

***MODIFICATION #1 – MARCH 20, 2017**

Document Destruction and Disposal
Duration: January 15, 2017 to January 14, 2022
There is an Option to Extend Not to Exceed Five (5) Years

Pro Shred St Louis
1988 A Innerbelt Business Center Dr.,
Overland, MO 63114

Buyer: Dotlyn Bedessie
(T): 314-622-4369
(F): 314-622-4141
(E): bedessied@stlouis-mo.gov

Document #: 70945; Bond: None
Contact: Laura Matheny
(T): 314-778-9595
(E): Laura.Matheny@proshred.com

Cooperative Procurement: Yes
Payment Terms: Net 30
Tax Check: 3/15/2017
EPLS Check: 3/15/2017
Duns #: None

To activate new service call 314-778-9595 (Customer Service) and give them your Department Account Number (see Attachment “A” Department Listing). If you need to establish a Department Account Number, contact Dotlyn Bedessie, Supply Division.

Scheduled Services Prices – A
(Per Container)

****Please note that all service is Onsite only**

Containers	Process Used	Price
36” Executive Console (80 lbs)	Cut/Pierce & Tear	\$7.20
65 Gallons Secure Bin	Cut/Pierce & Tear	\$12.00
95 Gallons secure Bin	Cut/Pierce & Tear	\$18.00

Scheduled Services Prices – Media Destruction – B
(Per Weight/Item)

Materials	Unit of Measure	Process Used	Price
Hard Drives & Tapes - Bulk	Per Lbs	Pierce & Tear	\$1.25
Vault (Tapes & Plastic)	Per Item	Pierce & Tear	\$1.50
Vault (Hard Drives)	Per Item	Pierce & Tear	\$5.00

Supplemental Pricing Schedule

Program Setup Fees

Program Setup includes the initial delivery and placement of collection containers at the Customer's Location for 60 days after the Contract Effective Date.

Description	Price	Per
Program Setup Fee	\$0.00	Fee Waived

Minimum Shredding Service Charge

A Minimum Shredding Service Charge is applicable to all work orders. This charge will apply when the total work order fees do not meet the minimum charge set forth in this Pricing Schedule.

Description	Price	Per
Minimum Shredding Service Charge	\$25.00	Per Service
On-Call Service Fees	\$0.00	Per Service
Secure Shredding Special Project - (Minimum) Service	\$110.00	Per Service

On-Call Service Fee

An additional fee charged to the work order for unscheduled service.

Description	Price	Per
On-Call Service Fees	\$0.00	-

Fuel Surcharge Policy

A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges.

Secure Destruction Projects

Special Project Services provided outside the scope of routine services will be quoted on a per project basis. Pricing for transactional services listed on the Pricing Schedule may differ when they are part of a special project. Additional Labor Fees and a Minimum Service Fee may apply.

Labor

Labor charges may be assessed to perform services not specifically addressed in this schedule.

Description	Price	Per
Labor Charges	\$0.00	-
Labor Charges, Special Project	\$37.00	Per Hour
Fuel Surcharge Fees	\$0.00	-

Unless otherwise specified, pricing is for paper based shredding services. Shredding of other approved non paper-based media shall be quoted separately.

Customer Locations with restricted access or non-standard service requirements may be subject to additional fees.

Contractor's Employees (including drivers) that will perform shredding services.

The following Proshred St Louis employees will be responsible for providing service to the City of St. Louis under this contract:

- Owner/Sales Representative: Nguyen Violette
- Account Manager: Nguyen Violette
- Customer Service Associate: 314-778-9595
(Please provide Account number for shredding)

On-site couriers:

Howard Rhymes	Nguyen Violette
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I. General Requirements

1. The contractor shall provide document shredding and records disposal services for City Departments and Agencies (hereinafter referred to as the Client) listed in **Attachment 'A'**, in accordance with the provisions and requirements stated herein.
 - a) The contractor shall destruct and dispose of mixed office paper which shall include, but not necessarily be limited to, any or all of those items listed on **Attachment 'B'**. For purposes of this document, the term "records" shall be used to define those items to be destructed.
2. The contractor shall perform destruction and records disposal services during normal City of St. Louis office hours which are typically 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding Official City Holidays.
3. The contractor shall perform all services to the sole satisfaction of the Client as specified herein. The contractor shall understand that the Client may at any time throughout the contract, accompany the contractor during any collection, hauling, weighing, or shredding process being conducted by the contractor, except for confidential records. The contractor shall not restrict or in any way limit the client's right or ability to oversee any and all services provided by the contractor.

4. The contractor shall agree and understand that every City Department/Agency shall be given the opportunity to participate in the contract.

II. Performance Requirements

1. The contractor shall perform on-site destruction services as requested by the client or on a regular basis as mutually agreed upon between the contractor and each client. The contractor shall provide destruction and disposal services at a **minimum of 1 console (80 pounds)** of records for each client.
2. Contractor shall begin providing services no later than five (5) working days after a request for service is made, or the date mutually agreed upon between the client and the contractor. The client may request services by telephone, fax or other method as agreed upon between the contractor and the client.
3. The contractor shall collect all records from an identified location, measure/weigh all records using a certified scale, destroy completely, and provide the client with a Certificate of Destruction and weigh ticket. At a minimum, the Certificate of Destruction must include the name and/or address of the client's facility, date of service, description and capacity of records destroyed, service representative name and truck number and be signed by the client's designee observing the destruction.
 - a) The contractor shall shred all records to a maximum size of no greater than particles one inch or smaller.
 - b) The contractor shall clean up the on-site shredding area and ensure that all loose material particles are collected and removed each time on-site shredding services are performed.
4. In most cases, records to be destroyed will be in boxes in a locked storage area at the client's facility. Therefore the contractor, with accompaniment by a client's designee, shall transport the records on carts or other method from each storage area to the contractor's truck.
 - a) The contractor shall handle and transport all records in covered containers to insure that no record is lost or mislaid in route.

- b) The client reserves the right to retain all cardboard record boxes or if requested, the contractor shall remove and/or dispose of all cardboard boxes that were used to contain the records destroyed. The contractor is encouraged to reuse or recycle all cardboard boxes.
5. The contractor shall understand and agree that the City of St. Louis requires flexibility in the arrangements and methods for the collection of records on a client basis. The contractor shall coordinate and work in good faith with each client and designee in seeking and obtaining the arrangements and methods of collection.
 6. If requested, the contractor shall supply locked security containers, for the collection of records in the size(s) and quantity specified by each client utilizing the contract. The contractor shall provide all containers **free of charge**.

CONTAINERS (with drop-slot & key-locked device)

Size	Description	Capacity
36"	Executive Console	80 lbs.
65 Gallons	Secure Bin	65 Gallons
95 Gallons	Secure Bin	95 Gallons

- a) Each container shall have a drop-slot and a key-locked dead bolt. The contractor shall place each container in the location requested by the client provided that placement is in accordance with applicable fire codes.
- b) The contractor shall clearly mark containers for their intended use.
- c) The contractor shall not limit the number of containers at any particular site, however, if containers are requested, the client estimates that approximately one (1), 36" Executive Console, or 65 gallon container may be required for every 25-30 employees. The client designee shall notify the contractor if it is determined that different sizes or additional containers are required. The contractor shall coordinate and work in good faith with each client and designee in determining the number of containers required.

- d) The contractor shall retain ownership of the containers. The contractor agrees that the City of St. Louis shall not be responsible for any liability incurred by the contractor or the contractor's employees arising out of possession, use, maintenance, delivery, return, and/or collection from the containers provided by the contractor.
7. **Confidentiality** – Based on the confidential nature of some of the records, the contractor shall maintain the confidentiality of such records until destruction. The contractor and the contractor's personnel shall be prohibited from reading or copying any confidential material at any time. Therefore, as the need for confidentiality dictates, the contractor shall agree and understand that either of the following may be required, however the determination of what is required shall rest solely on the client.
- a) The client's designee shall witness the destruction of the confidential records.
 - b) The contractor shall submit a letter to the applicable client guaranteeing that the confidentiality of all such records were maintained from the time of collection until the records were destroyed and that none of the records were read or copied by the contractor or contractor's personnel prior to such destruction.
8. The contractor's personnel assigned to perform services under the contract must, at all times, wear a Photo ID Badge and uniform, which reflects the contractor's company name while on site. In addition, the contractor's personnel shall sign in and out on a log provided by each client.
- a) The contractor shall sign a signature log each time services are required to attest that all misprint and confidential records have been shredded. The signature log should have the date, time and location when destruction was completed and must also be countersigned by the client's designee. The signature log must be maintained at each participating client's location and made available for City/State/Federal audit purposes.
9. The contractor's personnel designated to work with confidential records shall be required to undergo a security background check and sign a statement of confidentiality guaranteeing non-disclosure of information. The confidentiality statement shall be designed, implemented, and maintained by the contractor.

10. If requested the contractor shall replace any personnel with whom the client is not satisfied.

III. Recycling Requirements

1. The contractor shall recycle those destroyed records that are recyclable and must submit a quarterly report of all destruction services performed.
 - a) The contractor shall submit the quarterly report to:
Dotlyn Bedessie
Supply Division
1200 Market Street – Room 324
St. Louis, MO 63103
 - b) The quarterly report must be submitted no later than the 15th of the month following the quarter and must document the actual capacity of records destroyed at each City of St. Louis location each day and the actual capacity of all destroyed records recycled during the quarter.
2. **As an incentive for the contractor to lower prices, the contractor may keep all funds received from the sale of recyclable records stated herein.**

IV. Other Requirements

1. The contractor shall furnish all material, labor, vehicles, equipment, and supplies necessary to perform the services required herein.
2. Liquidated Damages: The contractor is hereby informed and shall further understand and agree that liquidated damages shall be assessed for each day the contractor is late in providing destruction services if such lateness causes the client to incur additional record storage costs. The determination of such lateness shall rest solely on each client. Since the amount of the actual damages would be difficult to establish, the contractor shall understand and agree that **\$15.00 per day** as liquidated damages shall be reasonable and fair under the circumstances.
 - a) Liquidated damages shall be compounded for each day past the scheduled date or for each day after five (5) days from the request for service, until services are provided, unless the reason for the delay is due to “causes beyond the contractor’s control”.

- b) Such causes beyond the contractor's control may include, however are not restricted to: acts of God, fires, floods, epidemics, quarantine restrictions, strikes and embargoes. In all cases, the failure to perform must be beyond the control of, and without the fault or negligence of, either the contractor or any subcontractor(s). The applicable client shall make the decision as to what constitutes a "cause beyond the contractor's control". The decision shall be final and without recourse. The contractor shall take all possible steps to recover from any such occurrences and shall contact the client to reschedule services.
- c) The contractor shall agree and understand that the liquidated damages shall either be deducted from the total amount due the contractor for services provided or paid by the contractor as a direct payment to the applicable client. The decision as to how liquidated damages are collected shall be made by the client and the client's decision shall be final and without recourse.

V. Invoicing and Payment Requirements

- 1. The contractor shall submit a monthly invoice no later than the 15th day of the following month to each client for which services were provided during the month.
 - a) Each invoice shall be itemized by date of service, capacity of records destroyed, fixed price and the total invoice amount.
- 2. Upon receipt of a properly prepared invoice, the contractor shall be paid by each client in accordance with the applicable price per pound as stated on the Pricing Page.
- 3. Other than the payments specified above, no other payments or reimbursements shall be made to the contractor.
- 4. **Contract Period:** The original contract period shall be for a period of three years from date of award. The contract shall not bind, nor purport to bind, the City of St. Louis for any contractual commitment in excess of the original contract period. The Supply Commissioner shall have the right, to renew the contract for a period not to exceed the length of the original contract.

5. **Contract Liability:** The contractor shall be responsible for any and all injury or damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition to the liability imposed upon the contractor on account of personal injury, bodily injury (including death), or property damage suffered as a result of the contractor's negligence, the contractor assumes the obligation to save the City of St. Louis, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold the City of St. Louis, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.
 - a) However, the contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the City of St. Louis, including its agencies, employees and assignees.
6. **Insurance:** The contractor shall understand and agree that the City of St. Louis cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the City of St. Louis, its agencies, its employees, its clients and the general public against any such loss, damage and/or expense related to his/her performance under the contract.
7. **Contractor Status:** The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the City of St. Louis. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the City of St. Louis, its officers, agents, and employees harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

8. **Substitution of Personnel:** The contractor agrees and understands that the City of St. Louis' agreement to the contract is predicated in part on the utilization of the specific individual(s) identified in the bid on Attachment 'C'. Therefore, the contractor agrees that no substitution of such specific individual(s) and/or personnel qualifications shall be made without the prior written approval of the City of St. Louis. The contractor further agrees that any substitution made pursuant to this paragraph must be equal or better than originally proposed and that the client's approval of a substitution shall not be construed as an acceptance of the substitutions performance potential. The City of St. Louis agrees that an approval of a substitution will not be unreasonably withheld.

9. **Subcontractors:** Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the City of St. Louis and to ensure that the City of St. Louis is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the City of St. Louis and the contractor.

The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein.

The contractor must obtain the approval of the City of St. Louis prior to establishing any new subcontracting arrangements and before changing any subcontractors.

10. **Confidentiality:** Due to the sensitivity of the records being destroyed, the contractor shall not disclose any information obtained from the records in the event the contractor observes any such records during the course of pick-up and destruction.

11. **Commercial Drivers License:** The contractor and the contractor's drivers who, in the provision of services under the contract: (1) operate a vehicle over 26,000 pounds, (2) haul hazardous material, (3) transport more than 15 passengers, or (4) engage in any other activity outlined in the Uniform Commercial Drivers License Act (UCDLA). The contractor must comply with the requirements of the UCDLA. The contractor must submit proof or verification of compliance with such act to the City of St. Louis Supply Commissioner no later than 30 calendar days after the contract is awarded.
12. **The City of St. Louis Supply Commissioner reserves the right to reject any and all bids.**

Quarterly Reports: Vendor shall provide reports by January, April, July and October 15th of each year to the Supply Buyer. Reports should detail contract items purchased including price (unit and total), quantity and ordering department. The City of St. Louis will not pay for these reports.

Note: Payments hereunder are subject to annual appropriation.

Subletting: Subletting or assigning of any bid under these specifications, or any contract to a successful bidder under these specifications, cannot be made without the approval of the City.

Price Escalation: Prices quoted must be firm for one (1) year from date of award. The vendor must provide notification of any proposed price increase **forty-five (45)** days prior to the proposed effective date. The amount of the increase shall not exceed actual documented increase in Vendor's Direct Cost and shall not ever total more than 5% in any one year. To request a price increase, the Vendor must submit a letter setting the amount of the increase, along with an itemized list of any increased prices, showing the Vendor's current price, revised price, the actual dollar difference and the percentage of the price increase by line item. Documentation from the Vendor's supplier(s) showing the actual dollar increase/decrease to the Vendor must accompany this request. Such documentation from the Vendor's supplier must clearly show the dollar increase incurred by the Vendor on the applicable Contract per item bid. The letter and documentation shall be sent to the following address: Supply Commissioner, City of St. Louis, 1200 Market Street, Room 324, St. Louis, MO 63103. If the Supply Commissioner approves the increase, the Vendor will be notified in writing; no price increase will be effective until the Vendor receives this notice.

Termination: The City of St. Louis Missouri reserves the right to cancel this contract by giving 30 days written notice at the Contractor's regular mailing address.

**ATTACHMENT A
CITY OF ST. LOUIS - DEPARTMENT ACCOUNT NUMBERS**

If you need to establish an account, contact Dotlyn Bedessie at 314-622-4369 or email her at bedessied@stlouis-mo.gov. Call Laura Matheny (PROSHRED) at 314-778-9595 to schedule document shredding, be sure to provide your account number.

Rev. 3-17-2017

Account #	DEPT. NAME	ADDRESS	ZIP CODE	DEPT. CONTACT
120	MAYOR'S OFFICE	1200 MARKET ST RM 200	63103	ELIZABETH MANDEL 314-622-4079
123	PERSONNEL SERVICES	1114 MARKET ST - RM 700 or 728	63103	DEBBIE GIBBS 314-622-5721
123A	EMPLOYEE RETIREMENT SYSTEM	1114 MARKET ST - RM 900	63101-2009	DENISE DROEGE RICHARD OLLIGES 314-622-5742
123B	PERSONNEL - EMPLOYMENT BENEFITS	1114 MARKET ST - RM 912	63101-2009	RAQUEL COOPER 314-622-5743
123C	FIREFIGHTERS' RETIREMENT PLAN	1114 MARKET ST - RM 740	63101-2009	JANICE FAIRLESS 314-622-3216
127	ITSA (INFORMATION TECHNOLOGY SERVICES AGENCY)	1200 MARKET ST RM 215	63103	VAL SHOPP 314-589-6003
139	CITY COUNSELOR'S OFFICE	1200 MARKET ST - RM 314	63103-2863	DEBBY NICCUM 314-622-3363
160	COMPTROLLER'S OFFICE - FEDERAL GRANTS	1200 MARKET ST - RM 311	63103-2630	TAMMY GARRETT 314-589-6034
214	PARKS, RECREATION & FORESTRY	5600 CLAYTON AVE - FOREST PARK ATTN: VANESSA CARTER	63110	DENISE ROBERTS 314-613-7204
310	22 ND JUDICIAL CIRCUIT CT - TUCKER	10 N TUCKER BLVD - 3 RD FL	63101-2049	TOM NOLAN 314-622-3321

Document Destruction and Disposal...con't.

Account#	DEPT. NAME	ADDRESS	ZIP CODE	DEPT. CONTACT
310A	22 ND JUDICIAL CIRCUIT CT - MARKET	1114 MARKET ST - 2 ND FL	63101-2049	TOM NOLAN 314-622-3321
310B	CIRCUIT CLERK OFFICE - ARCHIVES	710 N TUCKER	63101	KATHY GRILLO JERRY TUCKER 314-641-8309
311	COURT ADMINISTRATOR'S OFFICE - PRE TRIAL HOLDOVER	200 SOUTH TUCKER	63101-2027	YVONNE EDWARDS 314-622-3340
311A	COURT ADMINISTRATOR'S OFFICE - PRE TRIAL RELEASE	1114 MARKET ST - RM 108	63101-2027	PEGGY GRUENLOH 314-622-4426
311B	ADMINISTRATOR'S OFFICE - JUDGES	10 N TUCKER - RM 412	63101	PEGGY GRUENLOH 314-622-4426
313	JURY SUPERVISOR	10 N TUCKER - RM 318	63101	MARY LAMB 314-622-3711
316	CITY COURTS	1520 MARKET ST - RM 1120	63103	YVETTE MAYHEM 314-657-1874
320	JUVENILE COURTS	920 N VANDEVENTER AVE	63108-3592	PATTY HEWITT 314-552-2013
320A	JUVENILE COURTS	3827 ENRIGHT	63108-3592	CATHY HORJES 314-552-2500
320B	JUVENILE COURTS, UNIT A	2741A CHEROKEE - 2 ND FL	63108-3592	JACK MURPHY 314-552-2335
321	DRUG COURT	1114 MARKET ST - RM 526	63101-2039	BARBARA LENTZ 314-622-4924
331	LICENSE COLLECTOR	1200 MARKET - RM 104	63103	ALNITA HOPKINS 314-622-4643
415	WATER DIVISION - DATA PROCESSING	1640 S KINGSHIGHWAY BLVD.	63110-2285	TOM SKILLMAN 314-633-9084
420	AIRPORT - MATERIALS MANAGEMENT	4780 SAINT ANDREW LANE	63044-2331	TINA GRAVES 314-551-5304

Document Destruction and Disposal...con't.

Account #	DEPT. NAME	ADDRESS	ZIP CODE	DEPT. CONTACT
420A	BUSINESS DIVERSITY DEVELOPMENT	10701 LAMBERT INT'L BLVD; RM MT-1296	63145	STEPHANIE WEEDEN 314-426-8111
514	STREET DEPARTMENT	1900 HAMPTON AVE	63139-2988	PAM MUESSIG 314-647-3111 X1405
611	ST LOUIS FIRE DEPARTMENT HEADQUARTERS	1421 N JEFFERSON AVE	63106-2100	CYNTHIA DIXON 314-289-1950
611A	ST LOUIS FIRE DEPARTMENT (EMS)	2634 HAMPTON AVE	63139	TRACY BRADY LINDA CROCKER 314-645-9160
616	EXCISE DEPARTMENT	1200 MARKET STREET RM 418	63103	GWENDOLYN CHERRY-SIMS 314-622-4191 MILDRED GIVENS 314-622-4193
622	NEIGHBORHOOD STABILIZATION (NS) & CITIZENS SERVICE BUREAU (CSB)	1520 MARKET ST RM 4087	63103	SONIA RIVERA 314-657-1391
625	CITY EMERGENCY MANAGEMENT (CEMA)	1915 OLIVE - 6 TH FLOOR	63103-1625	LIL EZELL 314-444-5466
632	DEPT OF CORRECTIONS - MEDIUM SECURITY	7600 N HALL ST	63102-1152	EMMA HARRIS 314-621-5848 X1074
633	DEPT OF CORRECTIONS - CITY JUSTICE CENTER (CJC)	200 S TUCKER BLVD	63102-1152	JOHN MCDONALD 314-621-5848 X1053
650	ST LOUIS METROPOLITAN POLICE DEPARTMENT	1222 CLARK AVENUE	63103	BOB GEORGE 314-444-5539
715	HEALTH DEPT - ENVIRONMENTAL SERVICES	1520 MARKET ST - RM 4051	63103	MICHELLE TURNER 314-657-1528
800	HUMAN SERVICES	1520 MARKET ST - RM 4065	63103	VALERIE RUSSELL 314-657-1651

Account #	DEPT. NAME	ADDRESS	ZIP CODE	DEPT. CONTACT
SLDC	ST LOUIS DEVELOPMENT CORP	1520 MARKET ST - RM 2000 - ATTN: MELANIE PELLETIER	63103	MELANIE PELLETIER 314-657-3708 SOULA JESSEN 314-657-3751

**ATTACHMENT "B"
MIXED OFFICE PAPER**

The following materials shall be considered acceptable for Mixed Office Paper pursuant to the requirements of this document.

WHITE & COLORED PAPER & CARDSTOCK (ALL GRADES AND COLORS), INCLUDING, BUT NOT LIMITED TO: Copier, Computer, Fax, Ledger, Card Stock, NCR Forms (carbonless) & Road Maps
ALL ENVELOPES WITH OR WITHOUT ADHESIVE LABELS AND STAMPS, AND WITH OR WITHOUT PLASTIC WINDOWS, INCLUDING, BUT NOT LIMITED TO: Regular #10, Window, Kraft (Brown) & White
ADDING MACHINE TAPE
POST-IT NOTES
FILE FOLDERS (MANILA)
COPIER PAPER (REAM) WRAPPERS
CONFIDENTIAL MATERIALS: Boxed & Marked as confidential
NEWSPRINT PAPER AND PUBLICATIONS, INCLUDING, BUT NOT LIMITED TO: Newspapers, City (telephone books), State (telephone books) & Statute Books & Revisions
BOOKS OR BOUND MATERIALS, REGARDLESS OF QUALITY OF PAPER OR TYPE OF BINDING Photographs, Blueprints, Magazines, Catalogs, Junk Mail, Sales Literature & Brochures , Calendars & Publications
GLOSSY & COATED PAPER, INCLUDING, BUT NOT LIMITED TO: Microfilm, Microfiche, X-rays, Paper Clips, Staples, Spiral & GBC Bindings & Rubber Bands