



**C. L. "BUTCH"  
OTTER**  
Governor  
**TERESA LUNA**  
Director  
**TIM MASON**  
Administrator

State of Idaho  
Department of Administration  
Division of Public Works

502 North 4th Street  
P.O. Box 83720  
Boise, ID 83720-0072

Telephone (208) 332-1900 or FAX (208) 334-4031  
Design and Construction  
Facilities Services  
<http://dpw.idaho.gov>

April 16, 2014

### **Addendum No. 1**

**TO:** DESIGN-BUILD TEAMS  
**FROM:** Martin Santoyo, Project Manager  
**SUBJECT:** DPW PROJECT NO. 14063  
Door Security Controls and Motor Operators  
Units 14, 15, and 16, ISCI  
Department of Correction  
Boise, Idaho

There were a number of questions raised at the March 31, 2014 informational walk-through meeting related to staging, sequencing of work on doors, means and methods, etc. At this time the Owner is not in a position to address this level of detail or project parameters. This will take place once a design-build team has been selected. The purpose of the RFQ is twofold:

- 1) To select the most qualified team to complete the project as outlined in the "Description of Project" and the Idaho Department of Correction (IDOC) April 2, 2014 document, "Re: 14-063/ Door controllers and door operators ISCI/ scope of work"; and
- 2) To listen to the teams during the interviews for other solutions that may better suit the facility.

The following questions have been asked since the walk-through. Again, at this time DPW is not in a position to fully answer detailed questions related to logistics, access, etc.

Post walk-through questions:

- a. Question: Total project budget of \$383,000. How was the budget established and in the event that the proposals come in over this amount is there additional money available to fund the project?

**DPW Response: The initial budget was established through a series of design professional inquiries and submitted from IDOC to DPW for funding authorization. There are no proposals at this time and none are expected with the RFQ.**

- b. Question: Have you taken into account any additional conduit and wiring if the current MTI controls system is a "daisy chain" system?

**DPW Response: Typically, DPW takes unforeseen contingencies into account.**

- c. Question: Please describe the process of crews gaining access to the work areas on a daily basis. Will there be a streamlined process?

**DPW Response: Access and process will vary. See online RFQ specification examples, 1100, 1500, 1540.**

SECTION 01100 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Fixed Price Construction Contract and Division 1 Specification Sections apply to this Section. IDOC spec sections 01100, 01500 and 01540 supersede all other project specifications.

1.2 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Access to site.
4. Coordination with occupants.
5. Work restrictions.
6. Specification and drawing conventions.
7. Miscellaneous provisions.

B. Related Requirements:

1. Section 01500 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

- A. Project Identification: DPW # \_\_\_\_\_, TBD \_\_\_\_\_.

1. Project Location: TBD \_\_\_\_\_

- B. Owner: Division of Public Works, 502 N. 4<sup>th</sup> Street, Boise, Idaho.

1. Owner's Representative: \_\_\_\_\_.

- C. Architect: \_\_\_\_\_

1. Architect's Representative: \_\_\_\_\_

- D. Architect's Consultants: The Architect has retained the following design professionals who have prepared designated portions of the Contract Documents:

1. Electrical Engineer: \_\_\_\_\_
2. Systems Engineering: \_\_\_\_\_
3. HVAC Engineer \_\_\_\_\_

4. Plumbing Engineer \_\_\_\_\_
5. Civil Engineer \_\_\_\_\_
6. Structural Engineer \_\_\_\_\_
7. Materials testing \_\_\_\_\_
8. Other Consultants \_\_\_\_\_

- E. Idaho Department of Corrections: 1299 N Orchard Ste 110, Boise, ID 83706
1. Coordination with facility, contact: Myron Volk 208-573-5665
  2. Mike McCabe, IDOC construction manager 208-658-2179
  3. Facility security contact to be determined at pre-construction meeting

#### 1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. **Scope of work to be defined for each project**
- B. Type of Contract:
1. Project will be constructed under a single prime contract.

#### 1.5 ACCESS TO SITE

- A. General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
1. Contractor must provide a detailed critical path schedule prior to the pre-construction meeting. The schedule must list:
    - a. Specific areas of work for each day.
    - b. Critical path items
    - c. Substantial completion per contract date.
    - d. Contractor will not be allowed access until a critical path schedule has been submitted and approved by owner and IDOC.
    - e. Master schedule to be updated monthly.
    - f. Each week (by Thursday noon) contractor will submit a daily schedule for the following week identifying the areas to be worked. All scheduling is subject to IDOC approval.
    - g. Utility shut downs or disruptions must be noted on the schedule and approved by IDOC.
- B. Use of Site: Limit use of Project site to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
1. Limits: Confine construction operations to area shown on Site Plan.
  2. Driveways, Walkways and Entrances: Keep driveways loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
    - a. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
  3. Only one area of work will be allowed at a time. IDOC will provide one escort for the project. If contractor needs to work in multiple areas at a time the contractor must request

in writing at least 72 hours prior to the scheduled event. IDOC does not guarantee multiple escorts will be available.

4. Contractor must provide a written inventory of all equipment and tools in any work vehicle. The inventory will be checked every day entering and exiting the facility. To expedite any time delays to access the work site it is recommended contractors scrub their vehicles of any tools and equipment not needed for the project.
5. Some projects will allow secured storage on site. Coordinate with warden or designated site representative. On site storage is subject to IDOC approval.
6. Throughout the day there may be inmate movements that restrict access for contractors. These movements do not justify any delay costs by the contractor.
7. Due to security requirements of IDOC facilities access in and out of the facility will be restricted to 3 in/out trips daily. Contractors need to plan and prepare for daily work needs. The facility will not allow additional trips without approval of IDOC.

#### 1.6 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
  1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
  2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.

#### 1.7 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
  1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, unless otherwise indicated.
  1. Weekend Hours: By written permission from IDOC.
  2. Early Morning Hours: By written permission from IDOC.
  3. Hours for Utility Shutdowns: By written permission from IDOC.
  4. Hours for Core Drilling: By written permission from IDOC.
  5. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
    6. Notify Owner not less than 5 days in advance of proposed utility interruptions.
    7. Obtain Owner's written permission before proceeding with utility interruptions.

- C. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
  - 1. Notify Owner not less than two days in advance of proposed disruptive operations.
  - 2. Obtain Owner's written permission before proceeding with disruptive operations.
- D. Nonsmoking Building: Smoking is not permitted on the entire state owner site.
- E. Controlled Substances: Use of tobacco products and other controlled substances on Project site is not permitted.
- F. Employee Identification: IDOC will provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.
- G. Employee Screening: Comply with Owner's requirements for drug and background screening of Contractor personnel working on Project site. Contractor shall use form provided for background checks.
  - 1. Maintain list of approved screened personnel with Owner's representative.
  - 2. Background checks must be approved prior to access being authorized. Background checks take approximately 2 weeks to complete. It will be the contractor's responsibility to submit the background checks at least 2 weeks prior to the scheduling requirements of their workers.
- H. A detailed security meeting will be held at the pre-construction meeting. A facility correctional officer will be identified to the contractor to coordinate security and access issues.
- I. Any breach or modification to perimeter security fencing must be repaired to approved IDOC specification the same day the fence is modified. Modifications to security fencing require a 3 day notice to the IDOC facility and require the approval of the warden or designated IDOC representative. Failure to maintain a secured fence will result in the background checks of the responsible contractor/ worker to be revoked. Costs to replace the contractor workers will be the responsibility of the contractor.

## 1.8 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
  - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
  - 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
  2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard and scheduled on Drawings.
  3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

1.9 PROJECT CLOSE OUT, RECORD DAWINGS, PUNCH LIST

- A. IDOC requests one printed copy and two electronic copies (CD/DVD) of all close out documents, contracts, invoices, as-built drawings, O&M manuals.
- B. Final punch list must be coordinated with IDOC present. IDOC punch list items will be included with items identified by the A&E team.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01100

SECTION 01500 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Fixed Price Construction Contract and Division 1 Specification Sections apply to this Section.
- B. It is a felony under Idaho law to possess or use tobacco of any kind on an Idaho correctional facility. Any worker found you have tobacco of any kind in their possession will be removed from the facility, have their background clearance revoked and be subject to criminal action.

1.2 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Requirements:
  - 1. Section 01100 "Summary" for limitations on work restrictions and utility interruptions.
  - 2. Section 01540 "IDOC security specifications"

1.3 USE CHARGES

- A. General: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to Architect, occupants of Project, testing agencies, and authorities having jurisdiction.
- B. Water and Sewer Service from Existing System: Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.
- C. Electric Power Service from Existing System: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

1.4 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits. It is the contractor's

responsibility to coordinate with the DPW field representative, inspectors and or testing agencies for any required inspections and testing. The contractor is responsible to communicate with IDOC through engineer of record and DPW field representative and verify and testing requirements from IDOC.

## 1.5 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Engage Installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.
- B. IDOC is NOT responsible to accept deliveries of any kind for the contractor's work. Contractor will be responsible to have qualified supervision and equipment needed to receive and unload any delivers related to the work. The contractor will be responsible to coordinate access into the facility with IDOC for material deliveries. Delivery arrangements need to be made at least 48 hours in advance. Contractor will be responsible to store and protect any materials delivered to the site for the project.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. Portable Chain-Link Fencing: Minimum 2-inch, 0.148-inch- thick, galvanized-steel, chain-link fabric fencing; minimum 6 feet high with galvanized-steel pipe posts. Provide concrete or galvanized-steel bases for supporting posts. Depending on security environment razor wire may be required by IDOC. It is the contractor's responsibility to get IDOC approval on all fencing prior to installation.
- B. Polyethylene Sheet: Reinforced, fire-resistive sheet, 10-mil minimum thickness, with flame-spread rating of 15 or less per ASTM E 84 and passing NFPA 701 Test Method 2.
- C. Dust-Control Adhesive-Surface Walk-off Mats: Provide mats minimum 36 by 60 inches.

### 2.2 TEMPORARY FACILITIES

- A. Field Offices, General: Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading.

### 2.3 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
  - 1. Locate facilities to limit site disturbance as specified in Section 01100 "Summary."
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
  - 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Water Service: Connect to Owner's existing water service facilities. Clean and maintain water service facilities in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- C. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
- D. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.
  - 1. Prior to commencing work, isolate the HVAC system in area where work is to be performed according to coordination drawings.
    - a. Disconnect supply and return ductwork in work area from HVAC systems servicing occupied areas.
    - b. Maintain negative air pressure within work area using HEPA-equipped air-filtration units, starting with commencement of temporary partition construction, and continuing until removal of temporary partitions is complete.
  - 2. Maintain dust partitions during the Work. Use vacuum collection attachments on dust-producing equipment. Isolate limited work within occupied areas using portable dust-containment devices.
  - 3. Perform daily construction cleanup and final cleanup using approved, HEPA-filter-equipped vacuum equipment.
- E. Ventilation and Humidity Control: Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment that will not have a harmful effect on

completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.

1. Provide dehumidification systems when required to reduce substrate moisture levels to level required to allow installation or application of finishes.
- F. Electric Power Service: Connect to Agency's existing electric power service. Maintain equipment in a condition acceptable to Agency. Costs to connect are the responsibility of the contractor.
- G. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
  2. Install lighting for Project identification sign.
- H. Telephone Service: Provide temporary telephone service in common-use facilities for use by all construction personnel.
1. At temporary office, post a list of important telephone numbers.
    - a. Police and fire departments.
    - b. Ambulance service.
    - c. Contractor's home office.
    - d. Contractor's emergency after-hours telephone number (cell number).
    - e. Architect's office.
    - f. Engineers' offices.
    - g. Owner's office.
    - h. Principal subcontractors' field and home offices.
    - i. IDOC emergency contact
  2. Provide superintendent with cellular telephone for use when away from field office.

### 3.3 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:
- B. Traffic Controls: Comply with requirements of authorities having jurisdiction.
1. Protect existing site improvements to remain including curbs, pavement, and utilities.
  2. Maintain access for fire-fighting equipment and access to fire hydrants.
- C. Parking: Use designated areas of Agency's existing parking areas for construction personnel.
- D. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.
1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties or endanger permanent Work or temporary facilities.
  2. Remove snow and ice as required to minimize accumulations.

- E. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction.
- F. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
  - 1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.

### 3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
- B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
  - 1. Comply with work restrictions specified in Section 01100 "Summary."
- C. Temporary Erosion and Sedimentation Control: Comply with requirements of 2012 EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.
- D. Storm water Control: Comply with requirements of authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of storm water from heavy rains. Comply with EPA 2012 requirements.
- E. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
- F. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- G. Temporary Egress: Maintain temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction.
- H. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weather tight enclosure as required.
- I. Temporary Partitions: Provide floor-to-ceiling dustproof partitions to limit dust and dirt migration and to separate areas occupied by Owner from fumes and noise.
  - 1. Construct dustproof partitions with two layers of 6-mil polyethylene sheet on each side. Cover floor with two layers of 6-mil polyethylene sheet, extending sheets 18 inches up the sidewalls. Overlap and tape full length of joints. Cover floor with fire-retardant-treated plywood.
  - 2. Provide walk-off mats at each entrance through temporary partition.

- J. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.
  - 1. Prohibit smoking on the entire site.
  - 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
  - 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
  - 4. Provide temporary standpipes and hoses for fire protection. Hang hoses with a warning sign stating that hoses are for fire-protection purposes only and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.

### 3.5 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
  - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.

END OF SECTION 01500

## **SECTION 01540 - GENERAL SECURITY REQUIREMENTS**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

#### **1.2 SUMMARY**

- A. This Section specifies:
  - 1. Security Program
  - 2. Entry Control
  - 3. Tool Control
  - 4. Miscellaneous Restrictions
- B. This section includes:
  - 1. IDOC Background Questionnaire.
  - 2. IDOC Construction Procedures.

### **PART 2 - PRODUCTS (Not Applicable)**

### **PART 3 - EXECUTION**

#### **3.1 SECURITY PROGRAM**

- A. **The Agency will detail security requirements at the pre-bid conference as they affect the contract.**
  - 1. See section 1500 and 1100 for additional requirements
- B. Security requirements will be defined at the pre-construction meeting. Contractor shall become familiar with all the rules and regulations of the Institution and comply with such rules and regulations to the end that the safety and security of the State Correctional Institution will be maintained at all times. The work of the Contract shall be conducted in such a manner as to interfere as little as possible with the functioning of the State Correctional Institution.
- C. Contractor and all subcontractors shall make initial contact with the DPW Field Representative, Warden or his designee, and the DOC Construction Supervisor at the project site to obtain information relating to material storage sites, security requirements, parking, etc. before moving any equipment or material onto the Institution site. (Note: Material storage security shall be the responsibility of the Contractor.)
- D. Contractor shall notify the Warden or his designee and DPW Field Representative at each project site if and when work areas and travel paths change.

- E. Contractor shall notify the Warden or his designee immediately upon loss of any construction materials, tools, equipment, clothing or identification badge.
- F. Inmates shall not be employed by the Contractor for work at this Institution and any contact with inmates shall be reported immediately.

### 3.2 ENTRY CONTROL

- A. All contractor personnel will be required to submit a background questionnaire to the Agency. The Agency will notify the contractor if any employees are denied access. Allow 2 weeks for review and DOC approvals.
- B. Obtain an Institutional issued photo identification card for each person authorized to enter premises. Maintain a list of accredited persons. The construction personnel will receive the identification card at the beginning of each shift and return it to Security at the end of the shift. (Note: This photo I.D. must be worn on the worker's outer clothing whenever the worker is on the Institution property. This rule will be strictly enforced.)
- C. Unattended vehicles or equipment shall be locked at all times. Keys to the vehicle must remain with the driver.
- D. No one will be allowed to enter or exit inside any security locked gates at the facility during Count Times. Count times vary at each facility and normally last between 30 and 50 minutes.
- G. Contractor shall not transport officers or inmates in their vehicles for any reason at any time on or off the site.

### 3.3 TOOL CONTROL

- A. Definitions:
  - 1. Class A Tools - extremely dangerous tools: This category includes those tools which would be classified as Class B tools but due to their nature in the correctional setting are not appropriate for storage within a secured facility. The use of these items must be strictly controlled, supervised, and limited. A list of these tools includes, but is not limited to, the following: bolt and wire cutters, ladders, scaffolding, Hilti gun or similar kits with charges, knives, saw blades, files, meat cutting blades, pliers, mixing chambers, diamond tipped tools, ropes, freon and other pressurized containers, hydraulic jacks, porta jacks, and core drills.
  - 2. Class B Tools - hazardous tools: This category includes those tools or materials most likely to be used in an escape attempt, used to manufacture or serve as weapons capable of doing serious bodily harm, or are hazardous to institutional security or personal safety. A list of these tools includes, but is not limited to the following: hammers, scissors (<6"), shovels, rakes, extension cords, and hoses.
- B. Use and Storage
  - 1. Tool control shall be maintained at all times. Where multiple tools are required by any trade, they shall be kept in a locked tool box/cart when not in use at each construction location. Each tool shall be inscribed with a permanent identification mark and itemized on a tool inventory list. The list shall

identify tools separately for each tool box/cart and shall be submitted to the Agency and Construction Inspector prior to entry to the Institution and shall accompany the tools while within or close proximity to the secure perimeter. A log-in and log-out procedure shall be used at this facility. All tools, tool boxes and carts shall be log checked each night prior to Contractor leaving the work area. Contractor is cautioned to reduce his tool inventory to that which is required for this project. Unnecessary tools are to be eliminated. Keys to locked tool containers, inside or outside the perimeter, will be provided to the Agency. The keys and all inventories will be maintained in Central Control.

2. Unattended storage of Class A tools will not be allowed inside the institution's secure perimeter. Storage of all other tools and equipment inside the perimeter may be approved only in writing by the Warden or his designee.
3. Ladders will not be allowed to remain inside the facility overnight. All unattended and stored ladders will be securely locked. Ladders and scaffolding shall be directly supervised or chained to a fixed object at all times.
4. Gasoline shall not be stored or transported in any type of container except an approved safety can identified in accordance with OSHA regulations.
5. All flammable and toxic materials, other than gasoline, will be stored in original containers and identified in accordance with OSHA regulations. Material Safety Data Sheets will be maintained on these items.
6. All oxygen, propane, acetylene and other gas tanks (full or empty) will be stored and locked in a secure area outside the institution perimeter.
7. Any tools noted lost or stolen will be reported to the shift commander immediately.

### **3.4 MISCELLANEOUS RESTRICTIONS**

- A. Cameras are not allowed on site unless approved by the Agency.
- B. Firearms, alcohol, drugs, pets, and all tobacco products are prohibited on state property.
- C. No interaction with inmates is allowed. If initiated by an inmate, notify the shift commander.
- D. Avoid dressing like an inmate (varies at each institution).
- E. Contractor work shift is anticipated to be from 7:00 a.m. to 5:00 p.m., Monday through Friday. Extended hours, weekend, or holiday work will be requested in writing to the Agency with five days advance notice.
- F. Utility outages or other activities that may affect the daily operation of the institution shall be requested by the contractor in writing with five days advance notice. Approval will be granted if there is no compromise to security and daily operations can be rescheduled. The contractor may expect some of these activities to be completed during off-shift hours or weekends.

- G. If utility disruption will last more than 3 hours the contractor will be responsible to provide temporary utilities until work is completed and normal operation is restored.
- H. Any work requiring the penetration of any institutional fence (cutting or tunneling) shall be requested to the Agency in writing with five days advance notice and the work shall be completed in one shift. The fence must be completed the same day as the work was started. See IDOC detail for enclosing trenches under security fencing.
- I. Any explosive work shall be requested to the Agency in writing with seven days advance notice.
- J. Construction debris (scrap metal, plastic, glass, etc.) in areas accessible to inmates shall be removed daily.
- K. During an Agency emergency, the Contractor and his forces shall follow all Agency directives immediately.

### **3.5 FORMS**

- A. The IDOC Background Questionnaire and the IDOC Construction Procedures forms are included at the end of this specification section. These forms must be completed and signed by each of the contractor and subcontractors' employees.
  - 1. Failure of any workers to comply with IDOC security requirements will result in the background clearance to be revoked and the worker removed from the site (at discretion of IDOC). In the event a worker is removed from the site it will be the contractor's responsibility and cost to replace the worker with another qualified worker.

**END OF SECTION 01540**

## IDAHO DEPARTMENT OF CORRECTION

### Facility Access Guidelines for Contractors

The following guidelines are to help familiarize contractors with working in a correctional facility. We cannot cover every issue in this document; if you have questions, please ask an IDOC staff member.

- All contractors and subcontracts must complete a truthful background questionnaire. Contractors and subcontractors must be approved before they will be allowed on-site.
- State identification cards must be worn at all times in a correctional facility.
- The following items are not allowed: Firearms, ammunition, explosives, alcohol, drugs (unless legally prescribed), tobacco, and pets.
- Contractor employees who appear to be under-the-influence of alcohol or drugs will not be permitted on-site.
- All vehicles will be searched upon entering and exiting the perimeter of a correctional facility.
- Always lock unattended vehicles.
- At specific times, and during emergencies, offenders are counted. This is called Count Time. Count Time varies at each facility. No one is allowed to enter or exit a facility during Count Time. Contractors should ask when Count Times are scheduled to avoid unnecessary delays. Facility heads or their designees must approve, in advance, any exception to the entry and exit of a facility during Count Time.
- Tools are inventoried upon entry and exit of the facility. On long projects when tools are kept on site they are inventoried and checked at the end of each day.
  - Ram Sets: All shots must be inventoried. Blanks and misfires must be removed from the job site. Do not throw them away or on the ground.
  - Flammable and hazardous materials must be inventoried and secured.
- If inmates have access to the work area, tools **cannot** to be left unattended.
- Do not give inmates anything. If they ask for anything, notify a security staff member.
- Avoid dressing like an inmate. Blue jeans are allowed, but avoid blue shirts.
- If a siren sounds, continue working unless security staff instructs you otherwise. However, if inmates are in the area when a siren sounds, notify security staff immediately.

I have read, understand, and received a copy of these security procedures.

Printed Name: \_\_\_\_\_ Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IDAHO DEPARTMENT OF CORRECTION
BACKGROUND QUESTIONNAIRE

\*\*\*\*\*

READ CAREFULLY: ALL QUESTIONS MUST BE ANSWERED. IF A QUESTION DOES NOT APPLY TO YOU, ANSWER "NA".
OMMISSION, FALSIFICATION OR NON-DISCLOSURE OF INFORMATION MAY RESULT IN DELAY OR DISQUALIFICATION OF
YOUR APPLICATION.

\*\*\*\*\*

PLEASE PRINT OR TYPE

Form with fields: Complete Name, Other Names Used, Date of Birth, Place of Birth, Gender (Male/Female), Social Security Number, Present Address, Phone Number (Home/Work), Other States Resided In, Driver's License Number/State.

Form with fields: Reason for Entry, Company Name, Company Phone, Company Address.

PREVIOUS ARRESTS and CITATIONS

Please disclose any misdemeanor or felony charges regardless of when they occurred or whether you were convicted. Failure to disclose aspects of your criminal history may disqualify you from entry to all IDOC facilities.

- Have you ever been charged with a felony? [ ] Yes [ ] No
Have you ever been convicted of a felony? [ ] Yes [ ] No
Have you ever been under IDOC supervision? [ ] Yes [ ] No
Have you ever been charged with a misdemeanor? [ ] Yes [ ] No
Have you ever been convicted of a misdemeanor? [ ] Yes [ ] No

If you answered "YES" to any of the questions listed above, please list any and all felonies, misdemeanors and withheld judgements (regardless of how long ago they occurred). Please list all court actions against you, even if they were dismissed or you were told that they would not be recorded. Include any traffic citations that resulted in a misdemeanor or DUI charge.

Table with 3 columns: Description of Charge, City/State/County where the Charge Occurred, Approximate Date.

Explain the circumstances of charges listed above:

Large empty text box for explaining circumstances of charges.

**Licensing/Certification**

Do you currently hold, or have you ever possessed a professional license or certification? Yes  No

| Name of License or Certification | State of Issuance | Date Issued | Date Expired |
|----------------------------------|-------------------|-------------|--------------|
|                                  |                   |             |              |
|                                  |                   |             |              |
|                                  |                   |             |              |

Has a professional licensing or certification board ever disciplined you, or have you ever had your license or certificate revoked?  
 Yes  No

| Date Revoked | If revoked, please explain the reason for revocation |
|--------------|--|
|              |  |
|              |  |
|              |  |

**Illegal Drug Usage**

Yes  No  Have you ever tried and/or experimented with any type of an illegal drug or narcotic?

Yes  No  Have you ever bought, sold, or otherwise distributed an illegal drug or narcotic?

Yes  No  Do you currently use any illegal drugs, narcotics or pills that are prohibited by the Uniform Controlled Substances Act?

| Type of Drug or Narcotic | First Used Mo./Yr. | Last Used Mo./Yr. | Total # of Times Used in Lifetime | Brief Explanation |
|--------------------------|--------------------|-------------------|-----------------------------------|-------------------|
|                          |                    |                   |                                   |                   |
|                          |                    |                   |                                   |                   |
|                          |                    |                   |                                   |                   |

**Friends/Relatives Under IDOC Supervision**

Yes  No  Do you know anyone who (1) is currently incarcerated, or (2) has been incarcerated in any county facility, state institution, federal prison, or (3) who are currently or were previously on probation or parole?

This includes but is not limited to: Relatives such as child, parent, brother, sister, grandparent, aunt, uncle, niece, first cousin, fiancé, or legal spouse, common-law spouse, or "significant other", friends, acquaintances, someone with whom you have previously had a relationship. Also, relatives include your in-laws and/or individuals related to your "significant other".

| Offender Name | IDOC Number (if known) | Facility or District Location | Relationship to You<br>Brief Explanation |
|---------------|------------------------|-------------------------------|--|
|               |                        |                               |  |
|               |                        |                               |  |
|               |                        |                               |  |

I certify that all of my answers in this questionnaire are true and complete. I understand that any discrepancies, misstatements, omissions and/or falsifications will subject me to disqualification from employment, disciplinary actions during my employment, and/or dismissal from employment with IDOC.

Print Full Name: \_\_\_\_\_

Sign Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

**END OF ADDENDUM ONE**