

# BID SOLICITATION



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 CAPITOL HILL  
 PROVIDENCE RI 02908

**BID NUMBER: B05137**  
**TITLE: GLASS REPAIRS - DOC**  
**BID OPENING DATE AND TIME:**  
**06/02/2005 11:00 AM**

BUYER: JOHN O'HARA  
 PHONE #: (401) 222 - 2142 ext. 125

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 CORRECTIONS  
 DOC BUSINESS OFFICE  
 39 HOWARD AVENUE  
 CRANSTON RI 02920

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 CORRECTIONS  
 DOC CDC WAREHOUSE  
 ATTN: SEE BELOW ON PO  
 144 POWER RD  
 CRANSTON RI 02920

Requisition Number(s): R77A059569

Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>THERE WILL BE A SITE VISIT ON 5/19/05 AT 10:00 AM.</p> <p>LOCATION:                      DEPARTMENT OF CORRECTIONS                      MAXIMUM SECURITY                      2ND FLOOR CONFERENCE ROOM                      1375 PONTIAC AVENUE                      CRANSTON, RI 02920</p>				

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

DELIVERY: \_\_\_\_\_

RIVIP VENDOR ID#: \_\_\_\_\_

TERMS OF PAYMENT: \_\_\_\_\_

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	<p>BIDDERS ARE ADVISED THAT ALL PROVISIONS OF TITLE 37 CHAPTER 13 OF THE GENERAL LAWS OF RHODE ISLAND APPLY TO THE WORK COVERED BY THIS REQUEST, AND THAT PAYMENT OF THE GENERAL PREVAILING RATE OF PER DIEM WAGES AND THE GENERAL PREVAILING RATE FOR REGULAR, OVERTIME, AND OTHER WORKING CONDITIONS EXISTING IN THE LOCALITY FOR EACH CRAFT, MECHANIC, TEAMSTER, OR TYPE OF WORKMAN NEEDED TO EXECUTE THIS WORK IS A REQUIREMENT FOR BOTH CONTRACTORS AND SUBCONTRACTORS. THE PREVAILING WAGE TABLE MAY BE OBTAINED AT THE RI DIVISION OF PURCHASES HOME PAGE BY INTERNET at <a href="http://www.purchasing.state.ri.us">www.purchasing.state.ri.us</a>. SELECT "INFORMATION" AND THEN SELECT "PREVAILING WAGE TABLE". THE STATE OF RHODE ISLAND USES THE GENERAL DECISION NUMBER RI20030001. PRINTING THE ENTIRE DOCUMENT AVERAGES APPROXIMATELY ONE MINUTE PER PAGE - YOU MAY WANT TO PRINT ONLY THE PAGES APPLICABLE TO YOUR BID. BIDDERS NOTE: IN THE EVENT THIS BID SPECIFIES PRICE OFFERS ON A TIME-AND-MATERIALS BASIS, i.e., AN HOURLY RATE, ANY OR ALL BIDS SUBMITTED IN AN AMOUNT LESS THAN THE PREVAILING RATE IN EFFECT FOR THE WORK COVERED BY THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE DIVISION OF PURCHASES.</p>				

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	<p>AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.</p>				

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	<p>NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD:</p> <ul style="list-style-type: none"> <li>* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS &amp; OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER.</li> <li>* BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION.</li> <li>* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION.</li> <li>* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER.</li> <li>* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION &amp; INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.</li> </ul> <p>MAXIMUM SECURITY FACILITY                      REMOVAL OF BROKEN WINDOWS (4)</p> <p>910-30</p>				
1.0	BID A TOTAL COST TO REPLACE INTERIOR OF GLASS WITH HS LAMINATED CLEAR AND EXTERIOR WITH FULLY TEMPERED CLEAR GLASS.	1.00	TOTAL		

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	<p>VENDOR TO MEASURE WINDOWS</p> <p>VENDOR TO ADHERE TO THE FOLLOWING ATTACHED D.O.C. POLICIES:</p> <p>8.08A DOC: SMOKING AND TOBACCO REGULATIONS 02/03/2003 9.23-1 DOC: ACCESS TO ACI FACILITIES BY STAFF AND PERSONS PROVIDING SERVICES TO DOC, 02/17/2003 9.40-2 DOC: PROCEDURES FOR CONTRACTORS AT INSTITUTIONAL FACILITIES, 03/20/2003</p> <p>CONTACT PERSON: RALPH LEE (401) 462-3066</p> <p>STARTING DATE _____ NO. OF WORKING DAYS REQUIRED FOR COMPLETION _____</p>				
				<b>TOTAL:</b>	_____

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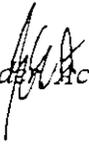
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*Rhode Island Department of Corrections*  
**POLICY UNIT**

**TO:** See Distribution

**VIA:** Ellen Evans Alexander  Acting Assistant Director  
Administration

**FROM:**  Ann J. Fortin, Chief/Program Development  
Administration

**DATE:** February 18, 2000

**SUBJECT:** 9.40-2 DOC; PROCEDURES FOR CONTRACTORS AT  
INSTITUTIONAL FACILITIES; 03/20/2000

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The enclosed policy revision, effective 03/20/2000, repeals policy # 9.40-1 DOC and specifies the procedures to be followed by all contractors who provide services inside the facilities of the ACI.

Section II., Policy, emphasizes the importance of contractors' advising all on-site workers to adhere to the specified rules or risk delay in payment, non-payment, and/or suspension of the contractor's right to provide continuing services to RIDOC.

All RIDOC contract managers are responsible for disseminating this policy to appropriate contractors and ensuring they fully understand its provisions. Contractors, in turn, distribute the policy to employees and/or subcontractors.

Section III., Procedures, includes information regarding:

- A. Definition of "contractor";
  - B. Orientation presented by RIDOC Training Academy;
  - C. ID Badge Requirements;
  - D. Scheduling of Work;
  - E. Tool, Equipment, Materials Security;
  - F. Contractor/Contractor Employees' Conduct;
  - G. Vendor Request Form – Facility Maintenance, Repair, and/or Construction only;
  - H. Vendor Emergency Service – Facility Maintenance, Repair, and/or Construction only;
- Attachment 1 – Vendor Job Request form

Please ensure obsolete versions of this policy are removed from policy manuals, insert this revision, and bring its contents to the attention of appropriate staff within your units.

9.40-2 DOC; Procedures for Contractors at Institutional Facilities  
Effective 03/20/2000  
Page 2

Persons responsible for implementing the provisions of this policy are also responsible for ensuring adequate supplies of attachments are available for use by staff.

*This policy IS NOT approved for inclusion in the inmate law library.*

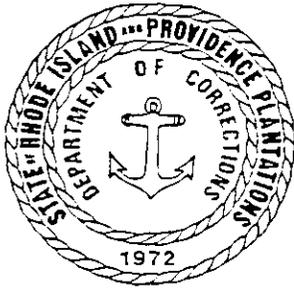
AJF/gah  
Enclosure

Distribution:

Director (original)  
Assistant Directors (for distribution to affected personnel, including Wardens)  
Food Services Unit  
Legal Counsel  
Marshal  
Parole Board  
Policy Unit  
Training Academy

cc: M. Frost  
R. Frechette  
R. Lee  
J. Marocco

# RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE



**POLICY NUMBER:**  
9.40-2 DOC

**EFFECTIVE DATE:**  
03/20/2000

PAGE 1 OF 8

**REPEALS:**  
9.40-1 DOC

**DIRECTOR:**

**SECTION:**  
SECURITY AND CONTROL

**SUBJECT:**  
PROCEDURES FOR CONTRACTORS AT  
INSTITUTIONAL FACILITIES

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

**REFERENCES:** RIDOC policy #'s 9.18 DOC, Introduction of Unauthorized Items Into the ACI; 9.23 DOC, Departmental Photo Identification Cards; 10.35-1 DOC, Maintenance On-Call Procedures; 1.05 DOC, Accountability and Procedures for the Utilization of Community Agencies; Employees of Outside Organizations; and/or Volunteers; 3.14-1 DOC, Code of Ethics; 9.24-1 DOC, Entry/Exit to Secure Facilities

**INMATE ACCESS THROUGH LAW LIBRARY?**

**X NO**

I. PURPOSE:

To delineate the rules, regulations and procedures that must be followed by all 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. 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 Chief of Security 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 Badge Requirement

1. Contractors who are required to perform services within institutional facilities must obtain picture identification badges.
2. An identification badge application form is submitted to the contract manager, who, in turn, processes the application with RIDOC's Security Unit. (See policy # 9.23 DOC for application form.)

3. Access to facilities is determined by the contractor's color-coded ID badge (see policy # 9.23 DOC for details):
4. 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.
5. Lost or stolen identification badges must be reported immediately to the contract manager.

D. Scheduling of Work

1. Work scheduled will either be:
  - a. In accordance with the provision 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 will call/fax a request for service repairs.
4. Vendor will call the Facilities and Maintenance Office to schedule service repairs and establish work day and time. Every effort will be made to schedule service calls between the hours of 7:30 a.m. and 3:00 p.m.
5. Vendor employees will 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 will report to the facility and make the necessary repairs. Vendor is to have the work order slip signed by a RIDOC staff member (e.g., maintenance personnel, steward, fire safety technician, or correctional officer).

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.
8. If it is necessary for service calls to be extended beyond 4:00 p.m., vendor staff will call the Facilities and Maintenance Office at extension 2-3066 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 will be 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 Chief of Security 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. 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.
4. Contractors must notify the facility's Shift Commander when they are in possession of prescription medication.
5. Contractors will not be 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 contractors convicted of a felony will be allowed to work in the facilities without the express permission of the RIDOC Chief of Security, 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 will be required to produce proper identification (picture I.D.) and surrender it to the Control Center or Vehicle Trap Officer. The Control Center or Vehicle Trap Officer will issue a facility I.D. badge and retain 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 2) 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 (401-462-3066), where arrangements will be made with the facility, and vendor will be given further instructions. NOTE: ADMITTANCE INTO THE FACILITY WILL NOT BE 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. 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.
  5. As required, a Correctional Officer will be assigned to log tool inventory and to provide escort.
  6. The vendor performs only work which is described by the Facilities and Maintenance Superintendent or designee.
  7. Upon completion of work, the vendor obtains signature of a RIDOC staff member on his/her work order. Vendor will then call the Facilities and Maintenance Office and leave a voice mail message stating time of completion as well as facility and extension from which s/he is calling.

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