

DATE OF ISSUE:
April 29, 2016

DEPARTMENT OF GENERAL SERVICES
18TH AND HERR STREETS
HARRISBURG, PENNSYLVANIA

BULLETIN NO. 1
on

Request for Proposal for Separate General Construction, HVAC, Plumbing and Electrical Job Order Contracts.

DGS A-2016-0001-JOC-CEN-K-1
DGS A-2016-0001-JOC-CEN-K-3

DGS A-2016-0001-JOC-CEN-K-2
DGS A-2016-0001-JOC-CEN-K-4

DGS A-2016-0001-JOC-EST-K-1
DGS A-2016-0001-JOC- EST-K-3

DGS A-2016-0001-JOC- EST-K-2
DGS A-2016-0001-JOC- EST-K-4

DGS A-2016-0001-JOC-WST-K-1
DGS A-2016-0001-JOC- WST-K-3

DGS A-2016-0001-JOC- WST-K-2
DGS A-2016-0001-JOC- WST-K-4

**PROPOSAL SUBMISSION DEADLINE, WEDNESDAY, MAY 11, 2016
TIME OF OPENING – 2:00 PM**

The following questions were received and are answered as follows:

Q: At the pre proposal it was mentioned that DGS will be procuring a third party construction manager to review and manage JOC process. Could you expand on the duties of the Construction Manager for this contract?

A: These definitions can be found in Part 1 of the RFP, 1-4, Definitions and refer to the General Conditions for the Construction Manager's responsibilities.

Q: After performing various sample estimates it appears that a majority of the line items in the JOC catalog are below standard market values. Did DGS perform any estimate reviews out of the JOC catalog to verify the JOC price book is current and valid with today's market values?

A: Construction Task Catalog pricing was developed based on current pricing and in consideration of prevailing wage requirements. Specific cost submittal guidelines are contained in Part 2 of the RFP, 2-4, Cost submittal.

Q: Part 6, Appendix L Job Order Contract page 6-7 has a blank for Estimated Annual Contract dollar. What value will be used in the executed contract for the Eastern Region General Construction?

A: Estimated annual usage values can be found in Part 4, 4-3 Contract Specifics.

Q: *Will projects require a full time superintendent to be on-site during construction? If so, shall this cost be included as part of the adjustment factor?*

A: Refer to the General Conditions for the requirements of a Superintendent. The contract solicitation does not dictate the specific hours required to accomplish that task.

Q: *SB and SDB Participation is an important component to this project. The JOC Retained Professional is one subcontract where participation requirements can be met. When subcontracted design services are bidding (assuming all else is equal) will the Department allow for the award of a design subcontract to a SB/SDB firm at a higher but a competitive price?*

A: Refer to Appendix N General Conditions to the Job Order Contract, Article 3 and Appendix O, JOC Supplemental Conditions regarding Design Cost Proposals.

Q: *Please provide the Construction Management's staffing plan for the Eastern Region.*

A: Construction Management services are to be provided by Gordian or by the Using Agency personnel. The information you are requesting is not available.

Q: *Please confirm that the average expected project of \$80,000, stated at the Eastern Pre-Proposal meeting, is correct.*

A: This is NOT confirmed. Gordian only discussed their National JOC Job Order average.

Q: *Will this contract also cover PA Historical & Museum Commission projects?*

A: Yes

Q: *What is the cut-off date and time to submit questions?*

A: The calendar of events is located in part 1 of the RFP, 1-30, Calendar of Events. Proposer deadline to submit questions is April 27, 2016 by 5:00 p.m.

Q: *What is the range of project cost for these contracts?*

A: These contracts will provide services for projects ranging from \$10,000 to \$300,000.

Q: *Is Pennsylvania sales tax included in the cost build up for material in the CTC?*

A: No. Refer to Article 6.51 Taxes.

Q: *Does the unit price cost items in section 31 – Earthwork include the equipment cost? Example: Is the cost of the Bobcat included in item 31 23 16 36-0017 or does it get added at the rental rate?*

A: The unit price includes equipment rental cost. Note there are also line tasks for equipment mobilization and demobilization.

Q: *Spec section 2-3. In Part 2, information required from proposers. Can we use past performance contracts over \$300,000.00 dollars?*

A: The information you provide for 2-3.2.3 will demonstrate your ability to complete small construction projects between \$150,000 and \$300,000. At your discretion submit

project(s) that you believe are responsive to the request and relevant to the scope of this solicitation.

Q: Spec section 2-3.2, In Part 2, information required from proposers. Many of our past performance projects have been completed as a prime contractor with the Federal Government. As part of our contract we were responsible to complete electric, plumbing and Hvac portions of the work with our own work forces. May I include these as part of my comparable construction experience for the various contracts?

A: At your discretion submit project(s) that you believe are responsive to Part 2-3.2 and relevant to the scope of this solicitation.

The following appendices are revised as follows:

The SDB/SB participation submittal form found in Part 5 is removed and replaced in its entirety with the form revised 4/25/2016 (attached).

Appendix A Proposal Signature Page is replaced in its entirety with the attached Appendix A Revised April 28, 2016.

The title for Appendix X is revised to "Department of Corrections Supplemental Provisions". The attached pdf file shall supply the first four pages of the provisions and is appended hereto.

Pen and Ink Revisions: The following sections and/or paragraphs are revised and/or deleted in their entirety from the original document and replaced as follows.

Section 1-15, Small Business and Small Diverse Business Information.

The fourth paragraph in this section is deleted and replaced as follows:

A Small Diverse Business is a DGS/BDISBO-verified minority-owned small business, woman-owned small business, veteran-owned small business, service-disabled veteran-owned small business, or other small businesses, as approved by DGS, that are owned and controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages.

The email provided in the seventh paragraph regarding questions, is deleted and replaced as follows.

gs-bdisbo@pa.gov

Paragraph 1-16, Public Works Employment Verification Act.

In the second paragraph, replace the referenced website as follows.

www.dgs.pa.gov

Section 2-3, Technical Submission Requirements.

Replace the fourth paragraph and add this fifth paragraph regarding disclosure of adjustment factors are as follows:

If the Adjustment Factors are revealed in the Technical Submittal, the proposal may be rejected as non-responsive.

If the Participation Percentages from the Small and Small Diverse Business Participation Submittal are revealed in the Technical Submittal, the proposal may be rejected as non-responsive.

Section 2-5, Small Business and Small Diverse Business Submittal, is removed in its entirety and replaced with the following new verbiage.

2-5. Small Business and Small Diverse Business Submittal:

All Proposers are required to submit **two (2)** copies of the Small Business and Small Diverse Business Participation Submittal. The SB/SDB Participation Submittal is comprised of three parts:

- An indication as to the Proposer's status as a Small Diverse Business and as a Small Business; and
- The total annual percentages of the annual total cost of Job Orders that will be paid to Small Businesses and Small Diverse Businesses as design professionals, subcontractors and/or suppliers; and
- A listing of the current and potential Small Businesses and Small Diverse Businesses the Proposer may use to meet each annual percentage.

The submittal must be sealed in its own envelope, separate from the remainder of the proposal, and must be provided on the Small and Small Diverse Business Participation Submittal form, with information as follows:

- A. Proposer must include an indication of their status as both a Small Diverse Business and a Small Business.
- B. Proposer must include the numerical percentages which represent the total annual percentage of the annual total cost of Job Orders that the Proposer commits to paying to Small Businesses and Small Diverse Businesses through subcontracts as design professionals, subcontractors and/or suppliers.

1. Small Business Proposers will be credited 100% of the available points for the *Small Business* portion of the Small Business and Small Diverse Business Participation Submittal. In order to receive additional credit for the *Small Diverse Business* portion of the Submittal, the Small Business Proposer must commit to, and provide a percentage for, the *Small Diverse Business Subcontracting annual percentage* on the Submittal.
2. Small Diverse Business Proposers, as they are both a Small Business and a Small Diverse Business, will be credited 100% of the available points for both the *Small Business* and *Small Diverse Business* portion of the Small Business and Small Diverse Business Participation Submittal.

NOTE: Equal employment opportunity and contract compliance statements referring to company equal employment opportunity policies or past contract compliance practices do not constitute proof of Small Business and/or Small Diverse Business Status or entitle a Proposer to receive credit for Small Business or Small Diverse Business participation.

- C. Proposers must include a valid photocopy of its DGS-issued certificate entitled, "Notice of Small Self-Certification" to receive credit for proposing as a Small Business Proposer.
- D. Proposers must include a valid photocopy of its DGS-issued certificate entitled, "Notice of Small Business Self-Certification and Small Diverse Business Verification," indicating its diverse status to receive credit for proposing as a Small Diverse Business Proposer.
- E. Proposers acknowledge that the total annual percentages committed to Small Businesses and Small Diverse Businesses will become contractual obligations upon execution of a contract.

Section 3-5, Small Business and Small Diverse Business Compliance Tracking and Submission Scoring, is removed in its entirety and replaced with the following new verbiage.

3-5. SMALL BUSINESS and SMALL DIVERSE BUSINESS COMPLIANCE TRACKING AND SUBMISSION SCORING

The awarded Proposer's Small Business and Small Diverse Business (SB/SDB) participation will be calculated by adding the appropriate annual dollar values of payments to Commonwealth self-certified and verified SB/SDB subcontractors, designers, manufacturers, stocking suppliers and the fee/commission paid to non-stocking suppliers on the annual Job Orders awarded and dividing the total sum by the total amount of Job Orders awarded on an annual basis.

The amount of credit that each of the service categories (subcontractors, designers, manufacturers, stocking suppliers, non-stocking suppliers) yields towards the annual percentage of SB/SDB are outlined in the department's Statement of Policy and as further detailed below.

Subcontractors

SB/SDB subcontractors provide labor and may provide materials associated with the labor on the subcontract. SB/SDB subcontractors through their own employees must perform at least 50% of the amount of the subcontract. **100 percent of the subcontract payments are counted towards the SB/SDB annual percentage.**

Designers

SB/SDB designers provide design professional services associated with the subcontract. SB/SDB designers through their own employees must perform at least 50% of the amount of the subcontract. **100 percent of the subcontract payments are counted towards the SB/SDB annual percentage.**

Manufacturers

SB/SDB manufacturers are firms that operate or maintain a factory or establishment that produces, on the premises, the materials, supplies, articles, or equipment required under the contract and of the general character described by the specifications. **100 percent of the total payments made to the Small Business or Small Diverse Business manufacturer is counted towards the SB/SDB annual percentage.**

Stocking Suppliers

SB/SDB stocking suppliers are firms that own, operate, or maintain a store, warehouse, or other establishment, in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. **60 percent of the total payment made for the materials or supplies purchased from a Small Business or Small Diverse Business stocking supplier is counted towards the SB/SDB annual percentage.**

Non-Stocking Suppliers

SB/SDB non-stocking suppliers do not carry inventory, but orders materials from a manufacturer, manufacturer's representative, or stocking supplier. In order for a non-stocking supplier to receive credit, it must perform a useful business function by engaging in meaningful work (i.e., negotiating price; determining quality and

quantity; ordering materials; and paying for the materials). Industry practices and other relevant factors are considered. **SB/SDB non-stocking suppliers are credited at only the amount of the fee or commission paid to the SB/SDB non-stocking supplier for assistance in the procurement of the materials and supplies provided the fees or commissions are reasonable and not excessive as compared with fees customarily allowed for similar services and with the understanding that under no circumstances shall the credit, for a SB/SDB non-stocking supplier, exceed 10% of the purchase order cost.**

The contractor is allowed to use contract amounts at any tier of supply or subcontracting provided that the SB/SDB is the initial SB/SDB firm in the organizational hierarchy. Therefore, if the contractor or any of its non-SB/SDB subcontractors or suppliers makes a commitment to a SB/SDB, the credit for the subcontract/purchase order commitment, regardless of the level or tier, shall be calculated and credited toward the contractor's annual percentage in accordance with the categories outlined above.

In the event that the SB/SDB whose entire subcontract value is counted towards the contractor's annual percentage then subcontracts a portion of the work or supplies associated with this subcontract to another SB/SDB, the dollar value of the subcontract with/to this lower tier SB/SDB is NOT counted in the contractor's annual percentage in order to prevent the duplicate counting of SB/SDB commitment dollars. In this case, the dollar value of this subsequent SB/SDB subcontract has already been included within the scope of work and dollar value of the Small Business or Small Diverse Business commitment already counted as a part of the contractor's **annual percentage**.

BDISBO has established the minimum evaluation weight for the Small Business and Small Diverse Business participation criterion for this RFP as 20% of the total points. The top raw score for the Small Business and Small Diverse Business Participation Submittal will not receive less than 20% of maximum points available for this Request for Proposal.

1. The SB/SDB point allocation is based on the total annual percentage of the annual total cost of Job Orders that the Proposer commits to Small Businesses and/or Small Diverse Businesses as design professionals, subcontractors and/or suppliers.
2. One third (1/3) of the total raw score points are available to all Proposers proposing as self-certified Small Businesses and to Proposer's committing an annual percentage of the annual total cost of Job Orders to a self-certified Small Business.
3. Two thirds (2/3) of the total raw score points are available to all Proposers proposing as DGS/BDISBO-verified Small Diverse Business and to

Proposer's committing an annual percentage of the annual total cost of Job Orders to a DGS/BDISBO-verified Small Diverse Business.

4. Based on a total of 500 available points for the Small Business and Small Diverse Business Submittal, the scoring mechanism for the Small Business and Small Diverse Business Participation Submittal is as follows:

<p><i>Small Business and Small Diverse Business Raw Score =</i></p> $TOTAL RAW SCORE = 500 (SDB\% + 1/3 * SB\%)$ <p><i>TOTAL SCORE IS CAPPED AT 500, AND MAY NOT EXCEED 500.</i></p>
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Each Proposer's Raw Score will be pro-rated against the Highest Proposer's Raw Score, as calculated in the formula immediately shown below.

<p><i>Small Business and Small Diverse Business (SB/SDB) Score =</i></p> $500 - \frac{500 \times (Highest Proposer's Raw Score - Proposer's Raw Score)}{(Highest Proposer's Raw Score)}$
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5. The Proposer's prior performance in meeting its contractual obligations to Small Businesses and Small Diverse Businesses will be considered by BDISBO during the scoring process. To the extent the Proposer has failed to meet prior contractual commitments, BDISBO may recommend to the Issuing Office that the Proposer be determined non-responsible for the limited purpose of eligibility to receive SB/SDB points.

Section 4-2, General Description of the Scope, add the following new paragraph as follows.

5. Each JOC Contractor shall be required to attend a DGS annual job fair in their contracted region for the express purpose of networking with small and small diverse businesses who are interested in JOC subcontracting opportunities.

Regards,


Liz O'Reilly
Deputy Secretary for Public Works

APPENDIX A

Proposal Signature Page

Revised April 28, 2016

Proposal Signature

Proposer's Representations and Authorizations. Proposer by signing on the signature page and submitting its proposal understands, represents, acknowledges and certifies that:

- a. All of the Proposer's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in awarding the contract(s). The Commonwealth shall treat any misstatement, omission or misrepresentation as fraudulent concealment of the true facts relating to the Proposal submission, punishable pursuant to 18 Pa. C.S. § 4904.
- b. The Proposer has arrived at their Adjustment Factors in its proposal independently and without consultation, communication, or agreement with any other Proposer or potential Proposer.
- c. The Proposer has not disclosed their Adjustment Factors to any other firm or person who is a Proposer or potential Proposer for this RFP, and the Proposer shall not disclose any of these items on or before the proposal submission deadline specified in the Calendar of Events of this RFP.
- d. The Proposer has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- e. The Proposer makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- f. To the best knowledge of the person signing the proposal for the Proposer, the Proposer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Proposer has disclosed in its proposal.
- g. To the best of the knowledge of the person signing the proposal for the Proposer and except as the Proposer has otherwise disclosed in its proposal, the Proposer has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Proposer that is owed to the Commonwealth.
- h. The Proposer is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Proposer

cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.

- i. The Proposer has not made, under separate contract with the Issuing Office, any recommendations to the Issuing Office concerning the need for the services described in its proposal or the specifications for the services described in the proposal.
- j. Each Proposer, by submitting its proposal, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Proposer's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
- k. Proposer will maintain all commitments made in the Small Businesses and/or Small Diverse Businesses Participation Submittal at the time of proposal submittal unless a change in the commitment is approved by the BDISBO.
- l. Until the selected Proposer receives a fully executed and approved written contract from the Issuing Office, there is no legal and valid contract, in law or in equity, and the Proposer shall not begin to perform.
- m. Proposer acknowledges that they have read and understood all Bulletins issued on the Department's web site for this Job Order Contracting Services contract.

I am authorized to sign this proposal on behalf of the Proposer and I agree and state that _____ (Name of Firm) understands and acknowledges that the above representations (a through m) are material and important, and will be relied upon by the Department of General Services in awarding the contract for which this proposal is submitted. I understand and my firm understands that any misstatement shall be treated as fraudulent concealment from the Department of General Services of the true facts relating to the submission of this proposal.

Signature

Print Name Legibly

Title

Listing of Current and/or Potential SDB and SB

The proposer must list potential SDBs and SBs that may be used to meet the annual percentage commitments in the chart below. Include the SDB/SB company name, designation of SDB or SB, SDB/SB Primary Contact Information, and the type of service or supplies the SDB/SB will provide. Include as many pages as necessary.

SB/SDB Name	SDB or SB	Primary Contact Name & Email	Type of Service or Supply Subcontractors / Designers / Manufacturers Stocking Suppliers / Non-Stocking Suppliers

SECTION 01110

DEPARTMENT OF CORRECTIONS - SUPPLEMENTAL PROVISIONS

PART 1 – GENERAL

1.1 STIPULATIONS

- A. The Small Business “General Conditions of the Construction Contract”, “Special Conditions”, and “Division 1 - General Requirements” form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 PERSONAL BEHAVIOR

- A. Contractors are responsible for informing their employees of the special restrictions on personal behavior and the procedures/potential penalties for violations.

1.3 WORKING HOURS

- A. Coordinate with Institution for normal working hours. Any extension outside of these hours must be accomplished in accordance with the General Conditions and consent of both the Department and Institution Manager.
- B. The work within the secured perimeter must be scheduled and executed in coordination with the escorts that the Institution will provide to visually observe work crews.
- C. In the event the Institution determines that on-site circumstances will not support continuation of construction activities, the Department may elect to suspend work and/or process a no-cost Extension of Time to the contract duration until project work is allowed to proceed.
- D. The Contractor, as well as any subcontractors and/or material delivery may not argue for extra compensation related to a perceived delay or inefficiency during processing for access to or transit of materials in the event any of the following conditions are present:
 - 1. Arrival of work crews at previously-defined improper times such as shift changes, scheduled deliveries, etc.
 - 2. Improperly completed, inaccurate, or missing daily tool inventory sheets, clearance sheets, and secured tools.
 - 3. Improper scheduled material deliveries.
 - 4. Any failure related to the adherence to the Department of Corrections’ Supplemental Provisions contained herein.

1.4 VEHICLES

- A. Construction vehicles, as well as employees' vehicles, will be parked in an area designated by the Institution, if appropriate, and locked at all times. If any vehicles are to be left overnight, the license number or numbers of vehicles must be reported to the Institution Main Gate on a daily basis.

1.5 TOOLS

- A. Tools shall be kept in a secure (locked) area when not in use and inventoried on a daily basis to insure complete and total accountability. While the tools are being used, they shall be kept in view or on person. Broken or non-usable tools are to be disposed of away from Institutional property. Any missing tools are to be reported promptly to the Institutional Maintenance Superintendent. Particular attention should be paid to tools which may be used as weapons or instruments of escape. Special procedures will be developed with the Institution's Maintenance/ Engineering Department concerning cutting pliers, bolt cutters, hacksaws and welding or cutting equipment. UNDER NO CIRCUMSTANCES WILL CUTTING TORCHES OR WELDING EQUIPMENT BE LEFT INSIDE THE ENCLOSURE OVERNIGHT, ON WEEKENDS OR ON HOLIDAYS.

1.6 FRATERNIZATION

- A. There shall be no fraternization or private relationships of Contractors' employees with inmates. This includes, but is not limited to, trading, bartering or receiving gifts, money, favors from the inmates, or the inmates' friends, relatives or representatives.

1.7 ALCOHOL AND CONTROLLED SUBSTANCES

- A. Alcoholic beverages and controlled substances shall not be carried, stored or consumed on Institutional property nor left in any vehicle.

1.8 GAMBLING

- A. Gambling or wagering of any type is not permitted on Institutional property.

1.9 SECTION 5122 WEAPONS OR IMPLEMENTS FOR ESCAPE

- A. Weapons or implements of escape (other than tools applicable in Paragraph 1.5) shall not be permitted on Institution property. Non-compliance with this policy may result in criminal charges.
- B. Offense Defined. A person commits a misdemeanor of the first degree if that person unlawfully introduces within a detention facility, correctional institution or mental hospital, or unlawfully provides an inmate thereof with any weapon, tool, implement or other thing which may be used for escape.
- C. Definitions:

1. As used in this section, the word "unlawfully" means surreptitiously or contrary to law, regulation or order of the detaining authority.
2. As used in this section, the word "weapon" means any implement readily capable of lethal use and shall include any firearm, knife, dagger, razor, other cutting or stabbing implement or club, including any item which has been modified or adopted so that it can be used as a firearm, knife, dagger, razor, other cutting or stabbing implement or club. The word "firearm" includes any unloaded firearm and the unassembled components of a firearm.

1.10 SECTION 5123 CONTRABAND

- A. Contraband shall not be permitted on Institution property. Non-compliance with this policy may result in criminal charges.
- B. Contraband to confined persons is prohibited. A person commits a misdemeanor of the first degree if that person sells, gives or furnishes to any convict in a prison or inmate in a mental hospital, or gives away or brings into any prison, mental hospital or any other building appurtenant thereto, or on the land granted to or owned or leased by the Commonwealth or County for the use and benefit of the prisoners or inmates, or puts in a place where it may be secured by a convict of a prison, inmate of a mental hospital, or employee thereof, any kind of spirituous or fermented liquor, drug, medicine, poison, opium, morphine, or other kind of narcotics (except the ordinary hospital supply of the prison or mental hospital) without a written permit signed by the physician of each Institution, specifying the quantity and quality of the liquor or narcotic which may be furnished to any convict, inmate, or employee in the prison or mental hospital, the name of the prisoner, inmate or employee for whom, and the time when the same may be furnished, which permit shall be delivered to and kept by the warden or superintendent of the prison or mental hospital.
- C. Money to inmates is prohibited. A person commits a misdemeanor of the third degree if that person gives or furnishes money to any inmate confined in a state or county correctional institution. PROVIDED NOTICE OF THIS PROHIBITION IS ADEQUATELY POSTED AT THE INSTITUTION. A person may, however, deposit money with the superintendent, warden or other authorized individual in charge of a state or county correctional institution for the benefit and use of an inmate confined therein, which shall be credited to the inmate's account and expended in accordance with the rules and regulations of the Institution. The person making the deposit shall be provided with a written receipt for the amount deposited.

1.11 SEARCH

- A. Any person entering this Institution is subject to a search of their person at any time. While the person may refuse, such refusal may be cause for denial of further entrance.

1.12 SECURITY ORIENTATION PROGRAM AND PREA TRAINING

- A. The contractor's personnel must attend a Security Orientation Program, and perform Prison Rape Elimination Act (PREA) Training prior to commencement of on-site work. Completing the Security Orientation Program and the PREA Training will require one day total. No personnel of the contractor will be permitted to begin work on Institutional grounds without first attending the Security Orientation Program, and performing the appropriate PREA Training. The contractor must schedule the Security Orientation, and PREA Training with the Institution, and budget his time accordingly. The Institution requires at least 10 days' notice for these activities and it will need to be a day that fits the Institution's schedule.

1.13 SECURITY CLEARANCE CHECK

- A. The Contractor shall provide the following information to Institutional Security Personnel concerning every employee of the Contractor who will be entering the Institution:
 - 1. Name (including any previous names)
 - 2. Date of Birth
 - 3. Social Security Number
 - 4. Driver's License Number
- B. This information will be used exclusively to perform a security clearance check on each individual employee. All information provided by the employer will be kept confidential. No employee of the Contractor will be admitted to any Institution until this security clearance check has been performed and then only at the discretion of the Institution's Superintendent or designee.
- C. The contractor's personnel must have their picture taken at the Institution to have an ID badge created for each employee prior to commencement of on-site work. No personnel of the contractor will be permitted to begin work on Institutional grounds without first obtaining an ID badge. The contractor must schedule the picture taking with the Institution, and budget his time accordingly. The Institution requires at least 10 days notice for this activity and it will need to be a day that fits the Institution's schedule.

THE ENCLOSED DEPARTMENT OF CORRECTIONS 'POLICY 6.3.1, FACILITY SECURITY MANUAL, SECTION 6 - CONSTRUCTION CONTRACTORS' IS GIVEN HEREIN TO INDICATE TO THE CONTRACTOR THE PROCEDURES THAT WILL BE REQUIRED FOR ACCESS TO THE INSTITUTIONAL GROUNDS THROUGHOUT THE CONSTRUCTION PERIOD. THE INFORMATION SUPPLEMENTS THE GENERAL REQUIREMENTS. THE DEPARTMENT WILL IMPLEMENT THE APPLICABLE PROCEDURE.

PART 2 –PRODUCTS (Not Used)

PART 3 –EXECUTION (Not Used)

END OF SECTION