

# 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:** JUNE 21, 2024  
**BID NO.** IW185682  
**BID OPENING 3 P.M.** JULY 17, 2024  
**PURCHASER:** SMITH, STEPHEN  
**PHONE:** 936-437-3870

**FAXED BIDS WILL NOT BE ACCEPTED  
UNLESS NOTED BELOW**

#### ▼ FAILURE TO SIGN WILL DISQUALIFY BID ▼

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TYPED NAME OF SIGNER

**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

**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** Name of Firm  
**Fill** \_\_\_\_\_  
**In** Street Address  
City, State, Zip

DELIVERY IN \_\_\_\_ DAYS, CASH DISCOUNT \_\_\_\_ % \_\_\_\_ DAYS OR NET 30

Check below if preference claimed under 34 TAC Rule 20.305

- ☐ 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

- ✦ 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

#### QUOTE F.O.B. DESTINATION PREPAID AND ALLOWED

NOTICE: THE SOLICITATION OF THE FOLLOWING GOODS AND/OR SERVICES IS UNDER THE AUTHORITY OF THE TEXAS GOVERNMENT CODE 2166.003(B), CONSTRUCTION PROJECTS UNDERTAKEN BY THE TEXAS DEPARTMENT OF CRIMINAL JUSTICE.

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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. JULY 17, 2024

Bid Number: IW185682

BIDDER MUST FILL IN 

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

THE TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TDCJ) IS CURRENTLY SEEKING  
BIDS TO ESTABLISH A PURCHASE ORDER FOR THE PROCUREMENT AND  
INSTALLATION OF A MICROWAVE INTRUSION DETECTION SYSTEM AT THE  
TDCJ BOYD UNIT.

**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 THEIR  
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

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**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
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Bid Opening Date: 3 P.M. JULY 17, 2024

Bid Number: IW185682

BIDDER MUST FILL IN 

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

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

SUBMIT BIDS (MONDAY-FRIDAY, EXCEPT STATE HOLIDAYS FROM 8:00 AM TO 5:00 PM) TO:

TDCJ CONTRACTS AND PROCUREMENT  
2 FINANCIAL PLAZA, SUITE 703  
HUNTSVILLE, TEXAS 77340  
SOLICITATION NUMBER: IW185682  
ATTENTION: STEPHEN SMITH

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 P.O.C. BETWEEN THE HOURS OF 8:00 AM - 5:00 PM MONDAY THROUGH FRIDAY, EITHER BY EMAIL OR TELEPHONE. PLEASE CONTACT STEPHEN SMITH AS THE PRIMARY CONTACT. ALL CONTACT INFORMATION CAN BE FOUND ON THE LAST PAGE OF THIS SOLICITATION.

PLEASE BE ADVISED THAT THE DEADLINE FOR ALL QUESTIONS CONCERNING THIS SOLICITATION WILL BE JULY 2, 2024 AT 12:00 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 JULY 9, 2024.

**SITE VISIT:**

THERE WILL BE A MANDATORY SITE VISIT OFFERED FOR THIS INVITATION FOR BID (IFB):

LOCATION: TDCJ BOYD UNIT  
ADDRESS: 200 SPUR 113  
TEAGUE, TX 75860

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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. JULY 17, 2024

Bid Number: IW185682

BIDDER MUST FILL IN 

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

DATE: JUNE 27, 2024

TIME: 10:00 AM

PLEASE NOTE THAT REGISTRATION FOR THE SITE VISIT IS MANDATORY.  
SITE VISIT WILL BE CANCELLED IF THERE ARE NO VENDOR'S REGISTERED  
WITHIN 24 HOURS OF THE SITE VISIT DATE AND TIME.

BIDDERS INTERESTED IN ATTENDING THE SITE VISIT MUST EMAIL THE TDCJ  
PURCHASER, STEPHEN.SMITH@TDCJ.TEXAS.GOV TO BE PLACED ON THE  
ATTENDANCE LIST, BEFORE 10:00 AM ON JUNE 26, 2024.

BE PREPARED TO PROVIDE NAME(S) AND PHONE NUMBER(S) OF ALL  
REPRESENTATIVES WHO PLAN TO ATTEND.

MEASURING DEVICES ONLY ARE ALLOWED ON THE UNIT FOR THIS SITE-VISIT.  
PICTURES WILL BE TAKEN BY THE MAINTENANCE SUPERVISOR AND POSTED AS AN  
AMENDMENT TO THE ESD. UNLESS DIRECTED BY TDCJ PERSONNEL OTHERWISE.

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.

ALL DIMENSIONS, RATINGS, AND MEASUREMENTS ARE APPROXIMATE, NOT EXACT.

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

HUB SUBCONTRACTING REQUIREMENTS:

IN ACCORDANCE WITH TEXAS GOVERNMENT CODE 2161.252, THE TDCJ HAS  
DETERMINED THAT SUBCONTRACTING OPPORTUNITIES ARE AVAILABLE FOR THIS  
SOLICITATION. RESPONDENTS, THEREFORE, INCLUDING STATE OF TEXAS  
CERTIFIED HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) MUST COMPLETE  
AND SUBMIT A STATE OF TEXAS HUB SUBCONTRACTING PLAN (HSP) WITH THEIR  
SOLICITATION RESPONSE. BID RESPONSES WILL BE DISQUALIFIED IF THE HSP  
IS INCOMPLETE OR NOT RECEIVED BY THE OPENING DATE AND TIME OF THE  
SOLICITATION

BIDS MUST INCLUDE COMPLETED HSP FORMS OR BIDS SHALL BE DISQUALIFIED.  
IT IS STRONGLY SUGGESTED THAT BIDDERS CONTACT JEMELLE SPIVEY AT  
(936) 437-3774 OR YOLANDA CRAWFORD AT (936) 437-3777 FOR ASSISTANCE  
IN COMPLETING THESE FORMS.

PROGRESSIVE PAYMENTS MAY BE OFFERED. VENDORS MUST SUBMIT A PRELIMINARY  
SCHEDULE OF VALUES WITH BID DOCUMENT FOR PROGRESSIVE PAYMENTS TO BE

CONTINUED ON NEXT PAGE

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Bid Number: IW185682

BIDDER MUST FILL IN 

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

CONSIDERED. SCHEDULE OF VALUES ARE SUBJECT TO CHANGE UPON REVIEW BY TDCJ.

SCHEDULE OF VALUES MUST INCLUDE ESTIMATED START AND COMPLETION DATES WITH ASSOCIATED COSTS. PAYMENT WILL BE AUTHORIZED FOR WORK IN PLACE ONLY UPON APPROVAL BY TDCJ PERSONNEL.

PROGRESSIVE PAYMENTS WILL OCCUR ONCE PER MONTH UPON COMPLETION AND BASED UPON THE APPROVAL OF WORK PREVIOUSLY OUTLINED IN THE SCHEDULE OF VALUES.

**BOND REQUIREMENTS:**

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

BIDDER IS REQUESTED TO PROVIDE THE NAME, PHONE NUMBER, AND EMAIL OF A POINT OF CONTACT FOR THE SUBMITTED BID RESPONSE. 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 NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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

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Bid Number: IW185682

BIDDER MUST FILL IN 

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

ITEM	STOCK NUMBER	CONT	QUANTITY	U/M	UNIT PRICE	EXTENSIONS
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DELIVERY MAY BE A FACTOR IN THIS AWARD. PLEASE GIVE THE BEST  
AVAILABLE DELIVERY: \_\_\_\_\_

\*\* THE VENDOR MUST HOLD BID PRICING FOR 180 DAYS. \*\*

1	330-20-032024		1.0000	LOT	_____	_____
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PURCHASE AND INSTALLATION OF A MICROWAVE INTRUSION PERIMETER  
DETECTION SYSTEM

\*\*\* SEE ENGINEERING'S STATEMENT OF WORK AND DRAWINGS \*\*\*

TO INCLUDE:

PROVIDE AND INSTALL A NEW AND COMPLETE MICROWAVE INTRUSION PERIMETER  
DETECTION SYSTEM.

PROVIDE APPROPRIATE CONTROLS, WIRING, POWER, DATA CABLES,  
MONITORING, AND MOUNTING HARDWARE.

RUN NECESSARY ELECTRICAL CONDUIT AND WIRING AS SHOWN ON THE PLANS  
TO EXISTING EMERGENCY ELECTRICAL PANELS TO PROVIDE NECESSARY POWER  
TO THE MICROWAVE FENCING SYSTEM.

CALIBRATE AND TEST THE MICROWAVE FENCING SYSTEM UPON  
INSTALLATION FINALIZATION TO INSURE THAT IT IS PROPERLY OPERATIONAL.

PROVIDE TESTING AND TRAINING.

**VENDOR RESPONSIBILITIES:**

- PROVIDE EQUIPMENT AND INSTALLATION
- OFFLOAD EQUIPMENT AND TOOLS
- RUN ELECTRIC CONDUIT & WIRING AS SHOWN IN PLANS
- PROVIDE NECESSARY POWER TO THE MICROWAVE INTRUSION PEREMITER  
DETECTION SYSTEM.
- PROVIDE START-UP AND TRAINING

~

**TDCJ RESPONSIBILITIES:**

- PROVIDE OVERSIGHT

ONE (1) SET OF MANUALS TO BE PROVIDED UPON DELIVERY OF MACHINE.  
MANUALS SHALL CONSIST OF INDUSTRY STANDARD INSTALLATION MANUAL,  
OPERATOIN MANUAL, AND MAINTENANCE MANUAL, WHICH SHALL INCLUDE A

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DETAILED ELECTRICAL SCHEMATICS MANUAL AND A DETAILED PARTS MANUAL.  
MANUALS MAY BE SEPARATE OR COMBINED AND SHALL BE WRITTEN IN THE  
ENGLISH LANGUAGE IN STANDARD MANUFACTURER'S FORMAT.

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: \_\_\_\_\_

FOR THE WARRANTY PERIOD, THE VENDOR MUST HAVE MATERIALS IN STOCK FOR  
ROUTINE REPAIRS AND BE ABLE TO RESPOND WITHIN FOUR (4) HOURS.

**DELIVER TO:**

TDCJ BOYD UNIT  
MAINTENANCE DEPARTMENT  
200 SPUR 113  
TEAGUE, TX 75860

**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.

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ITEM	STOCK NUMBER	CONT	QUANTITY	U/M	UNIT PRICE	EXTENSIONS
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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 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.

**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](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.

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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.
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.

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.

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ITEM	STOCK NUMBER	CONT	QUANTITY	U/M	UNIT PRICE	EXTENSIONS
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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.

- 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.

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

- 1) COVERAGE TO PROTECT THE TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TDCJ) 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.

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.

**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. JULY 17, 2024

Bid Number: IW185682

BIDDER MUST FILL IN 

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

ITEM	STOCK NUMBER	CONT	QUANTITY	U/M	UNIT PRICE	EXTENSIONS
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MINIMUM AMOUNTS TO BE NOT LESS THAN:

LIABILITY: \$1,000,000.00

AUTO: \$ 500,000.00

WORKER'S COMPENSATION: \$ STATUTORY

FOR QUESTIONS OR INQUIRIES CONTACT:

HALEY SEILS, CTCD

TDCJ CONTRACTS AND PROCUREMENT

TWO FINANCIAL PLAZA, SUITE 703

HUNTSVILLE, TX 77340

PH: 936-437-3872

EMAIL: HALEY.SEILS@TDCJ.TEXAS.GOV

FOR QUESTIONS OR INQUIRIES CONTACT:

STEPHEN SMITH, CTCD

TDCJ CONTRACTS AND PROCUREMENT

TWO FINANCIAL PLAZA, SUITE 703

HUNTSVILLE, TX 77340

PH: 936-437-3870

EMAIL: STEPHEN.SMITH@TDCJ.TEXAS.GOV