

SOLICITATION INFORMATION

LOI# 7458288

TITLE: Architectural/Engineering Services-Expansion of the John J Moran Medium Security Facility.

Submission Deadline: December 20, 2012 at 10:00 AM (EST)

PRE-BID/ PROPOSAL CONFERENCE: MANDATORY
DATE: November 30, 2012 TIME: 11:00 AM (EST)
LOCATION: 1375 Pontiac Avenue, 2ND Floor (Maximum Security Building), Cranston, Rhode Island

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than **December 7, 2012**. Please reference the LOI# on all correspondence. Questions should be submitted in a *Microsoft Word* attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation (www.purchasing.ri.gov). It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: YES

Thomas Bovis
Interdepartmental Project Manager

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 RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections (RIDOC), is soliciting proposals from qualified firms for architectural engineering services for the expansion of the John J Moran Facility in accordance with the terms of this request for Letters of Interest and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at: <http://www.purchasing.ri.gov>. The expansion involves the portion of the facility currently housing the kitchen/dining areas, the laundry room, maintenance and miscellaneous adjacent support facilities. The existing involved areas are no longer adequately sized to accommodate the needs of this correctional facility.

This is a request for Letters 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 Division 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 may 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.
- 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.

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- The offeror's status as a *Minority Business Enterprise (MBE)*, certified by the Rhode Island Department of Administration, and or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to Charles Newton, M.B.E. Officer, at (401) 574-8253.
- Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.
- Offerors are advised that all materials submitted to the State for consideration in response to this Request will be considered to be Public Records as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, 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)*.
- The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity, Limited English Proficiency, and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances may be obtained upon request from RIDOC's Office of Financial Resources (phone: 401-462-2555 or email: FinRes@doc.ri.gov) or by visiting the U.S. Department of Justice Civil Rights website: www.ojp.usdoj.gov/ocr/assistance.htm.
- Firm selected or any subcontractor hired by the firm who provides services for this RFP is not eligible to bid on any underlying construction or future independent consulting services for this project.

SECTION 2 – OVERVIEW AND BACKGROUND

OVERVIEW: The John J Moran Medium Security Facility was opened in 1982. This facility was originally designed to accommodate 580 inmates. It currently houses over 1200 inmates. Previous expansion, during the past several years, has accommodated safe and human housing for the increased population. Relative to feeding, the increased inmate population requires multiple feeding in the original, now undersized, dining rooms resulting in decreased time for the RIDOC Staff to properly maintain a high level of professionalism through interactions with the inmates via available rehabilitation programs and treatments.

The RIDOC intends to expand the three dining room areas of the facility, of which two of the dining rooms currently accommodate 128 inmates each and one which accommodates 42 inmates or a total of 298 inmates in three feedings. The dining room expansion will accommodate a total of 1,200 inmates in 2 feedings. The RIDOC anticipates expansion into the adjacent kitchen, laundry, and maintenance space via relocation of the same into the available exterior space located at the south end of the facility. New building expansion is **estimated** at 16,000 square feet. It is also anticipated that the kitchen and laundry areas can be doubled in size to include the equipment. The RIDOC further anticipates that the resulting building addition will incorporate more efficient use of the adjacent pharmacy/medical spaces, a new truck trap for deliveries and inmate committing area.

SECTION 3 - SCOPE OF WORK

REQUIREMENTS: Provide architectural and engineering services including, but not limited to, property survey, building programming, project design and engineering, interior design services, construction document preparation, cost estimating, bidding phase services, construction administration through project close out; and provision to complete “as built” documentation.

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 behind the front page of each copy of the Proposal.

LOI:

The Board of Design Professionals can be contacted as follows:

Board of 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 respondents 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).

DELIVERABLES:

- Meet with Owner to review project requirements, develop budget guidelines, and establish project timetables.
- Prepare design drawings for the proposed construction, project manuals, and appropriate bid documents in the format for soliciting a public procurement.
- Attend and conduct meetings with the owner to finalize documents for bid solicitation.
- Attend and conduct a pre-bid conference where necessary and review bids received to assist the Owner in selecting the contractor who will be performing the work.
- Attend and conduct pre-construction meeting with the Owner and contractor and establish the construction timetable and project requirements.
- Attend and conduct weekly construction meetings and administer the contract documents.
- Process payment requests from the contractor using the appropriate AIA documents.
- Review and approve submissions for approval by the Contractor.
- Submit to the Owner, at project completion, complete "as built" documents in hard copy format and on CD compact disc.

SCHEDULE:

It is anticipated that the project will be awarded to the successful A/E by February 2013. Contract documents (drawings and specifications) should be completed by January 2014. Bidding and negotiation for Construction Award is anticipated to take place between January 2014 and June 2014 with an Award of Construction to the successful contractor by July 2014. Substantial completion of the construction of the expansion project is anticipated by August 2015 with final completion by October 2015.

SECTION 4 - PROPOSAL SUBMISSION

Interested offerors may submit proposals to provide the services covered by this Request on or before the date listed on the cover page. Proposals received after this time and date will not be considered.

Proposals must include the following:

1. A completed and signed *R.I.V.I.P. generated bidder certification cover form* (downloaded from the R.I. Division of Purchases Internet home page at: <http://www.purchasing.ri.gov>).
2. A *letter of transmittal* signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State;
3. A signed and **separately sealed** *Cost Proposal* reflecting the fee structure proposed for this scope of service, including completion of the *Cost Proposal Summary* form, enclosed;

The Professional Fee proposal will provide a **total fixed cost** for the entire project as a Lump Sum price. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables.

4. g) All work indicated in this RFP must be included, with no exclusions and a Lump Sum Fixed
5. **Separately package**, The *Technical Proposal(s)* and the *Price Proposal(s)* must be separately packaged. All copies of the Technical Proposal and all copies of the Price Proposal should contain a completed and signed RIVIP Bidder Certification Form. A *Technical Proposal* describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement. *The Technical Proposal must contain the following sections:*
 - a. Technical Proposal Cover, enclosed, or may be substituted for the RIVIP Certification Cover Form.
 - b. Executive Summary – The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the Contractor's technical approach and ability.
 - c. Offeror's Organization and Staffing – This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which

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apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

- d. Work Plan/Approach Proposed –This section shall describe the Contractor’s understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage on the project. The work plan description 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, and the attributable deliverables for each.

- e. Previous Experience and Background, including the following information:

1) Architectural Qualification Statement.

Technical Proposal describing the background, qualification, and experience with and for similar projects.

The design team prime consultant shall submit a completed Form 330. Include any relevant additional marketing/supporting material, which will assist in determining the teams eligibility to receive the commission for this project.

Proof of professionalism registration in the State of Rhode Island.

Proof of professional liability insurance in the amount of \$1,000,000.

- 2) Please describe similar and recent design experience on a wide variety of projects, to include, at a minimum:

- Name of project and brief description
- Owner’s representative and telephone number
- Construction cost of the project
- Completion date
- Principal-in- Charge and Project Architect

PROPOSALS - An original plus (2) copies of the Technical component and an original plus two (2) copies of the Cost component (separately sealed) should be mailed or hand-delivered in a sealed envelope marked with the LOI # and Title as listed in the cover sheet of this Request.

In addition to the multiple hard copies of proposals required, respondents are requested to provide their proposal in electronic format (CD or USB). Microsoft Word format is

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preferable. Only (1) electronic copy is requested. The CD or USB should be included in the proposal marked "original".

Mailing Address:

**RI Department of Administration
Division of Purchases (2nd Floor)
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases by the scheduled due date and time of opening will be determined to be late and will *not* be considered. Proposals faxed or e-mailed to the Division of Purchases will *not* be considered. **For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.**

SECTION 5 - EVALUATION AND SELECTION

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria

Criteria	Possible Points
Evidence of the Architect/Engineer's ability to perform the work, as indicated by profiles of the principals and staff's professionalism and technical competence and experience	20 Points
Capability to provide professional services in a timely manner; and capability of key personal to perform required tasks	20 Points
Evidence that, through experience, the firm is familiar with local and state building codes, federal regulations	20 Points
Past performance in terms of cost control, quality of work, and compliance with performance schedules.	20 Points
Past experience with projects similar to those anticipated by the owner	10 Points
Total Possible Technical Points	Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times points]	10 Points
Total Possible Points	Points 100

Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone, accept or reject any or all bids, and to act in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Committee will present written findings, to the State's Architect/Engineer and Consultant Services Selection Committee (A/E/SC). Firms must meet a minimum score of 60 points to be considered for the cost proposal and recommend to the Department of Administration, who will make the final selection for this requirement.

A performance bond, for the full face value of the project, will be required of the successful vendor, prior to the issuance of a purchase order.

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COST PROPOSAL SUMMARY

Offeror: _____

Address: _____

Taxpayer ID#: _____

Authorized Agent: _____

Title: _____

Telephone & Fax#: _____

E-Mail: _____

Cost Proposal: Provide hourly rates for the various position titles of the firm:

_____	\$	/hr
REIMBURSABLES:	\$	
TOTAL LUMP SUM COST:	\$	

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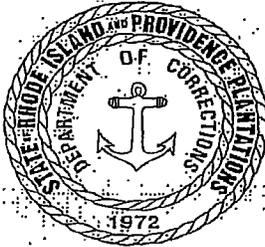
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- a) Travel to and from the architect's office is to be included in the overhead of the staff billing rates. Authorized travel beyond that will be paid at the current State of RI mileage rates (\$0.555/mile as of 7/1/12).
- b) Printing and postage for reproduction of prints and specifications will be paid at the actual cost plus 4%.
- c) Approved sub-consultants will be paid at the actual cost plus 4%.
- d) RI State Fire Marshal and RI State Building Code Commission Review fees when requested by the Dept. of Corrections will be paid at cost as a reimbursable.
- e) All other expenses must be included in the overhead of the staff billing rates.

Signature of Authorized Agent: _____

Date: _____

RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE



POLICY NUMBER: 8.08-1 DOC	EFFECTIVE DATE: 02/19/07	PAGE 1 OF 4
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SUPERCEDES: 8.08-1 DOC	DIRECTOR: <i>Robert T. Walt</i> <small>Please use BLUE ink.</small>
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SECTION: PHYSICAL PLANT ENVIRONMENTAL CONDITIONS	SUBJECT: SMOKING AND TOBACCO REGULATIONS
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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); NCCCH 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.)

**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: <i>Asst. T. Wall II</i>	
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.

CELL PHONE POLICY:

CELL PHONES ARE NOT PERMITTED IN SECURED AREAS.