

BID SOLICITATION



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

BID NUMBER: B05794
TITLE: REFRIGERATION EQUIP/MAINT/RPR
BID OPENING DATE AND TIME:
12/02/2005 11:00 AM

BUYER: JOHN O'HARA
 PHONE #: (401) 222 - 2142 ext. 125
 BLANKET PERIOD: 1/1/2006 - 12/31/2008

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DOC BUSINESS OFFICE
39 HOWARD AVENUE
CRANSTON RI 02920

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DOC FACILITIES & MAINTENANCE
MAXIMUM SECURITY
1375 PONTIAC AVE
CRANSTON RI 02920

Requisition Number(s): R77A064509

Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>BLANKET REQUIREMENTS: 01/01/2006 - 12/31/2008</p> <p>SERVICES / REPAIRS REFRIGERATION EQUIPMENT</p> <p>BIDDING</p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p>ORDERING</p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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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 www.purchasing.state.ri.us. 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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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<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"> * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION. 				

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	<p>THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.</p> <p>HOURS INDICATED ARE ESTIMATED QUANTITIES FOR BIDDING PURPOSES ONLY.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>BIDDERS ARE ADVISED THE AWARD WILL BE BASED ON EITHER REGULAR, STRAIGHT-TIME HOURLY RATES OR A PERIODIC RATE SUCH AS 500 HOURS, MONTHLY OR ANNUALLY, DEPENDING ON THE SPECIFIC REQUIREMENTS OF A PARTICULAR BID. KEEP IN MIND THAT OVERTIME RATES, DISCOUNTS, AND OTHER MISCELLANEOUS PRICE-RELATED ITEMS ARE REQUIRED FOR INFORMATIONAL PURPOSES ONLY. OVERTIME RATE IS TO BE PAID IN ACCORDANCE WITH THE PROVISIONS OF THE RI DEPARTMENT OF LABOR AND TRAINING, EMPLOYER HANDBOOK. EMPLOYEES ARE TO BE COMPENSATED AT TIME AND ONE-HALF THE APPLICABLE PREVAILING WAGE RATE. OVERTIME RATES EXCEEDING ONE AND ONE HALF TIMES THE REGULAR HOURLY RATES FOR MONDAY THROUGH SATURDAY AND EXCEEDING TWO TIMES THE REGULAR RATE FOR SUNDAYS AND HOLIDAYS MAY BE GROUNDS FOR DISQUALIFICATION OF THE BID.</p> <p>VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.</p>				

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	<p>BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS* WHEN REQUIRED, AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENT BEFORE SUBMITTING A BID. *MEASUREMENTS PROVIDED WITH ANY BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE.</p> <p>NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.</p> <p>IN NO EVENT WILL ANY INDIVIDUAL WORK ORDER EXCEED \$5,000.00 WITHOUT PRIOR APPROVAL OF THE OFFICE OF PURCHASES.</p> <p>PROVIDE 24 HOUR, 7 DAY PER WEEK SERVICE AND REPAIRS TO REFRIGERATION EQUIPMENT FOR ALL BUILDINGS LOCATED AT THE DEPARTMENT OF CORRECTIONS. TO INCLUDE AIRCONDITIONING REPAIR SERVICE.</p> <p>INSTALLATION, SERVICE AND REPAIRS, AND PARTS TO NEW AND EXISTING EQUIPMENT TO INCLUDE AIR-CONDITIONING EQUIPMENT, AND CHILLED WATER SYSTEMS.</p>				

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	FIRM MUST HAVE MASTER MECHANICAL AND RI REFRIGERATION LICENSES (ALL LICENSES TO BE ATTACHED TO BID DOCUMENT)				
	IN SUPPORT TO THE FACILITIES & MAINTENANCE UNIT AS NEEDED, PARTS AND / OR LABOR.				
	SERVICE AND REPAIR TO ORIGINATE FROM AGENCY ONLY. ALL INVOICES/WORK SLIPS ARE TO BE SIGNED BY MAINTENANCE PERSONNEL IN CHARGE OF THE FACILITY WHERE THE WORK IS BEING PERFORMED.				
1.0	910-36 1/1/06 - 12/31/06 - REFRIGERATION TECHNICIAN REGULAR LABOR RATE COST PER HOUR - ON SITE	400.00	HR		
2.0	910-36 1/1/07 - 12/31/07 - REFRIGERATION TECHNICIAN REGULAR LABOR RATE COST PER HOUR - ON SITE	400.00	HR		
3.0	910-36 1/1/08 - 12/31/08 - REFRIGERATION TECHNICIAN REGULAR LABOR RATE COST PER HOUR - ON SITE	400.00	HR		
4.0	910-36 1/1/06 - 12/31/06 - REFRIGERATION TECHNICIAN OVERTIME LABOR RATE COST PER HOUR - ON SITE	40.00	HR		

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5.0	910-36 1/1/07 - 12/31/07 - REFRIGERATION TECHNICIAN OVERTIME LABOR RATE COST PER HOUR - ON SITE	40.00	HR		
6.0	910-36 1/1/08 - 12/31/08 - REFRIGERATION TECHNICIAN OVERTIME LABOR RATE COST PER HOUR - ON SITE	40.00	HR		
THE FOLLOWING ITEMS ARE FOR INFORMATION AND BILLING PURPOSES ONLY AND WILL NOT BE USED FOR AWARD DETERMINATION:					
7.0	910-36 1/1/06 - 12/31/06 - ELECTRICIAN REGULAR LABOR RATE COST PER HOUR - ON SITE	1.00	HR		
8.0	910-36 1/1/07 - 12/31/07 - ELECTRICIAN REGULAR LABOR RATE COST PER HOUR - ON SITE	1.00	HR		
9.0	910-36 1/1/08 - 12/31/08 - ELECTRICIAN REGULAR LABOR RATE COST PER HOUR - ON SITE	1.00	HR		
10.0	910-36 1/1/06 - 12/31/06 - ELECTRICIAN OVERTIME LABOR RATE COST PER HOUR - ON SITE	1.00	HR		
11.0	910-36 1/1/07 - 12/31/07 - ELECTRICIAN OVERTIME LABOR RATE COST PER HOUR - ON SITE	1.00	HR		

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12.0	910-36 1/1/08 - 12/31/08 - ELECTRICIAN OVERTIME LABOR RATE COST PER HOUR - ON SITE	1.00	HR		
13.0	910-36 1/1/06 - 12/31/06 - REFRIGERATION APPRENTICE REGULAR LABOR RATE COST PER HOUR - ON SITE	1.00	HR		
14.0	910-36 1/1/07 - 12/31/07 - REFRIGERATION APPRENTICE REGULAR LABOR RATE COST PER HOUR - ON SITE	1.00	HR		
15.0	910-36 1/1/08 - 12/31/08 - REFRIGERATION APPRENTICE REGULAR LABOR RATE COST PER HOUR - ON SITE	1.00	HR		
16.0	910-36 1/1/06 - 12/31/06 - REFRIGERATION APPRENTICE OVERTIME LABOR RATE COST PER HOUR - ON SITE	1.00	HR		
17.0	910-36 1/1/07 - 12/31/07 - REFRIGERATION APPRENTICE OVERTIME LABOR RATE COST PER HOUR - ON SITE	1.00	HR		
18.0	910-36 1/1/08 - 12/31/08 - REFRIGERATION APPRENTICE OVERTIME LABOR RATE COST PER HOUR - ON SITE	1.00	HR		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>PERCENTAGE OF DISCOUNT BELOW MANUFACTURER'S LIST PRICE ON PARTS AND MATERIALS</p> <p>_____ %</p> <p>VENDOR TO RESPOND WITHIN 1 - HOUR OF NOTIFICATION OF PROBLEM</p> <p>WAIT TIME: BIDDERS ARE ADVISE THAT ENTRY AND EXIT OF THE SECURE BUILDINGS OF THE DOC WILL RESULT IN AN AVERAGE WAIT TIME OF ONE HALF HOUR FOR EACH EXIT OR ENTRY. THIS AVERAGE WAIT TIME SHALL BE FACTORED INTO THE CONTRACTORS HOURLY RATE QUOTE.</p> <p>VENDOR TO ADHERE TOT HE FOLLOWING ATTACHED D.O.C. POLICIES: 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>THE AGENCY RESERVES THE RIGHT TO ACQUIRE PARTS AND PROVIDE LABOR WHERE POSSIBLE.</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: _____

DO NOT SIGN BID ON THIS PAGE!
USE CERTIFICATION COVER FORM.

BID SOLICITATION



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

BID NUMBER: B05794
TITLE: REFRIGERATION EQUIP/MAINT/RPR
BID OPENING DATE AND TIME:
12/02/2005 11:00 AM

BUYER: JOHN O'HARA
 PHONE #: (401) 222 - 2142 ext. 125
 BLANKET PERIOD: 1/1/2006 - 12/31/2008

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CORRECTIONS
DOC BUSINESS OFFICE
39 HOWARD AVENUE
CRANSTON RI 02920

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CORRECTIONS
DOC FACILITIES & MAINTENANCE
MAXIMUM SECURITY
1375 PONTIAC AVE
CRANSTON RI 02920

Requisition Number(s): R77A064509

Item	Class-Item	Quantity	Unit	Unit Price	Total
	CONTACT PERSON: RALPH LEE (401) 462-3066 DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.				
				TOTAL:	

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: _____

DO NOT SIGN BID ON THIS PAGE!
USE CERTIFICATION COVER FORM.

Rhode Island Department of Corrections
POLICY UNIT

TO: RIDOC Employees

VIA: Ellen Evans Alexander, Assistant Director
Administration

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

DATE: January 8, 2003

SUBJECT: 8.08A DOC; Smoking and Tobacco Regulations; 02/03/03

The enclosed policy, effective 02/03/03, repeals policy #'s 1.01.07-2 and 8.08 DOC (originally scheduled to take effect on 02/03/03).

This policy revision resulted from comments made during the 12/23/02 monthly Managers' meeting and discussions that took place afterward.

Some of you already received policy #8.08 DOC. Please disregard it and destroy any hard copies in your possession.

This version (8.08A DOC) more accurately reflects RIDOC's original intent with respect to achieving a smoke-free environment. Its language is intended to provide clear guidelines for RIDOC staff and better equip those RIDOC managers and administrators tasked with its enforcement. It attempts to distinguish between:

- prison facilities and other areas employing large numbers of inmates and administrative areas/offices;
- incarcerated individuals (inmates) and other offenders; and
- staff assigned to work in prison facilities, Maintenance garage(s), the Central Distribution Center, Correctional Industries warehouse(s) and those who visit such facilities.

Clarifications include:

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

- In addition, RIDOC employees and persons providing services to the RIDOC are prohibited from having tobacco products and/or accessories in their **POSSESSION** when they are supervising or have custody of inmates.
- Staff who work in any prison facility, Maintenance garage(s), Correctional Industries warehouse(s), the Central Distribution Center, and/or any other building(s) subsequently designated by the Corrections Director must deposit any/all tobacco products and/or accessories in areas designated by facility Wardens, building Administrators, or their designees **PRIOR TO** assuming their posts/duties.
- Staff who **enter/visit** any prison facility, Maintenance garage(s), Correctional Industries warehouse(s), the Central Distribution Center, and/or any other building(s) subsequently designated by the Corrections Director (e.g., to tour the facility, attend a meeting, conduct an audit, etc.) may not have any tobacco products or accessories in their **POSSESSION**.

The following provisions from section III., Procedures, are as they appeared in policy 8.08 DOC (with the exception of adding "or designees" to several items and replacing references to "offenders" with "inmates"):

- Smoking by RIDOC employees (as defined in III.A.) shall only be permitted during authorized breaks in designated "outside smoking areas" at least fifty (50) feet away from building entrances and windows.
- Facility and building administrators or their designees will designate one outside smoking area per building.
 - Inmate recreational areas shall not be considered outside smoking areas.
- 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.
- 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.
- Violations of this policy by RIDOC employees may result in disciplinary action up to and including termination.
- No tobacco products shall be stocked or sold by the Inmate Commissary.

- Smoking and/or the use/possession of tobacco-related products by inmates are prohibited.
- Passing, receiving and/or possessing tobacco and/or tobacco-related products (Category 1 contraband) is a Class 2 offense.
- Inmates who violate this policy shall be subject to disciplinary action consistent with policy 11.01-3 DOC, Code of Inmate Discipline, or a successive policy.
- Upon an inmate's 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.
- 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.
- Any visitor refusing to comply with this policy shall be denied visiting privileges.

This policy IS approved for inmate/public access.

AJF/gah
Enclosure

Distribution:
Assistant Directors
Managers
R. McCutcheon
On-Line Policy Manual

RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE



POLICY NUMBER:
8.08A DOC

EFFECTIVE DATE:
02/03/03

PAGE 1 OF 4

REPEALS:
1.01.07-2
8.08 DOC

DIRECTOR:

Please use BLUE ink.

Richard T. Wall II

SECTION:
PHYSICAL PLANT
ENVIRONMENTAL CONDITIONS

SUBJECT:
SMOKING AND TOBACCO
REGULATIONS

AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10(22), Powers of the director; § 23-20.7 et seq., Workplace Smoking Pollution Control 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 11.01-3 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, Maintenance garage(s), Correctional Industries warehouse(s), the Central Distribution Center, and/or any other building(s) subsequently designated by the Corrections Director must deposit any/all tobacco products and/or accessories in areas designated by facility Wardens,

building Administrators, or their designees **PRIOR TO** assuming their posts/duties.

- b. Staff who enter/visit any prison facility, Maintenance garage(s), Correctional Industries warehouse(s), the Central Distribution Center, and/or any other building(s) subsequently designated by the Corrections Director (e.g., to tour the facility, attend a meeting, 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 are 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 11.01-3 DOC, Code of Inmate Discipline, or a successive policy.
4. Upon an inmate's 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 UNIT

TO: RIDOC Employees
VIA: Ellen Evans Alexander, Assistant Director
Administration
FROM: Ann J. Fortin, Chief/Program Development
Administration
DATE: February 3, 2003
SUBJECT: 9.23-1 DOC; ACCESS TO ACI FACILITIES BY STAFF AND
PERSONS PROVIDING SERVICES TO RIDOC; 02/17/03

The enclosed policy revision, effective 02/17/03, repeals policy 9.23 DOC (previously titled Departmental Photo Identification Badges) and reflects a major change in the way RIDOC controls/allows access to its facilities by employees, contractors, students, interns, and volunteers.

- I. This policy's purpose is to establish procedures for:
 - A. assignment of access levels to RIDOC employees, contractors, students, interns, and volunteers;
 - B. issuance, security, accountability, and retrieval of RIDOC photo identification cards.

Section II., Policy, specifies:

- A. For the purposes of this policy, "staff" includes employees, contractors, students, interns, and volunteers.
- B. Access levels are determined by the need to access RIDOC facilities for the purpose of performing job duties and/or providing services to the RIDOC.
- C. Access is not granted until a thorough background check is conducted.
- D. There are two (2) levels of access:

1. Full Access - granted to RIDOC employees and full-time and/or long-term contractors.

a. BLUE photo ID cards are issued to employees only.

b. GREEN photo ID cards are issued to full-time and/or long-term contractors.

2. Limited Access - granted to students, interns, volunteers, and part-time and/or short-term contractors.

a. Generally, photo ID cards are not issued to individuals granted Limited access.

b. However, PURPLE photo ID cards may be issued to students and/or interns requiring access to the courts, as requested by RIDOC's Volunteer Coordinator.

- E. Generally, employees do not require escort inside the facilities. Sponsors specify whether non-employees require escort to/from authorized destinations within the facilities, except purple badges may be escorted at the discretion of the Warden.

Section III, Procedures, addresses:

- A. RIDOC Photo Identification Card/Access to Facilities Applications: Applicant (employee and non-employee), sponsor, and Assistant Director of Institutions and Operations responsibilities;
- B. Processing the applications;
- C. General requirements;
- D. Replacement cards; and
- E. Limited access database.

Policy Attachments:

1. RIDOC Photo Identification Card/Access to Facilities Application form
2. RIDOC Access Authorization form

3 Lost Security Item report form

In addition, the following forms are attached to this memorandum to assist managers and staff in implementing this policy. They are current as of this policy's effective date. The Assistant Director of Institutions and Operations (Attachment A), Medical Program Director (Attachment B), or their designees will ensure affected staff receive updated versions, as appropriate.

Attachment A - Authorization to Enter the Facility Form

Attachment B - HCS Clearance Information Request Form

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

Unless otherwise specified, unit/program/facility managers are responsible for ensuring subordinate staff are adequately trained in the contents of this policy.

This policy IS NOT approved for inmate/public access.

AJF/gah
Enclosure

RHODE ISLAND DEPARTMENT OF CORRECTIONS

AUTHORIZATION TO ENTER THE FACILITY FORM

The individual(s) listed below

NAME	DOB	GENDER (M OR F)

Has (have) been authorized to enter the facility on

Day/Date: _____ a.m. p.m.
in order to

- Meet with the Warden
- Administer a Class
- Visit a Segregation Inmate
- Meet with Inmate
- Meet with Deputy Warden
- Meet with the Chaplain
- Meet with Medical Staff
- Other _____

Destination:

- Administration Area
- Dispensary
- Segregation Visiting
- Visiting Room
- Chapel/Classroom
- Shift Command
- Other _____

Escort Necessary? Yes No

If yes, by whom? _____

Authorized to bring in _____

Comment _____

Request Approved by: _____

Warden/Deputy Warden _____ Date _____

cc Shift Commander
Operations Desk
MCC
File

Rhode Island Department of Corrections

HEALTH CARE SERVICES
CLEARANCE INFORMATION REQUEST FORM
(For Persons Who Do Not Need ID Badges)

The following information is needed to gain clearance into the Department of Corrections. This form is to be used for persons visiting for a couple of days only. Sponsors must verify that all information is accurate and legible. Clearance will not be granted if form is not filled out properly.

Male Female Date of Birth: _____

Last Name, First Name, MI (Please type or print clearly). Use ballpoint pen only.

Agency Name: _____

Address: _____

Telephone #: _____ Fax #: _____

Nature of Business at RIDOC: _____

Inmate/Staff Visited: _____

Date of Visit: _____ Time: _____ Facility: _____

Escort Necessary: Yes No If yes, by whom? _____

Sponsor's Name/Title: _____

Sponsor's Signature: _____

Approved by: _____

Scott Allen, Medical Program Director, OR:
Joseph Marocco, Hospital Administrator

BCI Date of Check: _____ NCIC Date of Check: _____

BCI results: _____ NCIC Results: _____

Checked by: _____

Assistant Director of INS/OPS

Deputy Warden of INS/OPS

ALL REQUEST FORMS MUST BE FORWARDED TO THE
OFFICE OF THE MEDICAL PROGRAM DIRECTOR.

RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE



POLICY NUMBER:
9.23-1 DOC

EFFECTIVE DATE:
02/17/03

PAGE 1 OF 8

REPEALS:
9.23 DOC

DIRECTOR:

Please use BLUE ink.

Arthur T. Wall II

SECTION:
SECURITY AND CONTROL

SUBJECT:
ACCESS TO ACI FACILITIES BY
STAFF AND PERSONS PROVIDING
SERVICES TO RIDOC

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

REFERENCES: ACA Standard 3-4114, Volunteer Process; RIDOC Policies 3.06-2 DOC, Selection, Retention, and Promotion; 7.01 DOC, Accountability and Procedures for the Utilization of Community Agencies; Employees of Outside Organizations; and/or Volunteers; 9.22-1 DOC, Access to ACI Facilities by Persons Not Possessing RIDOC Identification Badges

INMATE / PUBLIC ACCESS? X NO

I. PURPOSE:

To establish procedures for the:

- A. assignment of access levels to Rhode Island Department of Corrections (RIDOC) employees, contractors, students, interns, and volunteers;
- B. issuance, security, accountability, and retrieval of RIDOC photo identification cards.

II. POLICY:

- A. This policy applies to employees, contractors, students, interns, and volunteers.

- B. Access level is governed by an individual's need to access RIDOC facilities for the purpose of performing his/her job and/or providing services to the RIDOC.
- C. Access is not granted until a background check [consisting of formal Bureau of Criminal Identification (BCI) and National Crime Information Center (NCIC) inquiries and inmate telephone and visiting lists checks] is conducted.

1. When such a check reveals a criminal record, access is granted only with written authorization from the Assistant Director of Institutions and Operations.

D. Access Levels

There are two levels of access:

1. Full Access - Granted to RIDOC employees and full-time or long-term contractors.

- a. BLUE photo identification cards are issued to RIDOC employees only.

- (1) Blue photo identification cards allow the holders to enter any ACI facility in the performance of their duties.

- b. GREEN photo identification cards are issued to full-time and/or long-term contractors.

2. Limited Access - Granted to students, interns, volunteers, and part-time and/or short-term contractors [e.g., persons contracted by the Master Price Agreement (MPA), Agency Price Agreement (APA), capital projects, and/or who perform emergency repair work within the ACI].

- a. Generally, no photo identification cards are issued to those individuals granted limited access to RIDOC facilities.

- (1) Exception: PURPLE photo identification cards may be issued to students and/or interns requiring access to the courts (e.g., student interns working in Adult Probation & Parole and requiring access to the Courts), as requested by RIDOC's Volunteer Coordinator.

(a) The RIDOC Volunteer Coordinator must petition to the Assistant Director of Institutions and Operations on a case-by-case basis for all individuals granted limited access who request/require purple photo identification cards.

b. Pertinent information, including photo images, is maintained in a RIDOC computer database.

E. Escort to/from Authorized Destinations

1. Generally, employees do not require escort inside the facilities.
2. Sponsors specify on the RIDOC Photo Identification Card/Access to Facilities Application forms whether contractors, students, interns, and/or volunteers require employee escorts inside the facilities.
3. The Warden/designee has the discretion to require an escort for individuals granted limited access to RIDOC facilities, including individuals issued purple photo identification cards.

III. PROCEDURES:

A. Photo Identification Card/Access to Facilities Applications

1. Individuals complete Attachment 1, RIDOC Photo Identification Card/Access to Facilities Application forms. (Copies may be obtained from the Office of the Assistant Director of Institutions and Operations.)
 - a. Employees submit completed applications to the Assistant Director of Institutions and Operations.
 - b. New hires, or existing employees who change their status with the Department (lateral transfer, promotion, etc.), complete Attachment 1, RIDOC Photo Identification Card/Access to Facilities Application Form, as part of the hiring process. Refer to Policy # 3.06-2 DOC - Selection, Retention, and Promotion, or a successive policy.

- c. Non-employees submit completed applications to their Sponsors.
 - (1) The Sponsor is usually the affected Assistant Director, or designee.
 - (2) However, when purple Limited Access cards are requested, RIDOC's Volunteer Coordinator serves as the Sponsor.
- d. Sponsors submit completed applications for non-employees to the Assistant Director of Institutions and Operations.

NOTE: Sponsors are responsible for informing non-employee applicants of limitations to access [i.e., specific facility(ies), day(s) of the week, time(s) of day, etc.], if any, and all applicable RIDOC policies, rules, and regulations.

2. The Assistant Director of Institutions and Operations ensures suitable background checks are conducted consistent with Section II.C.

B. Processing Photo Identification Card / Access to Facilities Applications

1. The Assistant Director of Institutions and Operations ensures background check results are carefully reviewed to determine whether an applicant has a criminal record.
2. If the applicant has a criminal record, access is granted only with written authorization from the Assistant Director of Institutions and Operations.
3. If the applicant has no criminal record and does not appear on any inmate telephone and/or visiting list, the Assistant Director of Institutions and Operations signs the Access Authorization Form (sample at Attachment 2) and forwards it to the sponsor.
4. If the applicant has no criminal record but appears on the telephone and/or visiting list of an inmate, s/he is prohibited from working in the facility which houses the inmate unless written approval is obtained from the Assistant Director of Institutions and Operations.
5. When processing applications, the Assistant Director of Institutions and Operations enters all data from the application into the designated database designed by RIDOC's MIS Unit.

6. After the applicant receives his/her photo identification card application with required signatures, s/he takes the approved application to RIDOC's Records and Identification Unit.
7. The Records and Identification issuing Officer checks the application and:
 - a. issues the photo identification card; or
 - b. ensures the individual's photo is entered in the Limited Access Database.
8. The issuing Officer signs the application and returns it to the Assistant Director of Institutions and Operations.
 - a. The computer-generated number of the card issued is recorded on the application.
9. The Assistant Director of Institutions and Operations maintains a record of all cards issued by employee name and card number.

C. Photo Identification Cards - General Requirements

1. Only photo identification cards that conform to the specifications contained in this policy are acceptable.
2. Only the Assistant Director of Institutions and Operations is authorized to issue approvals for RIDOC photo identification cards.
3. RIDOC photo access cards are property of the RIDOC and are subject to recall at any time.
 - a. Cards may be recalled for any of the following reasons:
 - (1) termination of employment;
 - (2) expiration of contract;
 - (3) on the expiration date listed on the card;
 - (4) at the request of the issuing authority.

-
- b. Cards may be recalled by any of the following:
 - (1) Office of Human Resources;
 - (2) Office of Inspections;
 - (3) Assistant Director of Institutions and Operations.
 - c. Regardless of which office actually recalls/collects the cards, all recalled cards must be forwarded to the Office of the Assistant Director of Institutions and Operations.
4. Each card contains a photograph of the individual to whom the card was issued and his/her identifying information.
 5. Each card contains a color-coded stripe that corresponds to the access level (Full or Limited) allowed/authorized.
 6. Cards must be worn in a visible and conspicuous manner by all non-uniformed personnel and all uniformed personnel when out of uniform and in any ACI facility for the purposes of conducting Departmental business.
 - a. Upon entering a facility, Department-issued photo identification cards are exchanged at the Main Control Center (MCC) for color-coded facility-specific badges.
 7. The loss of any RIDOC photo identification card is considered loss of a security item, and a "Lost Security Item" form (sample at Attachment 3) must be completed and forwarded to the Assistant Director of Institutions and Operations.

D. Replacement Photo Identification Cards

Applicants must complete another RIDOC Application for Photo Identification Card form. Replacement cards may be required due to:

1. Loss/theft

- a. Lost or stolen cards must be reported, in writing, immediately to the Deputy Warden of the facility in which the individual works (if applicable) or to the individual's supervisor and the Assistant Director of Institutions and Operations.

- b. A "Lost Security Item" (Attachment 3) form must accompany the application for a replacement photo identification card.
2. Change in Status - including, but not limited to:
- a. New position (lateral transfer, promotion, etc.);
 - b. Name change.
3. Expiration/Renewal
- a. The latest expiration dates for all photo identification cards and/or access to ACI facilities are:

ACCESS LEVEL	CARD COLOR	ISSUED TO	LATEST EXPIRATION DATE
Full	Blue	Employees	Five (5) years from year of issuance, during employee's birth month
Full	Green	Full-time Contractors Long-term Contractors	Five (5) years from year of issuance, during contractor's birth month
Limited	Purple	Students Interns (WHEN REQUESTED BY RIDOC'S VOLUNTEER COORDINATOR)	Two (2) years from date card was issued
Limited	NO CARD ISSUED; but access granted and pertinent information maintained in database	Students Interns Volunteers Part-time Contractors Short-term Contractors	Information must be updated two (2) years from date access was granted

- b. It is each employee's, contractor's, student's, intern's and/or volunteer's responsibility to renew his/her photo identification card and/or update his/her information maintained in the database prior

to the latest expiration date specified above, or earlier for any of the following reasons:

- (1) End of school semester;
- (2) Completion of rotation;
- (3) Project completion;
- (4) End of contract;
- (5) Drastic change in physical appearance;
- (6) Termination/Resignation

E. Limited Access Database

1. As stated previously, individuals granted Limited access are not issued photo identification cards unless requested by RIDOC's Volunteer Coordinator.
2. Individuals requesting Limited access who do not require photo identification cards must also complete Attachment 1.
3. Access to RIDOC facilities is determined by information contained in a RIDOC computer database.
4. This database is maintained by RIDOC's Management Information Systems (MIS) Unit and is accessible to all facility Reception Desk Officers and/or entrance locations.
5. When someone with Limited access reports to a facility to provide services, the Reception Desk Officer verifies his/her identification, access limitations, and escort requirements prior to allowing access.
6. When/if RIDOC's computer system is inoperable, it is the facility Shift Commander's responsibility to grant access, if the individual is known to him/her.
 - a. S/He may consult a current printout of the Limited Access Database, if available.

RHODE ISLAND DEPARTMENT OF CORRECTIONS

PHOTO ID Please check appropriate box:

- First-time application
- Replacement; Lost Security Form must be attached
- Change in status; old card must be surrendered in at time of new issue
- Renewal; old card must be surrendered at time of new issue

ID# _____

IDENTIFICATION CARD/ACCESS TO FACILITIES APPLICATION
No application will be processed if information is omitted or illegible.

Today's Date: _____

Last Name: _____ First Name: _____ MI _____

Maiden Name: _____ Alias(es) _____

Street Address: _____ City/State/Zip: _____

Social Security Number: _____ Gender: Male Female

Date of Birth: _____ Height: _____ ft. _____ in. Weight: _____ lbs.

Home Telephone Number: _____

Notify in case of Emergency: _____

Relationship: _____ Telephone Number: _____

RIDOC Position Title: _____ Assigned Facility/Bldg.: _____

Shift: _____ Days Off: _____

RIDOC EMPLOYEES: PLEASE STOP HERE AND SIGN: _____

NON-RIDOC EMPLOYEES: PLEASE CONTINUE:

Agency/Organization Affiliation: _____

Agency Street Address: _____

City/State/Zip: _____

Nature of Business: _____ Projected Term of Service: _____

Have you ever been convicted of a crime? Yes No If yes, please explain on reverse side.

Are you currently or have you ever been on an inmates Visit List? Yes No

Are you currently or have you ever been on an inmate's Telephone List? Yes No

Do you currently have relative(s) incarcerated at the A.C.I.? Yes No

If yes to any, your relationship to inmate and his/her name _____

NON-RIDOC EMPLOYEES: PLEASE STOP HERE AND SIGN:

Non-Employee Card Applicant's Signature:

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

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.

RHODE ISLAND DEPARTMENT OF CORRECTIONS

PHOTO ID Please check appropriate box:

- First-time application
- Replacement; Lost Security Form must be attached
- Change in status; old card must be surrendered in at time of new issue
- Renewal; old card must be surrendered at time of new issue

ID# _____

IDENTIFICATION CARD/ACCESS TO FACILITIES APPLICATION

No application will be processed if information is omitted or illegible.

Today's Date: _____

Last Name: _____ First Name: _____ MI _____

Maiden Name: _____ Alias(es) _____

Street Address: _____ City/State/Zip: _____

Social Security Number: _____ Gender: Male Female

Date of Birth: _____ Height: _____ ft. _____ in. Weight: _____ lbs.

Home Telephone Number: _____

Notify in case of Emergency: _____

Relationship: _____ Telephone Number: _____

RIDOC Position Title: _____ Assigned Facility/Bldg.: _____

Shift: _____ Days Off: _____

RIDOC EMPLOYEES: PLEASE STOP HERE AND SIGN : _____

NON-RIDOC EMPLOYEES: PLEASE CONTINUE:

Agency/Organization Affiliation: _____

Agency Street Address: _____

City/State/Zip: _____

Nature of Business: _____ Projected Term of Service: _____

Have you ever been convicted of a crime? Yes No If yes, please explain on reverse side.

Are you currently or have you ever been on an inmates Visit List? Yes No

Are you currently or have you ever been on an inmate's Telephone List? Yes No

Do you currently have relative(s) incarcerated at the A.C.I.? Yes No

If yes to any, your relationship to inmate and his/her name _____

NON-RIDOC EMPLOYEES: PLEASE STOP HERE AND SIGN:

Non-Employee Card Applicant's Signature: _____

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

DOC JOB #

DATE:	SECURITY	REQUESTED BY:
TIME:		TELEPHONE:

EQUIPMENT LOCATION:

EQUIP. DESCRIPTION:	MAKE	MODEL:	SERIAL #:
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DESCRIPTION OF PROBLEM:

VENDOR:	TELEPHONE #:	FAX #:
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BLANKET P.O. #	MPA #:	APA#	AMT. BILLED/DATE:
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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