. GENERAL ADMINISTRATION**

**1. STATE'S RIGHT TO REJECT PROPOSALS**

Government Support Services reserves the right to reject any or all proposals in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever is determined to be the most advantageous to the State of Delaware. Vendors submitting proposals may be afforded an opportunity for discussion. Vendors may be requested to provide a best and final offer during the negotiation process. Negotiations may be conducted with responsible Vendors who submit proposals found to be reasonably likely to be selected for award. The contents of any proposal shall not be disclosed so as to be available to competing Vendors during the negotiation process.

**2. STATE'S RIGHT TO CANCEL SOLICITATION**

The State of Delaware reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The State of Delaware makes no commitments expressed or implied, that this process will result in a business transaction with any vendor.

This RFP does not constitute an offer by the State of Delaware. Vendor's participation in this process may result in the State of Delaware selecting your organization to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the State of Delaware to execute a contract nor to continue negotiations. The State of Delaware may terminate negotiations at any time and for any reason, or for no reason.

**3. FORMAL CONTRACT AND/OR PURCHASE ORDER**

No employee of the Contractor(s) is to begin any work prior to receipt of a State of Delaware Purchase Order signed by authorized representatives of the agency requesting service, properly processed through the State of Delaware Accounting Office. A purchase order, telephone call, email, fax or State credit card shall serve as the authorization to proceed with work in accordance with the bid specifications and the special instructions, once it is received by the Contractor(s).

**4. DELIVERY OF PROPOSALS**

Proposals shall be delivered in sealed envelopes, and shall bear on the outside the name and address of the Vendor as well as the designation of the contract. Proposals forwarded by U.S. Mail shall be sent first class to the address stated in this RFP. Proposals forwarded by delivery service other than the U.S. Mail or hand delivered must be delivered to the applicable addresses also stated in this RFP. All bids must clearly display the bid number on the envelope.

**State of Delaware  
Government Support Services  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202  
Attn: Kimberly Jones**

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

All proposals will be accepted at the time and place set in the RFP. Vendor bears the risk of delays in delivery. Proposals received after the time set for public opening will be returned unopened.

**5. PUBLIC OPENING OF PROPOSALS**

The proposals shall be publicly opened at the time and place specified by the Agency. Vendors or their authorized representatives are invited to be present.

Only the vendor's name and address will be read aloud during the bid opening process.

**6. DISQUALIFICATION OF VENDORS**

Any one or more of the following causes may be considered as sufficient for the disqualification of a vendor and the rejection of its proposal or proposals:

- a. More than one proposal for the same contract from an individual, firm, or corporation under the same or different names.
- b. Evidence of collusion among vendors.
- c. Unsatisfactory performance record as evidenced by past experience with the State of Delaware or on a State of Delaware central contract.
- d. Any suspension or debarment of the parent company, subsidiary or individual involved with the vendor by federal, any state or any local governments within the last five (5) years.
- e. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.
- f. If there are any unauthorized additions, interlineations, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- g. Non-attendance of mandatory pre-bid meetings shall be cause of disqualification.

**7. AUTHORITY OF AGENCY**

On all questions concerning the interpretation of specifications, the acceptability and quality of material furnished and/or work performed, the classification of material, the execution of the work, and the determination of payment due or to become due, the decision of the Agency shall be final and binding.

**8. OR EQUAL (PRODUCTS BY NAME)**

Specifications of products by name are intended to be descriptive of quality or workmanship, finish and performance. Desirable characteristics are not intended to be restrictive. Substitutions of products for those named will be considered provided the vendor certifies that the function, characteristics, performance and endurance qualities of the material offered is equal or superior to that specified.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**B. RESPONSIVENESS AND RESPONSIBILITY OF VENDOR**

Government Support Services shall award this contract to the most responsible and responsive vendor who best meets the terms and conditions of the proposal.

1. Rejection of individual proposals. -- A proposal may be rejected for 1 or more of the following reasons:
  - a. The person responding to the solicitation is determined to be nonresponsive or non-responsible;
  - b. It is unacceptable;
  - c. The proposed price is unreasonable; or
  - d. It is otherwise not advantageous to the State.
2. Vendors whose proposals are rejected as non-responsive shall be notified in writing about the rejection.
3. Responsibility of vendors. -- It shall be determined whether a vendor is responsible before awarding a contract. Factors to be considered in determining if a vendor is responsible include:
  - a. The vendor's financial, physical, personnel or other resources, including subcontracts;
  - b. The vendor's record of performance and integrity;
  - c. Any record regarding any suspension or debarment;
  - d. Whether the vendor is qualified legally to contract with the State;
  - e. Whether the vendor supplied all necessary information concerning its responsibility; and
  - f. Any other specific criteria for a particular procurement which an agency may establish
4. If a vendor is determined to be non-responsible, the vendor shall be informed in writing.
5. The State reserves the right to waive minor irregularities, or request additional information before determining the responsiveness of the Vendor. All Vendors will be afforded the same or similar opportunities, as necessary, and will be treated with equal regard before such determinations are finalized.

**C. PROPOSAL EVALUATION COMMITTEE**

The Proposal Evaluation Committee ("Committee") is comprised of representatives of the State of Delaware.

The Committee reserves the right to:

- Select for contract or for negotiations a proposal other than that with lowest costs.
- Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all vendors during the contract review and negotiation.
- Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

Government Support Services reserves the right to reject any or all bids in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

**D. REQUIREMENTS OF THE VENDOR**

The purpose of this section is to assist the Proposal Evaluation Committee to determine the ability of the organization to provide the materials and services described in the application. The proposal response should contain at a minimum the following information:

1. Brief history of the organizations, including accreditation status, if applicable.
2. Applicant's experience, if any, providing similar services. At least three references are required (See § 21 – Special Provisions).
3. Brief history of the subcontractor of the organization, if applicable. At least three references of subcontractor, if applicable.
4. Financial information (balance sheets and income statements) for the past three years.
5. Describe the methodology /approach used for this project including a work plan and time line.
6. Describe environmental and safety programs that apply to managing risks associated with waste, recycling and confidential paper functions. Discuss the regulatory expertise of the staff of your resource management program.
7. Include in the proposal, a detailed list of all materials that will be accepted and not accepted for recycling and disposal.
8. Describe methodology/approach for education and outreach to agency employees, janitorial personnel, etc. for a successful waste management program. Include all supporting documentation such as container signage, educational brochures/literature etc.

**E. CRITERIA AND SCORING**

	EVALUATION CRITERIA		
		<b>PERCENTAGE</b>	<b>POINTS</b>
1.	The demonstrated experience in providing equipment/services of comparable specifications/scope and value	40	40
2.	The demonstrated capability of providing detailed quarterly reporting of volumes diverted to recycling	20	20
3.	The demonstrated experience in providing facility waste audits	10	10
4.	The background, experience, resources, reputation and financial resources and years in business	10	10
5.	The price proposal/pricing structure for waste/recycling	20	20
	<b>TOTAL SCORE</b>	<b>100%</b>	<b>100</b>

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

Procurement Evaluation Committee members will assign up to the maximum number of points listed for each of the criteria listed above. For items having quantitative answers, points will be proportionate to each proposal's response. Items with qualitative answers will receive the average of points assigned by Proposal Evaluation Committee members.

**F. BEST AND FINAL OFFERS**

Once the proposals have been evaluated and negotiations have been held with the vendor(s) determined to be likely to receive an award, the Procurement Evaluation Committee can issue a request for Best and Final Offers from the vendor(s).

**G. REFERENCES**

The Committee may contact any customer of the vendor, whether or not included in the vendor's reference list, and use such information in the evaluation process. Additionally, the State of Delaware may choose to visit existing installations of comparable systems, which may or may not include vendor personnel. If the vendor is involved in such site visits, the State of Delaware will pay travel costs only for State of Delaware personnel for these visits.

**H. ORAL PRESENTATIONS**

Selected vendors may be invited to make oral presentations to the Committee. The vendor representative(s) attending the oral presentation shall be technically qualified to respond to questions related to the proposed system and its components.

All of the vendor's costs associated with participation in oral discussions and system demonstrations conducted for the State of Delaware are the vendor's responsibility.

**V. MANDATORY PREBID MEETING**

A mandatory pre-bid meeting has not been established for this Request for Proposal.

**VI. DEFINITIONS AND GENERAL PROVISIONS**

The attached Definitions and General Provisions apply to all contracts and are part of each Request for Proposal. The requirement to furnish a bid bond and performance bond is applicable unless waived. Should the General Provisions conflict with the Special Provisions, the Special Provisions shall prevail. Vendors or their authorized representatives are required to fully acquaint themselves as to State procurement laws and regulations prior to submitting bid.

**A. DEFINITIONS:** Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

**STATE:** The State of Delaware

**AGENCY:** State Agency as noted on cover sheet.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**BIDDER OR VENDOR**: Any individual, firm, or corporation formally submitting a proposal for the material or work contemplated, acting directly or through a duly authorized representative.

**BID INVITATION**: The "invitation to bid" or "Request for Proposal" is a packet of material sent to vendors and consists of General Provisions, Special Provisions, specifications, and enclosures.

**BOND**: The approved form of security furnished by the Vendors and its surety as a guaranty of good faith on the part of the Vendor to execute the work in accordance with the terms of the contract.

**CONTRACT**: The written agreement covering the furnishing and delivery of material or work to be performed.

**DESIGNATED OFFICIAL**: The agent authorized to act for an Agency.

**GENERAL PROVISIONS**: General Provisions are instructions pertaining to contracts in general. They contain, in summary, requirements of laws of the State, policies of the Agency, and instructions to vendors.

**LOCAL TIME**: Eastern Standard Time/Eastern Daylight Time

**OPPORTUNITY BUY**: A special offer from a supplier that is usually associated with a limited time to respond.

**PROPOSAL**: The offer of the Vendor submitted on the approved form and setting forth the Vendor's prices for performing the work or supplying the material or equipment described in the specifications.

**RFP**: Request for Proposal.

**SPECIAL PROVISIONS**: Special Provisions are specific conditions or requirements peculiar to the contract under consideration and are supplemental to the General Provisions. Should the Special Provisions conflict with the General Provisions, the Special Provisions shall prevail.

**SURETY**: The corporate body which is bound with and for the contract, or which is liable, and which engages to be responsible for the Vendor's payments of all debts pertaining to and for its acceptable performance of the work for which he has contracted

**VENDOR'S DEPOSIT**: The security designated in the proposal to be furnished by the Vendor as a guaranty of good faith to enter into a contract with the Agency if the work to be performed or the material or equipment to be furnished is awarded to it.

## **B. GENERAL PROVISIONS**

### **1. INTERPRETATION OF ESTIMATES/QUANTITIES**

- a. Unless stated otherwise, the quantities given in the RFP are to be considered to be approximate only and are given as a basis for the comparison of bids. The Agency may increase or decrease the amount of any item as may be deemed necessary or expedient, during the period of the contract.
- b. An increase or decrease in the quantity for any item is not sufficient ground for an increase or decrease in the unit price.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

- c. Vendor usage reports for previous awards may be found at <http://contracts.delaware.gov>
- d. Past usage shall not be considered a guaranteed future volume.

**2. SILENCE OF SPECIFICATIONS**

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the vendor.

**3. EXAMINATION OF SPECIFICATIONS AND PROVISIONS**

The Vendor shall examine carefully the proposal and the contract forms for the material contemplated. The Vendor shall investigate and satisfy itself as to the conditions to be encountered, quality and quantities of the material to be furnished, and the requirements of any Special Provisions in the RFP and the contract. The submission of a proposal shall be conclusive evidence that the Vendor has made examination of the aforementioned conditions.

**4. PRICES QUOTED**

The prices quoted are those for which the material will be furnished F.O.B. Ordering Agency and include all charges that may be imposed during the period of the contract. All prices quoted must be in U.S. Dollars.

All vendors that maintain a core list of products under this contract shall maintain the appropriate negotiated prices on their core list. Vendors shall routinely offer to add to the core list materiel that has been identified as necessary. The Vendors are expected to routinely update any changes to the core list with the appropriate discounts listed.

Any adjustments to a core list must receive prior written approval from the State before a core list can be changed by the Vendor. Changes include but are not limited to the migration of items on and off the core list as well as any price adjustments from the original agreed upon pricing.

**5. PUBLIC INSPECTION OF PROPOSALS**

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the State of Delaware/Proposal Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

The State of Delaware is a public agency as defined by state law, and as such, it is subject to the Delaware Freedom of Information Act, 29 Del. C. Ch. 100. Under the law, all the State of Delaware's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Vendor(s) are advised that once a proposal is received by the State of Delaware and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Vendor(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

evaluated and a contract written without reference to any proprietary information. If a vendor feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Vendor(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number. The envelope must contain a letter from the Vendor's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 Del. C. § 10002(d), and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed.

**6. LAWS TO BE OBSERVED**

The Vendor is presumed to know and shall strictly comply with all Federal, State, or County laws, and City or Town ordinances and regulations in any manner affecting the conduct of the work. The Vendor shall indemnify and save harmless the State of Delaware, the Agency, and all Officers, Agency and Servants thereof against any claim or liability arising from or based upon the violation of any such laws, ordinances, regulations, orders, or decrees whether by itself, by its employees, or by its subcontractor(s).

**7. SEVERABILITY**

If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

**8. PERMITS AND LICENSES**

All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the Vendor at its own expense.

**9. PATENTED DEVICES, MATERIAL AND PROCESSES**

- a. The Vendor shall provide for the use of any patented design, device, material, or process to be used or furnished under this contract by suitable legal agreement with the patentee or owner, and shall file a copy of this agreement with the Agency.
- b. The Vendor and the surety shall hold and save harmless the State of Delaware, the Agency, the Director, their Officers or Agents from any and all claims because of the use of such patented design, device, material, or process in connection with the work agreed to be performed under this contract.

**10. EMERGENCY TERMINATION OF CONTRACT**

- a. Due to restrictions which may be established by the United States Government on material, or work, a contract may be terminated by the cancellation of all or portions of the contract.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

- b. In the event the Vendor is unable to obtain the material required to complete the items of work included in the contract because of restrictions established by the United States Government and if, in the opinion of the Agency, it is impractical to substitute other available material, or the work cannot be completed within a reasonable time, the incomplete portions of the work may be cancelled, or the contract may be terminated.

**11. TAX EXEMPTION**

- a. Material covered by this proposal is exempt from all FEDERAL and STATE TAXES. Such taxes shall not be included in prices quoted.
- b. Any material which is to be incorporated in the work or any equipment required for the work contemplated in the proposal may be consigned to the Agency. If the shipping papers show clearly that any such material is so consigned, the shipment will be exempt from the tax on the transportation of property under provisions of Section 3475 (b) of the Internal Revenue Code, as amended by Public Law 180 (78th Congress). All transportation charges shall be paid by the Vendor. Each Vendor shall take its exemption into account in calculating its bid for its work.

**12. INVOICING**

After the awards are made, the agencies participating in the bid may forward their purchase orders ("P.O.") to the successful Vendor(s) in accordance with State Purchasing Procedures. The State will generate a payment voucher upon receipt of an acceptable invoice from the vendor.

Awarded vendor must have the capability to provide the ordering agency with a detailed monthly invoice meeting the following requirements:

- i. Vendor's invoice number and date
- ii. Ordering agency's purchase order number
- iii. Line items will include:
  - 1. Location
  - 2. Container type (waste, recycle, yard compost)
  - 3. Container size
  - 4. Frequency of pick up

In its proposal, the vendor is to confirm its ability to meet the invoicing requirements **and** include a sample invoice.

**13. EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS**

During the performance of any contract for public works financed in whole or in part by appropriation of the State of Delaware, the contractor agrees as follows:

- a. The contractor, as set forth in Title 19 Delaware Code Chapter 7 section 711, will not discriminate against any employee or applicant for employment with respect to compensation, terms, conditions or privileges of employment because of such individual's race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

are treated equally during employment without regard to their race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training including apprenticeships. The contractor agrees to post in conspicuous places, notices to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.

**b.** During the performance of this contract, the contractor agrees as follows:

- 1.** The contractor, as set forth in Title 19 Delaware Code Chapter 7 section 711, will not discriminate against any individual with respect to compensation, terms, conditions or privileges of employment because of such individual's race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take positive steps to ensure that applicants are employed and that employees are treated during employment without regard to their race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the contracting agency setting forth this nondiscrimination clause.
- 2.** The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin.”

**c.** The term "contractor for public works" means construction, reconstruction, demolition, alteration, and/or repair work, maintenance work, and paid for in whole or in part out of the funds of a public body except work performed under a vocational rehabilitation program. The manufacture or furnishing of materials, articles, supplies or equipment is not a public work within the meaning of this subsection unless conducted in connection with and at the site of the public work.

#### **14. PRICES**

Prices and/or rates shall remain firm for the initial two (2) year term of the contract, unless further negotiations are deemed necessary by the State.

The pricing policy that you choose to submit must address the following concerns:

- a.** The structure must be clear, accountable and auditable.
- b.** It must cover the full spectrum of services required.
- c.** Costs and compensation must be consistent with the rates established or negotiated as a result of this RFP or P.O. issued based on this contract.

#### **15. COOPERATIVES**

Vendors, who have been awarded similar contracts through a competitive bidding process with a cooperative, are welcome to submit the cooperative pricing for this solicitation.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**16. PRICE ADJUSTMENT**

The Vendor is not prohibited from offering a price reduction on its services or materiel offered under the contract. The State is not prohibited from requesting a price reduction on those services or materiel during the initial term or any subsequent options that the State may agree to exercise.

If agreement is reached to extend this contract beyond the initial two (2) year period, Government Support Services shall have the option of offering a determined price adjustment that shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of renegotiation.

**17. SHIPPING TERMS**

FOB Destination, freight prepaid.

**18. ELECTRONIC CATALOG**

At the discretion of Government Support Services, the successful vendor(s) may be required to submit their items list in an electronic format designated by the State.

By example, but not limited to, the following items may be required:

- Electronic catalogs,
- Electronic catalogs converted to a CSV format with contract specific pricing,
- Items designated by commodity/classification code: United Nations Standard Products and Services Code (UNSPSC), and/or
- A unique item ID for all items in your system and/or our award.

**19. INDEPENDENT CONTRACTORS**

The parties to any contract from this solicitation shall be independent contractors to one another, and nothing herein shall be deemed to cause the agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

**20. TEMPORARY PERSONNEL ARE NOT STATE EMPLOYEES UNLESS AND UNTIL THEY ARE DIRECTLY HIRED**

Vendor agrees that any individual or group of temporary staff person(s) provided to the State of Delaware pursuant to this Solicitation shall remain the employee(s) of Vendor for all purposes including any required compliance with the Affordable Care Act by the Vendor. Vendor agrees that it shall not allege, argue, or take any position that individual temporary staff person(s) provided to the State pursuant to this Solicitation must be provided any benefits, including any healthcare benefits by the State of Delaware and Vendor agrees to assume the total and complete responsibility for the provision of any healthcare benefits required by the Affordable Care Act to aforesaid individual temporary staff

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

person(s). In the event that the Internal Revenue Service, or any other third party governmental entity determines that the State of Delaware is a dual employer or the sole employer of any individual temporary staff person(s) provided to the State of Delaware pursuant to this Solicitation, Vendor agrees to hold harmless, indemnify, and defend the State to the maximum extent of any liability to the State arising out of such determinations.

Notwithstanding the content of the preceding paragraph, should the State of Delaware subsequently directly hire any individual temporary staff employee(s) provided pursuant to this Solicitation, the aforementioned obligations to hold harmless, indemnify, and defend the State of Delaware shall cease and terminate for the period following the date of hire. Nothing herein shall be deemed to terminate the Vendor's obligation to hold harmless, indemnify, and defend the State of Delaware for any liability that arises out of compliance with the ACA prior to the date of hire by the State of Delaware. Vendor will waive any separation fee provided an employee works for both the vendor and hiring agency, continuously, for a three (3) month period and is provided thirty (30) days written notice of intent to hire from the agency. Notice can be issued at second month if it is the State's intention to hire.

**21. FUNDING OUT or NON-APPROPRIATION**

In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

**22. MANDATORY INSURANCE REQUIREMENTS**

As a part of the contract requirements, the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the State. All contractors must carry the following coverage depending on the type of service or product being delivered.

a. Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate,  
and

b. Medical/Professional Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate,  
or

c. Miscellaneous Errors and Omissions - \$1,000,000 per occurrence/\$3,000,000 aggregate,  
or

d. Product Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate,  
and

e. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to other,

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

and

f. The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. The vendor is an independent contractor and is not an employee of the State of Delaware.

All contractors must carry (a), (e), and (f), and at least one of (b), (c), or (d), depending on the type of service or product being delivered.

Before any work is done with the State, a Certificate of Insurance referencing the name and contract number stated herein, shall be filed with the State. The certificate holder is as follows:

**State of Delaware  
Government Support Services  
Contract # GSS15061-WASTE\_RECYCL  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202**

**Note: The State of Delaware shall not be named as an additional insured.**

**Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.**

### **23. STATE OF DELAWARE BUSINESS LICENSE**

Prior to receiving an award, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: 302-577-8778.

<http://revenue.delaware.gov/services/BusServices.shtml>

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.

### **24. INDEMNIFICATION**

- a. **General Indemnification**: By submitting a proposal, the proposing vendor agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of Delaware, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the vendor's its agents and employees' performance work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, in whole or part, to the State, its employees or agents.
- b. **Proprietary Rights Indemnification**: Vendor shall warrant that all elements of its solution, including all equipment, software, documentation, services and deliverables, do not and will not infringe upon or violate any patent, copyright, trade secret or other proprietary rights of any third

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

party. In the event of any claim, suit or action by any third party against the State of Delaware, the State of Delaware shall promptly notify the vendor in writing and vendor shall defend such claim, suit or action at vendor's expense, and vendor shall indemnify the State of Delaware against any loss, cost, damage, expense or liability arising out of such claim, suit or action (including, without limitation, litigation costs, lost employee time, and counsel fees) whether or not such claim, suit or action is successful.

If any equipment, software, services (including methods) products or other intellectual property used or furnished by the vendor (collectively "Products") is or in vendor's reasonable judgment is likely to be, held to constitute an infringing product, vendor shall at its expense and option either:

1. Procure the right for the State of Delaware to continue using the Product(s);
2. Replace the product with a non-infringing equivalent that satisfies all the requirements of the contract; or
3. Modify the Product(s) to make it or them non-infringing, provided that the modification does not materially alter the functionality or efficacy of the product or cause the Product(s) or any part of the work to fail to conform to the requirements of the Contract, or only alters the Product(s) to a degree that the State of Delaware agrees to and accepts in writing.

**25. NON-PERFORMANCE**

In the event the Vendor does not fulfill its obligations under the terms and conditions of this contract, in addition to proceeding with termination of the 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 Vendor. Under no circumstances shall monies be due the Vendor in the event open market products can be obtained below contract cost. Any monies charged to the Vendor may be deducted from an open invoice.

**26. FORCE MAJEURE**

Neither the vendor 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.

**27. VENDOR NON-ENTITLEMENT**

State of Delaware Vendors for Materiel and for Services shall not have legal entitlement to utilize any Central Contract held by the State of Delaware. The Vendors may not seek business from another Vendors' Central Contract for the purpose of preparing a bid or proposal to the State of Delaware. Additionally, they shall not utilize other Central Contracts to fulfill the requirements of their respective contract unless they are considered a "Covered Agency" as defined by Title 29 Chapter 69 of the State Procurement Code or otherwise permitted by law.

This is not a prohibition from any Vendor choosing to work with another Vendor who holds a State Central Contract for private business.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**28. OPPORTUNITY BUYS**

The Director for the State of Delaware, Office of Management and Budget, Government Support Section can waive use of a central contract pursuant to 29 Del. C. §6911(e). A process has been developed to permit any vendor the opportunity to submit an Opportunity Buy offer to the State for goods and/or services for consideration despite the existence of a central contract. See [http://gss.omb.delaware.gov/contracting/documents/agencyboilers/opportunity\\_buy\\_flowchart.pdf](http://gss.omb.delaware.gov/contracting/documents/agencyboilers/opportunity_buy_flowchart.pdf). The Director will afford any vendor on an existing central contract an opportunity to match or to beat the Opportunity Buy offer made by a non-contracted vendor prior to a waiver being granted.

**29. I FOUND IT CHEAPER**

Director for the State of Delaware, Office of Management and Budget, Government Support Section can waive use of a central contract pursuant to 29 Del. C. §6911(e). A process has been developed to permit any State employee or Vendor to identify a lower price for material and or services for consideration despite the existence of a central contract. See [http://gss.omb.delaware.gov/contracting/documents/agencyboilers/opportunity\\_buy\\_found\\_cheaper\\_flowchart.pdf](http://gss.omb.delaware.gov/contracting/documents/agencyboilers/opportunity_buy_found_cheaper_flowchart.pdf). The Director will afford any Vendor on an existing central contract an opportunity to match or to beat the I Found It Cheaper suggestion and if not matched or beaten, approve the purchase via a waiver.

**30. REQUIRED REPORTING**

One of the primary goals in administering this contract is to keep accurate records regarding its actual value/usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels, if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested parties.

A complete and accurate Usage Report (Attachment 8) shall be furnished in an Excel format and submitted electronically, no later than the 15th (or next business day after the 15th day) of each month, detailing the purchasing of all items on this contract. The reports shall be submitted and sent as an attachment to [vendorusage@state.de.us](mailto:vendorusage@state.de.us). Submitted reports shall contain accurate descriptions of the products, goods or services procured, purchasing agency information, including the six-digit department and organization code, quantities procured and prices paid. Any exception to this mandatory requirement or failure to submit complete reports, or in the format required, may result in corrective action, up to and including the possible cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, Vendors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals.

In accordance with Executive Order 44, the State of Delaware is committed to supporting its diverse business industry and population. The successful Vendor will be required to accurately report on the participation by Diversity Suppliers which includes: minority (MBE), woman (WBE), veteran owned business (VOBE), or service disabled veteran owned business (SDVOBE) under this awarded contract. The reported data elements shall include but not be limited to; name of state contract/project, the name of the Diversity Supplier, Diversity Supplier contact information (phone, email), type of product or service provided by the Diversity Supplier and any minority, women,

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

veteran, or service disabled veteran certifications for the subcontractor (State OSD certification, Minority Supplier Development Council, Women's Business Enterprise Council, VetBiz.gov). The format used for Subcontracting 2nd Tier reporting is shown as Attachment 9.

Accurate 2nd Tier reports shall be submitted to the contracting Agency's Office of Supplier Diversity at [vendorusage@state.de.us](mailto:vendorusage@state.de.us) on the 15th (or next business day) of the month following each quarterly period. For consistency quarters shall be considered to end the last day of March, June, September and December of each calendar year. Contract spend during the covered periods shall result in a report even if the contract has expired by the report due date.

During the term of each contract year, vendor will provide waste audits at five (5) pre-determined facilities at no charge to the state. Audits will be scheduled by mutual agreement between the State of Delaware and the vendor. The audit type at each facility will be Level 1-24 hour waste sort.

Vendor will submit monthly reporting of Diversion Meetings and Diversion Implementations. Reporting to be submitted electronically, no later than the 15th (or next business day after the 15th day) of each month.

Reporting of total diversion and related environmental impact will be provided by vendor quarterly. Quarterly reporting:

- a. Will include reference to the period of time captured
- b. Will be provided no later than the 15<sup>th</sup> of the month following the reporting period
- c. Will commence with the first report due no later than October 15<sup>th</sup>, 2015.

An example of the current Total Diversion & Related Environmental Impact Report can be found at the following link: [Total Diversion & Related Environmental Impact Report](#).

### **31. ORDERING PROCEDURE**

Successful Vendors 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. Depending on the nature and scope of the event, each State agency or other governmental entity shall be responsible for contacting the awarded vendor directly for all required resources. All consumables delivered by the Vendor and received by a State agency or other governmental entity, become the property of that State agency or entity. Orders may be accomplished by written purchase order, telephone, email, fax or computer on-line systems.

### **32. PURCHASE ORDERS**

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number GSS15061-WASTE\_RECYCL on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

### **33. BILLING**

The Vendor is required to "Bill as Shipped" to the respective ordering agency(s). Ordering agencies shall provide contract number, ship to and bill to address, contact name and phone number. The Vendor shall not charge a late fee that exceeds more than one percent (1%) per month, not to exceed twelve percent (12%) per annum.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

Agencies will make every effort to achieve available discount opportunities under this contract. Vendors shall be required to report semi-annually opportunities to enhance the discounts achieved.

**34. METHOD OF PAYMENT**

- a. For each P.O. issued as part of this contract, the State will pay Vendor monthly, within thirty (30) days of receipt of the Vendor's billing, the amount which is legitimately earned by the Vendor, and supported by payroll data and an itemized accounting of reasonable reimbursable direct non-salary costs. A current progress report of the work shall accompany each billing.

Final settlement for total payment to the Vendor will be made within thirty (30) days from the date of final written State acceptance of the work and services as agreed to in the P.O.

- b. No premium time for overtime will be paid without prior written State authorization. Indirect overhead cost shall not be applied to the premium portion of the overtime.
- c. The agencies or school districts using this award will authorize and process for payment each invoice within thirty (30) days after the date of receipt of a correct invoice. The State of Delaware intends to maximize the use of the P-Card for payment for goods and services provided under contract. Vendors shall not charge additional fees for acceptance of this payment method and shall incorporate any costs into their proposals. Additionally there shall be no minimum or maximum limits on any P-Card transaction under the contract. While it is the State's intention to utilize the P-card payment method the State reserves, at its discretion, the right to pay by ACH/ACI or check. Should a Vendor wish to provide a financial incentive to not process payment by P-Card in their proposal, they are to prepare their proposals to clearly outline any incentives for alternative payment methods the Vendor is willing to accept.

**35. PRODUCT SUBSTITUTION**

All items or services delivered during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the proposal unless specific approval is given by the Agency to do otherwise. Awarded vendors are highly encouraged to offer any like substitute product (s), either generic or brand name, at any time during the subsequent contract term, especially if an opportunity for cost savings to the state exists. In all cases, the state may require the submission of written specifications and/or product samples for evaluation prior to any approvals being granted.

If a substitution is granted by the state, the Vendor must update its core list and maintain said list in a timely manner.

**36. SCHEDULE FOR PERFORMANCE OF WORK**

All work described in these specifications shall be completed with reasonable promptness. As used in this Section, the State of Delaware shall be the sole judge of the term "reasonable". If the Vendor does not begin the work in a reasonable amount of time, they will be notified that if they fail to initiate the work promptly, the contract may be terminated and the State will forthwith proceed to collect for nonperformance of work.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**37. VENDOR RESPONSIBILITY**

The State will enter into a contract with the successful Vendor(s). The successful Vendor(s) shall be responsible for all products and services as required by this RFP whether or not the Vendor or its subcontractor provided final fulfillment of the order. Subcontractors, if any, shall be clearly identified in the Vendor's proposal by completing Attachment 7, and are subject the approval and acceptance of Government Support Services.

**38. VENDOR- OWNED RENTAL EQUIPMENT AND SUPPLIES REMOVAL**

The awarded Vendor shall remove all rental equipment and supplies from the event location (s) no later than an agreed to date once all contract obligations by the Vendor have been met.

**39. ENVIRONMENTAL PROCUREMENT REQUIREMENTS**

- a. Energy Star - If applicable, the Vendor must provide products that earn the ENERGY STAR rating and meet the ENERGY STAR specifications for energy efficiency in order to keep overall event costs to a minimum. The Vendor is encouraged to visit [www.energystar.gov](http://www.energystar.gov) for complete product specifications and updated lists of qualifying products.
- b. Green Products – third party certification of green products accepted from GSS w/approved green certification shall be offered wherever available in addition to or as a substitute for non-green products.
- c. Vendors shall report all green items procured during the monthly reporting period using the Usage Report that will be provided to the awarded Vendor(s).
- d. Environmental Procurement Policies of the State shall determine acceptable consideration and credit for environmentally preferred products and services in the performance of this award. The State Environmental Procurement Policies may be found:  
<http://gss.omb.delaware.gov/contracting/documents/agencyboilers/espp.pdf>.

**40. PERSONNEL, EQUIPMENT AND SERVICES**

- a. The Vendor represents that it has, or will secure at its own expense, all personnel required to perform the services required under this contract.
- b. All of the equipment and services required hereunder shall be provided by or performed by the Vendor or under its direct supervision, and all personnel, including subcontractors, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.
- c. None of the equipment and/or services covered by this contract shall be subcontracted without the prior written approval of the State. Only those subcontractors identified in Attachment 7 are considered approved upon award. Changes to those subcontractor(s) listed in Attachment 7 must be approved in writing by the State.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**41. FAIR BACKGROUND CHECK PRACTICES**

Pursuant to 29 Del. C. [§6909B](#) and effective November 4, 2014, the State does not consider the criminal record, criminal history, credit history or credit score of an applicant for state employment during the initial application process unless otherwise required by state and/or federal law. Vendors doing business with the State are encouraged to adopt fair background check practices. Vendors can refer to 19 Del. C. [§711\(g\)](#) for applicable established provisions.

**42. VENDOR BACKGROUND CHECK REQUIREMENTS**

Vendor(s) selected for an award that access state property or come in contact with vulnerable populations, including children and youth, shall be required to complete background checks on employees serving the State's on premises contracts. Unless otherwise directed, at a minimum, this shall include a check of the following registry:

- Delaware Sex Offender Central Registry at:  
<https://desexoffender.dsp.delaware.gov/SexOffenderPublic/>

Individuals that are listed in the registry shall be prevented from direct contact in the service of an awarded state contract, but may provide support or off-site premises service for contract vendors. Should an individual be identified and the Vendor(s) believes their employee's service does not represent a conflict with this requirement, may apply for a waiver to the primary agency listed in the solicitation. The Agency's decision to allow or deny access to any individual identified on a registry database is final and at the Agency's sole discretion.

By Agency request, the Vendor(s) shall provide a list of all employees serving an awarded contract, and certify adherence to the background check requirement. Individual(s) found in the central registry in violation of the terms stated, shall be immediately prevented from a return to state property in service of a contract award. A violation of this condition represents a violation of the contract terms and conditions, and may subject the Vendor to penalty, including contract cancellation for cause.

Individual contracts may require additional background checks and/or security clearance(s), depending on the nature of the services to be provided or locations accessed, but any other requirements shall be stated in the contract scope of work or be a matter of common law. The Vendor(s) shall be responsible for the background check requirements of any authorized Subcontractor providing service to the Agency's contract.

**43. MINIMUM WAGE RATES**

Work performed under this solicitation may fall under the State of Delaware Minimum Wage Rates or the Delaware Prevailing Wage rates. Prior to issuing a purchase order, the ordering agencies must obtain from the Department of Labor a determination if prevailing wage applies to the project and, if appropriate, what the applicable prevailing wage rates would be for the work to be performed. No work shall proceed without a determination by the Department of Labor. Request for prevailing wage certification can be found at: <http://dia.delawareworks.com/labor-law/prevailing-wage.php>.

**44. PREVAILING WAGE**

The prevailing wage law, 29 Del.C. [§6960](#), is enforced by the Department of Labor and states that the specifications for every contract or aggregate of contracts relating to a public works project in excess of \$100,000 for new construction (including painting and decorating) or \$15,000 for alteration, repair,

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

renovation, rehabilitation, demolition or reconstruction (including painting and decorating of building or works) to which this State or any subdivision thereof is a party and for which the State appropriated any part of the funds and which requires or involves the employment of mechanics and/or laborers shall contain a provision stating the minimum wages to be paid various classes of laborers and mechanics which shall be based upon the wages that will be determined by the Delaware Department of Labor, Division of Industrial Affairs, to be prevailing in the county in which the work is to be performed.

**45. TERMINATION OF INDIVIDUAL ORDERS OR PURCHASE ORDERS**

As a central contract, the contract resulting from this RFP shall include individual orders from state agencies and other entities authorized by law to procure from this contract. The individual orders may be terminated as follows:

- a. **Termination for Cause**: If, for any reasons, or through any cause, the Vendor fails to fulfill in timely and proper manner his obligations, or if the Vendor violates any of the covenants, agreements, or stipulations of this contract, the Agency shall have the right to terminate the P.O. by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Vendor in the performance of the P.O. shall, at the option of the Agency, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the Agency.
- b. **Termination for Convenience**: The Agency may terminate the P.O. at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the department, become its property and the Vendor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials which are usable to the Agency.
- c. **Termination for Non-Appropriations**: In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds. This is not a termination for convenience and will not be converted to such.

**46. TERMINATION OF CONTRACT**

As a central contract, the contract resulting from this RFP may be terminated as follows by Government Support Services.

- a. **Termination for Cause**: If, for any reasons, or through any cause, the Vendor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Vendor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In that

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Vendor under this Contract shall, at the option of the State, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

On receipt of the contract cancellation notice from the State, the Vendor shall have not less than five (5) days to provide a written response and may identify a method(s) to resolve the violation(s). A vendor response shall not effect or prevent the contract cancellation unless the State provides a written acceptance of the vendor response. If the State does accept the Vendor's method and/or action plan to correct the identified deficiencies, the State will define the time by which the Vendor must fulfill its corrective obligations. Final retraction of the State's termination for cause will only occur after the Vendor successfully rectifies the original violation(s). At its discretion the State may reject in writing the Vendor's proposed action plan and proceed with the original contract cancellation timeline.

- b. **Termination for Convenience**: The State may terminate this Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the State, become its property and the Vendor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials, and which is usable to the State.
- c. **Termination for Non-Appropriations**: In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds. This is not a termination for convenience and will not be converted to such.

#### **47. CHANGES**

Both parties may, from time to time, require changes in the services to be provided by the Vendor under the Scope of Work. Such changes, including any increase or decrease in the amount of the Vendor's compensation, which are mutually agreed upon by and between the Agency and the Vendor shall be incorporated in written amendments to the Purchase Order or contract.

#### **48. INTEREST OF VENDOR**

The Vendor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree in providing products or performing services required under this contract. The Vendor further covenants, that in the performance of this contract, no person having any such interest shall be employed.

#### **49. PUBLICATION, REPRODUCTION AND USE OF MATERIAL**

No material produced in whole or part under this contract shall be subject to copyright in the United States or in any other country. The State shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other materials prepared under

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

this contract; provided, however, that the State agrees not to use any design or engineering plans prepared by the Vendor for anything other than their intended purpose under this Contract. The Vendor shall have the right to publish any and all scientific findings. Appropriate acknowledgment and credit for the State's support shall be given in the publication.

**50. RIGHTS AND OBLIGATIONS**

The rights and obligations of each party to this agreement shall not be effective, and no party shall be bound by the terms of this agreement, unless and until a valid executed purchase order has been approved by the Secretary of Finance, and all procedures of the Department of Finance have been complied with. A separate purchase order shall be issued for every project or order.

**51. ASSIGNMENT OF ANTITRUST CLAIMS**

As consideration for the award and execution of this contract by the State, the Vendor hereby grants, conveys, sells, assigns, and transfers to the State of Delaware all of its right, title and interest in and to all known or unknown causes of action it presently has or may now or hereafter acquire under the antitrust laws of the United States and the State of Delaware, relating to the particular goods or services purchased or acquired for the State pursuant to this contract.

**52. TESTING AND INSPECTION**

The State of Delaware reserves the right to conduct any test or inspection it may deem necessary to insure equipment, materials and services conform to contract requirements.

**53. COVENANT AGAINST CONTINGENT FEES**

The Vendor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty, the State shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fees.

**54. GRATUITIES**

- a. If it is found, after notice and hearing, by the State that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Vendor or any agent of the State with a view toward securing a contract, or securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performance of this contract, the State may, by written notice to the Vendor, terminate the right of the Vendor to proceed under this contract and/or may pursue such other rights and remedies provided by law or under this agreement; provided that the existence of the facts upon which the State makes such findings shall be in issue and may be reviewed in proceedings pursuant to the Remedies clause of this contract; and
- b. In the event this contract is terminated pursuant to subparagraph "a", the State shall be entitled (i) to pursue the same remedies against the Vendor, and (ii) to exemplary damages, as a penalty in addition to any other damages to which it may be entitled by law, in an amount which shall be not less than three, nor more than ten, times the costs incurred by the Vendor in providing any such

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

gratuities to any such officer or employee. The amount of such exemplary damages shall be in the sole discretion of the State.

**55. AFFIRMATION**

The Vendor must affirm that within the past five (5) years the firm or any officer, controlling stockholder, partner, principal, or other person substantially involved in the contracting activities of the business is not currently suspended or debarred and is not a successor, subsidiary, or affiliate of a suspended or debarred business.

**56. AUDIT ACCESS TO RECORDS**

The Vendor shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance hereunder. The Vendor agrees to preserve and make available to the State, upon request, such records for a period of five (5) years from the date services were rendered by the Vendor. Records involving matters in litigation shall be retained for one (1) year following the termination of such litigation. The Vendor agrees to make such records available for inspection, audit, or reproduction to any official State representative in the performance of their duties under the Contract. Upon notice given to the Vendor, representatives of the State or other duly authorized State or Federal agency may inspect, monitor, and/or evaluate the cost and billing records or other material relative to this Contract. The cost of any Contract audit disallowances resulting from the examination of the Vendor's financial records will be borne by the Vendor. Reimbursement to the State for disallowances shall be drawn from the Vendor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

**57. REMEDIES**

Except as otherwise provided in this contract, all claims, counterclaims, disputes, and other matters in question between the State and the Vendor arising out of, or relating to, this contract, or a breach of it may be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Delaware.

**58. SUBCONTRACTS**

Subcontracting is permitted under this RFP and contract. However, every subcontractor or reseller shall be identified in the Proposal (Attachment 7) and agreed to in writing by the State or as are specifically authorized in writing by the Agency during the performance of the contract. Any substitutions in or additions to such subcontractors, associates, or consultants will be subject to the prior written approval of the State.

The Vendor(s) shall be responsible for compliance by the subcontractor with all terms, conditions and requirements of the RFP and with all local, State and Federal Laws. The Vendor shall be liable for any noncompliance by any subcontractor. Further, nothing contained herein or in any subcontractor agreement shall be construed as creating any contractual relationship between the subcontractor and the State.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**59. AGENCY'S RESPONSIBILITIES**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Vendor to the Agency and render to the Vendor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Vendor.
- 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.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.

**60. CONTRACT DOCUMENTS**

The Definitions and General Provisions and any Special Instructions, Specifications, Request for Proposal, Proposal, Purchase Order, and Contract shall be a part of and constitute the entire Agreement entered into by the State of Delaware and any Vendor. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter:

- Contract
- Request for Proposal
- Specifications or Scope of Work
- Definitions & General Provisions
- Proposal
- Purchase Order
- Special Instruction

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**61. ASSIGNMENT**

This contract shall not be assigned except by express prior written consent from the Agency.

**62. NOTICE**

Any notice to the State of Delaware required under the contract shall be sent by registered mail to:

**State of Delaware  
Government Support Services  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202**

**63. VENDOR EMERGENCY RESPONSE POINT OF CONTACT**

The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week where there is a critical need for commodities or services when the Governor of the State of Delaware declares a state of emergency under the Delaware Emergency Operations Plan or in the event of a local emergency or disaster where a state governmental entity requires the services of the vendor. Failure to provide this information could render the proposal as non-responsive.

In the event of a serious emergency, pandemic or disaster outside the control of the State, the State may negotiate, as may be authorized by law, emergency performance from the Contractor to address the immediate needs of the State, even if not contemplated under the original Contract or procurement. Payments are subject to appropriation and other payment terms.

**64. NO PRESS RELEASES OR PUBLIC DISCLOSURE**

The State of Delaware reserves the right to pre-approve any news or broadcast advertising releases concerning this solicitation, the resulting contract, the work performed, or any reference to the State of Delaware with regard to any project or contract performance. Any such news or advertising releases pertaining to this solicitation or resulting contract shall require the prior express written permission of the State of Delaware.

The State will not prohibit or otherwise prevent the awarded vendor(s) from direct marketing to the State of Delaware agencies, departments, municipalities, and/or any other political subdivisions, however, the Vendor shall not use the State's seal or imply preference for the solution or goods provided.

**C. AWARD AND EXECUTION OF CONTRACT**

**1. CONSIDERATION OF PROPOSALS**

The right is reserved to waive technicalities, to reject any or all bids, or any portion thereof, to seek new proposals, to proceed to do the work otherwise, or to abandon the work, if in the judgment of the Agency or its agent, the best interest of the State will be promoted thereby.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**2. MATERIAL GUARANTY**

Before any contract is awarded, the successful Vendor may be required to furnish a complete statement of the origin, composition and manufacture of any or all of the material to be used in the contract together with such samples as may be requested for the purpose of testing.

**3. AWARD OF CONTRACT**

Within ninety (90) days from the date of opening proposals, the contract will be awarded or the proposals rejected.

**4. EXECUTION OF CONTRACT**

The Vendor (s) to whom the award is made shall execute a formal contract within twenty (20) days after date of official notice of the award of the contract.

**5. WARRANTY**

The successful Vendor(s) shall be required to extend any policy guarantee usually offered to the general public, FEDERAL, STATE, COUNTY, or MUNICIPAL governments, on material in this contract against defective material, workmanship, and performance.

**6. THE CONTRACT(S)**

The contract(s) with the successful Vendor(s) will be executed with Government Support Services acting for all participating governmental entities.

**7. INFORMATION REQUIREMENT**

The successful Vendor's shall be required to advise and provide Government Support Services of the gross costs associated with this contract.

**VII. PROPOSAL REPLY SECTION for CONTRACT NO. GSS15061-WASTE RECYCL**

**Single Stream Recycling & Solid Waste Removal**

Please fill out the attached forms fully and completely and return with your proposal in a sealed envelope clearly displaying the contract number to the State of Delaware, Government Support Services by 1:00 PM on April 7, 2015 (Local Time) at which time bids will be opened.

**NO MANDATORY PRE-BID MEETING**

**Proposals must be mailed to:**

**State of Delaware  
Government Support Services  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202**

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**PUBLIC PROPOSAL OPENINGS**

The public proposal opening insures the citizens of Delaware that contracts are being proposed fairly on a competitive basis and comply with Delaware procurement laws. The agency conducting the opening is required by law to publicly open the proposals at the time and place specified and the contract shall be awarded within ninety (90) days thereafter. The main purpose of the proposal opening is to reveal the name(s) of the Vendor(s), not to serve as a forum for determining the apparent low Vendors. The disclosure of additional information, including prices, shall be at the discretion of the contracting agency until such time that the responsiveness of each proposal has been determined.

After receipt of a fully executed contract(s), the Delaware public and all Vendors are invited to make an appointment with the agency in order to review pricing and other non-confidential information.

**NOTE: ONLY THE VENDOR'S NAME AND ADDRESS WILL BE READ AT THE OPENING**

**NO PROPOSAL REPLY FORM**

Contract No.: **GSS15061-WASTE\_RECYCL** Contract Title: **Single Stream Recycling & Solid Waste Removal**

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received a proposal, but does not wish to bid, state their reason(s) below and return in a clearly marked envelope displaying the contract number. This information will not preclude receipt of future invitations unless you request removal from the Vendor's List by so indicating below, or do not return this form or bona fide proposal.

Unfortunately, we must offer a "No Proposal" at this time because:

- \_\_\_\_\_ 1. We do not wish to participate in the proposal process.
  
- \_\_\_\_\_ 2. We do not wish to bid under the terms and conditions of the Request for Proposal document. Our objections are:  
\_\_\_\_\_  
\_\_\_\_\_
  
- \_\_\_\_\_ 3. We do not feel we can be competitive.
  
- \_\_\_\_\_ 4. We cannot submit a Proposal because of the marketing or franchising policies of the manufacturing company.
  
- \_\_\_\_\_ 5. We do not wish to sell to the State. Our objections are:  
\_\_\_\_\_  
\_\_\_\_\_
  
- \_\_\_\_\_ 6. We do not sell the items/services on which Proposals are requested.
  
- \_\_\_\_\_ 7. Other: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_ We wish to remain on the Vendor's List **for these goods or services.**

\_\_\_\_\_ We wish to be deleted from the Vendor's List **for these goods or services.**

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**Attachment 2**

Contract No.: **GSS15061-WASTE\_RECYCL** Contract Title: **Single Stream Recycling & Solid Waste Removal**  
**DEADLINE TO RESPOND: April 7, 2015**

**NON-COLLUSION STATEMENT**

This is to certify that the undersigned Vendor has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal, **and further certifies that it is not a sub-contractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation** submitted this date to the State of Delaware, Office of Management and Budget, Government Support Services.

It is agreed by the undersigned Vendor that the signed delivery of this bid represents the Vendor's acceptance of the terms and conditions of this solicitation including all specifications and special provisions.

**NOTE:** Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Office of Management and Budget, Government Support Services.

	Corporation
	Partnership
	Individual

COMPANY NAME \_\_\_\_\_ (Check one)

NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FEDERAL E.I. NUMBER \_\_\_\_\_ STATE OF DELAWARE LICENSE NUMBER \_\_\_\_\_

COMPANY CLASSIFICATIONS:  CERT. NO.: _____	Certification type(s)	Circle all that apply	
	Minority Business Enterprise (MBE)	Yes	No
Woman Business Enterprise (WBE)	Yes	No	
Disadvantaged Business Enterprise (DBE)	Yes	No	
Veteran Owned Business Enterprise (VOBE)	Yes	No	
Service Disabled Veteran Owned Business Enterprise (SDVOBE)	Yes	No	

[The above table is for informational and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:  
(COMPANY NAME) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**AFFIRMATION:** Within the past five (5) years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?  
YES \_\_\_\_\_ NO \_\_\_\_\_ if yes, please explain \_\_\_\_\_

**THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED FOR YOUR BID TO BE CONSIDERED**

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

City of \_\_\_\_\_ County of \_\_\_\_\_ State of \_\_\_\_\_



STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**Attachment 4**

Contract No.: **GSS15061-WASTE\_RECYCL**  
Contract Title: **Single Stream Recycling & Solid Waste Removal**

**COMPANY PROFILE & CAPABILITIES FORM**

Suppliers are required to provide a reply to each question listed below. Your replies will aid the evaluation committee as part of the overall qualitative evaluation criteria of this Request for Proposal. Your responses should contain sufficient information about your company so evaluators have a clear understanding of your company's background and capabilities. Failure to respond to any of these questions may result in your proposal to be rejected as non-responsive.

1.	What percentage of your overall business would this contract represent?

2.	How many employees and pieces of equipment does your company have? How many employees does your company have to provide the required services in accordance with contract requirements? How would the award, if any or all, of this contract effect current staffing?

3.	State the number of years your company has provided Waste Removal and Recycling Services.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

4.	Are there any portions of the State or its counties you cannot service? Please detail your response as needed.

5.	Describe the nature of reports available to identify recycle volume and content and how long the reports have been in use.

6.	Describe your experience in conducting facility waste audits and the nature of the resultant reporting.

7.	Describe your procedures for handling invoices challenged as errant.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

8.	Describe operational safeguards to ensure no lapses in service to locations that have challenged the accuracy of one or more invoices.



STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

Attachment 6

Contract No.: **GSS15061-WASTE\_RECYCL**  
Contract Title: **Single Stream Recycling & Solid Waste Removal**

**BUSINESS REFERENCES FORM**

List a minimum of three business references, including the following information:

- Business Name and Mailing address
- Contact Name and phone number
- Number of years doing business with
- Type of work performed

Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please provide a separate list the contract(s).

1.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	

2.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	

3.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	

**STATE OF DELAWARE PERSONNEL MAY NOT BE USED AS REFERENCES.**

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**Attachment 7**

**SUBCONTRACTOR INFORMATION FORM**

<b>PART I – STATEMENT BY PROPOSING VENDOR</b>		
1. CONTRACT NO. GSS15061-WASTE_RECYCL	2. Proposing Vendor Name:	3. Mailing Address
<b>4. SUBCONTRACTOR</b>		
a. NAME	4c. Company OSD Classification:  Certification Number: _____	
b. Mailing Address:	4d. Women Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4e. Minority Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4f. Disadvantaged Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4g. Veteran Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4h. Service Disabled Veteran Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. DESCRIPTION OF WORK BY SUBCONTRACTOR		
6a. NAME OF PERSON SIGNING	7. BY ( <i>Signature</i> )	8. DATE SIGNED
6b. TITLE OF PERSON SIGNING		
<b>PART II – ACKNOWLEDGEMENT BY SUBCONTRACTOR</b>		
9a. NAME OF PERSON SIGNING	10. BY ( <i>Signature</i> )	11. DATE SIGNED
9b. TITLE OF PERSON SIGNING		

**Use a separate form for each subcontractor**



STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

Attachment 9

State of Delaware																				
Subcontracting (2nd tier) Quarterly Report																				
Prime Name:						Report Start Date:														
Contract Name/Number						Report End Date:														
Contact Name:						Today's Date:														
Contact Phone:						*Minimum Required			Requested detail											
Vend or Name *	Vend or TaxID *	Contra ct Name/ Numbe r*	Vendo r Conta ct Name*	Vendo r Conta ct Phone *	Repo rt Start Date*	Repo rt End Date*	Amount Paid to Subcontract or*	Work Performed by Subcontrac tor UNSPSC	M/WBE Certifyi ng Agency	Veteran/Serv ice Disabled Veteran Certifying Agency	2nd tier Suppli er Name	2nd tier Suppli er Addre ss	2nd tier Suppli er Phone Number	2nd tier Suppli er email	Descripti on of Work Performe d	2nd tier Suppli er Tax Id	Dat e Pai d			

**Note:** A copy of the current 2<sup>nd</sup> Tier Usage Report will be sent by electronic mail to the Awarded Vendor

Completed reports shall be saved in an Excel format, and submitted to the following email address: [vendorusage@state.de.us](mailto:vendorusage@state.de.us)

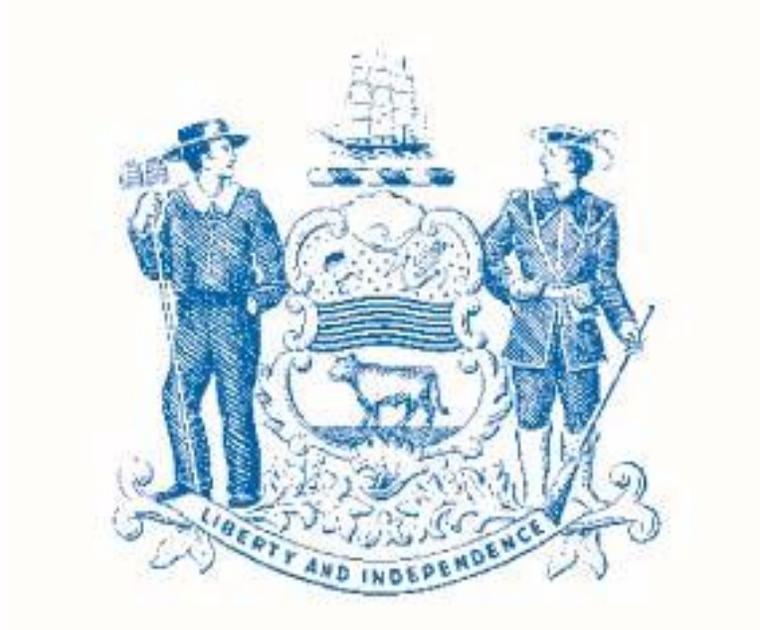
**State of Delaware  
Office of Supplier Diversity  
Certification Application**

The most recent application can be downloaded from the following site:

<http://gss.omb.delaware.gov/osd/certify.shtml>

Submission of a completed Office of Supplier Diversity (OSD) application is optional and does not influence the outcome of any award decision.

The minimum criteria for certification require the entity must be at least 51% owned and actively managed by a person or persons who are eligible: minorities, women, veterans, and/or service disabled veterans. Any one or all of these categories may apply to a 51% owner.



**Complete application and mail, email or fax to:**

Office of Supplier Diversity (OSD)  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202  
Telephone: (302) 857-4554 Fax: (302) 677-7086  
Email: [osd@state.de.us](mailto:osd@state.de.us)  
Web site: <http://gss.omb.delaware.gov/osd/index.shtml>

**THE OSD ADDRESS IS FOR OSD APPLICATIONS ONLY.  
NO BID RESPONSE PACKAGES WILL BE ACCEPTED BY THE OSD.**

**PROPOSAL REPLY REQUIREMENTS**

The response should contain the following minimum information:

1. A brief Cover Letter including an Applicant's experience, if any, providing similar services.
2. Vendor shall provide a detailed description of services to be provided, and shall respond to the Scope of Work identified. Failure to adequately describe the extent of their abilities may affect how the state evaluates and scores the vendor proposal.

Include catalogs or links, if that is what is asked for.

**Vendors are encouraged to review the Evaluation criteria to see how the proposals will be scored and verify that the response has sufficient documentation to support each scoring criteria identified.**

3. One (1) complete, signed and notarized copy of the Non-Collusion Agreement (Attachment 2). **MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK** – Form must be included.
4. One (1) completed RFP Exception Form (Attachment 3) – please check box if no information – Form must be included.
5. One (1) completed Profile and Capabilities Form (Attachment 4)
6. One (1) completed Confidentiality Form (Attachment 5) – please check if no information is deemed confidential – Form must be included.
7. One (1) completed Business Reference Form (Attachment 6) – please provide references other than State of Delaware contacts – Form must be included.
8. One (1) complete and signed copy of the Subcontractor Information Form (Attachment 7) for each subcontractor – only provide if applicable.
9. One (1) complete OSD Application (see link on Attachment 10) – optional, only provide if applicable

The items listed above provide the basis for evaluating each vendor's proposal. **Failure to provide all appropriate information may deem the submitting vendor as "non-responsive" and exclude the vendor from further consideration.** If an item listed above is not applicable to your company or proposal, please make note in your submission package.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services  
**PROPOSAL REPLY REQUIREMENTS (CONT'D)**

Vendors shall compile all documentation noted above, and all other documents as required in the Scope of Work, Appendix A, and shall provide in the following format(s):

1. **Two (2)** paper copies of the vendor proposal paperwork, including a separate Pricing Sheet.
2. **One (1)** electronic copy of the vendor proposal in PDF format saved to CD or DVD media disk, or USB memory stick. Copies of electronic price files shall be included in active excel format on the same electronic media.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

Contract No.: **GSS15061-WASTE\_RECYCL**  
Contract Title: **Single Stream Recycling & Solid Waste Removal**

**APPENDIX A**  
**SCOPE OF WORK DETAILS**

1. **SCOPE OF WORK:**

A. Single Stream Recycling and Solid Waste Removal

Contractor to furnish all labor, materials, supplies and transportation necessary for removal of single stream recyclables and solid waste for the State of Delaware. Contractor will be required to provide containers, bins, compactors or other receptacles. These will be used for the deposit of single stream recyclables to be transported to an approved location and solid waste to be transported to Delaware Solid Waste Authority (DSWA) facilities in accordance with the terms and conditions of this contract. Recyclables will include but not be limited to, all mixed papers, plastics, glass, tins, boxboard, cardboard, or any materials defined by DSWA as approved for single stream recycling.

B. Food and Yard Waste for Composting

Contractor is to furnish all labor, materials, supplies and transportation necessary for removal of food and yard waste removal for composting for the State of Delaware. Contractor will be required to provide containers, bins, compactors or other receptacles. These will be used for the deposit of food and yard waste compost to be transported to an approved in-vessel composting facility in accordance with the terms and conditions of this contract. Items for compost will include but not be limited to, produce, floral, bakery, dairy/deli/seafood, grocery, frozen food, coffee grounds, soiled paper and yard waste (brush, tree trimming, wood chips, sawdust, plywood, leaves, grass, clean wood, clearing debris, Christmas trees, stumps, bushes, and flowers).

To the best of the institution's ability, culinary food waste shall be free of plastic, coffee grounds and other foreign material. The Contractor shall not hold the State liable for any damages or losses caused by the food wastes for any refuse product.

Contractor's subcontractor composting facility shall comply with all applicable laws, statutes, regulations and ordinances, and possess all necessary license and permits during the performance of the contract. If using the waste within the animal food production industry, it shall be the responsibility of the Contractor to screen and process the food wastes in accordance with the Department of Food and Agriculture and/or any other regulating agency's standards including all Federal, State and Local laws, rules, regulations applicable to the animal food product.

2. **SANITARY PROCEDURES:**

A. All containers shall be maintained in a safe and operable condition, shall be maintained in such a manner that when emptied or replaced they shall be free of offensive odor and sealed to prevent liquid spillage. Upon inspection, the Department may require certain containers to be cleaned and/or painted during the contract term.

B. The exterior of the containers shall be free of debris or other objectionable matter.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

- C. All refuse and spilled equipment fluids adjacent to containers shall be removed within forty eight (48) hours from the time of occurrence by the contractor.
- D. Compacting by the contractor on State Properties is prohibited unless permission is granted by the agency.
- E. Trucks shall not leak offensive liquids while on State property. Compaction of waste that creates this problem shall be done off State property.
- F. Trucks shall not leak vehicle fluids while on State property.
- G. If a pull day falls on a holiday at a lock down facility pick up must be made the next day the location is open for business.
- H. If a declared State of Emergency is announced by the Governor, pick up is to resume the following day after the State of Emergency is lifted.

3. **GENERAL EQUIPMENT REQUIREMENTS:**

- A. **External Containers** – External Containers shall have access openings for ease of depositing refuse and shall be mechanically enclosed to prevent blowing and scavenging of refuse. Containers shall be designed to prevent lids from falling behind container when loading and unloading. All six (6) yard containers are to be low style with plastic lids. Contractor must supply the style and construction of containers with proposal.

To avoid contamination of the recycling stream, for the first 30 days following placement of an external recycling container, the vendor shall treat pulls of these containers as waste.

- B. **Internal Containers** – Internal Containers must be delivered to each location no less than 30 days prior to awarded vendors placement of external recycling containers. Containers provided at no cost to the state must be sufficient size and quantity to accommodate agency's needs, from desk side to central location containers to accommodate anticipated volume of recyclable material. The State intends to address internal processes from desk side to central locations or which is most effective. All containers must be capable of accepting a trashcan liner. Large central recycling containers must contain a lid or closure option so that recyclable materials are not visible. Containers may not carry a company logo or name and will not be returned at the end of the contract terms.

**Please provide sizes available in your proposal.**

- C. **Container Repair** – All containers and lids are to be kept in working order. Containers and lids that are damaged shall be repaired or replaced within one (1) week. The inspection and reporting of damaged container lids shall be the responsibility of the Contractor.
- D. **Compactors** - The compactor at the Jesse Cooper Building (Capitol Complex) shall be a self-contained, 35 cubic yard, Marathon Model #RJ250SC or approved equal. It must be equipped with a "Full" container light, doghouse hopper, remote power pack and push button controls. Must have container guides. Hopper door shall be located on the South side of the dog house and shall be equipped with a Hasp. Repair service response for compactor must be within a twenty-four (24) hour period. For compactor repairs beyond twenty-four (24) hours the contractor must provide an alternate means of collecting waste. (A total of twenty four (24) keys and twenty four (24) dog boxes are to be supplied with the compactor.)

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

- E. **Compactors** - The compactor at the New Castle County Courthouse shall be a self-contained, 35 cubic yard, Marathon Model #RJ250SC or approved equal. It must be equipped with a "Full" container light, doghouse hopper, remote power pack and push button controls. Must have container guides. Hopper door shall be located on the South side of the dog house and shall be equipped with a Hasp. Repair service response for compactor must be within a twenty-four (24) hour period. For compactor repairs beyond twenty-four (24) hours the contractor must provide an alternate means of collecting waste. (A total of twenty four (24) keys and twelve (12) dog boxes are to be supplied with the compactor.)

5. **SAFETY REQUIREMENTS:**

- A. All employees of the contractor are to be trained in the safe operation of all equipment prior to being utilized on this contract.
- B. All safety and health requirements as mandated by the State of Delaware must be followed.
- E. Caution should be exercised while making collections during special events and regular working hours so as to not cause injury to pedestrians or damage to vehicles and state property.
- D. Collection trucks are to be equipped with backup warning alarm.

Property damage resulting from the collection operations must be reported to the Office of Management and Budget within twenty-four (24) hours. All damaged property must be repaired within a reasonable time frame agreed to by both the contractor and the agency. All cost of repairs are the responsibility of the contractor.

6. **COLLECTION:**

Collection services will not be required on days in which a declared State of Emergency has been made by the Governor or in the event of any other unforeseen type of emergency where State offices are closed. In the event of a State of Emergency, collection must be made within one (1) day after the emergency is lifted.

The state reserves the right to request additional services to accommodate any unforeseen increase in volume of wet/dry garbage generated. The additional services will be provided within forty-eight (48) hours of request by the State, and will be arranged at a mutually agreed upon time. Additional services shall be provided at the same rate set forth in the Contractor's pricing sheet.

**Collection of Food and Yard Waste for Composting:**

On the dates of service the Contractor shall pick up all food and yard waste from each food waste receptacle, removing all debris and scrape clean the sides of each receptacle. The contractor shall use a sealed water tight vacuum pump truck to remove the food waste. Deviation from these instructions could result in termination of the contract

There are to be no excessive amount of containers or improper placement of containers. The awarded vendor(s) will also be required to adjust the size of internal and external containers and frequency of pulls as necessary with no additional cost to the State for the life of the contract. This will help the State realize a cost savings rather than a penalty.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

7. **CONTACT PERSONS:**

There shall be a minimum of four (4) contact persons listed in your proposal as follows:

- A. Primary contact person for waste service calls
- B. Secondary contact person for waste service calls
- C. Contact person for repair service calls
- D. Contact person for accounting matters

8. **LOCATION INSPECTION:**

An example of the multitude of agencies that will be serviced under this contract is provided in Appendix D. Please note that this may not be an all-inclusive listing. Inspection of sites may be arranged in advance of proposal due date.

9. **PHASE-IN TIMELINE:**

**Phase-In timeline for collection of single stream recycling and solid waste removal:**

It is anticipated that the transition of the current waste and recycled paper removal to Single Stream Recycling and Solid Waste Removal will take up six (6) months. During that time, awarded vendor(s) will be required to work with the agencies and previous vendors to ensure that there is no disruption in service that includes but is not limited to lack of containers, excessive amount of containers or improper placement of containers. The awarded vendor(s) will also be required to adjust the size of internal and external containers and frequency of pulls as necessary with no additional cost to the State for the life of the contract. This will help the State realize a cost savings rather than a penalty.

**Phase-In timeline for collection of food and yard waste composting:**

It is anticipated that the food and yard waste removal for composting will take to three (3) months. During that time, awarded vendor(s) will be required to work with the agencies to ensure that site visits are conducted and all containers necessary to perform the service are placed within each facility.

10. **EDUCATIONAL MATERIALS:**

Awarded vendor will supply each location no less than 30 days prior to placement of external recycling containers with informational/ educational literature on recycling. Material shall be suitable for posting within public buildings and cannot contain company logos or advertising materials.

11. **REQUIRED REPORTS**

Reports as detailed in VI.B. 30 entitled Required Reporting of this RFP, will be submitted in the frequency listed below.

**FREQUENCY**

Monthly  
Monthly  
Quarterly  
Annually

**REPORT**

Usage Report  
Diversion Meetings & Implementation  
Total Diversion & Related Environmental Impact  
Waste Audits (5)

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

Contract No.: **GSS15061-WASTE\_RECYCL**  
Contract Title: **Single Stream Recycling & Solid Waste Removal**

**APPENDIX B**  
**DOC SECURITY REQUIREMENTS & PROCEDURES**

**1. REQUIREMENTS:**

The correctional facility has issued regulations to be observed by all contractors, their subcontractors (if any) and employees and other firms providing services for or otherwise assigned to or working on the project in order to minimize disruption to prison operations, maintain security and facilitate the construction process. While working inside the prison facilities on a regular or occasional basis, it must be clearly understood that prison security requirements will at all times take precedence over construction operations. The contractor shall comply with all such regulations and consider the regulations when preparing his/her bid.

**2. WORKING AT A DEPARTMENT OF CORRECTION FACILITY:**

- a. In order for the Department of Correction (DOC) to ensure security on the job site, the prime contractor shall submit a list of all proposed workers who will be working on the site to the DOC including name, social security number, age, sex, race and date of birth. This list shall include all sub-contractors (if any) and any vendors requiring access to the secure perimeter of the facility.
- b. Workmen will not be permitted on the campus without approval.
- c. All tools, equipment, supplies, etc., shall be removed from the compound building daily.
- d. A list of tools must be supplied with each truck. Inventory shall be taken by the contractor at the beginning and end of each workday. Correctional Officers reserve the right to inspect and inventory all toolboxes, workmen and trucks. Report all missing tools immediately. Leave all unnecessary tools at the shop.
- e. Trucks should be kept clean of debris. Trash within the vehicle increases the amount of time required to inspect the vehicles.
- f. Proper construction clothing is required. Short pants are not permitted.
- g. Contractors shall include, in their bid, a sufficient amount of time to enter and depart the facility in a given day. As an example of previous projects at a Department of Correction site, it takes between one half hour to one hour to enter or leave the facility.
- h. Contractor is advised that only limited movement will be permitted while inside the compound.
- i. Contractors are requested to notify the Capital Programs Administrator upon the termination of worker's services in order that the identification card on file can be pulled and rendered inactive.
- j. Completion of a Security Clearance Form is required for all employees (see next page for Form).

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**SECURITY CLEARANCE APPLICATION  
BUREAU OF PRISONS  
PLEASE PRINT CLEARLY**

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

PLEASE LIST ALL OTHER NAMES YOU HAVE USED INCLUDING MAIDEN, NICKNAMES AND RELIGIOUS NAMES:  
\_\_\_\_\_

DOB: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_ SSN#: \_\_\_\_\_

SEX:  MALE  FEMALE RACE: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_ State: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: HOME: (\_\_\_\_) \_\_\_\_\_ WORK: (\_\_\_\_) \_\_\_\_\_

**DO YOU HAVE A CRIMINAL CONVICTION AND/OR ARREST ANYWHERE, TO INCLUDE TRAFFIC TICKETS? NO/YES (IF YES, COMPLETE BELOW). HAVE YOU EVER BEEN ARRESTED ANYWHERE WHETHER CONVICTED/DISMISSED/NOLLE PROSSED OR PARDONED, NO /YES (IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE UTILIZE THE BACK OF THIS FORM.**

COUNTRY : \_\_\_\_\_ DATE: \_\_\_\_\_

OFFENSE: \_\_\_\_\_ SENTENCE: \_\_\_\_\_

**ARE YOU PRESENTLY UNDER DEPT. of CORRECTION SUPERVISION:**  NO  YES (IF YES, WHAT): \_\_\_\_\_

**ARE YOU RELATED TO OR KNOW ANYONE INCARCERATED AT A DOC FACILITY:**  NO  YES

IF YES, NAME OF INMATE AND YOUR RELATIONSHIP TO THEM: \_\_\_\_\_

REASON FOR CLEARANCE: \_\_\_\_\_ DATE OF ACTIVITY: \_\_\_\_\_ COMPANY/  
ORGANIZATION \_\_\_\_\_

COMPANY/ORGANIZATION EMAIL ADDRESS: \_\_\_\_\_

**PLEASE READ AND SIGN:**

I understand that prison authorities will verify my criminal record information. I also understand that my application may be rejected for any reason.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

The following is the result of the DELJIS and NCIC records checks:

DELAWARE WANTS/WARRANTS \_\_\_\_\_ DELWARE CRIMINAL HISTORY \_\_\_\_\_

NCIC WANTS/WARRANTS \_\_\_\_\_ NCIC CRIMINAL HISTORY \_\_\_\_\_

DELJIS/NCIC INVESTIGATOR \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_\_\_ APPROVAL EXPIRES ON: \_\_\_\_\_ IF DENIED, PLEASE INDICATE REASON BELOW:

DENIED \_\_\_\_\_ (1) Dishonest/incomplete application; (2) Active pending warrants/capiases; (3) Felony convictions or incarceration for a felony in past five years; (4) Misdemeanor convictions or incarceration for misdemeanor in past two years; (5) DUI conviction past two years; (6) Trafficking/delivery and/or possession of controlled substance conviction past ten years; (7) Other (See Investigation for info).

Reviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

3. **CONTRABAND/TOOL CONTROL:**

- a) a. Title 11, Section 1256 of the Delaware Code specifies that “a person is guilty of promoting prison contraband when: (a) The person knowingly and unlawfully introduces any contraband into detention facility; or (b) The person possesses with intent to deliver any contraband to any person confined within a detention facility; or (c) Being a person confined in a detention facility, he knowingly and unlawfully makes, obtains, or possesses any contraband.”
- b) No one may introduce into or possess on the grounds of any institution of any of the following that are considered to be contraband except as noted:
  - 1. Any intoxicating beverage.
  - 2. Any narcotic, hypnotic, barbiturate, hallucinogenic drug, central nervous stimulant, or drug except as authorized or approved by an institution affiliated physician.
  - 3. Any firearm or instrument customarily used or designed to be used as a dangerous weapon, or an explosive device, except as authorized or approved by an institution and/or Departmental Administration.
  - 4. Any instrument that may be used as an aid in attempting an escape.
  - 5. Hypodermic needle, syringe, or other article, instrument or substance specifically prohibited by the institution administration except as authorized.
  - 6. Any article of State property for the purpose of removing it from State property without authorization from administrative or supervisory personnel.
- c) In addition to above, no inmate may possess:
  - 1. Tool, instrument or implement which could be used as a dangerous weapon except as are assigned by and used under the supervision of authorized personnel.
  - 2. Money.
- d) Private Contract Repair and Maintenance Workers: Private contracted or contract maintenance workers by, or under contract to perform services, maintenance repair or construction within the institution must complete an inventory listing of all tools, tool boxes and related equipment prior to admittance into the institution. A staff member as so assigned must escort tradesmen or other non-employee workers while in the institution. At entry control points, vehicles and personnel will be searched to include any tools or relating equipment. No tools will remain on the work sites upon departure. Activities must be performed as authorized with proper security and safety precautions.
- e) Classification of Tools: It is difficult to classify every specific tool. However, the classification tools can be determined according to the following categories.
  - 1. Restricted tools are items that can be used by inmates either in effecting an escape or causing death or serious injury. The following tools are typical examples:
    - a. Diamond-point drills
    - b. Ice picks
    - c. Hones and sharpening stock

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

- d. Metal cutters, blades
- e. Bolt cutters
- f. Cleaners
- g. Cutting torches
- h. Electric drills, portable
- i. Electric bench and portable grinders
- j. Files
- k. Gear pullers
- l. Diamond point and regular hacksaw blades

- 2. Lost or stolen tools must be reported to security of the Department of Correction.
- 3. Broken saw blades must be removed from the property (not left or discarded on site).

**4. GENERAL REQUIREMENTS:**

- a) All tools will be accounted for by the worker and escorting officer upon completion of daily work.
- b) Workers, once entering controlled areas, are not permitted to wander from the work area. Should a worker need to go to another area, he/she will be escorted by an officer.
- c) Should work require more than one day to complete, permission to construct and use temporary storage facilities is solely at the discretion of prison authorities. The facility will not accept responsibility for any loss or damage to materials left on site. All tools and equipment should be removed daily.
- d) It is essential that construction operation and debris removal be conducted in a manner to assure that materials that may be used as weapons do not fall into the hands of inmates.
- e) Anything of unusual nature as loss of a key, identification cards, tools, piping, etc., shall be reported immediately to the escorting officer.
- f) In the event that construction requires the description of plumbing, electrical power, etc., the Capital Programs Administrator must receive at least twenty four (24) hours advance notice in order to preserve security and not to disrupt routine activities. When temporary shutdown of service is unavoidable, the work shall be completed at night during a time when the institution's routine will not be interfered.
- g) Workers will be denied access to controlled areas should they have relatives or close friends incarcerated in the facility.
- h) Workers shall be subjected to all rules and regulations and shall comply with the escorting officers' instruction accordingly.
- i) Inmates are not permitted to fraternize with the public or contractors.

**5. SPECIAL REQUIREMENTS:**

- a) Materials shall be moved through the buildings using rubber tire vehicles which shall be properly controlled at all times to avoid damage to existing walls, floors, and ceiling surfaces, including doors and door and/or window frames.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

- b) Water damage will not be tolerated and it is incumbent upon the contractor to take all steps necessary to keep the existing premises dry at all times.
- c) All welding and cutting shall be performed by qualified and certified welders. Certificates shall be on file with the Construction Manager prior to commencement of any welding.
- d) Existing streets, pavements, lawns, curbs and other finished surfaces disturbed or damaged by excavation or other construction activities shall be repaired and restored to their original conditions to the satisfaction of the Owner and local authorities.

**6. SITE SECURITY:**

The following regulations must be observed by all persons having any association with the construction of this project (employees, subcontractors, workmen, service men, manufacturer's representative, etc.):

- 1) Photo Identification Card
- 2) Each trade subcontractor shall submit a list of workers who will be on site. The list will contain the following information on each employee:
  - a. Name;
  - b. Date of Birth;
  - c. Social Security Number; and
  - d. Address.
- 3) Each trade subcontractor will pick up the photo identification cards at the Main Gate (where they will be secured when not in use). He will transport the identification cards and issue the identification card upon arrival of the construction workers (after identifying the worker). The cards will be collected at the end of the day and returned to the Main Gate.
- 4) Assigning Men to the Site
  - a. Each trade subcontractor shall notify the Maintenance Superintendent twenty four (24) hours in advance, but not later than 12:00 Noon, on the previous work day before sending men to the project site so an officer can be assigned to accompany all his personnel.
- 5) Tools and Materials
  - a. No tools or materials shall be left unguarded at any time, and tools shall be removed from the working areas at the end of each working day or at anytime the workmen and assigned officer leave the area.
- 6) Prison Records
  - a. Where a workman or representative visiting the institution has a prison record, the trade subcontractor shall be responsible for obtaining the particulars concerning his record and notifying the institution at least seventy two (72) hours in advance of his visit. The institution will then notify the trade subcontractor and either provide or deny permission for that person to enter the institution. Any workman denied entrance to the institution must be replaced by the trade subcontractor or subcontractor at no additional cost.
- 7) Workmen Lunch Area/Searches
  - a. Workmen are expected to stay in their respective working areas during their lunch period unless leaving the grounds is permitted.
  - b. All workmen are expected to submit to a search of themselves, toolboxes, lunch containers, and vehicles at any time if the search is deemed necessary.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

- 8) Prohibited Items
  - a. The following items are prohibited from being brought onto the prison grounds and construction site:
    - i. Alcoholic beverages and drugs
    - ii. Explosive and firearms
    - iii. Tobacco products
- 9) Working Dress and Workmen
  - a. Workmen will maintain proper attire while working at the institution.
- 10) It is forbidden to aid or abet the escape of any inmate, or to advise, connive or assist in any escape, or to conceal any inmate after escape, or withhold information pertaining thereto. Violation of this prohibition can result in prosecution and the law provides for punishment of fine and imprisonment.
- 11) It is likewise strictly forbidden to bring into or take out of the prison either for pay, or for favor, for any inmate, any article, without the proper authorization from the Maintenance Superintendent.
- 12) It is forbidden to roam at will throughout the prison. Workers are restricted to going directly to those places where the work is conducted and remaining away from all areas where they have no business to conduct.
- 13) It is prohibited to socialize, exchange pleasantries, or conduct business with inmates in traffic areas hallways, center areas, etc. Affectionate or intimate behavior between official visitors and inmates is prohibited.
- 14) All automobiles are to be parked in a location designated by the Maintenance Superintendent. Parked vehicles must always have the ignition and doors locked.
- 15) No photographs may be taken without proper authorization. No public news releases may be given without similar authorization.
- 16) Escorting of any person, not previously approved, onto the prison grounds or into the prison is prohibited.
- 17) The offering and giving of any tips, gratuities, fees, etc. to any inmates or prison personnel are strictly prohibited.
- 18) The use of indecent, abusive, or profane language is forbidden anywhere on the prison property.
- 19) Civilian or other clothing should not be left carelessly in places where it may be acquired and worn by inmates.
- 20) In the event an acquaintance, friend, or relative of contractor's employee should be an inmate of the institution at which work is being conducted, it is advisable that the contractor communicate this confidentially to the Maintenance Superintendent.
- 21) Tools and Equipment Safety
  - a. Flammable Liquids: Maintain flammable liquid (e.g., gasoline, fuels, etc.) in secure containers at all times, in compliance with OSHA regulations.
  - b. Tools: Maintain tools and related equipment (e.g. sprinkler heads, hydrants, wires, cables,

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

- ducts, manholes, posts, poles, signals, alarm boxes, etc.) at all times.
- c. Powder Actuated Tools: Comply with Owner's and Maintenance Superintendent direction for control of powder used and stored.

22) Construction Personnel Vehicle Parking

- a. Parking spaces for privately owned vehicles operated by construction personnel may be limited.
- b. The Maintenance Superintendent will assign areas within the prison site for parking. Sufficient space will be provided to park privately owned vehicles operated by construction personnel on site.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

Contract No.: **GSS15061-WASTE\_RECYCL**  
Contract Title: **Single Stream Recycling & Solid Waste Removal**

**APPENDIX C**  
**Pricing Forms**

Appendix C, Pricing Forms are attached and made part of the contract. Failure to submit the Appendix C in Active Excel format on CD, DVD or stick Media may result in disqualification of proposal.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

Contract No.: **GSS15061-WASTE\_RECYCL**  
Contract Title: **Single Stream Recycling & Solid Waste Removal**

**APPENDIX D**  
**Current Sites Serviced**

<b>AGENCY</b>	<b>ADDRESS</b>	<b>CITY/STATE/ZIP</b>
ASD ODESSA PROFESSIONAL PARK	313 N DUPONT HWY	ODESSA DE 19730
AUBURN HEIGHTS PRESERVE	BENGE RD	YORKLYN DE 19736
AUGUSTINE WILD LIFE SHOP	303 N CONGRESS ST	PORT PENN DE 19731
BEAR LIBRARY	GOVENOR SQUARE SHOPPING	BEAR DE 19701
BELLEVUE STATE PARK	800 CARR RD	WILMINGTON DE 19803-
BELMONT HALL	512 S DUPONT BLVD	SMYRNA DE 19977-1746
BIGGS DATA CENTER	1901 N DUPONT HWY	NEW CASTLE DE 19720-1100
BLACKBIRD STATE FOREST PARK	502 BLACKBIRD FOREST RD	SMYRNA DE 19977-9421
BLUE BALL BARN	1914 W PARK DR	WILMINGTON DE 19803-3652
BRANDYWINE HUNDRED LIBRARY	1300 FOULK RD	WILMINGTON DE 19803-2766
BSD BRANDYWINE HIGH SCHOOL	1400 FOULK RD	WILMINGTON DE 19803-2794
BSD CONCORD HIGH SCHOOL (COMPA	2501 EBRIGHT RD	WILMINGTON DE 19810-1125
BSD HANBY ELEM	2523 BERWYN RD	WILMINGTON DE 19810-3568
BSD MT PLEASANT HIGH SCHOOL	5201 WASHINGTON ST	WILMINGTON DE 19802-
BUENA VISTA	S DUPONT HWY	NEW CASTLE DE 19720
CAPE HENLOPEN ADMIN OFFICE	1270 KINGS HWY	LEWES DE 19958-1735
CAPE HENLOPEN BEACON MIDDLE	19483 JOHN J WILLIAMS HWY	LEWES DE 19958-4346
CAPE HENLOPEN BRITTINGHAM ELEM	400 MULBERRY ST	MILTON DE 19968-1628
CAPE HENLOPEN BUS GARAGE	KINGS HWY	LEWES DE 19958
CAPE HENLOPEN CAPE HENLOPEN HS	KINGS HWY	LEWES DE 19958
CAPE HENLOPEN CONSORTIUM	DUPONT AVE	LEWES DE 19958
CAPE HENLOPEN ELKS LODGE 2540	18544 BEAVER DAM RD	LEWES DE 19958-4531
CAPE HENLOPEN LEWES MIDDLE	820 SAVANNAH RD	LEWES DE 19958-1510
CAPE HENLOPEN LEWES MIDDLE	820 SAVANNAH RD	LEWES DE 19958-1510
CAPE HENLOPEN MARINER MIDDLE	RTE 5 ARBERSON RD	MILTON DE 19968
CAPE HENLOPEN MILTON ELEMENTAR	512 FEDERAL ST	MILTON DE 19968-1106
CAPE HENLOPEN REHOBOTH ELEM	504 STOCKLEY ST	REHOBOTH BEACH DE 19971-1846
CAPE HENLOPEN REHOBOTH JR H S	500 STOCKLEY ST EXT	REHOBOTH BEACH DE 19971
CAPE HENLOPEN SHIELDS ELEM	109 SUSSEX DR	LEWES DE 19958-8944
CAPE HENLOPEN-DISTRICT OFFICE	1270 KINGS HWY	LEWES DE 19958-1735
CPT SD WILLIAM HENRY MIDDLE SC	65 CARVER RD	DOVER DE 19904-2715
CREDIT UNION	136 E WATER ST	DOVER DE 19901-3614
CREDIT UNION PACKER-DO NOT USE	150 E WATER ST	DOVER DE 19901-3619
CSD DELAWARE SCHOOL FOR THE DE	630 E CHESTNUT HILL RD	NEWARK DE 19713-1828
CSD NETWORKS	30 BLUE HEN DR	NEWARK DE 19713-3445
DART BEECH ST	119 LOWER BEECH ST	WILMINGTON DE 19805-4439
DART FIRST STATE	900 PUBLIC SAFETY BLVD	DOVER DE 19901-4503

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

DART OPERATION-NEW CASTLE	1423 DUPONT HWY S	BEAR DE 19701
DART-BEECH ST	119 LOWER BEECH ST	WILMINGTON DE 19801-
DART-MID COUNTY OPERATIONS	1423 S DUPONT HWY	NEW CASTLE DE 19720-5513
DART-NEWARK TRAIN STATION	10 MOPAR DR	NEWARK DE 19713-1300
DART-OPS BODY SHOP	2 NORTH MONROE ST	WILMINGTON DE 19801
DART-WILLIAMS OPERATIONS	1 SOUTH MONROE ST	WILMINGTON DE 19801
DART-WILM PARATRANSIT	600 W SECOND ST	WILMINGTON DE 19801-2314
DAS (10K76)JP COURT 7 & 16	480 BANK LN	DOVER DE 19904-3503
DAS 10K19 PUBLIC SAFETY	303 TRANSPORTATION LN	DOVER DE 19901-4671
DAS 10K20 STATE POLICE HDQTRS	1404 N DUPONT HIGHWAY	DOVER DE 19901
DAS 10K22 STATE POLICE HDQTR	1404 N DUPONT HIGHWAY	DOVER DE 19901
DAS 10K22 STATE POLICE HDQTS	1404 N DUPONT HIGHWAY	DOVER DE 19901
DAS 10K27 STATE POLICE TROOP 3	3036 UPPER KING RD	CAMDEN DE 19904
DAS 10K31 DE FIRE SERV CTR FIR	1761 CHESTNUT GROVE RD	DOVER DE 19901
DAS 10K31 DE FIRE SRV CNT FIRE	1761 CHESTNUT GROVE RD	DOVER DE 19901
DAS 10K40 MASSEY STATION	480 BANK LN	DOVER DE 19901-
DAS 10K41 J P COURT 8	100 MONROVIA AVE	SMYRNA DE 19977
DAS 10K42 KENT CO FAMILY COURT	400 COURT ST	DOVER DE 19901-3730
DAS 10K51 DOT SIGN SHOP 51	56 SIGN SHOP RD	DOVER DE 19901-4668
DAS 10K57 AG DEPT LAB	2310 S DUPONT HIGHWAY	DOVER DE 19901-5515
DAS 10K75 THOMAS COLLINS BLDG	540 S DUPONT HWY	DOVER DE 19901-4523
DAS 10K78JAMES WILLIAMS SC	805 RIVER RD	DOVER DE 19901-3753
DAS 10K79 AG DEPT ADMIN	2320 S DUPONT HIGHWAY	DOVER DE 19901-5515
DAS 10K80 PRE SCHOOL DIAGNOSTI	449 N DUPONT HWY	DOVER DE 19901-3907
DAS 10K82 WILLIAM PENN BLDG	801 SILVER LAKE BLVD	DOVER DE 19901-
DAS 10K86 RICHARDS ROBBINS COM	89 KINGS HWY	DOVER DE 19901-7305
DAS 10N29-1 STATE POLICE	RT 40	NEWARK DE 19702
DAS 10N29-2 STATE POLICE	100 LAGRANGE AVE	NEWARK DE 19702-3500
DAS 10N39 A B JONES COMM	310 KIAMENSI RD	WILMINGTON DE 19804-2959
DAS 10N58 NEW CASTLE FIRE MARS	2311 MCARTHUR DR 302-593-	NEW CASTLE DE 19720-2426
DAS 10N59 DEMA DE EMERG M	165 BRICK STORE LANDING	SMYRNA DE 19977
DAS 10N77 GREATER WLMNGTN	2230 HESSLER BLVD	NEW CASTLE DE 19720-6305
DAS 10N88 JP CT #10AND#12	210 GREENBANK RD	WILMINGTON DE 19804-
DAS 10N89 NEW CASTLE FIRE	2311 MCARTHUR DR	NEW CASTLE DE 19720-2426
DAS 10N90 DNREC AIR WASTE	715 GRANTHAM LN	NEW CASTLE DE 19720-4801
DAS 10N92 CARVEL STATE BLDG	820 FRENCH ST	WILMINGTON DE 19801-3509
DAS 10N94 2 GOV SUP SER S	1 WILMINGTON AVE	DELAWARE CITY DE 19706
DAS 10N95 GOV SUP SER FOO	1 WILMINGTON AVE	DELAWARE CITY DE 19706
DAS 10N96 NEW CASTLE FAM	900 KING ST	WILMINGTON DE 19801-3333
DAS BLDG 10S34 TROOP 5	18794 SUSSEX HWY	BRIDGEVILLE DE 19933
DAS BLDG 10S60 SC DEPT OF ELCT	542 S BEDFORD ST	GEORGETOWN DE 19947-1852
DAS BLDG 10S63 SUSSEX CNTY DMV	SOUTH BEDFORD ST	GEORGETOWN DE 19947
DAS BLDG 10S64 SUSSEX CRT HOUS	10 THE CIRCLE	GEORGETOWN DE 19947
DAS BLDG 10S66 SUSSEX FIRE OFF	INDUSTRIAL PARK BLVD	GEORGETOWN DE 19947
DAS BLDG 10S67 JP COURT 3 & 17	17 SHORTLY RD	GEORGETOWN DE 19947

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

DAS BLDG 10S68 JP COURT 4 & 19	408 STEIN HWY	SEAFORD DE 19973-1418
DAS BLDG 10S69 JP COURT 6	35 CAMS FORTUNE WAY	HARRINGTON DE 19952
DAS OLD STATE LIBRARY	43 S DUPONT HWY	DOVER DE 19901-7430
DE DEPARTMENT OF CORRECTION	38 TODDS LN	WILMINGTON DE 19802-3210
DE DEPARTMENT OF CORRECTION	200 GREENBANK RD	WILMINGTON DE 19808-4760
DE DEPARTMENT OF CORRECTION	CDS-SMYRNA LANDING RD	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	GREEN FARMHSE INTERNAL A	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	WHITE FARMHOUSE K9	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	BLDG 14 NEW MAIN KITCHEN	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	SMYRNA LANDING RD	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	CENTRAL SUPPLY R BLDG	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	660 BAYLOR BLVD	NEW CASTLE DE 19720-1140
DE DEPARTMENT OF CORRECTION	BWCI TRASH	NEW CASTLE DE 19720-1100
DE DEPARTMENT OF CORRECTION	GANDER HILL PRISON	WILMINGTON DE 19802
DE DEPARTMENT OF CORRECTION	DCC RIFLE RANGE	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	245 MCKEE RD	DOVER DE 19904-2232
DE DEPARTMENT OF CORRECTION	DCC WASTE TREATMENT	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	LANDING RD	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	DOC MAIN KITCHEN COLE SL	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	1181 PADDOCK RD	SMYRNA DE 19977-9679
DE DEPARTMENT OF CORRECTION	MOTOR POOL AREA BLDG X	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	BLDG B ADMIN BLDG	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	SMYRNA LANDING RD (W3W2)	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	300 WATERS ST	DOVER DE 19901-6743
DE DEPARTMENT OF CORRECTION	620 BAYLOR BLVD	NEW CASTLE DE 19720-1140
DE DEPARTMENT OF CORRECTION	MAINTENANCE	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	300 W WATER ST	DOVER DE 19904-6743
DE DEPARTMENT OF CORRECTION	VOP CORRECTION FACILITY	SMYRNA DE 19977
DE DEPARTMENT OF CORRECTION	SCI TO SUSSEX VOP	GEORGETOWN DE 19947
DE DEPARTMENT OF CORRECTION	SUSSEX COUNTY	GEORGETOWN DE 19947
DE DEPARTMENT OF CORRECTIONS	1181 PADDOCK RD	SMYRNA DE 19977-3474
DE DEVELOPMENT RICHARDS ROBBIN	89 KINGS HWY	DOVER DE 19901-7305
DE HOSP FOR CHRONICALLY ILL	100 SUNNYSIDE RD	SMYRNA DE 19977-1752
DE STATE UNIV MLK STUDENT CTR	1200 N DUPONT HWY CAMPUS	DOVER DE 19901
DE STATE UNIV VILLAGE DINING	1200 N DUPONT HWY	DOVER DE 19901-2202
DE TECH AND COMMUNITY COLLEGE	1000 CAMPUS DR	DOVER DE 19904
DE TECH AND COMMUNITY COLLEGE	100 CAMPUS DR	DOVER DE 19904-1383
DE TECH AND COMMUNITY COLLEGE	1898 N DUPONT HWY	DOVER DE 19901-2221
DEARING BETHANY BEACH TRAINING	163 SCANNELL BLVD	BETHANY BEACH DE 19930-9210
DEARNG-1/1049TH READINESS CENTER	250 AIRPORT RD	NEW CASTLE DE 19720-1502
DEBNAM BLDG	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DEL DOT SIGN SHOP BLDG 51	56 SIGN SHOP RD	DOVER DE 19901-4668
DELA WARE CENTER	500 ROGERS RD	NEW CASTLE DE 19720-1324
DELAWARE AIR NATIONAL GUARD	2600 SPRUANCE DR	NEW CASTLE DE 19720-1638
DELAWARE AIR PARK	3995 SEVEN HICKORIES RD	DOVER DE 19904-1147

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

DELAWARE CITY DMV	2101 MID COUNTY DR	DELAWARE CITY DE 19720
DELAWARE DEPT OF EDUCATION	35 COMMERCE WAY STE 35	DOVER DE 19904-5747
DELAWARE RIVER AND BAY AUTH	12 PENNS WAY	NEW CASTLE DE 19720-2414
DELAWARE RIVER AND BAY AUTHORITY	6422 INTERSTATE 295	NEW CASTLE DE 19720
DELAWARE SKILLS CENTER	13TH AND CLIFFORD BROWN	WILMINGTON DE 19801
DELAWARE STATE FIRE SCHOOL	1461 CHESTNUT GROVE RD	DOVER DE 19904-1545
DELAWARE STATE FIRE SCHOOL	2311 MCARTHUR DR	NEW CASTLE DE 19720
DELAWARE STATE FIRE SCHOOL	22705 PARK AVE INDUSTRIAL	GEORGETOWN DE 19947
DELAWARE STATE UNIVERSITY	1200 N DUPONT HWY	DOVER DE 19901-2202
DELAWARE TRANSIT CORP	1 S MONROE ST	WILMINGTON DE 19801-5130
DELAWARE VETERANS CEMETARY	2465 CHESAPEAKE CITY RD	BEAR DE 19701-2344
DELAWARE VETERANS HOME	100 DELAWARE VETERANS BLV	MILFORD DE 19963-5395
DELCASTLE TECHNICAL HIGH SCHOOL	1417 NEWPORT RD	WILMINGTON DE 19804-3425
DELDOT CANAL DISTRICT	250 BEAR CHRISTIANA RD	BEAR DE 19701-1041
DELDOT CANAL DISTRICT	749 ODESSA MIDDLETOWN RD	MIDDLETOWN DE 19709-8969
DELDOT CANAL DISTRICT	5369 SUMMIT BRIDGE RD	MIDDLETOWN DE 19709-1493
DELDOT CANAL DISTRICT-BEAR YAR	250 BEAR CHRISTINA RD	BEAR DE 19701-1041
DELDOT CANAL DISTRICT-ODESSA A	4999 DUPONT PKWY	SMYRNA DE 19977
DELDOT CEDAR CREEK BRIDGE	24420 BAY AVE	MILFORD DE 19963-4928
DELDOT CENTRAL DISTRICT SHOP	930 PUBLIC SAFETY BLVD	DOVER DE 19901-4503
DELDOT CHESWOLD YARD	4275 SEVEN HICKORIES RD	DOVER DE 19904-1144
DELDOT DAGSBORO YARD	27543 FIRE TOWER RD	DAGSBORO DE 19939
DELDOT DMV	1200 WHITAKER RD	NEWARK DE 19702-1018
DELDOT DMV	2111 DUPONT HWY	MIDDLETOWN DE 19702
DELDOT DMV	200 PLAZA DR	DOVER DE 19901
DELDOT ELLENDALE YARD	20368 MILTON-ELENDALE HWY	ELLENDALE DE 19941-2704
DELDOT GEORGETOWN ADMIN BLDG	23697 DUPONT HWY	GEORGETOWN DE 19947-8806
DELDOT GRAVEL HILL YARD (BACK)	20106 GRAVEL HILL RD	GEORGETOWN DE 19947
DELDOT GRAVEL HILL YARD FRONT	24450 LEWES GEORGETOWN HW	GEORGETOWN DE 19947
DELDOT HARRINGTON YARD	129 JACKSON DITCH RD	HARRINGTON DE 19952-2433
DELDOT LAUREL YARD	10930 SALT BARN RD	LAUREL DE 19956-3328
DELDOT MAGNOLIA YARD	1229 BRIARBUSH RD	MAGNOLIA DE 19962
DELDOT MIDDLETOWN WEIGH STATN	1289 MIDDLETOWN WARWICK R	MIDDLETOWN DE 19709
DELDOT NORTH DISTRICT	1300 TALLEY RD	WILMINGTON DE 19803-4705
DELDOT NORTH DISTRICT	39 E REGAL BLVD	NEWARK DE 19713-3568
DELDOT NORTH DISTRICT	1300 TALLEY RD	WILMINGTON DE 19803-4705
DELDOT NORTH DISTRICT	39 E REGAL BLVD	NEWARK DE 19713-3568
DELDOT NORTH DISTRICT KIAMENSI	815 STANTON RD	WILMINGTON DE 19804-3639
DELDOT SEAFORD BRIDGE	SUSSEX HIGHWAY	SEAFORD DE 19973
DELDOT SEAFORD YARD	22136 BRIDGEVILLE HWY	SEAFORD DE 19973-5830
DELDOT SMYRNA REST AREA	5500 SOUTH DUPONT PARKWAY	SMYRNA DE 19977-9206
DELDOT WOODLAND FERRY	5145 WOODLAND FERRY RD	SEAFORD DE 19973
DELJIS- DE CRIMINAL JUSTICE	802 SILVER LAKE BLVD	DOVER DE 19904-2488
DEPARTMENT OF AGRICULTURE	RTE 113 & RD 565	GEORGETOWN DE 19947
DEPARTMENT OF CORRECTIONS	314 CHERRY LN	NEW CASTLE DE 19720

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

DEPT OF CORRECTIONS PROBATIONS	22855 DUPONT BLVD	GEORGETOWN DE 19947-8801
DEPT OF TRANSPORTATION BLDG 50	800 S BAY RD	DOVER DE 19901-4685
DFS STOKLEY CENTER	26310 WAPLES WAY	GEORGETOWN DE 19947
DHCA 10K71 GOVERNORS HOUSE	151 KINGS HWY	DOVER DE 19901-7307
DHCA-EXHIBITS LAB	1155 S LITTLE CREEK RD	DOVER DE 19901-4726
DHCA-JOHN DICKENSON PLANTATION	340 KITTS HUMMONK RD	DOVER DE 19901-7016
DHCA-TUDOR 1	800 OTIS DRIVE	DOVER DE 19901-4650
DHCA-ZWAANENDAEL MUSEUM	102 KINGS HWY	LEWES DE 19958-1418
DHCI	100 SUNNYSIDE RD	SMYRNA DE 19977-1752
DHCI-DOVER LOCATION	1575 MCKEE RD STE 6	DOVER DE 19904-1382
DHSS 101 102 BOYD STOCKLEY CTR	101 BOYD BLVD	GEORGETOWN DE 19947
DHSS 101 LLOYD STOCKLEY CTR	101 LLOYD LN	GEORGETOWN DE 19947
DHSS BIGGS BLDG	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DHSS BOILER HOUSE	1901 N DUPONT HIGHWAY	NEW CASTLE DE 19720-1160
DHSS BRIDGEVILLE SSC	400 MILL ST	BRIDGEVILLE DE 19933-1114
DHSS CARVEL BLDG	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DHSS DPH WOMEN INFANTS CHILD	655 BAY RD	DOVER DE 19901-4615
DHSS DSAMH DEPARTMENT	801 S HARRISON ST	WILMINGTON DE 19801-
DHSS FERNHOOK	14 CENTRAL AVE	NEW CASTLE DE 19720-1152
DHSS GARDEN CAFE	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DHSS GEORGETOWN SSC	546 S BEDFORD ST	GEORGETOWN DE 19947-1852
DHSS GREENHOUSE	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DHSS GROUNDS BLDG	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DHSS KENT & SUSSEX BLDG	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DHSS KENT & SUSSEX DETO	MAIN ST RTE 16	ELLENDALE DE 19941
DHSS LAUNDRY	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DHSS LAUREL SSC	440 N POPLAR ST	LAUREL DE 19956
DHSS MAC STOCKLEY MED CTR	26351 PATRIOTS WAY	GEORGETOWN DE 19947-2575
DHSS MAIN BLDG	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DHSS MAIN KITCHEN	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DHSS MILFORD ANNEX	13 SW FRONT ST	MILFORD DE 19963-1900
DHSS MILFORD WALNUT ST SSC	13 N WALNUT ST	MILFORD DE 19963
DHSS OCME STOCKLEY CTR	26351 PATRIOTS WAY	GEORGETOWN DE 19947-2575
DHSS PYLE SSC	RT 4	FRANKFORD DE 19945
DHSS RIVERWALK STATE SRV CTR	251256 NE FRONT ST	MILFORD DE 19963
DHSS SHIPLEY SSC	350 VIRGINIA AVE	SEAFORD DE 19973-1516
DHSS SOUTHERN REGION	26351 PATRIOTS WAY	GEORGETOWN DE 19947-2575
DHSS STOCKLEY CTR	101 WAPLES WAY	GEORGETOWN DE 19947
DHSS STOCKLEY CTR	102 WAPLES WAY	GEORGETOWN DE 19947
DHSS STOCKLEY CTR	CAMPBELLS #5 COTTAGE	GEORGETOWN DE 19947
DHSS STOCKLEY CTR	CAMPBELLS #6 COTTAGE	GEORGETOWN DE 19947
DHSS STOCKLEY CTR ALLSTAR	26351 PATRIOTS WAY	GEORGETOWN DE 19947-2575
DHSS STOCKLEY CTR WAREHOUSE	26351 PATRIOTS WAY	GEORGETOWN DE 19947-2575
DHSS STOCKLEY CTR WASTE DISPOS	26351 PATRIOTS WAY	GEORGETOWN DE 19947-2575
DHSS STOCKLEY GEHRT BLDG EAST	26351 PATRIOTS WAY	GEORGETOWN DE 19947-2575

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

DHSS-MITCHELL BLDG	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DHSS-SPRINGER BLDG	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DHSS-T BLDG / FLEET	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DHSS-WAREHOUSE	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DHSS-WOOD SHOP	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
DIVISION OF CULTURE AND HISTOR	100 DAYETT MILL RD	NEWARK DE 19702
DMSS ADMINISTRATION BLDG 2	1825 FAULKLAND RD	WILMINGTON DE 19805-1121
DMSS BALL COTTAGE BLDG 9	1825 FAULKLAND RD	WILMINGTON DE 19805-1121
DMSS BRENFORD	136 WATERVIEW LN	DOVER DE 19904-1049
DMSS DETENTION CENTER BLDG 14	1825 FAULKLAND RD	WILMINGTON DE 19805-1121
DMSS FERRIS SCHOOL BLDG 15	1825 FAULKLAND RD	WILMINGTON DE 19805-1121
DMSS MAINTENANCE BLDG 5	1825 FAULKLAND RD	WILMINGTON DE 19805-1121
DMSS MIDDLETOWN SILVERLAKE	493 E MAIN ST	MIDDLETOWN DE 19709-1463
DMSS STEVENSON HOUSE (NEW)	750 N DUPONT HWY	MILFORD DE 19963-1004
DMSS STEVENSON HOUSE (OLD)	750 N DUPONT HWY	MILFORD DE 19963-1004
DMSS TERRY CENTER	10 CENTRAL AVE	NEW CASTLE DE 19720-1152
DNREC ASSAWOMAN WILDLIFE AREA	RD 364	OCEAN VIEW DE 19970
DNREC C AND R CENTER	C & R CENTER ROAD	VIOLA DE 19979
DNREC CAPE HENLOPEN BIDEN CENT	15099 CAPE HENLOPEN DR	LEWES DE 19958-3153
DNREC CAPE HENLOPEN FAMILY CAM	42 CAPE HENLOPEN DR	LEWES DE 19958-1168
DNREC CAPE HENLOPEN FISHING PI	42 CAPE HENLOPEN DR	LEWES DE 19958-1168
DNREC CAPE HENLOPEN MAINT SHOP	42 CAPE HENLOPEN DR	LEWES DE 19958-1168
DNREC CAPE HENLOPEN YOUTH CAMP	CAPE HENLOPEN YTH CMPS 1	LEWES DE 19958
DNREC DIVISION SOIL AND WATER	901 PILOTTOWN RD	LEWES DE 19958-1274
DNREC EMERGENCY RESPONSE TEAM	100 PENNY LANE	DOVER DE 19901
DNREC HOLTS LANDING	HOLTS LANDING STATE PARK	FRANKFORD DE 19945
DNREC INDIAN RIVER MARINA	INDIAN RIVER MARINA INLE	REHOBOTH BEACH DE 19971
DNREC KILLENS POND CAMPGROUND	5025 KILLENS POND RD	FELTON DE 19943-1916
DNREC KILLENS POND MAINTENANCE	5025 KILLENS POND RD	FELTON DE 19943-1916
DNREC KILLENS POND WATERPARK	5025 KILLENS POND RD	FELTON DE 19943-1916
DNREC LITTLE CREEK WILDLIFE	3010 BAYSIDE DR	DOVER DE 19901-7160
DNREC MALLARD LODGE AREA	5128 HAY POINT LANDING RD	SMYRNA DE 19977-3346
DNREC MCGINNIS POND SHOP	645 MCGINNIS POND RD	FELTON DE 19943-5336
DNREC MHIC	2992 LIGHTHOUSE RD	MILFORD DE 19963-4927
DNREC MILFORD MOSQUITO CONTROL	1161 AIRPORT RD	MILFORD DE 19963-6418
DNREC NANTICOKE WILDLIFE AREA	4871 OLD SHARPTOWN RD	LAUREL DE 19956-4017
DNREC NORMAN G WILDER SHOP	782 KERSEY RD	VIOLA DE 19979-1208
DNREC SEASHORE MAINT	SEASHORE MAINTENANCE	REHOBOTH BEACH DE 19971
DNREC SEASHORE STATE PARK	LIFESAVING STATION	REHOBOTH BEACH DE 19971
DNREC SEASHORE STATE PARK	SEASHORE NEW CAMP	REHOBOTH BEACH DE 19971
DNREC SIRB/TMB	391 LUKENS DR	NEW CASTLE DE 19720-2769
DNREC SOIL AND WATER	E INDIAN RIVER INLET	BETHANY BEACH DE 19930
DNREC THE MCKAY HOUSE	6180 HAY POINT LANDING RD	SMYRNA DE 19977
DNREC TRAP POND CAMPGRND	33587 BALD CYPRESS DR	LAUREL DE 19956-2988
DNREC TRAP POND CAMPGRND TEMP	33587 BALD CYPRESS DR	LAUREL DE 19956-2988

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

DNREC TRAP POND MAINT	TRAP POND	LAUREL DE 19956
DNREC WOODLAND BEACH SHOP	4876 HAYPOINT LANDING RD	SMYRNA DE 19977-3345
DNREC WOODLAND BEACH SHOP	5128 HAY POINT LANDING RD	SMYRNA DE 19977-3346
DOI STATE OF DELAWARE DEPT OF	841 SILVER LAKE BLVD	DOVER DE 19901
DOS DIV OF PROFESSIONAL REG	861 SILVER LAKE BLVD STE	DOVER DE 19901-2221
DPS AVIATION SOUTH	21365 RUDDER LN - AIRPORT	GEORGETOWN DE 19947
DPS TROOP 4	23652 SHORTLY RD	GEORGETOWN DE 19947-4752
DPS TROOP 7	18006 COASTAL HWY	LEWES DE 19958-4901
DSHA BURTON VILLAGE	100 BURTON VILLAGE AVE	REHOBOTH DE 19971
DSHA CLARKS CORNER	52 CLARKS CORNER RD	HARRINGTON DE 19952-1067
DSHA HICKORY TREE APTS	1 HICKORY TREE LN	SELBYVILLE DE 19944
DSHA LAVERTY LANE	1 LAVERTY LANE	BRIDGEVILLE DE 19933-1334
DSHA LIBERTY COURT	1289 WALKER RD	DOVER DE 19901-
DSHA MCLANE GARDENS	320 MCLANE LN	SMYRNA DE 19977-2563
DSHA MCLANE GARDENS ANNEX	320 MCLANE LN	SMYRNA DE 19977-2563
DSHA MIFFLIN MEADOWS	100 MIFFLIN MEADOWS	DOVER DE 19901-6417
DSHA OPERATIONS FACILITIES	18 THE GREEN	DOVER DE 19901-3612
DSHA PEACH CIRCLE	327 PEACH CIR	SMYRNA DE 19977-1031
DSP-HOM DIAC	34 STARLIFTER AVE	DOVER DE 19901
DSWA BRIDGEVILLE COLLECTION	16539 POLK RD	BRIDGEVILLE DE 19933
DTCC EAST BUILDING	4TH AND ORANGE ST	WILMINGTON DE 19801
DTCC NEW CASTLE	97 PARKWAY CIR	MONTCHANIN DE 19710
DTCC OFFICE OF THE PRESIDENT	EAST CAMPUS DR	DOVER DE 19901-2221
DTCC SE BUILDING COMP	2ND AND SHIPLEY ST	WILMINGTON DE 19801
DTCC STANTON CAMPUS	400 STANTON CHRISTIANA RD	NEWARK DE 19713-2111
DTCC WEST BUILDING	3RD AND TATNALL ST	WILMINGTON DE 19801
DTCC WEST BUILDING RCY	3RD AND TATNALL ST	WILMINGTON DE 19801
DVMC MILLSBORO	26669 PATRIOTS WAY	MILLSBORO DE 19966-1696
EMILY P BISSELL HOSPITAL	3000 NEWPORT GAP PIKE	WILMINGTON DE 19808-2300
FACILITIES MGT BLDG & GROUNDS	192 TRANSIT LN	DOVER DE 19901-4670
FLETCHWOOD COMMUNITY CECIL COU	200 CHESAPEAKE BLVD STE 1	ELKTON MD 21921-6679
FORT DUPONT STATE PARK	45 CLINTON STREET,GIFT SH	CHRISTIANA DE 19702
GANDER HILL PRISON	1301 E 12TH ST	WILMINGTON DE 19802-5315
GANDER HILL PRISON	12TH ST	WILMINGTON DE 19802
GARFIELD P.A.L.	26 KARLYN DR	NEW CASTLE DE 19720-1235
GILLIAM BLDG	77 READS WAY	NEW CASTLE DE 19720-1648
GOLDEY BEACOM COLLEGE	4701 LIMESTONE RD	WILMINGTON DE 19808-1927
GOV BACON HEALTH CENTER	248 KENT AVE	DELAWARE CITY DE 19706
GOV BACON MAINT BLDG	1901 N DUPONT HWY	NEW CASTLE DE 19720-1160
HOCKESSIN P.A.L.	7259 LANCASTER PIKE	HOCKESSIN DE 19707-9271
HODGSON VO-TECH HIGH SCHOOL	2575 GLASGOW AVE	NEWARK DE 19702-4747
HOWARD HIGH SCHOOL OF TEHNOLOGY	401 E 12TH ST	WILMINGTON DE 19801-3403
HUDSON CENTER	501 OGLETOWN RD	NEWARK DE 19711-5499
INDIAN RIVER- CARVERY ACADEMY	30207 FRANKFORD SCHOOL RD	FRANKFORD DE 19945-2616

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

INDIAN RIVER-EDUCATIONAL COMPL	31 HOSIER ST	SELBYVILLE DE 19975-9300
INDIAN RIVER-GEORGETOWN ELEM	301 W MARKET ST	GEORGETOWN DE 19947-2317
INDIAN RIVER-HIGH SCHOOL	29772 ARMORY RD	DAGSBORO DE 19939-4354
INDIAN RIVER-HOWARD T ENNIS	20346 ENNIS RD	GEORGETOWN DE 19947-4108
INDIAN RIVER-JOHN CLAYTON ELEM	252 CLAYTON AVE	FRANKFORD DE 19945-2007
INDIAN RIVER-LONGNECK ELEM	26064 SCHOOL LN	MILLSBORO DE 19966-6266
INDIAN RIVER-LORD BALT ELEM	120 ATLANTIC AVE	OCEAN VIEW DE 19970-9152
INDIAN RIVER-LORD BALT RECYCLE	RTE 26	OCEAN VIEW DE 19970
INDIAN RIVER-MILLSBORO MIDDLE	302 E STATE ST	MILLSBORO DE 19966-1114
INDIAN RIVER-N GEORGETOWN ELEM	664 N BEDFORD ST	GEORGETOWN DE 19947-2162
INDIAN RIVER-NEW SUSSEX CENTRA	26026 PATRIOTS WAY	GEORGETOWN DE 19947-2584
INDIAN RIVER-PHILLIP C SHOWELL	41 BETHANY RD	SELBYVILLE DE 19975-9552
INDIAN RIVER-SCHS & GTOWN ELEM	301 W MARKET ST	GEORGETOWN DE 19947-2317
INDIAN RIVER-SELBYVILLE MIDDLE	BETHANY RD	SELBYVILLE DE 19975
INLAND BAYS REGIONAL WASTE WAT	29445 INLAND BAYS RD	MILLSBORO DE 19966-2632
KIMBERTON POLICE ACADEMY	201 KIMBERTON RD	NEWARK DE 19713
KIRKWOOD HIGHWAY LIBRARY	6000 KIRKWOOD HWY	WILMINGTON DE 19808-4817
LAUREL FIRE DEPT	205 W 10TH ST	LAUREL DE 19956-1910
LAUREL FIRE DEPT	SUBSTATION 229022 FIRE T	LAUREL DE 19956
LEGISLATIVE HALL	411 LEGISLATIVE AVE	DOVER DE 19901-3623
MARSHALLTON SCHOOL	1703 SCHOOL LANE	WILMINGTON DE 19804-
MOSQUITO CONTROL NCCD BLDG	2430 OLD COUNTY RD	NEWARK DE 19702-4702
NEW CASTLE COUNTY COURTHOUSE	500 KING ST	WILMINGTON DE 19801
NEW CASTLE COUNTY PARKS	100 NEW CHURCHMANS RD	NEW CASTLE DE 19720-3192
NEW CASTLE COUNTY PARKS	BARREL SERVICE	NEW CASTLE DE 19720-3192
NEW CASTLE COUNTY PARKS	MARYLAND AVE & MIDDLEBOR	WILMINGTON DE 19804
NEW CASTLE COUNTY PARKS	SALEM CHURCH RD	NEWARK DE 19702
NEW CASTLE COUNTY PARKS	NEWPORT GAP PK & FAULKLA	WILMINGTON DE 19808
NEW CASTLE COUNTY PARKS	GALLAGHER RD	NEWARK DE 19702
NEW CASTLE COUNTY PARKS	MC KENNANS CHURCH RD	WILMINGTON DE 19808
NEW CASTLE COUNTY PARKS	GREENBANK RD	WILMINGTON DE 19808
NEW CASTLE COUNTY PARKS	KIAMENSKI RD	WILMINGTON DE 19804
NEW CASTLE COUNTY PARKS	1300 FOULK RD	WILMINGTON DE 19803-2766
NEW CASTLE COUNTY PARKS	SILVERSIDE RD	WILMINGTON DE 19810
NEW CASTLE COUNTY PARKS	ASPEN DR	CHRISTIANA DE 19702
NEW CASTLE COUNTY PARKS	NAAMANS RD	WILMINGTON DE 19810
NEW CASTLE COUNTY PARKS	VALLEY RD	HOCKESSIN DE 19707
NEW CASTLE COUNTY PARKS	BIZZARE DR	NEW CASTLE DE 19720
NEW CASTLE COUNTY PARKS	RT 72 AND POLLY DRUMMOND	NEWARK DE 19711
NEW CASTLE COUNTY PARKS	MOORES LN	NEW CASTLE DE 19720
NEW CASTLE COUNTY PARKS	RT 40 & RT 896	NEWARK DE 19702
NEW CASTLE COUNTY PUBLIC SAFET	MINQUADALE BLVD	NEW CASTLE DE 19720
NEW CASTLE COUNTY PUBLIC SAFETY	400 LENAPE WAY	CLAYMONT DE 19703-3331
NORTHEAST CENTER	1624 JESSUP ST	WILMINGTON DE 19802-4210
OMB-MGMT SERVS BLDG 10S01	23708 SHORTLY RD	GEORGETOWN DE 19947-4753

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

OMMENLANDEN RANGE	1205 RIVER RD - RTE 9	NEW CASTLE DE 19720-5107
PINEY NECK WASTEWATER TREATMT	29535 PINEY NECK RD	DAGSBORO DE 19939
PORTER CENTER	509 WEST 8TH ST	WILMINGTON DE 19801-1407
RE EDUCATION CENTER	4876 HAY POINT LANDING RD	SMYRNA DE 19977-3345
SEAFORD SCHOOLS BLADES KINDERG	900 S ARCH ST	BLADES DE 19973-4553
SEAFORD SCHOOLS CENTRAL ELEMEN	1 DELAWARE ST	SEAFORD DE 19973-1433
SEAFORD SCHOOLS DISTRICT OFFIC	390 MARKET ST	SEAFORD DE 19973-2612
SEAFORD SCHOOLS FRED DOUGLAS	1 SWAIN RD	SEAFORD DE 19973-2826
SEAFORD SCHOOLS HIGH SCHOOL	399 N MARKET ST	SEAFORD DE 19973-2611
SEAFORD SCHOOLS MIDDLE SCHOOL	500 E STEIN HWY	SEAFORD DE 19973-1528
SEAFORD SCHOOLS WEST ELEMENT	511 SUSSEX AVE	SEAFORD DE 19973-2041
ST GEORGES TECHNICAL HIGH SCHOOL	555 HYETTS CORNER RD	MIDDLETOWN DE 19709-8907
ST JONES RESERVE DNERR	818 KITTS HUMMOCK RD	DOVER DE 19901-7093
STATE OF DE DEPT OF JUSTICE	102 W WATER ST	DOVER DE 19904-6750
STATE OF DE DIV OF MOTOR VEHIC	245 MCKEE RD	DOVER DE 19904-2232
STATE OF DE DOT M AND O	96 SIGN SHOP RD	DOVER DE 19901
STATE OF DE DOT PARK AND RIDE	546 BEDFORD ST	GEORGETOWN DE 19947-1852
STATE OF DE JP COURT #1	9 MAIN ST	FRANKFORD DE 19945-9516
STATE OF DE JP COURT 2	JOHN J WILLIAMS HWY	REHOBOTH BEACH DE 19971 9738
STATE OF DE JP COURT 9	757 N BROAD	MIDDLETOWN DE 19709-1171
STATE OF DE MILITARY ACADEMY	112 MIDDLEBORO RD	WILMINGTON DE 19804-1621
STATE OF DE POLICE AVIATION	4 TROOPERS WAY	MIDDLETOWN DE 19709-8877
STATE OF DE POLICE CREDIT UN	700 N BEDFORD ST	GEORGETOWN DE 19947-2151
STATE OF DE POLICE TROOP 1	603 PHILADELPHIA PIKE	WILMINGTON DE 19809-2587
STATE OF DE POLICE TROOP 6	3301 KIRKWOOD HWY	WILMINGTON DE 19808-6131
STATE OF DE POLICE TROOP 9	414 MAIN ST	ODESSA DE 19730
STATE OF DE POLICE WEIGH STATN	4700 DUPONT PKWY	TOWNSEND DE 19734-9732
STATE OF DE STATE TROOPERS ASC	6349 N DUPONT HWY	CHESWOLD DE 19936
STATE OF DE STONE TAVERN	254 MAIN ST	LITTLE CREEK DE 19961
STATE OF DE-DE PUBLIC ARCHIVES	121 DUKE OF YORK ST	DOVER DE 19901-3638
STATE OF DE-DIV OF PUB HEALTH	30 SUNNYSIDE RD	SMYRNA DE 19977-1707
STATE OF DELAWARE C/O JOE KLIN	632 BENGE RD	HOCKESSIN DE 19707
STATE OF DE-PARK & RIDE	20055 SHUTTLE RD	REHOBOTH BEACH DE 19971
STATES MEDICAL EXAMINER	200 S ADAMS ST	WILMINGTON DE 19801-5104
SUSSEX COMMUNITY CORRECTION	23207 DUPONT BLVD	GEORGETOWN DE 19947-2664
WHITE CLAY CREEK STATE PARK	121 SMITH MILL RD	NEWARK DE 19711-3311
WHITE CLAY CREEK STATE PARK	425 WEDGEWOOD RD	NEWARK DE 19711-2123
WILLIAM PENN BLDG	801 SILVER LAKE BLVD	DOVER DE 19904-2407
WILMINGTON AIRPORT MAINTENANCE	2721 N PARK DR AIR GUARD	NEW CASTLE DE 19720
WILMINGTON STATE PARK - BAYNA	* WEST 18TH ST	WILMINGTON DE 19802
WOLFE NECK W/W TREATMENT PLANT	36160 WOLF NECK RD	REHOBOTH BEACH DE 19971-8719