



Addendum No. 1

August 17, 2018

Delaware Department of Correction
James T. Vaughn Correctional Center

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Project Name: **JT VAUGHN CORRECTIONAL CENTER BUILDING 20 Expansion**
Bid Package "A"OMB/DFM/DOC Contract No: MJ3804000097

NOTICE: Attach this addendum to the Project Manual for this project. It modifies and becomes a part of the Bidding and Contract Documents dated August 10, 2018. Work for materials not specifically mentioned herein are to be as described in the main body of the specifications and as shown on the Drawings. Acknowledge receipt of this Addendum in the space provided on the Bid Form.

The bidding and contract documents for the above referenced project are amended as follows:

GENERAL CLARIFICATIONS:

1. The cutoff date for questions on the project will be Thursday, August 30, 2018 at 4:00 PM.
2. All question during the bidding process shall be directed to Kevin Lucas via Email at the following address: klucas@ediscompany.com
3. This is a Level 5 facility and all guidelines (see attached list) must be followed precisely.
4. No cell phones will be permitted inside the project area. The escort guard will have a radio in case of an emergency.
5. Contractors must supply keys to all job boxes, ladder locks, etc. for all equipment that remains in facility after working hours.
6. High visibility vests are required by all workers while on project site.
7. Clarification of Contract JTVCC-01: The elevated walkway is the responsibility of this contract. This contractor will construct, maintain and fully remove all components at the completion of the project. Associated costs to be included in your base bid.
8. There is a laydown area identified on the Civil drawings just inside the fencing near the guard house. This will be the laydown area for your weekly materials and equipment. There is a smaller laydown area indicated adjacent to the project site that will be available for some daily stored items. Use of the laydown areas must be coordinated with EDiS and DOC daily.
9. The project was approved by DNREC as a "Standard Plan Approval" sediment and erosion measures shall meet this criteria.
10. Note: Facility regulations will not allow any "Silt Fence" inside the perimeter fenced areas.





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11. Note: Under/Comm Inc. is the only approved underground utility locator for this project and will be utilized by this contractor to locate existing utilities. Incorporate the costs associated with this work in your base bid.
Under/Comm Inc.
198 Mullet Run Milford Industrial Park
Milford, DE. 19963
Phone: (302) 424-1554
Email: info@undercomm.com
12. It should be noted that the project area is infested with mosquitos. The maintenance department suggests "Bug Repellant" be supplied to your workers.
13. All contractors shall be at the gate ready to enter the project site no later than 7:00 AM and shall be clear of the perimeter by 3:00 PM.
14. Entering and exiting the perimeter gates will require time and cooperation for your contractors. The time required for tool, vehicle, and personnel checks each day shall be the responsibility of the contractor. A tool inventory sheet is included in Section 01 3553 Security Procedures for your use.
15. Contractors may be searched by the DOC staff at any time during their time on site. DOC is the owner/boss and all contractors must abide by their requests.
16. During the Pre-Bid meeting for Bid Package A on Friday, August 10, 2018 the entire project specification was reviewed. EDiS and the project team conducted the review.
17. Attached to this Addendum is a revised bid form which includes the approved subcontractors listing. Supply only the subcontractor's information that are listed in the subcontractor listing. (do not add any additional)
18. Testing services for soil, concrete, and steel will be provided by the owner. This contractor is responsible to cooperate with the owner and selected testing agency to insure no delays are incurred.
19. As per the Advertisement for Bid, contract documents may only be obtained from EDiS Company by contacting Jackie McKee at jmckee@ediscompany.com.
20. A project site visit will be conducted on Friday, August 24, 2018 at 10:00 AM sharp. In order to participate in this "highly suggested" site visit each person attending must complete the





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attached "Security Clearance Forms" and email all six (6) sheets to Ernie Kulhanek (DOC) at the following address Ernest.Kulhanek@state.de.us. Ernie can also be reached via cell 302-270-6350. If Ernie cannot be reached contact Dave Neeld at 302-363-3903. You will be contacted directly by Ernie upon approval.

21. The day of the site visit give yourself enough time to clear the main gate and arrive at the Maintenance Shop prior to 10:00 AM. The tour will start promptly at 10:00 AM. If you are late you will not be allowed to tour the site.
22. The pre-bid sign in sheet is attached for your use. Only the contractors listed on the attached sign in sheet may submit proposals for Bid Package A Contract JTVCC-01 -001: Earthwork, Improvements, and Site Access.

QUESTIONS AND ANSWERS:

n/a

MODIFICATIONS TO SPECIFICATIONS:

n/a

MODIFICATIONS TO DRAWINGS:

n/a

ATTACHMENTS:

Guideline to working inside the fence line at JTVCC

Pre-bid sign in sheet

Specification Section 00 4100 Bid Form and Attachments

Specification Section 01 3553 Security Procedures

Specification Section 01 3554 Security Clearance Application DE

End of Addendum No. 1





State of Delaware
Department of Correction
"Our Top Priority Is To Ensure Public Safety"

Guideline to working inside the fence line at JTVCC

James T. Vaughn Correctional Center (JTVCC) 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 all inclusive of those regulations it will provide you with an understanding of our expectations from you and your employees.

All contractors and sub-contractors are to notify the JTVCC Maintenance Superintendent 24 hours prior to any work scheduled inside the fence line of JTVCC property. Contractors are expected to follow the directives of any DOC security personnel.

Firearms, alcohol, and drugs are prohibited while on the grounds of JTVCC. The use of all tobacco products is prohibited while on the grounds of JTVCC, this includes while operating equipment in a closed cab or inside personal vehicles.

All equipment and vehicles on the grounds must be locked or disabled while not in use. All tool boxes, job boxes and storage containers must be locked at all times.

No tools, power tools, hand tools, chains, straps, ladders, scaffolding will be left out and unsecured. If ladders and scaffolding must be stored or in the designated secured storage area it must be chained and padlocked secured to an unmovable object. All ladders stored on ladder racks on vehicles must be locked down or a chain and padlock securing the ladders to the vehicle.

Contractors are encouraged to don and wear a Hi-Visibility vest. Contractors are not permitted to wear solid white, yellow, red, and orange clothing. No camouflage material of any kind is permitted.

Contractors are to remain at the work site. Do not make any movement towards the fence line. If a contractor requires movement the JTVCC Maintenance escort, Foreman, or Superintendent must be notified and they will coordinate all movement.

A tool count will be conducted at the beginning of the work day and at the end of the work day. Any tools, saw blades, welding tips that become missing must be reported to the JTVCC

Maintenance Superintendent **immediately**. JTVCC maintenance personnel must be present during the tool counts.

Contractors are not permitted to block the service entrance or perimeter road around JTVCC.

Contractors will not engage any inmates in a conversation, nor will they give or accept anything from an inmate.

All persons and vehicles on JTVCC properties are subject to search by security staff.

The JTVCC maintenance staff will be your contact and if you have any questions seek the advice from JTVCC maintenance staff or JTVCC maintenance Foreman and Superintendent. In the event of an institutional lockdown, there will be no movement in or out of the institution. Follow the directives given to by security and maintenance personnel when an institutional lockdown is called. Depending on the situation contractor working inside the fence line may be asked to stop working, perform a tool count and leave JTVCC grounds, these occurrences are rare, but contractors are to comply with no questions asked in the event of an institutional lockdown.

No personal cooler are allowed inside the fence, lunches will be placed in clear plastic bags and 1 large cooler (contractor provided) will be allowed to enter with the contractors, No aluminum foil, aluminum cans, glass containers, glass bottles are permitted. No microwave ovens permitted. Clear plastic bottles and coffee cups with removable lids are authorized.

No cash over \$20.00 is allowed on your persons. No Cell phones, notepads, laptops, fit bits, cameras, or any personal electronic devices are allowed.

All contractor vehicles must have a tool inventory of all tools assigned to the vehicle, all tool boxes and compartments attached to the vehicle must have the ability to be locked.

When in doubt **ALWAYS** contact your JTVCC maintenance escort or the Maintenance foreman or Superintendent.



James T. Vaughn Correctional Center
 JTVCC Building 20 Expansion
 BID PACKAGE 'A'
 PRE-BID MEETING
 10-Aug-18

Please Print!

COMPANY NAME	CONTACT NAME	EMAIL ADDRESS	PHONE NUMBER	CELL NUMBER
GMB/DFM	Dean Seely	joseph.seely@state.de.us		
EDIC	KEVIN LUCAS	KLUCAS@EDISCOMPANY.COM	302 470-3083	
MTS	Mark Stensberg	marks@MontgomeryTechnology.com	334-368 com 7195	SAME
✓ Eastern States Const	Terry Gleason	tgleason@eastern-states.net	302 995 2259	302 545 2200
✓ COMMONWEALTH CONSTR. CO.	BILL BOOTH	bbooth@itscommonwealth.com	302 654 6611	302 373 2114
✓ A-DEL Construction	Don Hanna	estimates@a-del.com	302 453 8286	302 258 3061
✓ KENT CONSTRUCTION	DWAYNE BOSLEY	DWAYNE@KENTCONSTRUCTIONCO.COM	302 653-6469	302 258-8061
✓ TECHNIVATE Thompson & sons	PAUL GRANNY	PGRANNY@TECHNIVATE.COM	302- 363-5311	SAME.
✓ D.A. NOH, Inc	Liz Thompson	thompsonsonsin@comcast.net	302-335- 3404	
✓	MULISSO DURAN	malta@Danolt.com	856 753 9333	SAME
✓ Peace & Masetto	Jeff Malone	j.malone@peace-masetto.com	302- 218- 9174	SAME
Dept. of Correction	Eric Smeltzer	eric.smeltzer@state.de.us	302 857-5261	—

JTVCC-001: EARTHWORK, IMPROVEMENTS, AND SITE ACCESS

BID FORM

For Bids Due: _____ To: State of Delaware Office of Management and Budget
Thomas Collins Building
540 S. Dupont Highway, Suite 1 (Third Floor)
Dover, Delaware 19901

Name of Bidder: _____

Bidder Address: _____

Contact Name: _____ E-Mail Address: _____

Delaware Business License No.: _____ Taxpayer ID No.: _____

(Other License Nos.): _____

(A copy of Bidder's Delaware Business License must be attached to this form.)

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:

\$ _____ (\$ _____)

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 ninety (90) days from the date of opening of bids, 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.

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: _____
(SEAL) (Authorized Signature)

(Title)
Date: _____

ATTACHMENTS

- Sub-Contractor List
- Non-Collusion Statement
- Bid Bond
- Consent of Surety
- Affidavit of Employee Drug Testing Program (1 per contractor/subcontractor)
- Delaware Business License
- (Others as Required by Project Manuals)

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.**

Subcontractor

<u>Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. Sitework, Excavation, Grading	_____	_____	_____
2. Utility Work	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

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 _____.

All the terms and conditions of JVTCC-001: Earthwork, Improvements, and Site Access have been thoroughly examined and are understood.

NAME OF BIDDER: _____

AUTHORIZED REPRESENTATIVE
(TYPED): _____

AUTHORIZED REPRESENTATIVE
(SIGNATURE): _____

TITLE: _____

ADDRESS OF BIDDER: _____

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.

CONSENT OF SURETY

DATE _____

To: State of Delaware Office of Management and Budget
Thomas Collins Building
540 S. Dupont Highway, Suite 1 (Third Floor)
Dover, Delaware 19901

Gentlemen:

We, the _____

(Surety Company's Address)

a Surety Company authorized to do business in the State of Delaware hereby agrees that if

(Contractor)

(Address)

is awarded the Contract No. _____

We will write the required Performance and/or Labor and Material Bond required by Paragraph 9 of the Instructions to Bidders.

(Surety Company)

By _____
(Attorney-in-Fact)

**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, including subcontractors 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.

END OF SECTION

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET

BID BOND

TO ACCOMPANY PROPOSAL
(Not necessary if security is used)

KNOW ALL MEN BY THESE PRESENTS That: _____
_____ of _____ in the County of _____
_____ and State of _____ as **Principal**, and _____
_____ of _____ in the County of _____
and State of _____ as **Surety**, legally authorized to do business in the State of Delaware
("State"), are held and firmly unto the **State** in the sum of _____
_____ Dollars (\$_____), or _____ percent not to exceed _____
_____ Dollars (\$_____)
of amount of bid on Contract No. _____, to be paid to the **State** for the use and
benefit of _____ (*insert State agency name*) for which payment
well and truly to be made, we do bind ourselves, our and each of our heirs, executors, administrators, and
successors, jointly and severally for and in the whole firmly by these presents.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH That if the above bonded **Principal**
who has submitted to the _____ (*insert State agency name*) a
certain proposal to enter into this contract for the furnishing of certain material and/or services within the
State, shall be awarded this Contract, and if said **Principal** shall well and truly enter into and execute this
Contract as may be required by the terms of this Contract and approved by the _____
_____ (*insert State agency name*) this Contract to be entered into within twenty days after
the date of official notice of the award thereof in accordance with the terms of said proposal, then this
obligation shall be void or else to be and remain in full force and virtue.

Sealed with _____ seal and dated this _____ day of _____ in the year of our Lord two
thousand and _____ (20____).

SEALED, AND DELIVERED IN THE
Presence of

Name of Bidder (Organization)

Corporate
Seal

By:

Authorized Signature

Attest _____

Title

Name of Surety

Witness: _____

By:

Title

JTVCC BUILDING 20 EXPANSION

DIVISION OF FACILITIES MANAGEMENT

**SECTION 01 35 53
SECURITY PROCEDURES**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Security measures including formal security program, entry control, personnel identification, guard service, and miscellaneous restrictions.
- B. The correctional facility has issued regulations to be observed by all Contractors, their subcontractors and employees and other firms providing services for or otherwise assigned to or working on the Project in order to minimize disruption to prison operations, maintain security and to facilitate the construction process. While working inside the prison facilities on a regular or occasional basis, it must be clearly understood that prison security requirements will at all times take precedence over construction operations. The contractor shall comply with all such regulations and consider the regulations when preparing his/her bid.

1.02 RELATED REQUIREMENTS

- A. Section 01 10 00 - Summary: use of premises and occupancy.
- B. Section 01 50 00 - Temporary Facilities and Controls:.

1.03 SECURITY PROGRAM

- A. Protect Work, existing premises and State of Delaware Office of Management & Budget (OMB) - Division of Facilities Management's operations from theft, vandalism, and unauthorized entry.
- B. Initiate program in coordination with State of Delaware OMB - Division of Facilities Management's existing security system at project mobilization.
- C. Maintain program throughout construction period until State of Delaware OMB - Division of Facilities Management acceptance precludes the need for Contractor security.

1.04 ENTRY CONTROL

- A. Restrict entrance of persons and vehicles into Project site and existing facilities.
- B. Allow entrance only to authorized persons with proper identification.
- C. Maintain log of workers and visitors, make available to State of Delaware OMB - Division of Facilities Management on request.
- D. Department of Correction (DOC) shall control entrance of persons and vehicles related to State of Delaware OMB - Division of Facilities Management's operations.

1.05 PERSONNEL IDENTIFICATION AND BACKGROUND CHECK

- A. All contractor workers must obtain a security clearance/background check for the facility in which work is to be performed. The clearance request forms are specific for each DOC facility and will be provided as requested.

1.06 GENERAL REQUIREMENTS

- A. When workers are finished for the day, all tools will be accounted for by the worker and the escorting officer.
- B. Workers once entering controlled areas are not permitted to wander from the work area. Should a worker need to go to another area, he/she will be escorted by an officer.
- C. Should work require more than one day to complete the job, permission to construct and use temporary storage facilities is solely at the discretion of the prison authorities. The facility will not accept responsibility for any loss or damage to materials left on site. All tools and equipment should be removed daily.
- D. It is essential that construction operation and debris removal be conducted in a manner to assure that materials which might be used as weapons do not fall into the hands of inmates.
- E. Anything of unusual nature such as loss of key, identification cards, tools, piping, etc., shall be reported immediately to the escorting officer.

DIVISION OF FACILITIES MANAGEMENT

JTVCC BUILDING 20 EXPANSION

- F. In the event that construction requires disruption of plumbing, electrical power, etc., the facility's Maintenance Superintendent must receive at least twenty four (24) hours advance notice in order to preserve security and not to disrupt routine activities. When temporary shutdown of service is unavoidable, the work shall be completed at night during a time when the institution's routine will not be interfered with.
- G. Workers shall be subjected to all rules and regulations. Contractors are expected to follow the directive of any DOC uniformed personnel. Failure to comply with a directive will result in being escorted out of the institution and being banned from entering the institution until the Security Superintendent and/or the Warden has reviewed the case.
- H. Contractors shall include, in their bid, a sufficient amount of time to enter and depart the facility in a given day. as an example of past projects at a Department of Correction site, it takes between one half (1/2) hour to one (1) hour each to enter or leave the facility.
- I. Normal work hours are from 7:00AM until 3:00PM Monday thru Friday. Contractor must be ready to enter gate at 7:00AM with cleanup and tool inventory completed and ready to exit facility by 2:45PM.

1.07 SPECIAL REQUIREMENTS

- A. Materials shall be moved through the buildings using rubber tired vehicles which shall be properly controlled at all times to avoid damage to existing walls, floors, and ceiling surfaces, including doors and door and/or window frames.
- B. Water damage will not be tolerated and it is incumbent upon the contractor to take all steps necessary to keep the existing premises dry at all times.
- C. All welding and cutting shall be performed by qualified and certified welders. Certificates shall be on file with the Construction Manager prior to commencement of any welding.
- D. Existing streets, pavements, lawns, curbs, and other finished surfaces disturbed or damaged by excavation or other construction activities shall be repaired and restored to their original conditions to the satisfaction of the Owner, Construction Manager, and local authorities.
- E. Open trenches must be barricaded. Nothing which can be used as a weapon or could conceal an inmate can be used as a barricade. Contractors are directed to use plastic tape and the existing trees, shrubbery, or fences where available.
- F. 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.

1.08 SITE SECURITY

- A. The following regulations must be observed by all persons having any association with the construction of this project (employees, subcontractors, workmen, service men, manufacturer's representative, etc.)
 - 1. Access to the DOC Facility will be through a Main (Visitor) Gate or a SallyPort, as directed by the facility. Each contractor must have passed a security/background check. A state issued photo ID will need to be furnished to the Security Officer before a Visitor Pass can be issued to the contractor.

All contractors shall enter and leave as a group with an escort (Maintenance Personnel or Corrections Officer).

- 2. Assigning Men to the Site
 - a. each trade subcontractor shall notify the Maintenance Superintendent twenty four (24) hours in advance, but not later than 12:00 noon, on the previous work day before sending men to the project site, so an officer can be assigned to accompany all his personnel.
- 3. Tools and Materials

JTVCC BUILDING 20 EXPANSION

DIVISION OF FACILITIES MANAGEMENT

- a. No tool or materials shall be left unguarded at any time, and they shall be removed from the working areas at the end of each working day or at anytime the workmen or assigned officer leave the area.
4. Prison Records
 - a. Where workmen or representative visiting the institution has a prison record, the trade subcontractor shall be responsible for obtaining the particulars concerning his record, and notifying the institution at least twenty four (24) hours in advance of his visit. The institution will then notify the trade subcontractor and give or deny permission for that person to enter the institution. Any workmen denied entrance to the institution must be replaced by the trade subcontractor or subcontractor at no additional cost.
5. Workmen Lunch Area/Searches
 - a. Workmen will be expected to stay in their respective working areas during their lunch period, unless leaving the grounds is permitted by the DOC facility.
 - b. It is expected that once workers enter the facility, they will stay within the facility until the end of their shift.
 - c. All workmen will be expected to submit to search of themselves, their tool boxes, lunch containers, and/or their vehicles at any time, if the search is deemed necessary.
6. Prohibited Items
 - a. The following items are prohibited from being brought onto the prison grounds and construction site:
 - 1) Any intoxicating beverage.
 - 2) Any narcotic, hypnotic, barbiturate, hallucinogenic drug, central nervous stimulant or prescription drug except as authorized or approved by an institution affiliated physician.
 - 3) Any firearm or instrument customarily used or designed to be used as a dangerous weapon, or an explosive device, except as authorized by the institution and/or Departmental Administration.
 - 4) Any instrument that may be used as an aid in attempting an escape.
 - 5) Hypodermic needle, syringe or article, instrument or substance specifically prohibited by the institution administration except as authorized.
7. Working Dress and Workmen
 - a. Workmen will maintain proper attire while working at the institution.
 - 1) Short pants, open toed shoes, or bare chest are not permitted.
8. It is forbidden to aid or abet the escape of any inmate, or to advise, connive or assist in any escape, or to conceal any inmate after escape, or withhold information pertaining thereto. Violation of this prohibition can result in prosecution and the law provides for punishment of fine and imprisonment.
9. It is likewise strictly forbidden to bring into or take out of the prison either for pay, or for favor, for any inmate, any article without the proper authorization from the Maintenance Superintendent.
10. You are not authorized to roam at will throughout the prison. You will restrict yourself to going directly to those places where your work is conducted and remaining away from areas where you have no business.
11. Stopping to socialize, exchange pleasantries, or conduct business with inmates in traffic areas (hallways, center areas, etc.) is prohibited. Also no affectionate or intimate behavior between official visitors and inmates is permitted.
12. Your automobile is to be parked in a location designated by the facility's Maintenance Superintendent or Security. Parked vehicles must always have the ignition locked and if the interior of the car contains packages, clothing, or any other removable articles, the doors must be locked as well.
13. No photographs may be taken without proper authorization. No public news releases may be given without similar authorization.
14. You are not authorized to escort any person, not previously approved, onto the prison grounds or into the prison.

DIVISION OF FACILITIES MANAGEMENT

JTVCC BUILDING 20 EXPANSION

15. The offering and/or giving of any tips, gratuities, fees, etc. to any inmate and/or prison personnel is strictly prohibited.
16. The use of indecent, abusive or profane language is forbidden anywhere on the prison property.
17. Civilian or other clothing should not be left carelessly in places where it may be acquired and worn by inmates.
18. In the event an acquaintance, friend, or relative of contractor's employee should be an inmate of the institution at which you are working, it is advisable that you communicate this confidentially to the Maintenance Superintendent.
19. Tool and Equipment Safety
 - a. Flammable Liquids: Maintain flammable liquid (e.g., gasoline, fuels, etc.) in secure containers at all times, in compliance with OSHA regulations.
 - b. Tools: Maintain tools and related equipment (e.g., sprinkler heads, hydrants, wires, cables, ducts, manholes, posts, poles, signals, alarm boxes, etc.) at all times.
 - c. Powder Actuated Tools: Comply with Owner's Manual, and Maintenance Superintendent directions for control of powder used and storage.
 - d. Tool boxes shall be kept locked at all times.
20. Construction Personnel Vehicle Parking
 - a. Parking spaces for privately owned vehicles operated by construction personnel may be limited.
 - b. The Maintenance Superintendent will assign areas within the prison site for parking. Sufficient space will be provided to park privately owned vehicles operated by construction personnel on site.
 - c. Vehicle inspections may be conducted at the discretion of the Maintenance Superintendent for the duration of the Contract.
 - d. Vehicles should be kept clean. Trash within the vehicle increases the amount of time it takes the guards to inspect vehicle.
 - e. Do not leave keys in vehicles whether locked or unlocked.
21. Contractors shall not bring glass containers into the facility.
22. The use of cellular phones, pagers, and other electronic communication devices will not be permitted unless specific approval is granted by the Security Superintendent.

1.09 FIRE PROTECTION

- A. Protect and maintain fire department facilities (e.g., sprinkler heads, hydrants, wire, cables, ducts, manholes, posts, poles, signals, alarm boxes, etc.) at all times.
- B. Maintain unobstructed access to the following at all times: Fire hydrants, and fire alarm boxes.
- C. Immediately notify the Fire Department in the event of accidental damage to fire department facilities.
- D. Immediately restore damage facilities to original conditional at no increase to the Contract Sum.

1.10 RESPONSIBILITY FOR DAMAGE AND CARE OF STATE PROPERTY

- A. The contractor in the performance of this Contract will be held financially responsible for any damage to the grounds, buildings, or equipment caused by them, their subcontractors or employees, or other persons engaged in the performance of the Contract.
- B. Every reasonable effort shall be made by workmen to proceed with the work as described in these specifications in a manner of the highest level of workmanship in the trade. The successful bidder for this work shall be responsible for all damage to other work caused by his workmen or through the neglect of his workmen on the site.
- C. Workmen like care shall be expected at all times in performing the work. It shall be the responsibility of the successful bidder to repair or replace all damaged property, the damage for which they or anyone working under his direction is responsible.

JTVCC BUILDING 20 EXPANSION

DIVISION OF FACILITIES MANAGEMENT

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

PART 4 DAILY CONTRACTOR TOOL AND EQUIPMENT INVENTORY

4.01 THE CONTRACTOR TOOL/EQUIPMENT FORM SHALL BE COMPLETED AND SIGNED BY ALL CONTRACTOR PERSONNEL PRIOR TO ENTERING A DOC FACILITY. THE FOLLOWING REQUIREMENTS APPLY:

- A. An original signed and dated tool/equipment form shall be prepared each day.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. The following list of tools and equipment is representative of the items inventoried on the form. **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 (ex. hammers, pliers, wrenches, and screwdrivers), electrical tools (ex. measuring equipment, splicing equipment), power tools (ex. drills, saws, demolition equipment) and supplies (saw blades, drill bits, fasteners). List all other equipment (ex. 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.
- I. 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.
- J. 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.

DIVISION OF FACILITIES MANAGEMENT

JTVCC BUILDING 20 EXPANSION

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**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:

POLICY 8.68 – SECURITY CLEARANCE

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 _____ **DELAWARE 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:** _____

POLICY 8.68 – SECURITY CLEARANCE

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**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.

POLICY 8.68 – SECURITY CLEARANCE

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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

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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: _____
