### Division of Facilities Development & Management

### Supplement to General Requirements, Special Site Conditions

Institution Name

### Department of Corrections

**Contractor Site Access and Working Requirements**

**(2019 2-15)**

The following information shall be considered a supplemental part of the bidding documents as pertains to work performed within a Department of Corrections (DOC) Institution or Center (Facility) by Contractor employees and subcontractor employees (Contractor).

This information is presented so that DFD, DOC and Contractor are aware of the requirements regarding standard activities and conduct while working within a DOC Secure Facility. These requirements are supplemental to the 'GENERAL REQUIREMENTS', 'SPECIAL SITE CONDITIONS'. These requirements do not supersede 'GENERAL CONDITIONS OF THE CONTRACT'.

Contractor working conditions may vary depending on each individual DOC Facilities normal operation conditions. Facility specific restrictions relating to the project will be identified at the end of these requirements. These requirements do not prohibit or limit the Facility from establishing immediate, additional security and/or emergency measures, due to unforeseen situations or developing conditions.

Public access to DOC Facilities is limited. Conduct of members of the public is regulated by the laws of the State of Wisconsin, DOC policies and procedures and policies and procedures of the Facility. Anyone entering a DOC Facility for contracted work is bound by Wisconsin State Statute 302.095, which prohibits intent to deliver or delivery of an article to an inmate in a State of Wisconsin Correction Facility and Wisconsin Statute 946.44, which prohibits assisting or permitting escape.

All DOC institutions, centers, facilities and properties prohibit weapons and ammunition, illegal drugs and controlled substances, alcohol, tobacco and related products including matches and lighters. Cell phones, pagers and other electronic equipment are prohibited inside the Secure Areas. Cameras are allowed with prior approval from the Facility Security Director. Any Contractor employee found with any of these items will be removed from the Facility and may not be permitted to return.

Questions or concerns about working at a DOC Facility should be brought to the attention of the Facility Security Director or the Escorting Officer.

##### CONTRACTOR ENTRY REQUIREMENTS (Including pre-bid site tour requirements)

Contractor shall become familiar with the project site as described in the project manual. Contractors shall follow these entry requirements to access and become familiar with the site or participate in the pre-bid tour. A scheduled pre-bid tour date and time may be stated on the [Invitation to Bid] [Notice of Solicitation of Bids].

Only Contractor employees approved by Facility Security Director will be permitted to enter the Secure Areas. Contractors include those employed by the company under contract with the State of Wisconsin and subcontractor employees. Supply and delivery personnel required to enter the Facility are also subject to all requirements and shall follow these entry requirements to access project site at the Facility.

1. Contractor must shall complete form DOC 2430 Facility Security Clearance Background Check form for all personnel that will be working on site including those entering the site periodically. DOC 2430 is included in this Project Manual. Submit completed DOC 2430 forms to the [Superintendent of Buildings and Grounds] [Facility Security Director] as noted below. Additional DOC 2430 forms must be submitted for new or additional Contractor employees.

A) Pre-Bid Tour: submit completed form a minimum of 24-hours prior to the tour. See item 9 below for process to bring equipment or tools into the Facility.

B) Start of Work: submit completed form a minimum of 3-days prior to contractor employee(s) arrival at the Facility.

1. Each Facility has specific concerns and security measures. Prior to commencing construction at the Facility, the Contractor employees shall attend a Facility ‘Orientation Meeting’ to become familiar with that Facility’s security procedures and policies.
2. The Facility Security Officer will notify the Contractor if any of the Contractor’s employees will not be allowed to enter the Facility grounds or the Secure Areas. The Facility Security Officer will inform the Contractor of the reason the employee is restricted from entry. [Circumstances that would restrict a Contractor employee’s entry to the Facility grounds or Secure Areas include:
3. Felony conviction record
4. Probation
5. Pending hearing
6. Summons
7. Court appointment
8. Family or friend incarcerated at this Facility
9. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]
10. Upon arrival each day, Contractor employees must present a driver license or other photo identification showing their current address and date of birth. Employees without acceptable photo identification will be denied access to the Facility. Acceptable photo identification must be carried on the employee at all times while on Facility grounds.
11. Approved Contractor’s employees will receive a DOC photo ID badge that shall be worn while working at the Facility. Facility personnel will take photos of all Contractor employees on the first day the employee arrives to work at the Facility or at the start of the project.
12. Contractor may make arrangements with the Facility Security Director to have employee photos taken prior to the first day on site, if allowed by the Facility.
13. Contractor employees will be checked daily at the designated entry/exit for their photo identification and provided a DOC issued photo ID badge. Contractor employees may be required to sign in and out of the visitor’s logbook at the designated entry/exit gate every day. Prior to leaving the Facility at the end of each workday, all Contractor employees DOC ID badges will be turned over to the DOC Security Staff at the designated entry/exit.
14. The loss of personal identification, DOC ID badges, personal items, etc., shall be reported immediately to the Facility Escorting Officer. The Officer will forward that information to the Facility Security Director. The Contractor employees will be informed of required Security actions that will be implemented by the Facility Security Director after such notice has been received.
15. Contractor employees will be required to pass through a metal detector.
16. Contractor employees should bring only the equipment or tools necessary for the work at the Facility.
17. Pre-Bid Tour: Prior approval from the Facility Security Director is required for all equipment and tools (camera, knife, other sharp tools etc.) needed to collect information inside the Secure Areas during the pre-bid tour. The Facility Security Director must receive written notice identifying these items at least [24] [48] hours before the pre-bid tour.
18. If photography is allowed, photos shall not include Facility staff or any inmate(s). Photo subject must be approved by the DOC Facility Escort Officer prior to taking the photo.

###### CONTRACTOR EMPLOYEE ON-SITE REQUIREMENTS

1. Contractor employees will be required to wear shirts at all times while performing work at the Facility. Shorts may be allowed, but shall not be shorter than fingertip length when standing with proper posture, arms straight down, fingers extended. Clothing worn on site must be in good condition. The following will not be allowed:

* Clothing or accessories with obscene or profane writing, images or pictures.
* Gang-related clothing, headwear, shoes, logos or insignias.
* Exposed undergarments.
* Any clothing that may have the potential to cause undue attention.
* Clothing that is [fill in prohibited color(s)] in color.

1. Do not use Facility telephones without first obtaining the Facility Security Director approval. Main facility phone number may be used as an emergency contact for Contractor employees. Contractor employee will be notified by Security Escort Officer if the Facility receives an emergency call for Contractor employee.
2. Contractor employees are responsible for providing their own food and drink. No glassware, glass bottles, metal utensils or knifes will be allowed into the Secure Areas.
3. Contractor shall immediately report to the Security Escort Officer any damage to Facility building(s), building systems, grounds, or utilities, caused by Contractor employee(s). The Security Escort Officer will notify the Facility Security Director. The Contractor may be held liable for the damage.

### INMATE CONTACT

1. Contractor employees shall not engage in conversations, dealings or physical contact with the inmates.
2. Contractor employees shall not give anything to, buy, or take anything from any inmate. Contractor employees shall not bring anything into the Facility for inmates, nor take anything out for them. Inmates know this is a violation of rules for both the inmate and Contractor employee(s).
3. Contractor employees may respond to an inmate by acknowledging a normal greeting. Contractor employees are to refrain from any further conversation with the inmates.
4. Contractor employee(s) are to report any acts of disrespect, inappropriate request or improper behavior by inmates to the Security Staff. Contractor employees shall not respond to the inmate.
5. Contractor employee(s) found to be disruptive or not in compliance with these requirements, may be escorted from the Facility and not be allowed to return. Employee(s) removal may result in restriction to do work at other State of Wisconsin, DOC Facilities.
6. Any Contractor employee(s) observed to be in violation of Wisconsin Statutes or DOC sexual abuse or sexual harassment policies will be escorted from the Facility and not be allowed to return. Such activity shall be reported to law enforcement agencies, unless the activity was clearly not criminal.

Sexual harassment includes: Repeated verbal comments, gestures, or voyeurism, of a sexual nature to an inmate, detainee, resident, volunteer, or staff member, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

### WORK HOURS

1. Once Contractor commences project work at the Facility, the contractor is expected to work every day, Monday-Friday. The Facility Security Director must receive the following notice prior to schedule change:

1. Notice before the end of day if the Contractor will not be on site the next work day.
2. Minimum 24-hours’ notice before the Contractor is allowed to resume work at the Facility.
3. 24-hour notice for a change to the proposed work schedule.

This communication must continue throughout the project.

2. Work shall be conducted during normal Facility working hours, Monday through Friday (except Holidays), in coordination with the DOC Facility and DFD Project Representative. A Facility Escort Officer(s) will be assigned to the construction site during Contractor activity.

1. Normal working hours for this facility are: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Inmate counts are conducted at \_\_\_\_\_\_\_ a.m. and \_\_\_\_\_\_\_\_ p.m. During these times, no personnel or vehicles may enter or exit the Facility. Mandatory lockdown periods may be extended or changed without advance notice. If necessary the Facility Escort Officer will make the Contractor employees aware of the changes to the established time frames.
3. Contractor shall report to the designated [sally port][gate][door] between \_\_\_\_\_\_ and \_\_\_\_\_\_ a.m. for check in and entry.
4. Contractor shall report to the designated [sally port][gate][door] between \_\_\_\_\_\_ and \_\_\_\_\_ p.m. for check out and exit.
5. Prior arrangement must be made for access to the construction site within the Facility Secure Area if required outside regular work hours.

3. Work [will] [will not] be allowed at more than one construction site at a time. Each Facility construction site and Contractor activity requires individualized security measures.

**CONTRACTOR VEHICLES, EQUIPMENT/ MACHINERY**

1. Only necessary construction vehicles and equipment/machinery will be permitted on the Facility grounds. Minimum 24-hours’ notice to the Facility Security Director is required prior to vehicles and equipment/machinery entering the Facility.
2. Contractors should plan their work so there are no more trips exiting and entering the Facility than necessary. During mandatory lockdown periods, contractors will not be allowed to enter or exit the Facility.
3. Vehicles and equipment/machinery will enter and exit the Facility [on the main driveway] [through the Sally Port] and will be subject to inspection by Facility Security Staff upon entrance and exit. [One vehicle] [Multiple vehicles] will be allowed inside the sally port at the same time.
4. When entering or leaving the Facility in a construction vehicle, the driver will stop, exit the vehicle and make contact with the Facility Security Officer. The Security Staff will closely inspect the vehicle(s) and equipment/machinery. Both the Security Staff and the Contractor employees will review the Contractor tool and equipment/machinery inventory list, making sure that all of the tools and equipment/machinery that are being brought in that day are on the list.
5. When leaving the Facility in a construction vehicle, the driver will stop, exit the vehicle and make contact with the Facility Security Officer. The inventory list will again be checked to ensure that all tools and equipment brought in that day were removed that day.
6. All vehicles and equipment/machinery are subject to inspection at any time while on Facility grounds. Facility grounds are considered all properties under the control of DOC including areas outside the Secure Area.
7. Contractor is responsible for securing their vehicles and equipment/machinery on their vehicles or trailers by the use of chain and lock, or any other Facility Security Director approved locking device or method.
8. Unattended operable equipment/machinery and construction vehicles shall be turned off and locked with keys removed from the vehicle while on Facility property.
9. At the end of each workday, all Contractor vehicles and operable equipment/machinery will be moved to a designated construction parking or storage area [as shown on the plans]. [The Facility Security Director will identify the on-site vehicle and equipment/machinery parking or storage location at the preconstruction meeting.]
10. Contractor vehicles, equipment or machinery [can] [cannot] remain within the Facility after working hours. Equipment/machinery may include: Company trucks or vans, debris containers, skid steers, loaders, dozers, backhoes and other heavy equipment/machinery.
11. [Vehicles and all equipment/machinery allowed to remain inside the Secure Area overnight must be locked, have locking fuel caps and be disabled by removing an integral component there by making the vehicle or equipment inoperable. The Facility Escorting Officer must be informed of and approve of the specific steps taken to lock and disable on a daily basis.]
12. Contractor employee personal vehicles are not allowed inside the Secure Area, and shall be parked and locked at all times when unoccupied. Keys must be removed from all vehicles while parked on the Facility property.
13. [Contractor vehicles including employee personal vehicles will be assigned to a specific parking area in the Facility parking lot, if room is available. Vehicles must be locked unless occupied by the employee. Keys must be removed from all vehicles.]

**CONSTRUCTION MATERIAL & EQUIPMENT DELIVERY**

1. Supply and delivery personnel required to enter the Facility shall follow the entry requirements to access project site and are subject to all requirements at the Facility.
2. Vehicles delivering construction materials and equipment will enter and exit the Facility [on the main driveway] [through the Sally Port] and will be subject to inspection by Facility Security Staff upon entrance and exit.
3. Delivery vehicles will each be assigned a Security Escort while inside the Secure Area. A minimum of 24-hours’ notice must be provided to the Facility Security Director to arrange for an escort.
4. When entering or leaving the Facility in a delivery vehicle, the driver will stop, exit the vehicle and make contact with the Facility Security Officer. The Security Staff will closely inspect the vehicle(s). The Security Escort will accompany the driver while the vehicle is inside the Secure Area.
5. Deliveries should be coordinated such that they are not in conflict with the Facility scheduled inmate count time frames.
6. Contractor employees must receive and sign for all construction materials and equipment deliveries. Facility staff will not receive deliveries of any packages, materials or equipment.

#### TOOLS

1. Contractor shall supply all tools and equipment required to accomplish the contract work. Contractor shall limit tools and equipment brought into the Facility to those required to perform the work. The use of Facility tools will not be allowed.
2. Contractor shall provide to the Facility Security Director an inventory listing all tools to be brought into the Secure Area. All tools must be approved before entry into the Secure Area. Contractor will keep a copy of the tool inventory at the work area. If additional tools are required or deleted during the construction operation, an updated list shall be provided to the Facility Security Director and kept at the construction site.
3. The Contractor employees are to maintain an accurate, daily inventory of all tools.
4. Tools [are] [are not] allowed to remain within the Facility after work hours and overnight. [Tools remaining within the Facility must be kept in a locked/secure toolbox and stored in an area designated by the Facility Security Director. The locked/secure toolbox must be secured to the satisfaction of the Facility Security Director.]
5. Security Staff will inspect all Contractor vehicles, equipment trailers and job boxes and verify that all tools and equipment listed on the inventory are present and accounted for.
6. Tools must be removed, and the site must be secured to the satisfaction of the Security Escort Officer each time Contractor leaves the Secure Area during the workday. Secure and lock down ladders, ropes, electrical cords, piping and all other tools and materials when not in use.
7. Contractor employees are responsible for all tools and belongings brought onto Facility property. Any item, including personal identification, DOC ID badges, tools, equipment, personal items, etc., considered misplaced, lost, missing or stolen, shall be reported immediately to the Facility Escorting Officer and forwarded to the Facility Security Director. The Contractor employees will be informed of required Security actions that will be implemented by the Facility Security Director after such notice has been received.

#### FUEL STORAGE CONTAINERS

1. Contractor shall provide a minimum of 24-hours’ notice to the Facility Security Director prior to tanks and containers of fuel or other flammable liquids entering the Facility. Tanks and containers of fuel or other flammable liquids must be approved by the Facility Security Director. Tanks and containers of fuel or other flammable liquids will be subject to inspection by Facility Security Staff upon entrance and exit.
2. Tanks and containers of fuel or other flammable liquids shall be clearly labeled in Factory Mutual (FM) or Underwriter Laboratory (UL) approved containers in good condition. Tanks and containers of fuel or other flammable liquids shall be locked and secured when inside of the Secure Area whether in use or storage. Fuel or other flammable liquids shall be removed from the Facility when not in use.

#### WORK / STAGING AREA AND MATERIAL STORAGE

1. [Construction materials shall not be stored within the Secure Area. Materials shall be brought into the Secure Area daily.] [Construction materials may be stored in the Secure Area as shown on the plans.]
2. [Contractor shall construct a barrier fence around all storage and staging areas [inside] [outside] the Secure Area. [Orange plastic] [Chain link] fencing is required at a minimum and must be well kept, neat and in functional condition. All material and equipment shall be stored within this fenced area.]
3. Contractor shall not impede or block doorways, sidewalks, driveways or roadways without approval of Facility Security Director. Sidewalks, driveways or roadways interrupted by the Contractors activities shall be protected with [Orange plastic] [Chain link] fencing.
4. Contractor shall not store materials or operate equipment near building air intakes. A minimum of 24-hours’ notice must be given to the Facility Security Director if construction activities require close proximity to building air intakes.
5. Contractor employees are responsible to check the work, staging and storage areas at the end of each workday. Loose parts and materials shall be secured. Scraps of construction materials and other debris shall be removed from the Facility at the end of each workday.
6. The Security Escort Officer must observe the loading of all materials being removed from the Facility by trucks or dump boxes.

* End of Section -