



TETRA TECH

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Addendum #01

Delaware Department of Correction
James T. Vaughn Correctional Center
Electrical Switchgear & Emergency Generator Replacement

Tt Project No. 200-01291-13035/16049-11003

Addendum No. 1
to
Drawings and Project Manual

May 9, 2013

To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:

Original DRAWINGS dated May 1, 2013

PROJECT MANUAL dated May 1, 2013.

Acknowledge receipt of the ADDENDUM in the space provided on the BID FORM

This ADDENDUM consists of one (1) page, not including the attachments:

REISSUED PROJECT MANUAL SECTIONS

Section 01 33 00 Submittal Procedures

1.0 PROJECT MANUAL MODIFICATIONS

ITEM 1.C.1 Section 01 33 00 Submittal Procedures

DELETE existing section in its entirety and **REPLACE** with revised section attached to this addendum.

ATTACHMENT LIST

1. Pre-Bid Meeting Record
2. Pre-Bid Meeting Sign-In Sheet
3. Section 01 33 00 Submittal Procedures
4. Plan Holder's List (Bid Register)
5. JTVCC Security Clearance Application
6. DOC Tool Inventory List Form

END OF ADDENDUM No. 1

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Pre-Bid Meeting Record

Meeting Date: Wednesday, May 1, 2013 @ 10:00 a.m.

Publication Date: May 9, 2013

Prepared By: Scott D. Parlow, P.E.

Tt Project No.: 200-01291-13035 / 16049-11003

M&A Comm. No.: 10-3282-E

Regarding: JTVCC C-Building Electrical Switchgear & Emergency Generator Replacement
OMB/DFM/DOC Contract No: MC3804000017

Attendees

Beverly Bartlett	OMB/DFM/DOC Project Mgr.	302-739-5644	beverly.bartlett@state.de.us
Eric Smeltzer	DOC Capital Programs Admin	302-857-5261	eric.smeltzer@state.de.us
Thomas Lipa Jr.	Dvorak LLC	410-686-8727	tlippa@dvorakllc.com
Chuck Arnott	Diamond Electric Inc.	302-697-3296	chuck@diamondelec.org
Daniel Turner	Philips Bros Electrical Contractor	610-458-8578	sarah@philipsbrothers.com
Mike Reynolds	Shelly Sons Electrical Inc.	302-444-4595	micheler@shellysons.com
Ted Kelly	Wohlsen Construction Co., Inc.	302-324-9900	tkelly@wohlsen.com
Dan Colbert	The Chappy Corp.	617-884-2525	dmason@chappycorp.com
Jimmie Fitzsimmons	Superior Electric Inc.	302-658-5949	jimmie@superiorelectric.biz
Brian Cummings	Carr & Duff Inc.	215-672-4200	bcummings@carrduff.com
Larry Buyarski	Preferred Electric Inc.	302-322-9568	lsbuyarski@preferredinc.net
Ed Clerval	Anchor Electric Inc.	302-221-6111	edward.clerval@cavtel.net
Steve Serbu	Amakor Inc.	302-834-8664	Amakor@aol.com
Matt Smith	Cianbro Inc.	443-257-2176	mjsmith@cianbro.com
Matt Bailey	Power Plus Electrical Const.	302-736-5070	mattb3@prodigy.net
Mike Voss	Nickle Electrical Inc.	302-453-4000	mvoss@nickleelectrical.com
Gary Wolf	Current Solutions Inc.	302-736-5210	cursolinc@comcast.net
Scott D. Parlow PE	Tetra Tech, Inc.	302-738-7551	scott.parlow@tetratedch.com

Additional Distribution

Greg Christian	DOC Facilities Maint. Manager	302-739-5601	greg.christian@state.de.us
Mike Lenigan	JTVCC Maint. Superintendent	302-577-3004	mike.lenigan@state.de.us
Karen Hooks	Reed Construction Data	770-209-3466	karen.hooks@reedbusiness.com
Nancy Handlin	Delaware Contractors Assoc.	302-994-7442	nhandlin@e-dca.org

Item

Number

Item

1. A Mandatory Pre-Bid Meeting for the above referenced project was held in the large conference room at the Division of Facilities Management Headquarters, 3rd Floor, Suite 1 of the Thomas Collins Building in Dover, Delaware on Wednesday, May 1, 2013 at 10:00 am. Those in attendance are noted above.

2. Sealed bids for this project will be received by the State of Delaware, Office of Management & Budget, Division of Facilities Management, in the reception area of DFM at the Thomas Collins Building, 540 South DuPont Highway, Dover, Delaware, until 2:00 p.m. local time on Thursday, May 30, 2013, at which time they will be publically opened, read aloud, and recorded. Bidders bear the risk of late delivery. Any bids received after the stated time will be returned unopened.
3. This is a mandatory Pre-Bid Meeting and Prime Bidders are limited to those in attendance.
4. A Site Walk Through has been scheduled for Tuesday, May 21, 2003 at 10:00 am at the site. Contractors shall meet at the Main Gatehouse of the Facility. Driver's Licenses are required for access to the Facility. Lock all unnecessary items including pocket knives and cell phones in vehicle.
5. Contractors must submit background checks for those employees that wish to attend the Site Walk Through. Fax the forms to 302-653-2855 by end of business on May 6, 2013.
6. For further bidding information relating to the bid and signature forms, the Contractors are directed to contact Beverly Bartlett, OMB/DFM/DOC Project Manager at 302-739-5644.
7. The Wage Rates for this project shall be as determined by the Delaware Department of Labor and Division of Industrial Affairs for New Castle County. A certified copy has been included in the Project Manual. However, Contractors are responsible to contact the Delaware Department of Labor to receive verification of the most current Wage Rate Scale.
8. A general review of the Project Manual was performed. The following specification sections were reviewed.

<u>Section</u>	<u>Article</u>	<u>Title</u>
00 11 16	--	Advertisement for Bids
00 21 13	1.1	Definitions
	1.10	Addenda
	1.16	Unit Price
	2.0	Bidder's Representation
	2.1	Pre-Bid Meeting
	3.0	Bidding Documents
	3.1	Copies of Bid Documents
	3.2	Interpretation or Correction of Bidding Documents
	3.3	Substitutions
	3.4	Addenda
	4.0	Bidding Procedures
	4.1	Preparation of Bids
	4.2	Bid Security
	4.3	Subcontractor List
	4.5	Prevailing Wage Requirements
	4.6	Submission of Bids
	5.4	Acceptance of Bid and Award of Contract
	7.0	Performance Bond & Payment Bond
	7.1	Bond Requirements
00 22 13	1.01	Additional Instructions to Bidders – General
	1.02	Qualification of Bidders
	1.03	Definitions
	1.04	Bid Form
	1.05	Contract Time

00 30 00	--	Bid Form
00 41 13	--	Bid Bond Form
00 52 13	AIA 101-2007	Standard Form of Agreement Between Owner & Contractor
00 61 13.13	--	Performance Bond Form
00 61 13.16	--	Payment Bond Form
00 62 76	AIA G-702 AIA G-703	Application & Certification for Payment Continuation Sheet
00 72 13	AIA 201-2007	General Conditions for the Contract for Construction
00 73 13	1.1 3.5 3.11 9.2 9.3	Supplementary General Conditions - General Warranty Documents and Samples at the Site Schedule of Values Applications for Payment
00 73 46	--	State of Delaware Wage Rate Schedule
00 81 13	1.0 5.1 5.2 7.0	General Requirements - General Subcontracting Requirements Penalty for Substitution of the Contract Changes in the Work
00 82 13	1.01 1.03 1.04 1.05 1.08 1.10 1.17 1.18	Additional General Contracting Requirements – General Work Included Work Not Included Security Continuity of Services Responsibility for Damage and Care of State Property As-Built Drawings Working at a Department of Correction Facility
01 22 00	1.0 1.03	Unit Prices – General Schedule of Unit Prices
01 23 00	1.01 1.02	Alternates of Scope – General Alternates
01 29 00	1.01 1.03	Payment Procedures – General Format and Data Required
01 31 19	1.01 1.02 1.03	Project Meetings – General Pre-Construction Meeting Periodic Progress Meetings
01 33 00	1.01 1.02 1.04	Submittal Procedures – General Items to be Submitted at Start of Job Shop Drawings
01 35 13.16	1.01 1.03	Special Security Procedures for Detention Facilities - General Person Identification & Background Check
01 77 00	1.01 1.02 1.03	Closeout Procedures – General Pre-Final Review Substantial Completion

	1.04	Final Review
	1.05	Documents Required to Final Payment
02 41 19	1.01	Demolition and Removal (including Underground Fuel Oil Storage Tanks)
	3.03	Existing Underground Storage Tank Fuel Removal
	3.04	Removal of Existing Tank
23 00 00	1.0	General Requirements, Mechanical & Electrical
	1.10	Continuity of Services (Shutdown & Notifications)
	1.14	Overtime Work
	1.15	Instructing Owner's Personnel
	1.20	As-Built Drawings
23 09 00	1.0	Instrument and Controls for HVAC – General
26 05 13	1.1	Medium Voltage Cables – General
	3.2	Field Quality Control
26 05 19	1.1	Low Voltage Electrical Power Conductors and Cables
	3.6	Field Quality Control
26 11 16	3.6	Secondary Unit Substation – General
	4.6	Manufacturers
	5.11	Field Quality Control
26 12 00	1.01	Substation Transformers – Medium Voltage Dry Type – General
	2.01	Manufacturers
26 13 00	1.01	Metal Clad Switchgear – Medium Voltage – General
	2.01	Manufacturers
26 22 00	1.1	Low Voltage Transformers - General
	2.1	Manufacturers
	3.4	Field Quality Control
26 23 00	1.01	Low Voltage Switchgear - General
	2.01	Manufacturers
	3.4	Field Quality Control
26 24 16	1.1	Panelboards – General
	2.3	Distribution Panelboards
	3.4	Field Quality Control
26 28 16	1.1	Enclosed Switches and Circuit Breakers – General
	2.1	Molded Case Circuit Breakers
	3.4	Field Quality Control
26 32 13	1.1	Engine Generator - General
	2.1	Manufacturers
	2.2	Engine – Generator Set
26 36 00	1.1	Transfer Switch - General
	2.1	Manufacturers
28 31 11	1.1	Digital, Addressable Fire Alarm System
	2.1	System Description

9. Only plan holders who purchased bid document sets from Tetra Tech will receive ADDENDA.
10. The following items were discussed in greater detail.
 - A. Contractors may copy the Bid Form; submit in triplicate (three (3) copies).
 - B. Contractors shall identify the time of construction in their Bid Form. It is the intent of the project to be completed nine (9) months.
 - C. All discrepancies, questions or requests for clarifications or interpretations must be submitted to the Engineers office at least seven (7) days prior to bid due date.
 - D. Requests for Substitutions must be submitted to the Engineer's Office at least ten (10) days prior to the bid due date.
 - E. Contractor must list themselves as the Subcontractor for all work which they propose to accomplish.
 - F. It was noted that for this Public Works Contracts, the Prime Contractor must perform at least 10% of the total bid price with their own forces, exclusive of administrative costs, purchasing of equipment, overhead or profit.
 - G. A Bid Security, in the amount of ten percent (10%) of the total amount of the Base Bid plus all additive alternates is required.
 - H. Temporary heat or utilities should not be required on this project.
 - I. Facility restrooms are not available. Port-O-Sans will be required.
 - J. Contractors shall submit a list of all proposed workers stating their social security number, driver's license number, age, sex, race and date of birth. List shall be used for a background check and shall be submitted at the Pre-Construction Meeting prior to the start of construction. Same applies to all Subcontractors.
 - K. Normal working hours are between 7:00 a.m. to 3:30 p.m., Monday thru Friday. Additional hours must be arranged in advance.
 - L. No mingling with inmates.
 - M. Contractors shall not bring glass containers into the Facility.
 - N. Contractors are required to sign in at the Main Entrance each morning before driving through the gate. All Contractors shall enter and leave as a group with an escort (Maintenance Personnel or Correctional Officer). Allow 15 to 30 minutes to enter leave the Facility.
 - O. Gang boxes will be allowed to be stored in designated areas at the job site.
 - P. A list of tools must be supplied with each truck and/or gang box. Inventory shall be taken by the Contractors at the end of each work day. Correctional Officers reserve the right to inspect and inventory all trucks. Report all missing tools immediately. Leave all unnecessary tools at the shop. Refer to the new Inventory List / Tool Control Form attached to this Addendum
 - Q. Trucks should be kept clean. Trash within the vehicle could increase the amount of time it takes the Correctional Officers to inspect the vehicles.
 - R. All vehicles and tool boxes shall be locked at all times.
 - S. Proper construction clothing is required. Short pants, open-toed shoes, and/or bare chests are not permitted.

- T. No dumping will be allowed on the project site. Trash, debris and waste must be removed from the compound daily and from the site as required or directed. Dumpster location to be coordinated at the Pre-Construction Meeting.
 - U. The successful Contractor must submit certified weekly payroll receipts directly to the Delaware Department of Labor as required.
 - V. Employee/Contractor/Subcontractor lunch breaks during normal working hours shall occur at the job site.
 - W. As of now, cell phones are not allowed. Communication will be through Facility-provided walkie-talkies.
 - X. The new State of Delaware Front End Specifications now requires a two (2) year Warranty and Guarantee Period after acceptance by the Owner.
 - Y. Under the new State of Delaware Front End Specifications, the Performance and Labor & Material Payment Bonds shall be maintained in full force (warranty bond) for a period of two (2) years after the date of the Certificate for Final Payment.
 - Z. Background checks for the May 21st Site walk-through must be submitted by fax by Monday, May 6, 2013.
 - AA. Contractors are responsible for all permits.
11. The Project Manual was reviewed in further detail. The following items were discussed:
- A. No Addenda will be issued later than four (4) days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which extends the time or changes the location for the opening of bids.
 - B. Each Bidder shall ascertain prior to submitting their Bid that they have received all Addenda issued, and shall acknowledge their receipt in the Bid in the appropriate space.
 - C. The Schedule of Values shall include a line item for the submission of the Project Closeout Documents. The value of this item shall be no less than 1% of the initial contract amount.
 - D. All utility shutdowns must be coordinated with DOC Maintenance.
 - E. Contract time was discussed. Project must be completed within a nine (9) month period.
 - F. Contractors were advised that only limited movement will be permitted while inside the compound.
12. The drawings were generally reviewed to present the intent of the Contract Documents. The following items were discussed in greater detail:
- A. All sheets were reviewed and briefly discussed.
 - B. No cameras will be allowed. Maintenance Superintendent will take all pictures. Engineer to distribute.

End of Pre-Bid Meeting Report

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TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

JAMES T. VAUGHN CORRECTIONAL CENTER

Electrical Switchgear & Emergency Generator Replacement

TT PROJECT NO.: 16049-11003

DATE: May 1, 2013

Name	Company	Physical Address	Telephone	Fax	e-mail
1 Thomas Lipka Jr.	Dvorak, LLC	9004 F Willow Brick Rd Baltimore, MD 21237	410-686-8727	410-686-8729	Thippa@dvorakllc.com
2 Chuck Arnott	Diamond Elec.	3566 Peachtree Run Dover, DE 19901	302-697-3296	302-697-1328	CHUCK@DIAMONDELEC.7
3 Daniel Turner	Philips Bros Electrical Corp.	235 Sweet Spring M Glenmore, PA 19343	610-458-8578	Sarah Philips brothers .com	610-458-8578
4 Mike Reynolds	Smelly sons Electrical	18 E Aisle Drive Newark DE 19702	302-444-4595 302-324-9900	302-444-4661	michele@smellysons.com
5 Ted Kelly	Wohlson Construction	18 Boulden Creek Suite 16 Newark, DE 19702	302-324-9954	302-324-9954	tkelly@wohlson.com
6 Dan Colbert	The Chappay Corp	90 Spencer Ave Chesapeake, VA	617 884 2525	617 884 6739	DMason@Chappay corp.com
7 Jimmie Fitzsimmons	Superior Electric	36 Germany Drive Wilmington, DE 19804	(302) 658-5949	(302) 658-5983	Jimmie@Superior Electric, Inc
8 Brian Cummings	CALL-DUFF	2100 Byberry Rd Holtzmanville, PA	(215) 672-4200	(215) 675-9800	BCUMMINGS@CALL-DUFF.COM
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TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

JAMES T. VAUGHN CORRECTIONAL CENTER

Tt PROJECT NO.: 16049-11003

Electrical Switchgear & Emergency Generator Replacement

DATE: May 1, 2013

Name	Company	Physical Address	Telephone	Fax	e-mail
1 <u>LARRY BYARSKI</u>	<u>PREFERRED ELECT</u>	<u>505 CHURCHMAN'S RD</u> <u>NEW CASTLE, DE 19706</u>	<u>302-322-9548</u>	<u>302-322-5378</u>	<u>LSBYARSKI@PREFERRED ELEC. NE</u>
2 <u>Ed Clerval</u>	<u>Anchor Electric</u>	<u>185A OLD AIRPORT RD</u> <u>NEW CASTLE, DE 19720</u>	<u>302-281-6111</u>	<u>302-281-6110</u>	<u>EDWARD.CLORVAL@CARTEL.NET</u>
3 <u>Steve Serbu</u>	<u>AMAKON, INC.</u>	<u>72 Clinton St. Del. City, DE 19706</u>	<u>302-834-8664</u>	<u>302-834-8681</u>	<u>AMAKON@aol.com</u>
4 <u>Matt Smith</u>	<u>CIANBRO</u>	<u>605 Pittman Road</u> <u>Baltimore MD 21226</u>	<u>443-257-2176</u>	<u>410-789-1124</u>	<u>mjsmith@cianbro.com</u>
5 <u>Ma H Bailey</u>	<u>Power Plus Electrical Cont.</u>	<u>10 Jarvis Drive Dover, DE 19901</u> <u>Newark, DE</u>	<u>302-736-5070</u>	<u>302-736-5120</u>	<u>MatH163@prodigy.net</u>
6 <u>Mike Loss</u>	<u>Nickle Electrical</u>	<u>19 Mill Park Court 19713</u> <u>1100 Apple Grove Ln RD</u> <u>Wilmington, DE 19837</u>	<u>302-453-4600</u>	<u>302-453-4493</u>	<u>MV655@NickleElectrical.com</u>
7 <u>Gary Wolf</u>	<u>Current Solutions</u>	<u>540 S. Culbert Hwy</u> <u>Dover, DE</u>	<u>302-736-5210</u>	<u>302-734-2699</u>	<u>currywolf@currentsol.net</u>
8 <u>Ben Bartlett</u>	<u>STATE OF DE / DPM</u>	<u>STATE OF DE / DPM</u>	<u>602-739-5644</u>	<u>(302) 739-6143</u>	<u>benbartlett@state.de.us</u>
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SECTION 01 33 00 – SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
 - 1. Process designated submittals for the Project electronically through designated email system.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect/Engineer's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect/Engineer's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."
- C. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.
- D. Email System: A method to transmit certain electronic submittals between the Contractor, Architect/Engineer, and Owner, via email.
 - 1. For consistency, the standard file format will be PDF. Convert paper originals and other file formats to PDF prior to submission.
 - 2. In the event of system malfunction, submittals shall be processed in accordance with the Architect/Engineer's instructions, until the system malfunction has been corrected.
 - 3. For this Project, process the following submittal types through the designated email system:
 - a. Product Data.
 - b. Shop Drawings.
 - c. Product Schedules.

- d. Qualification Data.
 - e. Certificates (Welding, Installer, Manufacturer, Product, and Material, as applicable).
 - f. Test Reports (Material, Product, Preconstruction, Compatibility, and Field, as applicable).
 - g. Research Reports.
 - h. Warranty (sample).
 - i. Design Data, including calculations.
 - j. Coordination Drawings.
 - k. Delegated-Design Services Certifications.
4. For Samples, provide electronic submittal of Sample cover sheet, identifying location and actual delivery date of Samples. Deliver Samples to location (Architect/Engineer's office, Project site, etc.) as directed by the Architect/Engineer.
- a. Architect/Engineer will identify delivery location(s) after receipt and review of Contractor's Submittal Schedule.

1.4 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit a schedule of submittals indicating scheduled date for each submission. Factor time required for review, ordering, manufacturing, fabrication, and delivery when establishing submission dates. Include additional time required for making corrections or revisions to submittals noted by Architect/Engineer and additional time for handling and reviewing submittals required by those corrections.
- 1. Submit concurrently with the first complete submittal of Contractor's construction schedule.
 - 2. Format: Arrange the following information in a tabular format:
 - a. Specification Section number and title.
 - b. Submittal category: Action; informational.
 - c. Submittal type: Product Data, Shop Drawings, Samples, etc.
 - d. Description of the Work covered.
 - e. Scheduled date for first submittal.

1.5 COLOR SCHEDULE

- A. Color Schedule: Within thirty (30) days after date of Notice of Award, submit a complete list of proposed manufacturers and complete product designations (i.e. model, grade, series, product line, etc.) for each item requiring color selection by Architect/Engineer.

1.6 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Where indicated, submit all submittal items required for each Specification Section concurrently.
 - 3. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect/Engineer reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- B. Processing Time: Allow sufficient time for submittal review, including time for resubmittals. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
- C. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:
 - 1. Include a cover sheet on each submittal item for identification. Do not combine different submittals under same cover sheet; only one submittal is to be provided per email.
 - a. Cover Sheet: Use PDF version of sample form included in Project Manual. Complete each item on form, sign and date. Architect/Engineer will furnish PDF version of sample form.
 - 2. Name submittal file as directed by Architect/Engineer.
 - 3. Transmit each submittal via email using subject line as directed by Architect/Engineer.
 - 4. Send submittal to designated Project-specific email address:
 - a. The project specific e-mail address will be provided at the pre-construction meeting.
- D. Resubmittals: Make resubmittals in same form and, for non-electronic submittals, in the same number of copies as initial submittal.
 - 1. Note date and content of revision in label or title block and clearly indicate extent of revision.
 - 2. Resubmit submittals until they are marked with approval notation from Architect/Engineer.

3. Refer to Supplementary Conditions for provisions allowing Owner to obtain reimbursement from the Contractor for amounts paid to the Architect/Engineer for evaluation of certain resubmittals.
- E. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities.
- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect/Engineer.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES, GENERAL

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.

2.2 ELECTRONIC SUBMITTAL PROCEDURES

- A. Use the designated email system for submittals in this Article.
 1. Submit electronic submittals via email as PDF electronic files.
 - a. Architect/Engineer will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
 1. Mark submittal to show which products and options are applicable.
 2. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Statement of compliance with specified referenced standards.
 - c. Testing by recognized testing agency.
 3. For equipment, include the following in addition to the above, as applicable:
 - a. Printed performance curves.
 - b. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal based on Architect/Engineer's digital data drawing files is otherwise permitted.

1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of dimensions established by field measurement.
 - e. Relationship and attachment to adjoining construction clearly indicated.
 - f. Seal and signature of professional engineer if specified.
- D. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
 1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
 2. Manufacturer and product name, and model number if applicable.
 3. Number and name of room or space.
- E. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of Architect/Engineers and owners, and other information specified.
- F. Certificates:
 1. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.
 2. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
 3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
 4. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
 5. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- G. Test Reports:
 1. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.

2. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
 3. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
 4. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
 5. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- H. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project.
- I. Warranty: Submit sample warranties as required in individual Specification Sections.
- J. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
- K. Coordination Drawing Submittals: Comply with requirements specified in Division 01 Section "Project Management and Coordination."

2.3 NON-ELECTRONIC SUBMITTAL PROCEDURES

- A. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of applicable Specification Section.

3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit two full sets of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return one submittal with options selected.
 5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit two sets of Samples. Architect will return one set.
 - 1) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- B. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
1. Name, address, and telephone number of entity performing subcontract or supplying products.
 2. Number and title of related Specification Section(s) covered by subcontract.
 3. Submit subcontract list in the following format:
 - a. Number of Copies: Four paper copies of subcontractor list, unless otherwise indicated. Architect will return one copy.
- C. Key Personnel Names: No later than 15 days after date of Notice of Award, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site.
1. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including emergency, office, and cellular telephone numbers and email addresses.
 - a. Number of Copies: Four paper copies of key personnel list, unless otherwise indicated.

- D. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Division 01 Section "Closeout Procedures."
- E. Maintenance Data: Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Identify any deviations from Contract Document requirements. Mark cover sheet with approval before submitting to Architect.
 - 1. Sign and date statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S ACTION

- A. General: Architect will not review submittals that do not bear Contractor's approval and will return them without action.
- B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or revisions required, and return it. Architect will mark submittal appropriately to indicate action, as follows:
 - 1. Final Unrestricted Release: Where the submittal is marked "Approved," the Work covered by the submittal may proceed provided it complies with the Contract Documents. Final acceptance will depend on that compliance.
 - 2. Final-but-Restricted Release: Where the submittal is marked "Approved as Noted," the Work covered by the submittal may proceed provided it complies both with Architect's notations and corrections on the submittal and the Contract Documents. Final acceptance will depend on that compliance.
 - 3. Resubmit: Where the submittal is marked "Approved, Revise and Return Corrected Copies," the Work covered by the submittal may proceed provided it complies both with Architect's notations and corrections on the submittal and the Contract Documents. Revise submittal according to Architect's notations and corrections and return corrected copies. Final acceptance will depend on that compliance.
 - 4. Rejected: Where the submittal is marked "Rejected," do not proceed with the Work covered by the submittal. Prepare a new submittal for a product that complies with the Contract Documents.
 - 5. Incomplete - Resubmit: Where the submittal is marked "Incomplete, Submit Additional Information," do not proceed with the Work covered by the submittal. Prepare additional

information requested, or required by the Contract Documents, that indicates compliance with requirements, and resubmit.

- C. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Limit information submitted to specific products indicated. Do not submit extraneous matter. Submittals containing excessive extraneous matter will be returned for resubmittal without review.
- F. Submittals not required by the Contract Documents may be returned by the Architect without action.

3.3 REQUIRED SUBMITTALS

- A. Provide the following submittals:
 - 1. Shop Drawings include, but are not limited to the following:
 - a. Energy Recovery Unit
 - b. Condensing Unit
 - c. Sheet Metal
 - d. Air Distribution
 - e. Lint Collector
 - f. Exhaust Fan
 - g. Electrical Devices and Wiring

Attachment[s]: Cover Sheet

END OF SECTION 01 33 00

CONTRACTOR: _____

SUBMITTAL DATE ____ / ____ / ____

Check following as applicable:

- ☐ First Submission
☐ Re-submission

ARCHITECT: Tetra Tech

PROJECT IDENTIFICATION

Architect's
Project No.: _____

Proj. Name: _____

Location: _____

PRODUCT IDENTIFICATION

Specification Section No. _____

A/E Submittal No. _____

Name of Product: _____

Name of Manufacturer: _____

SUBCONTRACTOR

SUPPLIER

RELATIONSHIP TO STRUCTURE

Building
Name _____

(Room #) (Room Name)

Contract Drawing No.: _____

RESERVED FOR USE BY TETRA TECH

ACTION SUBMITTAL:

- ☐ Approved
☐ Approved As Noted
☐ Approved, Revise and Return
Corrected Copies
☐ Rejected
☐ Incomplete, Submit Additional Information

INFORMATIONAL SUBMITTAL:

- ☐ No Action Taken
☐ Returned for Resubmittal

Reviewed By: _____

Date: _____

Reviewed only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. Review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences or procedures.

DEVIATION FROM CONTRACT DOCUMENTS: _____

CONTRACTOR COMMENTS: _____

ARCHITECT/ENGINEER'S COMMENTS: _____

CONTRACTOR'S STAMP

CONTRACTOR'S CERTIFICATION

I CERTIFY THAT THIS SUBMITTAL HAS BEEN REVIEWED AND
APPROVED BY THE CONTRACTOR IN ACCORDANCE WITH THE
GENERAL CONDITIONS.

BY _____

**C-Building Electrical Switchgear & Emergency Generator
James T. Vaughn Correctional Center**

16049-11003

Bids Due: **2:00 p.m., May 30, 2013 at**
OMB/DFM Office
Thomas Collins Building, Suite 1 (3rd Floor)
540 S. DuPont Highway
Dover, DE 19901

**REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY**

\$ 200.00 per set

#01	<p>Name of Company: <u>Tetra Tech Office Set</u></p> <p>Physical Address: <u>240 Continental Drive</u> City, State: <u>Newark DE 19713</u></p> <p>Contact: <u>Scott Parlow PE</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: <u>302-283-2238</u></p> <p>Fax: <u>302-454-5989</u> Date: <u>5/1/2013</u></p> <p>E-Mail: <u>scott.parlow@tetrattech.com</u></p>
#02	<p>Name of Company: <u>OMB/DFM</u></p> <p>Physical Address: <u>540 S. Dupont Highway, Ste. 1</u> City, State: <u>Dover DE 19901</u></p> <p>Contact: <u>Beverly Bartlett</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: <u>302-739-5644</u></p> <p>Fax: <u>302-739-6148</u> Date: <u>5/1/2013</u></p> <p>E-Mail: <u>beverly.bartlett@state.de.us</u></p>
#03	<p>Name of Company: <u>Delaware Contractors Association</u></p> <p>Physical Address: <u>527 Stanton Christiana Road</u> City, State: <u>Newark, DE</u></p> <p>Contact: <u>Nanacy Handlin</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: <u>302-994-7442</u></p> <p>Fax: <u>302-994-8185</u> Date: <u>4/30/2013</u></p> <p>E-Mail: <u>nhandlin@e-dca.org</u></p>

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Dover, DE 19901

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#04	Name of Company: <u>DOC</u> Physical Address: <u>Central Admin Bldg., 245 McKee Rd.</u> City, State: <u>Dover DE 19901</u> Contact: <u>Eric Smeltzer</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Phone: <u>302-739-5601</u> Fax: _____ Date: <u>5/2/2013</u> E-Mail: eric.smeltzer@state.de.us
#05	Name of Company: <u>The Chappy Corporation</u> Physical Address: <u>90 Spencer Ave</u> City, State: <u>Chelsea MA 02150</u> Contact: <u>Valerie Reilly</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Phone: <u>617-884-2525</u> Paper _____ CD _____ Fax: <u>617-884-6723</u> Date: <u>5/2/1930</u> E-Mail: dmason@chappycorp.com
#06	Name of Company: <u>Reed Construction Data</u> Physical Address: <u>30 Technology Parkway South, Ste 100</u> City, State: <u>Norcross GA 30092</u> Contact: <u>Karen Hooks</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Phone: <u>770-209-3466</u> Paper _____ CD _____ Fax: <u>800-303-8629</u> Date: <u>5/1/2013</u> E-Mail: karen.hooks@reedbusiness.com

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\$ 200.00 per set

#07	<p>Name of Company: <u>Superior Electric, Inc.</u></p> <p>Physical Address: <u>36 Germay Drive</u> City, State: <u>Wilmington DE 19804</u></p> <p>Contact: <u>Jimmie Fitzsimmons</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-658-5949</u> Paper CD</p> <p>Fax: <u>302-658-5983</u> Date: <u>5/2/2013</u></p> <p>E-Mail: jimmie@superiorelectric.biz</p>
#08	<p>Name of Company: <u>Power Plus Electrical Contracting Inc.</u></p> <p>Physical Address: <u>10 Janis Drive</u> City, State: <u>Dover DE 19901</u></p> <p>Contact: <u>Matt Bailey</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-736-5070</u> Paper CD</p> <p>Fax: <u>302-736-5120</u> Date: <u>5/2/2013</u></p> <p>E-Mail: mattb3@prodigy.net</p>
#09	<p>Name of Company: <u>Preferred Electric Inc.</u></p> <p>Physical Address: <u>505 Churchmans Road</u> City, State: <u>New Castle DE 19720</u></p> <p>Contact: <u>Larry Buyarski</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-322-9568</u> Paper CD</p> <p>Fax: <u>302-322-5378</u> Date: <u>5/2/2013</u></p> <p>E-Mail: lsbuyarski@preferredinc.net</p>

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540 S. DuPont Highway
Dover, DE 19901

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\$ 200.00 per set

#10	<p>Name of Company: <u>Philip Bros Electrical Contractors, Inc.</u></p> <p>Physical Address: <u>235 Sweet Spring Rd</u> City, State: <u>Glenmoore PA 19343</u></p> <p>Contact: <u>Daniel Turner</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>610-458-8578</u> Paper CD</p> <p>Fax: <u>610-458-</u> Date: <u>5/2/2013</u></p> <p>E-Mail: <u>sarah@philipsbrothers.com</u></p>
#11	<p>Name of Company: <u>Current Solutions, Inc.</u></p> <p>Physical Address: <u>1100 Applegrove School Road</u> City, State: <u>Wyoming DE 19937</u></p> <p>Contact: <u>Gary Wolf</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-736-5210</u> Paper CD</p> <p>Fax: <u>302-734-2699</u> Date: <u>5/2/2013</u></p> <p>E-Mail: <u>cursolinc@comcast.net</u></p>
#12	<p>Name of Company: <u>Amakor, Inc.</u></p> <p>Physical Address: <u>72 Clinton St</u> City, State: <u>Delaware City DE 19906</u></p> <p>Contact: <u>Steve Serbu</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-834-8664</u> Paper CD</p> <p>Fax: <u>302-834-8681</u> Date: <u>5/2/2013</u></p> <p>E-Mail: <u>amakor@aol.com</u></p>

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Dover, DE 19901

**REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY**

\$ 200.00 per set

#13	<p>Name of Company: <u>Carr + Duff</u></p> <p>Physical Address: <u>2100 Byberry Rd</u> City, State: <u>Huntington Valley, PA</u></p> <p>Contact: <u>Brian Cummings</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>215-416-2365</u> Paper CD</p> <p>Fax: _____ Date: <u>5/3/2013</u></p> <p>E-Mail: bcummings@carrduff.com</p>
#14	<p>Name of Company: <u>Diamond Electric</u></p> <p>Physical Address: <u>366 Peachtree Run</u> City, State: <u>Dover DE 19903</u></p> <p>Contact: <u>Chuck Arnott</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-697-3296</u> Paper CD</p> <p>Fax: <u>302-397-1326</u> Date: <u>5/6/2013</u></p> <p>E-Mail: chuck@diamondelec.org</p>
#15	<p>Name of Company: _____</p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____ Paper CD</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>

**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: _____

FAX BACK TO 302-653-2855

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 _____

DEPARTMENT OF CORRECTION

DAILY CONTRACTOR TOOL & EQUIPMENT INVENTORY

The contractor tool/equipment form shall be completed and signed by all contractor personnel prior to entering a DOC facility. The following requirements apply:

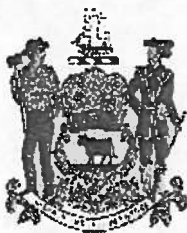
1. A new tool & equipment inventory form shall be prepared, signed and dated each day.
2. This form shall serve as an inventory of all work and personal equipment carried into a Department of Correction facility and will serve to ensure that the inventoried equipment is removed from the facility at the end of the work day.
3. Each piece of work and personal equipment noted on this form shall be described in sufficient detail so that it can easily be identified and matched to the inventory by a Department of Correction staff.
4. Department of Correction strongly recommends that when work/personal equipment is to be carried into a Department of Correction facility on a repetitive basis, the equipment be marked with a unique identifier (e.g. personnel initials + number) so that it can be matched to the same unique identifier noted on the tool/equipment form.
5. Prior to entering and exiting secured areas of a Department of Correction facility, the daily tool/equipment inventory shall be reviewed and signed by the escorting officer.
6. If, prior to exiting a secured area, the preparer of this form determines that he or she cannot account for each piece of equipment, then he or she shall immediately notify the escorting officer.
7. If, prior to exiting a secure area, a Department of Correction staff cannot identify each tool or piece of equipment and reconcile it to the items inventoried on this form, then the Department of Correction staff will hold the group of contractor employees in the secure area until the discrepancy is resolved.
8. **All tools and equipment being brought into the institution will be inventoried. Every job box will have an exact inventory of all tool boxes and equipment stored in that box. The box must be lockable and remained locked when not in use. **There are no exceptions to this rule.**** List all tools for example hand tools (e.g. hammers, pliers, wrenches, and screwdrivers), electrical tools (e.g. measuring equipment, splicing equipment), power tools (e.g. drills, saws demolition equipment) and supplies (e.g. saw blades, drill bits). List all other equipment (e.g. two-way radios, writing pads, pens, pencils, etc). However, the list may be expanded to cover equipment specific to a scope of work or project. Fasteners will be inventoried prior to items entering the institution when deemed necessary by the Superintendent who must work in conjunction with the Warden's office on a project-by-project basis. Their decision will be based on any potential security risk if lost. For example type of: nails, tap cons, lag bolts (approximately by weight or by box refer to how the item is sold and purchased). No fasteners will be left on any jobsite unless they are secured in a locked job box and approved by security.
9. Items not permitted include, but are not limited to: firearms, medicines, pocket knives, leather man tools, tobacco, matches, lighters, gum, beer, alcohol of any kind, glass bottles or containers, aluminum cans, metal knives spoons or forks, music radios, i-Pods, newspapers, fliers, or magazines.
10. Laptop computers, cameras, cell phones, and pagers are restricted items and their use can only be approved in writing, in advance by the Warden or his designee. Failure to declare an item at the sally port will result in that item being confiscated.

Contractor Name: _____ Signature & Date: _____

Tool and Equipment Inventory

IN		OUT	
Date		Date	
Contractor Name and Signature		Contractor Name and Signature	
Staff Signature		Staff Signature	
Time IN		Time OUT	

[illegible]



State of Delaware
Department of Corrections
Mike Lenigan
Physical Plant Maintenance Superintendent II
1181 Paddock Road
Smyrna, DE 19977
Telephone (302) 739-4379
Fax: (302) 653-3436

CONTRACTORS GUIDE TO WORKING WITHIN THE FENCE LINE AT JTVCC

James T. Vaughn is a maximum security facility and working inside our fence line creates a different working environment with specific rules and regulations. While this list is not inclusive of those regulations it will provide you with an understanding of our expectations from you.

All contractors will be escorted at all times in our facility. There are no exceptions to this requirement. Contractors are expected to follow the directive of any security personnel. **Failure to comply with a directive will result in being escorted out of the institution and being banned from entering the institution until a Security Superintendent has reviewed the case.**

Contractors will not engage any inmate in a conversation, nor will they give or accept anything from an inmate. Contractors will not enter a cell while the inmate is present in the cell and only then under the direction of a security staff member.

All contractors will have a state issued ID and have been cleared by JTVCC security by filling out JTVCC's or DOC's security background information form and faxing it to the number on the form. This form is available by fax /email by contacting me.

All tools being brought into JTVCC will be inventoried. There are no exceptions to this rule. The following is an example of a tool inventory:

- 2- straight blade screw drivers
- 2- phillips screw drivers
- 1- saw-zaw with 6 blades
- 1- utility knife with 4 blades
- 1- 14 piece open/closed combination wrench set
- 1- 26 piece drill bit set
- 1- 14 piece 3/8 drive socket set
- 1- magnetic screw driver with 6 bits

Every tool box must have its own inventory sheet and that inventory must stay with that tool box. Every job box will have an exact inventory of all tool boxes and or tools stored in that job box and that job box must be lockable.

CONTRACTORS GUIDE pg.2

All items brought into the institution will be searched and cleared by the sally port officer before gaining entry into the compound. **Failure to comply with a directive from the sally port officer will result in being escorted out of the sally port and being banned from entering the institution until a Security Superintendent has reviewed the case.**

Because this is a maximum security facility the following items are examples of items not permitted inside our fence line:

Pocket knives, leather man tools, tobacco, matches, lighters, coolers of any type, gum, beer, alcohol of any kind, glass bottles or containers, metal knives spoons or forks. iPods, radios, newspapers, fliers or magazines.

Lap top computers, cameras, cell phones, beepers and pagers are restricted items and their use inside the fence can only be approved in writing, in advance by the Warden or his designee. These items will be limited to 1 item per company and they must be declared at the sally port and to the escorting officer. Failure to declare an item at the sally port will result in that item being confiscated.

Contractor's vehicles are discouraged from entering the compound. While we realize this will happen on occasion only those vehicles needed will be allowed entry. The vehicle must be cleaned of all trash and any items not needed must be removed before entering the sally port. The vehicle must contain an inventory of all items being brought into the compound. Materials being used in the performance of your job, pipe nipples, wire, conduit, fasteners, screws, pipe clamps ect are not items that need to be inventoried.

Once a contractor is inside the fence line they will not be allowed to exit the compound until the end of their work day unless arraignments have been made with the Maintenance Superintendent. While we realize things come up during the day this should be the exception and not the norm.

There is NO vehicle traffic inside our compound from 10:30 am – 1:30 pm. All deliveries to your work site must be made either before 10 or after 1:30..

All contractors are expected to bring their lunch every day in a clear plastic bag. The contents of this bag will be searched every morning before entering the institution. Contractors will not be escorted outside the fence line to go into town to get their lunch.

The maintenance staff at JTVCC will be your escort and if you have any questions about movement seek advice from the mechanic assigned to you. In the event of a lock down there will be no movement in or out of the compound until the code has cleared. If an institutional Lock down is called follow the directives given to you by your escorting officer. You will be allowed to exit the institution when the code has cleared.

Our job is to ensure your safety, if you have any questions please consult your escort.