Solicitation Information
May 31, 2011

LOI # 7448737

TITLE: **A & E Services – Replacement of the Cold Storage Box System for the Central Distribution Warehouse**

Submission Deadline: June 21, 2011 at 3:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: June 9, 2011 Time: 10:00 AM
Mandatory: YES
Location: Dept. of Corrections, Maximum Security, 1375 Pontiac Ave., 2nd Floor, Cranston, RI

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov and must be received no later than **June 8, 2011 at 12 Noon** (Eastern Time). Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Gail Walsh
Buyer II

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to evaluate and redesign/re-engineer the replacement of the cold storage box system for the Central Distribution Center in accordance with the State's General Conditions of Purchase for the Rhode Island Division of Purchases Home Page by Internet at: www.purchasing.ri.gov .

This is an RFQ / Letter of Interest, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov. Visit the website: www.mbe.ri.gov.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@hr.ri.gov.

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

While E-Verify is not required in any of its purchasing and/or hiring, the Federal Acquisition Regulations may in this instance require that the State obtain evidence of E-Verify compliance by the successful bidder.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS
For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov."

Architectural / Engineering Services

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included in each copy of the each response to this solicitation.

The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
1511 Pontiac Avenue (Bldg 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
Website: www.bdp.state.ri.us

The respondent's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

RI Department of Corrections
Central Distribution Cold Storage
Request for A&E Evaluation and Design Services

- The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to evaluate and redesign/re-engineer the replacement of the cold storage box system for the Central Distribution Center in accordance with the State's General Conditions of Purchase for the Rhode Island Division of Purchases Home Page by Internet at: http:/www.purchasing.ri.gov.

- This process needs to be undertaken immediately with proper supervision and knowledge of the damaged system that has failed as a result of excessive ice and water damage. The large panels (11.5'x4'x' 20') that make up the system were soaked with water, making them many times heavier than their design, causing them to overload the suspension system from which they hung. In certain areas this has already resulted in a failure of the suspension system, allowing these over-weighted panels to fall 20 feet to the floor of the facility. It must be assumed that the remaining panels are poised to fall, and are overstressing the building structure.

Scope of Work:

- Request for architectural and engineering services to evaluate and redesign the cooler/freezer box system and related utilities located at the Central Distribution Center.
- Alternative approaches and/or methodologies to accomplish the re-engineering of the cold storage box shall be incorporated into recommendations developed as part of this solicitation.
- Develop cost estimates based upon options presented for the State's consideration.
- Design documents and the provision of bid documents shall be provided for public solicitation based upon the option chosen by the Department. The firm shall assist in the evaluation of the bid submissions in conjunction with the Department.
- Firms shall be responsible for oversight of construction activities to insure adherence to all design documents.
- Firms shall have experience with the design and operation of cold storage systems and be outlined in the response.
- All costs associated with developing or submitting a proposal in response to this request or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- It is intended that an award pursuant to this request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- Qualifications of the team members assigned to the project shall also to be provided along with a distribution of costs and effort on the project.

Background:

- The Central Distribution Center (CDC) is responsible for the central purchase of food items, janitorial items, and other supplies for warehousing and redistribution/sale to state agencies and state school districts. The CDC performs the ordering, receiving, storing and distributing the commodities.
- The facility contains approximately 43,000 square feet of space. There is a small administrative office area (+/- 3,000 square feet) with the remainder warehousing space. There is a freezer and refrigerated area section included in the warehousing section hat totals +/- 15,000 square feet.
- The facility opened in 1988 and is a mix block and metal fabrication. The roofing system is a flat ballast system.

C. SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

1. Bidders will submit a technical and fee proposal simultaneously. The fee proposal will not be opened unless the firm scores a minimum of 60 points on the technical proposal, scored as follows:

1. Competence to perform the desired services by virtue of the **experience of the firm, project principals, consultants and partners** in providing similar services, and the qualifications and experience of the staff who would be assigned to perform the services (35 points)
2. Ability to perform the services expeditiously, as stated in the **project plan** reflecting current workload and the availability of an adequate number of personnel (20 points);
3. Past performance, as reflected by the evaluation and **references** of clients for whom similar work has been performed, including but not limited to other state agencies, ability to meet deadlines, and control of costs (25 points).

All OFFERERs must receive a minimum score of 60 points on the technical submission. Offers not scoring at least 60 points will not be considered further.

2. Cost Proposal:

The cost proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each. The cost proposal will also list a total fixed cost for the entire project. The cost proposal will represent 20 points for a possible total score of 100 points.

The lowest bidder will receive the full 20 points. All other bidders will receive a number of points prorated for their total fee proposal as it reflects a proportion of the low bid (e.g. a bid of twice the amount of the low bid would receive 10 points).

Notwithstanding the above, the State reserves the right to award on price alone

OFFERERs are required to provide a fixed fee cost proposal and detailed work schedule. The cost proposal shall include a budget and narrative for the project that includes the OFFERERs cost or fee structure for this project. Any items that may represent costs outside of industry standards should be explained.

A Work Plan description that shall include a detailed proposed project schedule (by task and sub-task), a list of tasks, activities and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each. Please list the level of effort to be committed to this project by each assigned staff or consultant in hours per week for the duration of the project. List the percentage of work to be completed by the OFFERER and the percentage to be completed by outside consultants.

Pre-Submission Questions, Pre-Submission Meeting

Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP/LOI # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

A **mandatory** pre-bid meeting will be held at the RI Department of Corrections, Maximum Security, 1375 Pontiac Avenue, 2nd Floor, Cranston, RI on the date & time indicated on page one of this solicitation.

Offers to provide the services covered by this Request must be received by the Division of Purchases on or before the DATE AND TIME indicated on page one of this solicitation. Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked "LOI # 7448737: Architectural/ Engineering Services for Replacement of the Cold Storage Box System for the Central Distribution Warehouse"to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The "official" time clock is located in the reception area for the Division of Purchases.

PROPOSAL CONTENTS

Proposals must include the following:

- A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at http://www.purchasing.ri.gov
- A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page.

- Narrative, Project Plan and References:

  - **Experience of the firm and project principals**

    Describe the firm's general experience as well as its experience and qualifications with projects of a similar size, scope and use. Identify the Project Manager, other consultants as well as other members of the project and design team. Please list the level of effort to be committed to this project by each assigned staff or consultant in hours per week for the duration of the project. List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants. Include Standard Form 330 for staff and consultants in this section.

  - **Project Plan**

    This section shall describe the firm's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. The description of approach shall discuss and justify the proposed approach for each task, and the technical issues that will or may be confronted at each stage and steps taken to assure that the project conform to time and financial constraints. The Work Plan description shall include a general project schedule that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and deliverables for each.

  - **References**

    Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for projects of a similar size, scope and use to the proposed project. These individuals will be contacted by members of the selection committee for further information.

- **Fee Proposal**

OFFERERs are required to provide a fixed fee cost proposal and detailed work schedule. The cost proposal shall include a budget and narrative for the project that includes the OFFERERs cost or fee structure for this project. Justification for each line item must be included. Any items that may represent costs outside of industry standards should be explained.

OFFERERS will provide a Work Plan description that shall include a detailed proposed project schedule (by task and sub-task), a list of tasks, activities and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each. Please list the level of effort to be committed to this project by each assigned staff or consultant in hours per week for the duration of the project. List the percentage of work to be completed by the OFFERER and the percentage to be completed by outside consultants.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items.
Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission

ADDITIONAL TERMS AND CONDITIONS

- Appoint a project manager who will be responsible for seeing that all services are performed within the agreed upon time limits and meet the needs of the DOA. The vendor shall not change its designated representative during the performance of the services without prior written consent by the Rhode Island Department of Corrections.

- Construction Documents shall be submitted in hard copy and in CD AutoCAD. This shall include all "as builts" at project completion.

- Reimbursables Expenses when authorized in advance in writing by the Department of Corrections, will be paid based on verified costs plus a fee not to exceed six percent and shall generally be limited to document reproductions, postage and handling. Reproductions for office use by the firm and its' consultants are not reimbursable

RHODE ISLAND DEPARTMENT OF CORRECTIONS
POLICY AND PROCEDURE

	POLICY NUMBER: 9.40-3 DOC	EFFECTIVE DATE: 05/22/06	PAGE 1 OF 8
	SUPERCEDES: 9.40-2 DOC	DIRECTOR: Ashbel T. Wall II	
SECTION: SECURITY AND CONTROL		SUBJECT: PROCEDURES FOR CONTRACTORS AT INSTITUTIONAL FACILITIES	

AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10(22), Powers of the director

REFERENCES: RIDOC policy #'s 3.14-1 DOC, Code of Ethics; 4.03-1 DOC, Orientation and Entrance-Level Training for Non-Correctional Officer Employees; 7.01 DOC, Accountability and Procedures for the Utilization of Community Agencies, Volunteers, Interns, and/or Employees of Outside Public and Private Organizations; 9.18-1 DOC, Introduction of Unauthorized Items Into the Adult Correctional Institutions; 9.23-1 DOC, Access to ACI Facilities by Staff and Persons Providing Services to RIDOC; 10.35-1 DOC, Maintenance On-Call Procedures; 9.24-1 DOC, Entry/Exit to Secure Facilities

INMATE ACCESS THROUGH LAW LIBRARY?	X NO
SPANISH TRANSLATION?	X NO

I. **PURPOSE:**

To delineate the rules, regulations and procedures that must be followed by all vendors contracted through the Facilities and Maintenance Unit (herein after referred to as "contractors") who provide services to the Rhode Island Department of Corrections (RIDOC) in its institutional facilities.

II. **POLICY:**

It is imperative that all contractors providing services in RIDOC's institutional facilities fully understand and adhere to the rules, regulations and procedures as directed by the

Department, to include the Department's Code of Ethics and Conduct (policy 3.14-1 DOC, or a successive policy). Failure to adhere to these rules and regulations may result in a delay of payment or non-payment of invoices, and/or suspension of the contractor's/vendor's rights to provide continuing services to RIDOC.

Departmental contract managers are responsible for the dissemination of this policy to all appropriate contractors and to ensure that such fully understand these rules and regulations. Contractors are, in turn, responsible for disseminating this policy to appropriate employees and subcontractors.

III. PROCEDURES:

A. Definition

For the purposes of this policy, a contractor is defined as any individual or organization other than employees of the RIDOC who have been contracted by the State (or sub-contracted to a contractor of the State) to provide services or goods to the RIDOC and who are required to enter secure areas of a correctional institution.

B. Orientation Program

1. If a contractor is to provide services which bring its workers into regular contact with inmates, such contractor or contractor's employees may be required to participate in an orientation program conducted by RIDOC's Training Academy in consultation with the appropriate administrator.

2. RIDOC contract managers should consult with the Assistant Director of Institutions and Operations or designee if there is question as to the appropriateness of this training for a contractor or employees of the contractor.

3. If an orientation is needed, it is the responsibility of the contract manager to arrange a session with the Training Academy.

4. Schedule of training can be obtained from the Training Academy.

C. ID Requirement

1. Contractors who are required to perform services within institutional facilities must obtain security clearance consistent with policy 9.23-1 DOC, or a successive policy.

2. A Photo Identification Card/Access to Facilities Application Form is submitted to the contract manager, who, in turn, processes the application with RIDOC's Records and Identification Unit. (See policy # 9.23-1 DOC, or a successive policy, for application form.)

3. Upon completion of service and/or expiration of contract, or upon the expiration date of the badge, identification badges must be returned to the contract manager. The contract manager then notifies the Assistant Director of Institutions and Operations or designee so that the vendor's employees' information maintained in applicable RIDOC databases may be updated.

   For those contractors who are not issued ID badges, the contract manager, upon completion of service and/or expiration of contract, notifies the Assistant Director of Institutions and Operations or designee so that the vendor's employees' information maintained in applicable RIDOC databases may be updated.

D. Scheduling of Work

1. Work scheduled is either:

   a. In accordance with the provisions set forth in the contract; or

   b. As scheduled by the contract manager prior to the commencement of work.

2. No work is performed on Saturdays, Sundays, or holidays, unless authorized by the contract manager.

3. The Facilities and Maintenance Office staff call/fax a request for service repairs.

4. Vendor calls the Facilities and Maintenance Office to schedule service repairs and establish work day and time. Every effort is made to schedule service calls between the hours of 7:30 a.m. and 3:00 p.m.

5. Vendor employees report to the Facilities and Maintenance Office to sign-in the appropriate logbook and contact the facility in need of service.

   NOTE: Regardless of pre-scheduling, the Warden, Deputy Warden, or Shift Commander of the facility may, at any time, prohibit entry into a facility when deemed necessary for security purposes. **The Shift Commander MUST contact the facility administrator before making this decision.**

6. Vendor reports to the facility and makes the necessary repairs. Vendor has the work order slip signed by a RIDOC staff member (e.g., maintenance personnel, steward, fire safety technician, or correctional officer escorting the vendor).

7. Vendor leaves the facility and reports back to the Facilities and Maintenance Office to sign-out of logbook, relay any necessary information, and present signed service slip.

   NOTE: All invoices noting hours worked must coincide with the sign in/out hours in the aforementioned log book.

8. If it is necessary for service calls to be extended beyond 4:00 p.m., vendor staff call the Facilities and Maintenance Office from within the facility where service is being performed and leave a voice mail message including: departing day, date, time, facility location and extension from which s/he is calling.

E. Security of Tools, Equipment and Material

1. General Requirements

   a. All tools must be contained in locked toolboxes or containers.

   b. Attached to each tool box/container is a list of the entire inventory within the container.

   c. This inventory is inspected by a Correctional Officer at the beginning and end of each workday.

   d. Any lost or missing tools or inventory are reported immediately to the Shift Commander who, in turn, notifies the facility Warden, who notifies the Assistant Director of Institutions and Operations

or designee. It is understood that the cost of the replacement of tools and materials is the responsibility of the contractor.

2. Rules Specific to Building Maintenance and Repair Contractors

a. Tools such as ladders, ropes, insulating material, and cutting tools are removed from the work area and locked up off site at the end of the workday.

b. Other building materials considered by the Warden or designee (such as the Security Specialists) to represent a security risk to the facility and which are moveable are stored outside the facility wall at the completion of each day.

c. The bulk of all construction material is stored outside the facility walls in areas assigned for that purpose. The contractor transports material into the facility as required.

d. All scrap, waste material, and debris are removed from within the facility walls at the completion of the workday.

e. Tubular staging, if used, remains within the walls if it is fully assembled and secure. No sections or parts of sections remain within the walls at the end of the workday. On buildings where there is an escape risk, the Warden or designee may require the top sections of the staging to be removed at the end of each workday.

f. The Warden or designee, through the Facilities and Maintenance Supervisor, requires prior notification for use of a power-activated device on site and/or toxic/caustic chemicals and the proper ventilation of same. The number of chargers brought on site must be accounted for, and the location of the devices must be documented. If the device must be on site, the firing mechanism must be removed and stored separately in the facility's Main Control Center.

F. Conduct of Contractor and Contractor's Employees

1. The contractor shall communicate all necessary policies, rules, and regulations to his/her employees.

2. Contractors shall not have any illegal drugs or alcohol on their persons.

3. Unopened and sealed containers of alcohol are permitted in vehicles only, consistent with 3.14-1 DOC, Code of Ethics, or a successive policy.

4. Contractors must notify the facility's Shift Commander when they are in possession of prescription medication.

5. Contractors are not allowed admittance into any facility if it is known that they have consumed alcoholic beverages while outside the correctional property during the workday.

6. Contractors shall not have weapons of any sort on their persons or in their vehicles.

7. Contractors must park in designated parking areas and must lock all vehicles.

8. Contractors shall have no contact with inmates, except where such contact is a provision of the contract. When an inmate has initiated inappropriate contact with any contractor, such contact shall be reported to the Correctional Officer in charge.

9. Vehicles and personal property of the contractors are subject to search when deemed necessary for security purposes.

10. No contractor convicted of a felony is allowed to work in the facilities without the express permission of the RIDOC Director, Assistant Director of Institutions and Operations or designees following consultation with the facility's Warden or Deputy Warden.

11. Contractors shall not bring into the facilities any items not required for the execution of the respective responsibilities and not approved by the contract manager.

12. Contractors are permitted to perform only the work authorized by the contract manager or his/her express designee. The contractors may not accept direction as to the scope of work, the nature of the work, or changes to the work from any other person.

13. Upon entry, all persons other than uniformed facility staff are required to produce proper identification (picture I.D.) and surrender it to the Main Control Center or Vehicle Trap Officer. The Main Control Center or Vehicle Trap Officer issues a facility I.D. badge and retains the person's personal I.D. The process reverses when exiting the facility. Persons not possessing proper identification are denied admittance/access.

G. Vendor Request Form (Facility Maintenance/Repair/Construction Only)

1. For normal work needs, a vendor job request form (Attachment 1) is forwarded to the vendor via fax by the Facilities and Maintenance Office (Note: The fax may be preceded by a phone call to the vendor).

   a. The request describes work to be performed, location, equipment identification, and RIDOC job number.

   b. The vendor provides only those services described on the vendor request form.

   c. The RIDOC Job # listed on this form must be cited on all invoices.

2. Prior to the performance of any work, the vendor contacts the Facilities and Maintenance Office, where arrangements are made with the facility, and vendor is given further instructions. NOTE: ADMITTANCE INTO THE FACILITY IS NOT ALLOWED UNLESS THE RIDOC FACILITIES AND MAINTENANCE UNIT IS FIRST CONTACTED.

H. Vendor Emergency Service (Facility Maintenance/Repair/Construction Only)

1. The vendor must provide a 24-hour service number.

2. The vendor is contacted by telephone outside of normal work hours. Emergency service is authorized by designated RIDOC Facilities and Maintenance Unit superintendents or their designees.

3. The vendor is given location and description of work to be performed, and is issued a temporary work order number by the Maintenance Superintendents. Notice must also be given to the Shift Commander by Facilities and Maintenance of who, when and for what purpose the vendor is coming.

4. The vendor reports to the Main Control Center of the facility where work is to be performed. Upon arrival, appropriate facility staff perform applicable background checks.

5. Prior to starting work, vendor employees must call the Facilities and Maintenance Office from within the facility and leave a voice mail message stating the day, date, time, facility location and extension from which s/he is calling.

6. As required, a Correctional Officer is assigned to log tool inventory and to provide escort.

7. The vendor performs only work which is described by the Facilities and Maintenance Superintendent or designee.

8. Upon completion of work, the vendor obtains signature of a RIDOC staff member who escorted him/her or the Shift Commander on said vendor's work order. Vendor then calls the Facilities and Maintenance Office and leaves a voice mail message stating time of completion as well as facility and extension from which s/he is calling.

9. On the first working day following emergency call in, Facilities and Maintenance Office staff fax a follow-up work order/vendor job request to the vendor. The RIDOC Job # listed on this form must be cited on all invoices.

RHODE ISLAND DEPARTMENT OF CORRECTIONS
FACILITIES & MAINTENANCE UNIT
VENDOR JOB REQUEST
TELEPHONE: 401-462-3066 FAX: 401-462-1465

DOC JOB #

DATE: TIME:	SECURITY	REQUESTED BY: TELEPHONE:	
EQUIPMENT LOCATION:			
EQUIP. DESCRIPTION:	MAKE	MODEL:	SERIAL #:
DESCRIPTION OF PROBLEM:			
VENDOR:	TELEPHONE #:		FAX #:
(Check One): *Office Use Only* ☐ Lack of Staff ☐ Inability to Perform Work	MPA #:	APA#	AMT. BILLED/DATE:
Comments:			

NOTE: Vendors will not be-allowed access into the facilities without proper notification through the Facilities & Maint. Office. In most cases, work should be scheduled at least one day before the work order. All vendor work order slips and invoices are to indicate above D.O.C. Job Number. Omitting this number could delay in the processing of payment.

Work Order Submitted By: LYN

C:\mydocuments\vendor job request

RHODE ISLAND DEPARTMENT OF CORRECTIONS
POLICY AND PROCEDURE

	POLICY NUMBER: 8.08-1 DOC	EFFECTIVE DATE: 02/19/07	PAGE 1 OF 4
	SUPERCEDES: 8.08-1 DOC	DIRECTOR: Please use BLUE ink.	
SECTION: PHYSICAL PLANT ENVIRONMENTAL CONDITIONS		SUBJECT: SMOKING AND TOBACCO REGULATIONS	

AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10(22), Powers of the director; § 23-20.10-1 et seq., Public Health and Workplace Safety Act; Executive Order 91-40

REFERENCES: U.S. Department of Health and Human Services. *Reducing Tobacco Use: A Report of the Surgeon General.* Atlanta, Georgia: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2000; Fire Safety in Correctional Facilities (NFPA study); NCCHC standards J-48, Use of Tobacco Products; P-50, Smoke-Free Environment; RIDOC policy 11.01-4 DOC, Code of Inmate Discipline; 24.03-2 DOC, Visits

INMATE ACCESS THROUGH LAW LIBRARY?	X YES
AVAILABLE IN SPANISH?	X YES

I. PURPOSE:

Tobacco use, particularly smoking, remains the number one cause of preventable disease and death in the United States. Involuntary exposure to environmental tobacco smoke (ETS) remains a common, serious public health hazard that is entirely preventable by adopting and enforcing policies. Smoking bans are the most effective method for reducing ETS exposure and are the only way to completely eliminate ETS exposure. Beyond eliminating ETS exposure among nonsmokers, smoking bans have additional benefits, including improved fire safety, reduced smoking intensity, potential cost savings to employers by way of lower healthcare and building maintenance costs and higher employee productivity due to reduced absenteeism. In addition, all tobacco products (including chewing tobacco) have an adverse effect on

health, sanitation, and the condition of the physical plant. Optimal protection of nonsmokers and smokers, therefore, requires a smoke-free environment.

Given correctional facilities' unique settings, the national trend of correctional jurisdictions adopting total smoking bans within their prison systems and that ETS exposure remains a common public health hazard that is entirely preventable, the Rhode Island Department of Corrections (RIDOC) intends to eliminate the problems and risks associated with exposure to tobacco and ETS to staff, inmates, visitors, contractors, and property under the control of RIDOC by implementing a total ban on the use of tobacco products within its facilities.

II POLICY:

All use of tobacco products and their accessories, including but not limited to pipes, cigarettes, cigarette papers, chewing tobacco, cigars, matches and lighters, is prohibited within any and all buildings, vehicles, and property under the control of the RIDOC.

III. PROCEDURES:

A. Definition

RIDOC employees include, but are not necessarily limited to administrators, medical professionals, correctional and superior officers, non-uniformed personnel, contract employees, contractors, volunteers, students, and interns.

B. RIDOC Staff

1. The USE of tobacco products and/or accessories is prohibited within any building, vehicle, and/or property under the control of the RIDOC.

2. In addition, RIDOC employees as defined in item III.A. are prohibited from having tobacco products and/or accessories in their POSSESSION when they are supervising or have custody of inmates.

    a. Staff who work in any prison facility or "out building" (e.g., Industry shop) must deposit any/all tobacco products and/or accessories in their lockers PRIOR TO assuming their posts.

b. Staff who enter/visit any prison facility or "out building" (e.g., to tour the facility, to attend a meeting, to conduct an audit, etc.) may not have any tobacco products or accessories in their possession.

3. Smoking by RIDOC employees shall only be permitted during authorized breaks in designated "outside smoking areas" at least fifty (50) feet away from building entrances and windows.

4. Facility and building administrators or their designees will designate one outside smoking area per building.

   NOTE: Inmate recreational areas shall not be considered outside smoking areas.

5. Facility and building administrators or their designees shall also ensure that adequate refuse containers are available to smokers in close proximity to outdoor smoking areas. Facility and building administrators ensure that such containers shall be emptied on a regular basis. Smokers shall destroy or render unusable their discarded tobacco products and accessories prior to discarding them.

6. RIDOC employees having custody of or supervising inmates (e.g., off-grounds work crews) shall not smoke or use tobacco-related products while on duty in the presence of inmates.

7. Violations of this policy may result in disciplinary action up to and including termination.

C. Inmates

1. No tobacco products shall be stocked or sold by the Inmate Commissary.

2. Smoking and/or the use/possession of tobacco-related products by inmates is prohibited.

3. Passing, receiving and/or possessing tobacco and/or tobacco-related products (Category 1 contraband) is a Class 2 offense. Discipline shall be administered consistent with policy 11.01-4 DOC, Code of Inmate Discipline, or a successive policy.

4. Upon commitment to the Intake Service Center (ISC) (men) or the Gloria DiSandro McDonald building (women), RIDOC staff shall search for and dispose of any tobacco and/or tobacco-related products. These items are considered non-durable products and are subject to spoilage and, therefore, shall be destroyed.

   NOTE: Information regarding the "Smoking and Tobacco Regulations" policy will be included in inmate handbooks and outlined during inmate orientation.

D. Visitors

1. Wardens or designees will ensure that signs are posted in each facility lobby in English and Spanish stating that visitors are prohibited from bringing any tobacco-related items into the facility. Visitors shall secure all tobacco-related items in lockers located in facility lobbies.

2. Any visitor refusing to comply with the "Smoking and Tobacco Regulations" policy shall be denied visiting privileges. (See policy 24.03-2 DOC, Visits, or a successive policy.)

CELL PHONE POLICY:

CELL PHONES ARE NOT PERMITTED IN SECURED AREAS.