



Addendum

Delaware Department of Correction
James T. Vaughn Correctional Center
Project Name: JT VAUGHN CORRECTIONAL CENTER BUILDING "22" - ROOF REPLACEMENT
OMB/DFM/DOC Contract No: MJ3804000095

Tt Project No.: 200-26912-16012

Addendum No. 01
to
Drawings and Project Manual

July 26, 2018

To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:
Original DRAWINGS dated July 25, 2018
PROJECT MANUAL dated July 25, 2018

Acknowledge receipt of the ADDENDUM in the space provided on the FORM OF PROPOSAL

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

GENERAL CLARIFICATIONS

NONE

CLARIFICATIONS FROM PRE-BID MEETING

- ITEM 1-C-1:** The attached Pre-bid Information – Agenda was reviewed and the following information was discussed in the JULY 25, 2018 MANDATORY PRE-BID MEETING.
- ITEM 1-C-2:** See the attached Pre-Bid Meeting Sign in Sheet for attendees.
- ITEM 1-C-3:** Pre-bid Information – Agenda Item number 20: Mark Reynolds (Tt) added that Contractors can expect to only get approximately 6 hours of work done per day based on items 20, 21, and 22 in the Pre-bid Information.
- ITEM 1-C-4:** Pre-bid Information – Agenda Item number 26: The Contingency Allowance of \$20,000.00 is to be included in your base bid.
- ITEM 1-C-5:** Pre-bid Information – Agenda Item number 27: Dean Seely (DFM) noted that security is the top priority at the DOC's facility. See attached State of Delaware Department of Corrections – Security Clearance Forms. Contractor shall submit **ALL** sheets, even those left blank for DOC review when sending in for approval. They must be sent by email directly to Ernest Kulhanek at ernest.kulhanek@state.de.us by August 1, 2018.
- ITEM 1-C-6:** Pre-bid Information – Agenda Item number 27: The Pre-Bid walk-through for this project is scheduled for August 8, 2018 at 8:30 a.m.
- ITEM 1-C-7:** Pre-bid Information – Agenda Item number 27: DELETE original sentence number 6 and REPLACE with the following: "If you are not there by 8:30 a.m., you will not be permitted into the facility."

- ITEM 1-C-8: Pre-bid Information – Agenda Item number 28: The Bid Form – Subcontractor List was reviewed and the five (5) Sub-Contractors listed as follows: Roofing, Mechanical, Plumbing, Electrical, and Caulking, was agreed to by all attendees.
- ITEM 1-C-9: Pre-bid Information – Agenda Item number 29: Mark Reynolds (Tt) explained that Contractors submitting a bid must fill out and sign the “Affidavit of Employee Drug Testing Program” in acknowledgement that they and all their sub-contractors have a program in place. The Prime Contractor shall submit the form with their bid.
- ITEM 1-C-10: Pre-bid Information – Agenda Item number 30: Dean Seely (DFM) noted that Contractors shall make sure all blanks on the Bid Forms are completely filled in.
- ITEM 1-C-11: Pre-bid Information – Agenda Item number 31: Dean Seely (DFM) noted that Contractors are to make sure that they list each addenda separately on the Bid Form (i.e. Addenda 1, 2, 3, etc.).
- ITEM 1-C-12: Dean Seely (DFM) noted this is a prison facility. Contractors shall follow all DOC rules and regulations.
- ITEM 1-C-13: Dean Seely (DFM) noted that the State and DOC do not anticipate any delays to the project start, other than the typical project contract procedure time required.
- ITEM 1-C-14: Mark Reynolds noted that the PRS Survey Drawing for JTVCC Buildings 22 and 23 is located in the Specifications on the disk, therefore, Contractors can print that drawing at any size they choose.

CHANGES TO PROJECT MANUAL

NONE.

CHANGES TO DRAWINGS

NONE

ATTACHMENTS

PRE-BID INFORMATION – AGENDA
PRE-BID MEETING SIGN IN SHEET
BID REGISTER
STATE OF DELAWARE DEPARTMENT OF CORRECTIONS – 2017 SECURITY CLEARANCE APPLICATION

END OF ADDENDUM No. 01



Pre-Bid Bid Information

Meeting Date: Wednesday July 25, 2018 @ 8:30 a.m.

Prepared By: Mark Reynolds

Tt Project No.: 200-26912-16012 JT Vaughn Correctional Center Building "22" - Roof Replacement / MJ3804000095

Regarding: General Pre-Bid Information - Agenda

**Item
Number**

Item

1. Project involves replacement of the existing Building 22 (MHU) roof at the James T. Vaughn Correctional Center located in Smyrna, Delaware, with new SBS modified system on new tapered insulation at center penthouse areas. Small shingle roof areas in center penthouse area are also part of the Base Bid. Flat roof area work shall also include the replacement of the metal flashing, provide new strainers and clamping rings for existing roof drains / overflow roof drains. Alternate work shall include new shingle roofing system on existing plywood decking over metal decking at the four (4) housing wings. The sloped roof housing wing area work shall also include the replacement of the metal flashing and roofing accessories as required to complete the roof replacements. Project will be constructed under a single prime contract.
2. This is a mandatory Pre-Bid Meeting and Bidders are limited to those in attendance that are prequalified.
3. Project documents can be purchased at Tetra Tech's office for a non-refundable handling fee of \$100 per set.
4. Sealed bids for this project will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, at the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901 until 2:00 p.m. local time on Thursday, August 16, 2018, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.
5. 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. Change order requests will be based upon these rates and the actual number of hours required to complete the work.
6. Only plan holders who purchased bid document sets from Tetra Tech will receive the ADDENDAS.
7. All discrepancies, questions or requests for clarifications or interpretations must be submitted to the Architects office at least seven (7) days prior to bid due date, Friday, August 10, 2018. Submit e-mails to Mr. Mark Reynolds' attention at mark.reynolds@tetrattech.com

8. Insurance requirements are listed in Section 00 81 13 General Contracting Requirements
9. Contractor must list themselves as the Subcontractor for all work which they propose to accomplish. All subcontractors doing work on this project will need to be listed on the bid form.
10. A Bid Security, in the amount of ten percent (10%) of the total amount of the Base Bid plus all additive alternates is required.
11. 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. Last addenda, if required will be issued Monday, August 13, 2018.
12. 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. List each Addendum individually on the Bid Form.
13. 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. Separate schedule of values is required for each roof project section.
14. The Contractor must submit certified weekly payroll receipts directly to the Delaware Department of Labor as required.
15. The Front End Specifications requires a two (2) year Warranty and Guarantee Period after acceptance by the Owner.
16. The 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.
17. All potential change orders need to be immediately brought to the attention of the Architect and site supervisor (PRS). Change orders must be approved prior to any work being done. The work will be tracked by PRS for the amount of hours required to complete each task within the change order.
18. Facility restrooms are not available. Port-O-Sans will be required and must be locked at all times.
19. Contractors shall submit a list of all proposed workers along with their completed DOC security clearance applications. Same applies to all Subcontractors and manufacturers' representatives.
20. Normal working hours are between 7:00 a.m. to 3:00 p.m., Monday thru Friday. No work on Saturdays and Sundays.
21. Contractors are required to sign in at the Main Entrance each morning before driving through the sally port. All Contractors shall enter and leave as a group with an escort (Maintenance Personnel or Correctional Officer). Allow up to 1 hour to enter or leave the Facility. Trucks should be kept clean, trash within the vehicle could increase the amount of time it takes the Correctional Officers to inspect the vehicles. Contractors should therefore expect to perform approximately 6 hours of work per day.
22. All vehicles and tool boxes shall be locked at all times. 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 and gang boxes. Report all missing tools immediately. Leave all unnecessary tools at the shop.

23. Contractors are advised that only limited movement will be permitted while inside the compound. Employee/Contractor/Subcontractor lunch breaks during normal working hours shall occur at the job site.
24. All utility shutdowns must be coordinated with DOC Maintenance.
25. 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.
26. The contingency allowance \$_____ is to be included in your base bid.
27. The Pre-Bid walk-through for this project is scheduled for _____. Joseph Dean Seely from the State of Delaware OMB/DFM shall provide security forms by e-mail for James T. Vaughn Correctional Center. It was requested that all contractors complete the form and must have their security clearance applications submitted by email directly to Ernest Kulhanek at ernest.kulhanek@state.de.us by _____, close of business (COB), to allow time for the security clearance process. In addition, provide Mark Reynolds mark.reynolds@tetratech.com and Joseph Dean Seely joseph.seely@state.de.us the list of employees you plan on having attend the site visit. All contractors are to report to the Maintenance Building. If you are not there by _____, you will not be permitted into the facility. Due to the fact that no cameras are permitted to be brought into the facility, Tetra Tech will arrange for photos to be provided to the contractors upon request. If contractors would like to bring a tape measure, they will need to submit a list of tools with the submission of their security clearance form.
28. The Bid Form – Subcontractor List shall be reviewed, which list _____(____) Sub-Contractor as follows:

_____.
29. Contractors are required by the State of Delaware, as of the beginning of 2016 to have a Drug Testing Program that must comply with the State of Delaware's requirements and sign the Bid Form – Affidavit of Employee Drug Testing Program in acknowledgement. The Prime Contractor shall be required to fill-out and sign the Bid Form – Affidavit of Employee Drug Testing Program in acknowledgement that they and all their sub-contractors have a Program in place. The Prime Contractor shall submit the form with their bid.
30. Contractors are advised that they are not to leave any blank spaces on the Bid Forms. All spaces are to be filled in.
31. All addenda are to be listed separately on the Bid Form (i.e. Addenda 1, 2, 3, etc.)
32. Only Prime Contractors are required to submit a copy of their Delaware Business license with their bid.



TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

James T. Vaughn Correctional Center
Building 22 Roof Replacement

TT PROJECT NO.: 200-26912-16012
DATE: July 25, 2018

Name	Company	Physical Address	Telephone	Fax	e-mail
1 Melissa Doran	P. A. NOLT, INC.	53 Cross Keys Rd Berlin, NJ 08009	856-753-9333	856-753-4963	matt@danalt.com
2 Buck High	TRI-SIMILE ROOFERS	404 Miele Dr. Wilmington, DE	302-995-7027	302-995-7027	bhigh@tri-roofers.com
3 Pat Seely	PFM	540 S. DuPont Hwy. Suite 1 Dover, DE 19901	302-739-5614	302-739-6148	joseph.seely@state.de.us
4 MARK REYNOLDS	TETRA TECH	240 CONTINENTAL DRIVE NEWARK, DE 19713	302-738-7557	302-454-5989	mark.reynolds@tetratech.com
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**James T. Vaughn Correctional Center
Building 22 Roof Replacement**

200-26912-16012

Bids Due: **2:00 PM** **Thursday, August 16, 2018**
Reception area of Facilities Management Office
Thomas Collins Building
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: <u>D.A. NOLT</u> Physical Address: <u>53 Cross Key Rd</u> City, State: <u>BERLIN NJ 08009</u> Contact: <u>RICH O'Brien</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Phone: <u>856-753-9333</u> Fax: <u>856-753-4963</u> Date: _____ E-Mail: <u>rich@danolt.com</u>
#02	Name of Company: _____ Physical Address: _____ City, State: _____ Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: _____ Fax: _____ Date: _____ E-Mail: _____
#03	Name of Company: _____ Physical Address: _____ City, State: _____ Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: _____ Fax: _____ Date: _____ E-Mail: _____

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: 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, ONLY ANSWER 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, PLEASE 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: _____
