

# 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

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 ▼

**IF BIDDING**  
 Each bid must be placed in a separate envelope with bid opening date, bid number, and purchaser name annotated immediately below return address on SEALED BID ENVELOPE

\_\_\_\_\_  
 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 Requirement 1.7 for Vendor ID Number Instructions

**Bidder  
Must  
Fill  
In**

Name of Firm \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

- ✦ 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 2155.44(c) of the Texas Government Code.
- ✦ Bidder agrees to comply with all terms and conditions below and on attached pages

- 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.

CONTINUED ON NEXT PAGE

TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
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Bid Opening Date: 3 P.M. MAY 27, 2024

Bid Number: IW17897-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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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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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 CONTACT 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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BIDDER MUST FILL IN 

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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Bid Number:

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BIDDER MUST FILL IN 

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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**BIDDER MUST FILL IN** →

Name of Bidder: \_\_\_\_\_

ITEM	STOCK NUMBER	CONT	QUANTITY	U/M	UNIT PRICE	EXTENSIONS
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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](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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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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- 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 &amp; 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](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 

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ITEM	STOCK NUMBER	CONT	QUANTITY	U/M	UNIT PRICE	EXTENSIONS
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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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