TETRA TECH

240 Continental Drive, Suite 200
Newark, DE 19713
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Addendum 01

James T. Vaughn Correctional Center
W-1 Minimum Security Bldg. – Fire Alarm Systems Upgrades
OMB/DFM/DOC Contract No: MC380400059

Tt Project No. 200-26912-14007

Addendum No. 01
to
Drawings and Project Manual

May 26, 2016

To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:
Original DRAWINGS dated May 24, 2016,
PROJECT MANUAL dated May 24, 2016 and
Acknowledge receipt of the ADDENDUM in the space provided on the FORM OF PROPOSAL

This ADDENDUM consists of two (2) pages and the attachments:

CHANGES TO PROJECT MANUAL

1.1 Spec Section 00 01 01; Project Teams; **ADD** "Bid Documents 24 May 2016" to the submission list at the bottom of the page.

1.2 Spec Section 00 11 13; Advertisement for Bid; **CHANGE** "Fire Alarm System Upgrade" to read "Fire Alarm System Replacement".

1.3 Spec Section 00 22 13a; Additional Instructions to Bidders.

A. Article 1.02; Qualifications of Bidders:

1. Paragraph C; **DELETE** general condition items and administrative costs.

Note: It was decided after the Pre-Bid Meeting that General Condition Items and Administrative Costs may be used towards the 10% work requirement.

1.4 Spec Section 00 41 13; Bid From; **DELETE** "Original Bid Form" found in the Project Manual and **REPLACE** with "Revised Bid Form" attached to this addendum.

1.5 Spec Section 01 77 00; Closeout Procedures:

A. Article 1.6; Project Record Drawings.

1. Paragraph B; **DELETE** "Record Drawing to be .JPG or TIF" and **REPLACE** with "Record Drawings format to be AutoCAD .dwg 2010 thru 2014 files."

B. Article 3.3 Summary of Closeout Documents

1. Paragraph E; **DELETE** "Balancing Report" and **REPLACE** with "Fire Marshal's Certificate of Inspection."

1.6 Spec Section 23 00 00; General Requirements, Mechanical and Electrical

A. Article 1.14; Operating and Maintenance Instructions.

1. Paragraph A; **ADD** "Include CD or DVD also."

CHANGES DRAWINGS

None

END OF ADDENDUM 01

Attachments:
Pre Bid Meeting Minutes
Revised Bid Form
Register of Bid Documents
Pre Bid Meeting Sign-in
DOC Background Checklist Form

TETRA TECH

240 Continental Dr., Ste. 200
Newark, DE 19713

Pre-Bid Meeting Record

Meeting Date: Tuesday, May 24, 2016 @ 2:00 p.m.

Publication Date: May 25, 2016

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

Tt Project No.: 200-26912-14007

Regarding: James T. Vaughn Correctional Center – W-1 Min. Security Bldg. Fire Alarm System Replacement
OMB/DFM/DOC Contract No: MC3804000059

Attendees

Kerry Wareham	OMB/DFM/DOC Project Manager	302-739-5644	kerry.wareham@state.de.us
Eric Smeltzer	DOC Capital Programs Admin	302-857-5261	eric.smeltzer@state.de.us
Bill Kriss	Power Plus Electrical Contracting, Inc.	302-363-5667	mattb337@gmail.com
John DeMatteis	Nickle Electric, Inc.	302-453-4000	jdematteis@nickleelectric.com
Richard W. Arndt	H & A Electric, Inc.	302-242-8384	richa.handa@comcast.net
Scott D. Parlow PE	Tetra Tech, Inc.	302-738-7551	scott.parlow@tetratech.com

Additional Distribution

Greg Christian	DOC Facilities Maint. Manager	302-739-5601	greg.christian@state.de.us
Robert Hansley	Tetra Tech, Inc.	302-738-7551	robert.hansley@tetratech.com
Clint Lasana	Tetra Tech, Inc.	302-738-7551	clint.lasana@tetratech.com

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 Tuesday, May 24, 2016 at 2:00 pm. 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 2:30 p.m. local time on Thursday, June 30, 2016, 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 separate Site Walk Through has been scheduled for Wednesday, June 15, 2016 at 1:00 pm at the site. We'll meet at the Maintenance Building on the backside of the facility.
5.	Contractors must submit background checks for those employees that wish to attend the Site Walk Through.

This report is assumed to be complete and correct unless written notice to the contrary is received in the Architect/Engineer's office within 10 days of the publication date.

Email the forms to Ernie Kulhanek at **Ernest.kulhanek@state.de.us** by end of business on Wednesday June, 1, 2016. A copy has been attached to this addendum.

6. For further bidding information relating to the bid and signature forms, the Contractors are directed to contact Kerry Wareham, OMB/DFM/DOC Project Manager at Kerry.wareham@state.de.us.

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.

Section	Article	Title
00 11 16	--	Advertisement for Bids
00 21 13	1.1	Definitions
	1.10	Addenda
	1.14	Base Bid
	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
	7.0	Performance Bond & Payment Bond
	7.1	Bond Requirements
00 22 13a	1.02	Qualification of Bidders
	1.04	Bid Form
	1.05	Contract Time
	1.06	Representation of Bidders
	1.07	Interpretations
	1.08	Substitutions
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	Application & Certification for Payment
	AIA G-703	Continuation Sheet

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	AIA G-701	Change Order Form
	AIA G-704	Certificate of Substantial Completion
	AIA G-706	Contractor's Affidavit of Payment of Debt and Claims
	AIA G-706A	Contractor's Affidavit of Release of Liens
	AIA G-707	Consent of Surety to Final Payment
00 72 13	AIA 201-2007	General Conditions for the Contract for Construction
00 73 13	1.1	Basic Definitions
	1.2	Correlation and Intent of the Contract Documents
	3.5	Warranty
	3.11	Documents and Samples at the Site
	9.2	Schedule of Values
	9.3	Applications for Payment
00 73 46	--	State of Delaware Wage Rate Schedule
00 81 13	5.1	Subcontracting Requirements
	6.0	Construction by Owner or Separate Contractor
	7.0	Changes in the Work
08 81 41	1.0	Drug Testing Form
00 82 13a	1.0	Additional General Contracting Requirements-General
	1.1	Work Included
	1.2	Work Not Included
	1.3	Security
	1.5	Drawings and Specifications
	1.6	Responsibility for Damage and Care of State Property
	1.8	Continuity of Services
	1.14	Guarantee
	1.15	As-Built Drawings
	1.16	Working at a Department of Correction Facility
01 10 00	1.6	Use of Premises
	1.8	Owner's Occupancy Requirements
01 21 00	1.0	Allowances – General
	1.4	Contingency Allowance
	3.3	Schedule of Allowances
01 31 00	1.0	Project Management and Coordination – General
	1.5	Project Meetings
01 31 20	1.0	Payroll Reports-General
	1.4	Payroll Reports
01 33 00	1.1	Submittal Procedures – General
	1.4	Submittal Schedule
	2.2	Electronic Submittal Procedures
01 35 53	1.00	Security Procedures-General
	1.03	Security Programs
	1.04	Entry Control
	1.05	Personnel Identification and Background Check
	1.06	General Requirements
	1.07	Special Requirements

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	1.08	Site Security
	1.10	Responsibility for Damage and Care of State Property
	4.01	Contractor Tool and Equipment Inventory
01 74 19	1.0	Construction Waste Management – General
	1.5	Waste Management Plan
01 77 00	1.0	Closeout Procedures-General
	1.3	Substantial Completion
	1.4	Final Completion
	1.5	List of Incomplete Items (Punchlist)
	1.6	Project Record Documents
	3.3	Summary of Closeout Documents
23 00 00	1.6	Project Record Document
	1.8	Continuity of Services (Shutdown & Notifications)
	1.12	Overtime Work
	1.15	Guarantee
	1.18	As-Built Drawings

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). Only one (1) copy of the Affidavit of Employee Drug Testing program for the Contractor and each Subcontractor is required.

    B. Contractors shall identify the time of construction in their Bid Form. It is the intent of the project to be completed within two (2) years or 730 days.

    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 (Friday, June 24, 2016 by COB). It is the intent to issue the last addendum on Monday, June 27, 2016.

    D. Submit all correspondences, questions or requests for clarifications to Scott D. Parlow, PE at scott.parlow@tetratech.com.

    E. Requests for Substitutions must be submitted to the Engineer's Office at least ten (10) days prior to the bid due date (Monday, June 20, 2016 COB)

    F. Contractor must list themselves as the Subcontractor for all work which they propose to accomplish.

    G. 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 purchasing of equipment, overhead or profit. It was decided after the meeting that administrative costs and general conditions can count towards the 10% guideline.

    H. A Bid Security, in the amount of ten percent (10%) of the total amount of the Base Bid plus all additive alternates is required. As of now, there are no Alternates.

    I. Temporary heat or utilities should not be required on this project.

    J. Facility restrooms are not available. Port-O-Sans will be required. Use Smyrna Sanitation.

    K. 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

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shall be submitted at the Pre-Construction Meeting prior to the start of construction. Same applies to all Subcontractors.

L. Normal working hours are between 7:00 a.m. to 3:00 p.m., Monday thru Friday. Additional hours must be arranged in advance. Contractors must enter the Facility at 7:00 am and be ready to exit the Facility by 2:45 pm.

M. No mingling with inmates.

N. Contractors shall not bring glass or metal containers into the Facility. Plastic Only.

O. 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 30 minutes to one (1) hour to enter or leave the Facility.

P. Gang boxes will be allowed to be stored in designated areas at the job site.

Q. 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.

R. Trucks should be kept clean. Trash within the vehicle could increase the amount of time it takes the Correctional Officers to inspect the vehicles.

S. All vehicles and tool boxes shall be locked at all times.

T. Proper construction clothing is required. Short pants, open-toed shoes, and/or bare chests are not permitted.

U. 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.

V. The successful Contractor must submit certified weekly payroll receipts directly to the Delaware Department of Labor as required.

W. Employee/Contractor/Subcontractor lunch breaks during normal working hours shall occur at the job site.

X. Cells phones, if allowed, cannot have cameras in them. Special/written permission will be required for the Job Foreman to carry a cell phone or a lap top. It is unlikely that permission will be granted at this Facility.

Y. The new State of Delaware Front End Specifications now requires a two (2) year Warranty and Guarantee Period after acceptance by the Owner.

Z. 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.

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.

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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 twenty four (24) months or 730 days.

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. The project will take place over eight (8) phases, six (6) tiers at four (4) months each for a total of twenty four (24) months or two (2) years. The other two (2) phases will need to be worked out with JTVCC Maintenance and Security.

C. Project will be performed concurrently with three (3) other projects.

1. Asbestos Abatement
2. Installation of an Automatic Fire Protection/ Sprinkler System
3. Shower Renovation project.

D. The Asbestos Abatement project will be performed first, involves the removal of floor tile and mastic and should approximately take two (2) weeks.

E. The other three (3) projects will be performed concurrently.

F. There will be a single bi-weekly meeting for the three (3) projects. Contractors are expected to attend.

G. Contractors are expected to coordinate with each other.

H. For the most part, Contractors will be working in different areas of the Tier. Overlapping should be minimal. Mostly in the Shower Room.

I. The Contractors will be given one (1) Tier consisting of two (2) Housing Units at a time. Both Tiers will be unoccupied. The remaining building will be occupied.

A Site Review of the work area was not performed.

A. A separate site visit has been scheduled for Wednesday, June 15, 2016 at 1:00 p.m.

B. Background checks must be submitted to Ernie Kulhanek at **ernest.kulhanek@state.de.us** by Wednesday, June 1, 2016, COB.

13. Job Site Requirements

A. All sheets were reviewed and briefly discussed.

B. The project will take place over eight (8) phases, six (6) tiers at four (4) months a piece for a total of twenty four (24) months or two (2) years. The other two (2) phases will need to be worked out with JTVCC Maintenance and Security.

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End of Pre-Bid Meeting Report

O:\Ann Arbour\IER\26912\200-26912-13010\ProjMgmt\Meetings\Fire Alarm\26912-114007 Prebid Meeting Report.doc

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FIRE ALARM SYSTEM REPLACEMENT
W-1 MINIMUM SECURITY BUILDING
JAMES T. VAUGHN CORRECTIONAL CENTER
DELAWARE DEPARTMENT OF CORRECTIONS
SMYRNA, DELAWARE
OMB/DFM/DOC Contract No.: MC3804000059

BID FORM

For Bids Due: _____(DATE)_____ **To:** State of Delaware
Office of Management and Budget/
Division of Facilities Management
Thomas Collins Building, 3rd Floor, Suite 1
540 S. DuPont Highway, Dover, DE 19901

Name of Bidder:_____

Delaware Business License No.:_____ **Taxpayer ID No.:** _____
(A copy of Bidder's Delaware Business License must be attached to this form.)

(Other License Nos.): _____

Phone No.: ( ) _____ - _____ **Fax No.: ( ) _____ - _____**

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the lump sum itemized below:

$_____($_____)

ALLOWANCE CERTIFICATIONS

Allowance #1 Certification:

We/I confirm that an allowance in the amount of $10,000.00 has been included in the Contractor's Base Bid price for the relocation of miscellaneous electrical devices.

$ _____(Date and initial)

FIRE ALARM SYSTEM REPLACEMENT
W-1 MINIMUM SECURITY BUILDING
JAMES T. VAUGHN CORRECTIONAL CENTER
DELAWARE DEPARTMENT OF CORRECTIONS
SMYRNA, DELAWARE
OMB/DFM/DOC Contract No.: MC3804000059

BID FORM

I/We acknowledge Addendums numbered _____ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within **730** calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By _____ Trading as _____
(Individual's / General Partner's / Corporate Name)

_____
(State of Corporation)

Business Address:_____
_____
_____
_____

Witness: _____ **By:** _____
(Authorized Signature)

(SEAL)

_____
(Title)

Date: _____

ATTACHMENTS

Sub-Contractor List
Non-Collusion Statement
Affidavit(s) of Employee Drug Testing Program
Bid Security
(Others as Required by Project Manuals)

FIRE ALARM SYSTEM REPLACEMENT
W-1 MINIMUM SECURITY BUILDING
JAMES T. VAUGHN CORRECTIONAL CENTER
DELAWARE DEPARTMENT OF CORRECTIONS
SMYRNA, DELAWARE
OMB/DFM/DOC Contract No.: MC3804000059

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 6962 (d)(10)b Delaware Code, the following sub-contractor listing must accompany the bid submittal. The name and address of the sub-contractor **must be listed for each category** where the bidder intends to use a sub-contractor to perform that category of work. In order to provide full disclosure and acceptance of the bid by the *Owner*, **it is required that bidders list themselves as being the sub-contractor for all categories where he/she is qualified and intends to perform such work.** This form must be filled out completely with no additions or deletions. **Note that all subcontractors listed below must have a signed Affidavit of Employee Drug Testing Program included with this bid.**

Subcontractor Category	Subcontractor	Address (City & State)	Subcontractors tax payer ID # or Delaware Business license #
1. Electric	_____	_____	_____
2. Fire Alarm Subcontractor	_____	_____	_____

FIRE ALARM SYSTEM REPLACEMENT
W-1 MINIMUM SECURITY BUILDING
JAMES T. VAUGHN CORRECTIONAL CENTER
DELAWARE DEPARTMENT OF CORRECTIONS
SMYRNA, DELAWARE
OMB/DFM/DOC Contract No.: MC3804000059

BID FORM

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder 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 submitted this date *(to the Office of Management and Budget, Division of Facilities Management)*.

All the terms and conditions of OMB/DFM Contract No.: MC3804000059 have been thoroughly examined and are understood.

NAME OF BIDDER: _____

AUTHORIZED REPRESENTATIVE (TYPED): _____

AUTHORIZED REPRESENTATIVE (SIGNATURE): _____

TITLE: _____

ADDRESS OF BIDDER: _____

_____

_____

E-MAIL: _____

PHONE NUMBER: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

FIRE ALARM SYSTEM REPLACEMENT
W-1 MINIMUM SECURITY BUILDING
JAMES T. VAUGHN CORRECTIONAL CENTER
DELAWARE DEPARTMENT OF CORRECTIONS
SMYRNA, DELAWARE
OMB/DFM/DOC Contract No.: MC3804000059

BID FORM

AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite that complies with this regulation:

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

_____

_____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____day of _____ 20_____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

W-1 Min. Security Bldg - Fire Alarm System Upgrade **200-26912-14007**
James T. Vaughn Correctional Center

Bids Due: **2:30 p.m., June 30, 2016 at**
State of Delaware OMB/DFM
Thomas Collins Bldg
540 S. DuPont Highway, Suite 1 (Third Floor)
Dover, DE 19901

REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY

$ 100.00 per set

#01	Name of Company: TT Copy Physical Address: City, State: Contact: Phone: Fax: E-Mail:	GC: YES ☐ NO ☐ Date:	
#02	Name of Company: H+A Electric Company Physical Address: 1160 South DuPont Highway City, State: Dover, De 19901 Contact: Richard Arndt Phone: Fax: E-Mail:	GC: YES ☒ NO ☐ Date: 5/24/16	
#03	Name of Company: Power Plus Electrical Cont. Inc Physical Address: 4985 N. Dupont Hwy City, State: Dover, DE 19901 Contact: Matt Bailey Phone: 302 736-5070 Fax: 302 736-5120 E-Mail: Matt6337@gmail.com	GC: YES ☑ NO ☐ Date:	

TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

W-1 Min. Security Bldg. - Fire Alarm Upgrade
JAMES T. VAUGHN CORRECTIONAL CENTER

Tt PROJECT NO.: 200-26912-14007
DATE: May 24, 2016

	Name	Company	Physical Address	Telephone	Fax	e-mail
1	Bill KRISS	POWER PLUS	10 JANIS DR Dover De 19901	302-363-5067	302-736-50120	MATTB337@Gmail.c
2	John DeMATTEIS	NICKLE ELECTRICAL	14 Mill PARK CT	302 453 4000	302-453 4493	JdeMatteis@ nickle.em
3	RICHARD W. ARNDT	H&A ELECTRIC Co	1160 S. DUPONT HWY	302-242-8384	302-678-5610	RICHA.HANDA@comcast.net
4	Kerry Warchow	OMB/DFM				
5						
6						
7						
8						
9						
10						
11						
12						
13						

SECURITY CLEARANCE APPLICATION
DELAWARE DEPARTMENT OF CORRECTION

PLEASE PRINT CLEARLY

WHO SHOULD COMPLETE THIS FORM:

i. Applicants requesting one-time access or occasional access (whether for one facility or multiple facilities)
ii. Applicants requesting a badge for access to one or more facilities (frequent access for period of 1 year or more)
Note: These applicants will be directed to Human Resources after this form is approved
iii. Individuals requesting to schedule an offender visit may be asked to complete this form.

Volunteers, interns and professional service visitors must attach a letter from their sponsoring organization. Letter must be on agency letterhead, signed by the agency's director and include the name and title/role of the applicant and the name of the program.

WHO SHOULD NOT COMPLETE THIS FORM:

(1) Attorneys
(2) Employees of DOC's contracted medical/behavioral health provider (please contact DOC's Human Resources directly)

SECTION 1: PERSONAL INFORMATION & CRIMINAL HISTORY

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:** (_____) _____

EMAIL: _____

PLEASE LIST WHICH FACILITY(IES) YOU ARE REQUESTING ACCESS TO:

_____
_____
_____
_____

PLEASE SELECT TYPE OF ACCESS REQUESTED

___ **Offender Visit**
___ **One Time Access (i.e. single event)** ***No badge issued***
___ **Occasional Volunteer or Service Provision (Less than 3 days per week or less than 165 days per year for a period of one year or less)** **** No badge issued***
___ **Frequent/Long Term Volunteer or Service Provision (At least 3 days per week or 165 days per year for a period of one year or more)** **** You will be directed to HR to fill out a badge application packet after this form has been approved by the respective DOC Bureau Chief***

DO YOU HAVE ANY *ARRESTS* FOR CHARGES OTHER THAN TRAFFIC TICKETS (WHETHER CONVICTED, DISMISSED, NOLLE PROSSED, OR PARDONED)? NO/YES (IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE ATTACH A SEPARATE SHEET.

COUNTRY: _____ **DATE:** _____

OFFENSE: _____

HAVE YOU EVER BEEN *CONVICTED* OF AN OFFENSE OTHER THAN A TRAFFIC TICKET? **NO /YES**
(IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE ATTACH A SEPARATE SHEET.

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: _____

SECTION 2: JUSTIFICATION FOR SECURITY CLEARANCE REQUEST ***DO NOT COMPLETE THIS SECTION IF APPLYING FOR AN OFFENDER VISIT. IF REQUESTING ONE-TIME PRISON ACCESS FOR A SINGLE EVENT, ONLYANSWER THE QUESTIONS MARKED WITH AN ASTERISK (*).***

***REASON FOR CLEARANCE:** _____

***DATE(S) OF ACTIVITY:** _____ ***ORGANIZATION:** _____

***PROGRAM NAME:** _____

***JOB TITLE:** _____ ***HOW LONG EMPLOYED/VOLUNTEERING:** _____

ORGANIZATION ADDRESS, PHONE NUMBER, AND EMAIL:

_____
_____
_____

WHAT TYPE OF VOLUNTEER OR PROFESSIONAL SERVICES WILL YOU BE PROVIDING?

_____
_____
_____

DESCRIBE YOUR QUALIFICATIONS FOR PROVIDING PROFESSIONAL OR VOLUNTEER SERVICES:

_____
_____
_____
_____

LIST ANY PAST OR PRESENT PROFESSIONAL OR VOLUNTEER ORGANIZATIONS YOU PARTICIPATED IN (INCLUDE NAME, LENGTH OF SERVICE, CONTACT PERSON, AND PHONE NUMBER OR EMAIL):

_____
_____
_____
_____

SECTION 3: PLEASE READ AND SIGN ***ALL APPLICANTS MUST COMPLETE THIS SECTION***
I understand that DOC authorities will verify my criminal record information. I also understand that my application may be rejected for any reason.

SIGNATURE: _____ **DATE:** _____

DOC USE ONLY:

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: _____
DENIED_____

IF DENIED, PLESE INDICATE REASON BELOW:

(1) Dishonest/incomplete application;
(2) Active pending charges/warrants/capiases;
(3) Any criminal conviction within the past two years;
(4) Any incarceration in a Delaware correctional facility within the past three years;
(5) Pending litigation against DOC involving applicant, arrest for escape, conviction for smuggling prison contraband, affiliation with confirmed security threat group, or previous institutional misconduct relating to the security, life, safety, and health of the facility while incarcerated;
(6) Other (See Investigation for info).

REVIEWER'S SIGNATURE:_____ DATE:_____

A GUIDE TO THE PREVENTION AND REPORTING OF SEXUAL ABUSE AND MISCONDUCT WITH OFFENDERS

PREA Information for Contractors, Vendors, and Volunteers with Limited Contact with Offenders

Please Read, Sign, and Return this Acknowledgement Form with the Security Clearance Application

Staff Sexual Misconduct

Delaware Department of Correction (DDOC) policy 8.60 specifically forbids any activity associated with or that promotes acts of sexual conduct, including sexual harassment between offenders and DOC staff. In this definition, "staff" includes: contractors, vendors and volunteers of the DOC. An "offender" means someone incarcerated in a correctional facility or under supervision in the community. DDOC policy 8.60 contains detailed descriptions of what constitutes sexual misconduct and staff misconduct of a sexual nature (Policy 8.60 is available on the DDOC website at: http://www.doc.delaware.gov/downloads/policies/policy_8-60.pdf)

Forms of sexual misconduct include, but are not limited to:

1. Any behavior of a sexual nature directed toward an offender by a Department staff, contract staff, or volunteer.
2. Inappropriate touching between offenders and staff.
3. All completed, attempted, threatened, or requested sexual acts between Department staff and the offender.
4. Sexual comments and conversations with sexually suggestive innuendos or double meanings.
5. Display or transmittal of sexually suggestive posters, objects, or messages.

Depending on the investigation findings of an alleged incident, the outcome may result in the loss of your job/assignment and the possibility of criminal charges. In addition, persons accused of sexual harassment in civil or criminal proceedings may be held personally liable for damages to the person harassed.

An Abuse of Power

Due to the imbalance of power between offenders and staff in correctional settings, sexual interactions between staff (who have power) and offenders (who lack power) are unprofessional, unethical and illegal. Some offenders who lack power may become sexually involved with staff in an effort to equalize the imbalance of power. Occasionally an offender may try to use sex to improve his/her standing or circumstances (e.g., better job, avoid disciplinary action, affect a release plan, gain privileges, etc.).
As a DOC contractor, vendor or volunteer, your designated assignments place you in a position of authority over the offenders with whom you interact in a professional capacity. It is not possible to have a relationship as equals because you have a responsibility to maintain custody, evaluate work performance, and/or provide input to issues that affect release dates, return to prison, or other sanctions.

Because of the imbalance of power between offenders and staff, vendors, contractors and volunteers, there can never be a consensual relationship between staff and offenders. In fact, the law states "consent" is not a defense to prosecution. Here are some factors to consider.

History of Victimization

Some staff don't think of offenders as 'victims' of staff sexual misconduct, especially when the offender appears to be a willing participant or even initiated the sexual or 'romantic' interactions with a staff member. The offender is always the victim because of the imbalance of power. The consent or willingness of an offender to participate may be a survival strategy or a learned response to previous or current victimization. Many offenders have a history of victimization (physical and/or sexual abuse), which may make them especially vulnerable to the sexual overtures of persons in positions of authority. Their perception of affection/love may be skewed by this background of abuse, making it impossible for them to refuse advances of a staff member.

In some instances, particularly for female offenders, their survival in the community has been directly related to using their sexuality to obtain the means to survive. Coupled with low self-esteem, this carries over into their conduct in prison and while under community supervision.

As the person in authority, it is your responsibility to discourage, refuse and report any overtures as well as maintain professional boundaries at all times. Boundaries in relationships can be difficult. If you question your professional boundaries with an offender or feel uncomfortable with his/her actions or advances toward you, talk to another person you respect and/or bring this matter to the attention of a DOC employee before it gets out of control.

Red Flags:

The following are behaviors or 'red flags' that may signal you or someone you work with is in danger of engaging in sexual misconduct with an offender:

- Spending a lot of time with a particular offender
- Change in appearance of an offender or staff member
- Deviating from agency policy for the benefit of a particular offender
- Sharing personal information with an offender
- Horseplay
- Overlooking infractions of a particular offender
- Doing favors for an offender
- Consistently volunteering for a particular assignment or shift
- Coming to work early/staying at work late
- Flirting with an offender

Some Other Things to Consider:

Amorous or sexual relationships with an offender are seldom a secret. Such behavior will subject you to disrespect and manipulation from other offenders that may be aware of your situation. Once in a relationship, professional judgment becomes clouded and the normal defenses that exist to protect you will be compromised. When acting on emotions, you may take actions that would otherwise be considered inappropriate in a correctional environment (either in custody or in the community).

Amorous or sexual relationships are inappropriate and illegal when they occur between an offender and any staff member, contractor, vendor or volunteer. Offenders depend upon staff to provide for their board and care, ensure their safety, address their health care needs, supervise their work and conduct, and act as role models for socially acceptable conduct. Your conduct and the decisions you make reflect not only on your own reputation, but also on that of your peers and the agency you represent.

How to Maintain Appropriate Boundaries:

Most staff/offender sexual misconduct occurs only after seemingly innocent professional boundaries have been crossed. The following behaviors will assist you in maintaining appropriate boundaries:

- Maintain professional distance
- Focus behavior on duties and assignments
- Do not become overly close with offenders
- Do not share your own or other staff person's personal information with or around offenders
- When speaking to offenders about other staff, refer to the staff by their title or as Ms. or Mr.
- When speaking to offenders refer to them as Ms. or Mr. and their last name
- Do not accept gifts or favors from offenders
- Be knowledgeable of Departmental policy and procedure, rules of conduct and laws regarding sexual misconduct and sexual harassment.

A Duty to Report

Staff must report any inappropriate staff/offender behavior immediately. The presence of illegal and unethical behavior by staff compromises the security and safety of the agency. Staff that fail to report such behavior will be held accountable and sanctioned through dismissal. All efforts will be made to ensure the confidentiality of the reporting staff member.

I HAVE READ AND UNDERSTAND THE INFORMATION PROVIDED IN THIS DOCUMENT.

SIGNATURE:_____ **DATE:** _____

PRINTED NAME: _____

ORGANIZATION / COMPANY _____

PROGRAM NAME: _____