



INVITATION FOR BIDS
TEXAS DEPARTMENT OF CRIMINAL JUSTICE
CONTRACTS AND PROCUREMENT

IF NOT BIDDING
DO NOT RETURN THIS FORM.

AGENCY TO INVOICE

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
ACCOUNTS PAYABLE
P.O. BOX 4018
HUNTSVILLE, TX 77342-4018

DESTINATION OF GOODS IF DIFFERENT THAN ABOVE

SEE BELOW

DELIVERY IN DAYS. CASH DISCOUNT % DAYS OR NET 30
Check below if preference claimed under 34 TAC Rule 20.306

Goods produced or offered by a Texas bidder that is owned by a Texas resident service-disabled veteran

Goods produced in Texas or offered by a Texas bidder that is not owned by a Texas resident service-disabled veteran

Agriculture products produced or grown in TX

Agriculture products and services offered by TX bidders

Services offered by a Texas bidder that is owned by a Texas resident service-disabled veteran

Services offered by a Texas bidder that is not owned by a Texas resident service-disabled veteran

Texas vegetation native to the region

USA produced supplies, materials, equipment or agricultural products

Products of persons with mental or physical disabilities

Products made of recycled, remanufactured, or environmentally sensitive materials including recycled steel

Energy efficient products

Rubberized asphalt paving material

Recycled motor oil and lubricants

Products produced at facilities located on formerly contaminated property

Products and services from economically depressed or blighted areas

Vendors that meet or exceed air quality standards

Recycled or reused computer equipment of other manufacturers

Foods of higher nutritional value (for consumption in a public cafeteria only)

Commercial production company or advertising agency located in Texas

QUOTE F.O.B. DESTINATION PREPAID AND ALLOWED

THE TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TDCJ) IS CURRENTLY
REQUESTING BIDS TO ESTABLISH A PURCHASE ORDER FOR THE
PROCUREMENT OF TILT DOWN RADIO TOWER AND CLIMATE CONTROLLED CABINET
AT THE SANCHEZ UNIT IN EL PASO, TEXAS.

ISSUE DATE: MAY 06, 2024
BID NO. IW178897-A
BID OPENING 3 P.M. MAY 27, 2024
PURCHASER: DUNCAN, CHRISTIE
PHONE: 936-437-3812
**FAXED BIDS WILL NOT BE ACCEPTED
UNLESS NOTED BELOW**

▼ FAILURE TO SIGN WILL DISQUALIFY BID ▼

AUTHORIZED SIGNATURE

DATE

TYPED NAME OF SIGNER

IF BIDDING, RETURN SEALED BIDS TO:
TEXAS DEPARTMENT OF CRIMINAL JUSTICE
CONTRACTS AND PROCUREMENT DEPARTMENT
TWO FINANCIAL PLAZA, STE. 525
HUNTSVILLE, TEXAS 77340

▼ VENDOR ADDRESS AND IDENTIFICATION NUMBER ▼

VENDOR ID NUMBER	
See Bid Requirements 1.7 for Vendor ID Number Instructions	
Bidder	Name of Firm
Must	Street Address
Fill	City, State, Zip
In	

By signing this bid, bidder certifies that if a Texas address is shown as the address of the bidder, bidder qualifies as a Texas Bidder as defined in Section 2155.444(c) of the Texas Government Code.

Bidder agrees to comply with all terms and conditions below and on attached pages

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**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
CONTRACTS AND PROCUREMENT DEPARTMENT
TWO FINANCIAL PLAZA, STE. 525
HUNTSVILLE, TX 77340**

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Bid Opening Date: 3 P.M. MAY 27, 2024
Bid Number: IW178897-A

BIDDER MUST FILL IN →

Name of Bidder: _____

BID SUBMISSION REQUIREMENTS:

ELECTRONIC SUBMISSION (PREFERRED)

USE THE FOLLOWING EMAIL ADDRESS TO SUBMIT A RESPONSE ELECTRONICALLY:

BIDS@TDCJ.TEXAS.GOV

THE EMAIL SUBJECT LINE SHOULD CONTAIN THE SOLICITATION NUMBER.

THE BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS
RESPONSE IS RECEIVED BY THE TDCJ BEFORE THE DEADLINE AT THE
PROPER DESTINATION SERVER. IT IS RECOMMENDED THAT BIDDER
BEGIN THE PROCESS WELL IN ADVANCE OF THE BID SUBMISSION TIME ON
THE OPENING DATE.

THE TDCJ RECOMMENDS A LIMIT OF 10 MB OF ATTACHMENTS PER EMAIL.
TO MEET THIS LIMIT, A RESPONSE MAY BE SPLIT INTO MULTIPLE EMAILS.

IN ADDITION, PLEASE BE AWARE THAT YOUR INTERNET SERVICE PROVIDER
MAY LIMIT THE SIZE OF ATTACHMENTS TO OUTGOING MAIL.

ALL DOCUMENTS SHOULD BE SUBMITTED IN MICROSOFT OFFICE FORMATS (WORD
AND EXCEL) OR IN A FORM THAT MAY BE READ BY MICROSOFT OFFICE SOFTWARE.
ANY DOCUMENTS WITH SIGNATURES SHALL BE SUBMITTED AS AN ADOBE PORTABLE
DOCUMENT FORMAT (PDF) FILE. RESPONSES IN OTHER FORMATS MAY BE
DISQUALIFIED.

THE TDCJ TAKES NO RESPONSIBILITY FOR ELECTRONIC RESPONSES THAT ARE
CAPTURED, BLOCKED, FILTERED, QUARANTINED OR OTHERWISE PREVENTED FROM
REACHING THE PROPER DESTINATION SERVER BY ANY ANTI-VIRUS OR OTHER
SECURITY SOFTWARE.

TO CONFIRM RECEIPT OF ELECTRONIC SUBMISSION, REQUEST CONFIRMATION
BY EMAIL.

FAXED BIDS WILL NOT BE ACCEPTED.

HARD COPY SUBMISSION

IN LIEU OF ELECTRONIC SUBMISSION, THE TDCJ CURRENTLY ACCEPTS HARD COPY
RESPONSES. BIDDER MUST SUBMIT ONE (1) ORIGINAL SIGNED PAPER COPY.

THE TDCJ WILL DOCUMENT RECEIPT OF HARD COPY RESPONSES WITH A TIME
STAMP.

BIDS MUST BE RECEIVED BY THE DATE AND TIME STATED ON THE INVITATION

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**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
CONTRACTS AND PROCUREMENT DEPARTMENT
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HUNTSVILLE, TX 77340**

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Bid Opening Date: 3 P.M. MAY 27, 2024
Bid Number: IW178897-A

BIDDER MUST FILL IN →

Name of Bidder: _____

FOR BID DOCUMENT OR ANY AMENDMENTS THAT EXTENDS THE OPENING DATE.

SUBMIT BIDS (MONDAY - THURSDAY, EXCEPT STATE HOLIDAYS FROM 7:00 AM TO 6:00 PM) TO:

TDCJ CONTRACTS AND PROCUREMENT
2 FINANCIAL PLAZA, SUITE 703
HUNTSVILLE, TEXAS 77340
SOLICITATION NUMBER: IW178897-A
ATTENTION: CHRISTIE DUNCAN

ALL COMMUNICATIONS AND QUESTIONS CONCERNING THIS SOLICITATION, INCLUDING ANY OF A TECHNICAL NATURE, SHALL BE MADE IN WRITING TO THE PURCHASER REFERENCED ON THIS SOLICITATION. BIDDERS ARE SPECIFICALLY BARRED FROM MAKING CONTACT WITH ANY USER DEPARTMENT PERSONNEL INVOLVED IN THIS SOLICITATION FOR THE PURPOSE OF DISCUSSING THIS SOLICITATION. VIOLATION MAY RESULT IN BIDDER DISQUALIFICATION.

BIDDERS ARE ENCOURAGED TO MAKE CONTACT WITH EITHER POC BETWEEN THE HOURS OF 8:00 AM THROUGH 5:00 PM, MONDAY THROUGH FRIDAY, EITHER BY EMAIL OR TELEPHONE. PLEASE CONTACT CHRISTIE DUNCAN AS THE PRIMARY CONTACT. ALL CONTACT INFORMATION IS ON THE LAST PAGE OF THIS SOLICITATION.

PLEASE BE ADVISED THAT THE DEADLINE FOR ALL QUESTIONS CONCERNING THIS SOLICITATION WILL BE WEDNESDAY, MAY 13, 2024 AT 3:00 PM (CST). ANY REQUESTS FOR FURTHER INFORMATION WILL NOT BE CONSIDERED AFTER THIS DATE AND TIME. ANSWERS WILL BE POSTED TO THE ELECTRONIC STATE BUSINESS DAILY (ESBD) IN THE FORM OF AN AMENDMENT. THE ANTICIPATED POSTING DATE FOR THE AMENDMENT IS MONDAY, MAY 20, 2024.

SITE VISIT

THERE WILL NOT BE A SITE VISIT SCHEDULED FOR THIS SOLICITATION.

BIDDERS ARE CAUTIONED TO READ CAREFULLY THE SPECIFICATION(S). BIDDERS MUST DIRECT OUR ATTENTION TO ANY EXCEPTIONS TO THE SPECIFICATION(S); EVEN THOUGH YOUR CATALOG OR SPEC SHEET MAY OR MAY NOT LIST SPECIFICATIONS FOR YOUR PRODUCT.

SUBMITTALS ARE REQUIRED TO BE SUBMITTED WITH BID AND SHOULD BE MARKED OR HIGHLIGHTED TO SHOW COMPLIANCE OR VARIANCE WITH THE CORRESPONDING SPECIFICATION DENOTATION.

BOND REQUIREMENTS:

1. THE BIDDER SHALL PROVIDE TO THE OWNER, AT ITS OWN EXPENSE, WITHIN

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**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
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Bid Opening Date: 3 P.M. MAY 27, 2024
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BIDDER MUST FILL IN →

Name of Bidder: _____

TEN (10) WORKING DAYS OF NOTIFICATION OF INTENT TO AWARD BY THE TDCJ PURCHASER, IN ACCORDANCE WITH THE PROVISIONS OF GOVERNMENT CODE TITLE 10, SECTION 2253.021 THE REQUIRED BONDS AS STIPULATED: PAYMENT BOND IN THE AMOUNT OF THE BID ON ALL BIDS OVER 25,000.00 FOR THE SOLE PROTECTION OF THOSE SUPPLYING LABOR, MATERIALS, AND/OR EQUIPMENT. SUBCONTRACTORS ARE NOT REQUIRED BY THE OWNER TO EXECUTE A PAYMENT BOND.

2. FAILURE OF BIDDER TO PROVIDE REQUIRED BOND WITHIN THE TIME FRAME STIPULATED ABOVE MAY RESULT IN DISQUALIFICATION OF BID.
3. BOND SHALL REMAIN IN EFFECT AND IN FULL FORCE PER APPLICABLE LAW AND UNTIL DOCUMENTED ACCEPTANCE BY THE OWNER OF WORK PERFORMED.
4. BOND PROVIDED SHALL MEET THE CRITERIA ESTABLISHED IN TEXAS GOVERNMENT CODE TITLE 10, SECTION 2253.021.

INSURANCE REQUIREMENTS:

THE VENDOR SHALL PROVIDE AN ADEQUATE PLAN OF INSURANCE THAT PROVIDES:

1. COVERAGE TO PROTECT THE TEXAS DEPARTMENT OF CRIMINAL JUSTICE AGAINST ALL CLAIMS ARISING FROM SERVICE PERFORMED BY THE VENDOR.
2. COVERAGE TO PROTECT THE TDCJ FROM ACTIONS BY A THIRD PARTY AGAINST THE VENDOR OR ANY SUBCONTRACTOR(S) OF THE VENDOR AS A RESULT OF THIS CONTRACT.
3. COVERAGE TO PROTECT THE TDCJ FROM ANY ACTIONS BY OFFICERS, EMPLOYEES, AGENTS, THE VENDOR OR ANY SUBCONTRACTOR(S). THE VENDOR SHALL NOT COMMENCE WORK UNDER THIS CONTRACT UNTIL VENDOR HAS OBTAINED ALL THE INSURANCE REQUIRED AND CERTIFICATES OF SUCH INSURANCE HAVE BEEN FILED AND ACCEPTED BY THE TDCJ. UNLESS OTHERWISE EXCEPTED, THE VENDOR SHALL PROVIDE AND MAINTAIN, UNTIL THE WORK REQUIRED BY THE CONTRACT IS COMPLETE AND ACCEPTED BY THE TDCJ, THE MINIMUM INSURANCE THAT IS REQUIRED. INSURANCE COVERAGE SHALL PROVIDE FOR 30-DAY NOTICE OF CANCELLATION OR MATERIAL CHANGE TO THE POLICY COVERAGE AND LIMITS.

MINIMUM AMOUNTS TO BE NOT LESS THAN:

LIABILITY: \$1,000,000.00

AUTO: \$500,000.00

WORKER'S COMPENSATION: \$ STATUTORY

UNIT PRICE SHALL INCLUDE ANY AND ALL EXPENSES RELATED TO THE DELIVERY AND INSTALLATION OF EQUIPMENT BEING BID UPON. ALSO, AS ANY EXPENSES RELATED TO THE DEMOLITION AND REMOVAL OF EQUIPMENT CURRENTLY IN PLACE,

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**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
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BIDDER MUST FILL IN →

Name of Bidder: _____

IF REQUIRED.

VENDOR PERFORMANCE REQUIREMENTS:

STATE AGENCIES ARE REQUIRED BY TEXAS GOVERNMENT CODE 2155.089 TO REPORT VENDOR PERFORMANCE THROUGH THE VENDOR PERFORMANCE TRACKING SYSTEM (VPTS) ON EVERY PURCHASE OVER \$25,000, INCLUDING DELEGATED PURCHASES, STATEWIDE PROCUREMENT DIVISION CONTRACTS, AND EXEMPT PURCHASES. IN ADDITION TO THE LEGAL REQUIREMENT, CPA FISCAL AUDITORS ROUTINELY CHECK FOR VPTS ENTRIES DURING THEIR AUDITS OF AGENCY PROCUREMENT FILES. MOST IMPORTANTLY, VPTS ENTRIES PROVIDE STATE AGENCIES WITH IMPORTANT VENDOR INFORMATION PRIOR TO MAKING A

CONTRACT AWARD.

BIDDER IS REQUESTED TO PROVIDE THE NAME, PHONE NUMBER, FAX AND EMAIL OF A POINT OF CONTACT FOR THE SUBMITTED BID RESPONSE. HOWEVER, BIDDER IS HEREBY ADVISED THAT THIS POINT OF CONTACT WILL NOT BE RECOGNIZED AS OR ACCEPTED IN LIEU OF THE 'AUTHORIZED SIGNATURE' REQUIREMENTS OF THIS INVITATION FOR BID.

NAME _____

PHONE _____

EMAIL _____

FAILURE TO COMPLY WITH THE FOLLOWING REQUIREMENTS MAY DISQUALIFY A VENDOR'S BID.

ITEM	STOCK NUMBER	CONT	QUANTITY	U/M	UNIT PRICE	EXTENSION
1	913-16		44690.0000	EA	_____	_____

LABOR, MATERIALS, INSTALLATION AND WARRANTY FOR A NEW SIXTY FOOT (60) TILT DOWN RADIO TOWER AND CLIMATE CONTROLLED CABINET.

*** SEE ATTACHED SCOPE OF WORK ***

OFFLOADING:

THE VENDOR WILL BE RESPONSIBLE FOR OFFLOADING EQUIPMENT AT DELIVERY SITE UNLESS A MINIMUM OF THREE (3) DAY ADVANCE NOTICE IS GIVEN.

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Name of Bidder: _____

ITEM	STOCK NUMBER	CONT	QUANTITY	U/M	UNIT PRICE	EXTENSIONS
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MANUFACTURER'S STANDARD WARRANTY FOR THE ABOVE EQUIPMENT IS YEARS.
SUCCESSFUL BIDDER SHALL FURNISH MANUFACTURER'S WARRANTY TO RECEIVING
LOCATION AT TIME OF DELIVERY.

THE NAME AND ADDRESS OF SERVICING DEALER NEAREST THE F.O.B. POINT WHO
WILL PERFORM THE WARRANTY WORK IS:

NAME: _____

ADDRESS: _____

PHONE #: _____

NAME OF INDIVIDUAL TO CONTACT FOR WARRANTY: _____

DELIVER TO:

TDCJ - SANCHEZ STATE JAIL
SUPPLY
3901 STATE JAIL ROAD
EL PASO, TX 79938

SUSPENSION, DEBARMENT, AND TERRORISM:

BIDDER CERTIFIES THAT THE BIDDING ENTITY AND ITS PRINCIPALS
ARE ELIGIBLE TO PARTICIPATE IN THIS TRANSACTION AND HAVE NOT BEEN
SUBJECTED TO SUSPENSION, DEBARMENT, OR SIMILAR INELIGIBILITY
DETERMINED BY ANY FEDERAL, STATE, OR LOCAL GOVERNMENTAL ENTITY AND
THAT BIDDER IS IN COMPLIANCE WITH THE STATE OF TEXAS STATUTES AND
RULES RELATING TO PROCUREMENT AND THAT BIDDER IS NOT LISTED ON THE
FEDERAL GOVERNMENT'S TERRORISM WATCH LIST AS DESCRIBED IN EXECUTIVE
ORDER 13224. ENTITIES INELIGIBLE FOR FEDERAL PROCUREMENT ARE
LISTED AT [HTTPS://WWW.SAM.GOV/](https://www.sam.gov/).

BIDDER AGREES THAT ANY PAYMENTS DUE UNDER THIS CONTRACT WILL BE
APPLIED TOWARDS ANY DEBT, INCLUDING BUT NOT LIMITED TO DELINQUENT
TAXES AND CHILD SUPPORT THAT IS OWED TO THE STATE OF TEXAS.

AWARDED VENDOR AGREES THAT ANY PAYMENTS DUE UNDER THE PURCHASE
ORDER OR CONTRACT SHALL BE DIRECTLY APPLIED TOWARDS ELIMINATING
ANY DEBT OR DELINQUENCY IT HAS TO THE STATE OF TEXAS INCLUDING,
BUT NOT LIMITED TO, DELINQUENT TAXES, DELINQUENT STUDENT LOAN
PAYMENTS, AND DELINQUENT CHILD SUPPORT.

IN ACCORDANCE WITH SECTION 2252.907, GOVERNMENT CODE, THE BIDDER
ACKNOWLEDGES THAT THIS CONTRACT AND INFORMATION CREATED OR
MAINTAINED IN CONNECTION WITH THIS CONTRACT IS PUBLIC INFORMATION
AND SUBJECT TO DISCLOSURE AS PROVIDED BY CHAPTER 552, GOVERNMENT
CODE (TEXAS PUBLIC INFORMATION ACT).

THE PUBLIC INFORMATION ACT MAY REQUIRE THE BIDDER TO MAKE INFORMATION
RELATED TO THIS CONTRACT AVAILABLE TO THE PUBLIC PURSUANT TO A REQUEST
FOR PUBLIC INFORMATION. THE BIDDER AGREES, UPON REQUEST, TO MAKE
INFORMATION RELATED TO THIS CONTRACT THAT IS NOT OTHERWISE EXCEPTED
FROM RELEASE BY THE PUBLIC INFORMATION ACT AVAILABLE TO THE PUBLIC IN

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CONTRACTS AND PROCUREMENT DEPARTMENT
TWO FINANCIAL PLAZA, STE. 525
HUNTSVILLE, TX 77340**

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HARD COPY, UNLESS THE REQUESTOR OF THE INFORMATION CONSENTS TO RECEIVE THE INFORMATION IN ANOTHER MUTUALLY AGREEABLE FORMAT. THE BIDDER ACKNOWLEDGES THAT THE AGENCY SHALL NOT PROVIDE LEGAL COUNSEL RELATED TO THE BIDDER'S COMPLIANCE WITH THE PUBLIC INFORMATION ACT.

THE VENDOR AGREES NOT TO USE ANY ARTIFICIAL INTELLIGENCE IN THE PERFORMANCE OF THIS CONTRACT WITHOUT PRIOR WRITTEN CONSENT OF THE TDCJ.

SECURITY:

WHEN MAKING DELIVERIES TO CORRECTIONAL FACILITIES, CONTRACTOR'S COMPLIANCE WITH TDCJ SECURITY PROCEDURES IS REQUIRED. THIS INCLUDES DELIVERIES TO ALL TDCJ UNITS AND WAREHOUSES, OR ANY OTHER TDCJ OWNED, LEASED, OR CONTRACTED PREMISES. SPECIFIC REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO:

1. ALL CONTRACTOR STAFF OR CONTRACTED DELIVERY SERVICE MAKING DELIVERIES WITHIN A CORRECTIONAL FACILITY, AND THOSE AREAS WHERE INMATES ARE ASSIGNED, WILL BE REQUIRED TO HAVE A SECURITY ESCORT THROUGHOUT THEIR DELIVERY. ALL DELIVERY STAFF SHALL BE REQUIRED TO FOLLOW THE DIRECTION OF SECURITY STAFF. DELIVERY STAFF SHALL NOT INTERACT WITH INMATES.

FURTHERMORE, CONTRACTOR STAFF SHALL ADHERE TO THE PROVISIONS FOUND IN PERSONNEL DIRECTIVE PD-29, "SEXUAL MISCONDUCT WITH INMATES," WHICH IS LOCATED ON THE TDCJ WEBSITE AT <HTTP://WWW.TDCJ.TEXAS.GOV/DIVISIONS/HR/HR-POLICY/PD-29.PDF>. (NOTE: THIS ADDRESS MUST BE IN LOWER CASE LETTERING WHEN ENTERED IN THE ADDRESS BAR OF YOUR BROWSER.)

THE CONTRACTOR SHALL NOTIFY EACH OF THE CONTRACTOR'S STAFF ACCESSING TDCJ'S PREMISES OF THE PROVISIONS WITHIN THIS DIRECTIVE, PRIOR TO ANY DELIVERY.

2. ALL DELIVERY STAFF AND VEHICLES ARE SUBJECT TO SEARCH AND INSPECTION WHILE ON TDCJ PROPERTY.
3. ALL VEHICLES WILL BE LOCKED AND SECURED WHEN NOT IN USE. DRIVERS ARE REQUIRED TO KEEP KEYS IN THEIR DIRECT POSSESSION AT ALL TIMES.
4. DELIVERY STAFF SHALL NOT INTRODUCE ANY TYPE OF CONTRABAND ONTO ANY TDCJ FACILITY. EXAMPLES OF CONTRABAND INCLUDE, BUT ARE NOT LIMITED TO FIREARMS, KNIVES, WEAPONS OF ANY TYPE, TOBACCO OF ANY TYPE, ALCOHOL, CONTROLLED SUBSTANCES (ILLEGAL DRUGS), PAGERS, AND CELL PHONES. DELIVERY STAFF MAY NOT CARRY MORE THAN TWENTY-FIVE DOLLARS (\$25.00) IN CASH INTO ANY TDCJ FACILITY.
5. DELIVERY EMPLOYEE'S ATTIRE MUST BE APPROPRIATE OR COMPATIBLE

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CONTRACTS AND PROCUREMENT DEPARTMENT
TWO FINANCIAL PLAZA, STE. 525
HUNTSVILLE, TX 77340**

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BIDDER MUST FILL IN →

Name of Bidder: _____

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WITH THE CURRENT BUSINESS ENVIRONMENT.

6. GENERALLY, EX-INMATES SHALL NOT BE ALLOWED INSIDE THE FENCED PERIMETER OF A FACILITY TO MAKE DELIVERIES UNLESS APPROVED BY THE UNIT WARDEN. THE WARDEN MAY NOT ALLOW AN EX-INMATE ON A UNIT OR FACILITY, WHETHER INSIDE OR OUTSIDE THE FENCED PERIMETER, IF THE WARDEN BELIEVES THE PERSON MAY JEOPARDIZE THE SAFE AND ORDERLY OPERATION OF THE UNIT OR FACILITY, POSE A DANGER TO INMATES OR EMPLOYEES, OR PLACE AN UNDUE LOGISTICAL BURDEN ON STAFF.

7. MINORS AND PETS ARE PROHIBITED FROM TDCJ PROPERTY AND SHALL NOT BE IN DELIVERY VEHICLE.

TDCJ RESERVES THE RIGHT TO IMMEDIATELY REMOVE AND/OR REFUSE ENTRY TO ANY INDIVIDUAL WHO HAS VIOLATED THE ABOVE RESTRICTIONS. THE UNIT WARDEN OR FACILITY ADMINISTRATOR WILL ULTIMATELY BE RESPONSIBLE FOR INTERPRETING THESE RULES.

ALL TOOLS IN TOOL BOXES ARE TO BE INVENTORIED WITH THE TOTAL NUMBER OF TOOLS IN EACH BOX PLAINLY MARKED ON THE OUTSIDE OF THE BOX.

COPIES OF TOOL INVENTORIES ARE TO BE FILED WITH THE ENTRANCE GATE OFFICER, THE OWNER'S DESIGNATED REPRESENTATIVE AND THE CONTRACTOR'S PROJECT SUPERINTENDENT. ANY CHANGES TO AN INDIVIDUAL'S TOOL BOX INVENTORY SHALL BE IMMEDIATELY NOTED ON ALL INVENTORY SHEETS.

TOOLS SHALL BE CROSS-CHECKED AGAINST THE NUMBER ON THE TOOL BOX UPON ENTRY AND EXIT FROM THE FACILITY.

CLASS "A" TOOLS SHALL RECEIVE SPECIAL HANDLING. WHEN TOOLS ARE NOT IN USE, THEY SHALL BE KEPT AND LOCKED UNDER KEY IN A SECURE AREA AND IF POSSIBLE RENDERED INOPERABLE. CLASS "A" TOOLS INCLUDE, BUT ARE NOT LIMITED TO, TOOLS MOST LIKELY TO BE USED IN AN ESCAPE ATTEMPT OR DO BODILY HARM. THESE GENERALLY INCLUDE HACKSAW BLADES, FILES, PIPE WRENCHES, LADDERS, ACETYLENE CUTTING TIPS, PIPE, AND BOLT CUTTERS, ETC.

AT NO TIME ARE CLASS "A" TOOLS TO BE LEFT UNATTENDED AND WHEN IN USE, THE ON-SITE TDCJ SECURITY OFFICER WILL BE NOTIFIED.

ALL GENERATORS, LADDERS, AND ACETYLENE CUTTERS MUST BE SECURED AT THE END OF EACH WORKDAY.

EMERY WHEELS WILL BE LOCKED AND RENDERED INOPERABLE WHEN NOT IN USE UNLESS STORED OUTSIDE THE SECURE PERIMETER.

WHEN A CLASS "A" TOOL IS LOST, THE ASSISTANT WARDEN FOR SECURITY OR WARDEN SHALL BE IMMEDIATELY NOTIFIED.

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Name of Bidder: _____

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A. ANY OFFENDERS WHO MAY HAVE HAD ACCESS TO THE AREA WILL BE HELD UNTIL A THOROUGH SEARCH IS MADE.
B. A WRITTEN REPORT WILL BE MADE COVERING THE DETAILS OF THE LOSS.

ALL HAZARDOUS AND POISONOUS CHEMICALS, NOT IN USE, ARE TO BE STORED IN A LOCKED TOOL TRAILER OR OTHER SECURE AREA. AN INVENTORY SHALL BE MAINTAINED AND DIRECT SUPERVISION PROVIDED WHEN THE ITEMS ARE USED AT THE WORK SITE. UPON COMPLETION OF THE PROJECT, THE CONTRACTOR WILL BE RESPONSIBLE FOR THE REMOVAL OF ALL HAZARDOUS MATERIALS AND ALL HAZARDOUS WASTE GENERATED UNDER HIS CONTROL.

UNIT RULES & REGULATIONS:

WHEN PERFORMING SERVICES ON CORRECTIONAL FACILITIES, CONTRACTOR'S COMPLIANCE WITH TDCJ SECURITY PROCEDURES IS REQUIRED.

SPECIFIC REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO:

1. ALL CONTRACTOR STAFF PERFORMING SERVICES WITHIN A CORRECTIONAL FACILITY, AND THOSE AREAS WHERE INMATES ARE ASSIGNED, WILL BE REQUIRED TO HAVE A SECURITY ESCORT THROUGHOUT THE DURATION OF THE CONTRACT. ALL CONTRACTOR STAFF SHALL BE REQUIRED TO FOLLOW THE DIRECTION OF SECURITY STAFF. CONTRACTOR STAFF SHALL NOT INTERACT WITH INMATES.

FURTHERMORE, CONTRACTOR STAFF SHALL ADHERE TO THE PROVISIONS FOUND IN PERSONNEL DIRECTIVE PD-29, "SEXUAL MISCONDUCT WITH INMATES", WHICH IS LOCATED ON THE TDCJ WEBSITE AT <HTTP://WWW.TDCJ.TEXAS.GOV/DIVISIONS/HR/HR-POLICY/PD-29.PDF> (NOTE: THIS ADDRESS MUST BE IN LOWER CASE LETTERING WHEN ENTERED IN THE ADDRESS BAR OF YOUR BROWSER.) THE CONTRACTOR SHALL NOTIFY EACH OF THE CONTRACTOR'S STAFF ACCESSING TDCJ'S PREMISES OF THE PROVISIONS WITHIN THIS DIRECTIVE, PRIOR TO COMMENCING WORK.

2. ALL CONTRACTOR STAFF, EQUIPMENT, AND VEHICLES ARE SUBJECT TO SEARCH AND INSPECTION AT ANY TIME WHILE ON TDCJ PROPERTY.
3. ALL VEHICLES WILL BE LOCKED AND SECURED WHEN NOT IN USE. DRIVERS ARE REQUIRED TO KEEP KEYS IN THEIR DIRECT POSSESSION AT ALL TIMES.
4. CONTRACTOR STAFF SHALL NOT INTRODUCE ANY TYPE OF CONTRABAND ONTO ANY TDCJ FACILITY. EXAMPLES OF CONTRABAND INCLUDE, BUT ARE NOT LIMITED TO FIREARMS, KNIVES, WEAPONS OF ANY TYPE, TOBACCO OF ANY TYPE, ALCOHOL, CONTROLLED SUBSTANCES (ILLEGAL DRUGS), PAGERS, AND CELL PHONES. CONTRACTOR STAFF MAY NOT CARRY MORE THAN TWENTY-FIVE DOLLARS (\$25.00) IN CASH INTO ANY TDCJ FACILITY.

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BIDDER MUST FILL IN →

Name of Bidder: _____

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5. THE CONTRACTOR SHALL NOT ALLOW ANY PERSON WHO HAS A FELONY OR MISDEMEANOR CONVICTION, PENDING CHARGE, OR OUTSTANDING WARRANT TO ENTER ONTO TDCJ PROPERTY TO COMPLETE ANY PART OF THIS CONTRACT WITHOUT THE WRITTEN PERMISSION OF TDCJ. CONVICTION ALONE DOES NOT AUTOMATICALLY CAUSE AN EMPLOYEE TO BECOME INELIGIBLE FROM WORKING ON THIS CONTRACT. EACH EMPLOYEE SHALL BE REVIEWED ON A CASE BY CASE BASIS.
6. TDCJ MAY PERFORM A BACKGROUND CHECK ON THE AWARDED VENDOR. THE EMPLOYEES OF THE AWARDED VENDOR MAY BE REQUIRED TO COMPLETE A NON-EMPLOYEE BACKGROUND QUESTIONNAIRE. TDCJ RESERVES THE RIGHT TO ACCEPT OR REJECT EACH EMPLOYEE OF THE AWARDED VENDOR BASED UPON THE RESULTS OF THE BACKGROUND CHECK. NO EMPLOYEE OF THE CONTRACTED VENDOR WILL BE ALLOWED ON THE PREMISES PRIOR TO THE BACKGROUND CHECK APPROVAL IF THE TDCJ FACILITY REQUIRES A BACKGROUND CHECK.
7. CONTRACTOR STAFF MUST HAVE IN THEIR POSSESSION A VALID DRIVER'S LICENSE OR CURRENT PHOTO IDENTIFICATION.
8. CONTRACTOR STAFF ATTIRE MUST BE APPROPRIATE OR COMPATIBLE WITH THE CURRENT BUSINESS ENVIRONMENT.

TDCJ RESERVES THE RIGHT TO IMMEDIATELY REMOVE AND/OR REFUSE ENTRY TO ANY INDIVIDUAL WHO HAS VIOLATED THE ABOVE RESTRICTIONS. THE UNIT WARDEN OR FACILITY ADMINISTRATOR WILL ULTIMATELY BE RESPONSIBLE FOR INTERPRETING THESE RULES.

FOR QUESTIONS OR INQUIRIES CONTACT:
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