

Attachment One
Request for Proposal Number 6319 Z1

Definition of Materials

The following materials shall be considered acceptable for document destruction and disposal services pursuant to the terms and conditions identified in this RFP

White and Colored Paper and cardstock (All grades and colors), including, but not limited to:	Copier paper Computer Paper Fax paper Ledger paper 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	
Shredded Paper	May be in bags
Confidential materials	Boxed and marked as confidential
Newsprint Paper and Publications, including, but not limited to:	Newspapers City Telephone Books State Telephone Books NE State Statute Books and Revisions
Books or Bound materials, regardless of quality of paper or type of binding	
Glossy and Coated Paper, including, but not limited to:	Magazines Catalogs Junk Mail Sales Literature & brochures Calendars Publications
Non-paper items, including, but not limited to:	Paper clips Staples Spiral and GBC (Plastic Comb) Bindings Rubber bands Binder Clips
Additional non-paper items that require destruction include, but are not limited to, the following:	X-Rays Magnetic Tapes Computer Disks Roll Film Micro Fiche Aperture Cards Other Miscellaneous Items