

- F. single or multi control "clear" key or push-button to clear a previous entry;
- G. the system shall have one program position for each separate carrier; and
- H. The system may be equipped with a "supervisory by-pass" control of safety activation to allow file unit operation only by authorized personnel.

8. Manual Carrier Positioning:
Means shall be provided to operate manually the drive assembly with a suitable hand crank that is easy to access from the front of the unit. This manual operation shall be performed from a position to easily view files as they are rotated. A safety switch shall deactivate the unit if it is being operated manually without the aid of electrical power. This device shall be active and in no way shall the machine be made operable by means of by-passing any or all of the safety devices.

9. Control Circuits shall be microprocessor logic or equivalent and designed with a modular concept so as to facilitate repair and maintenance. The control circuits will be readily accessible from the front of the unit and as follows:

- A. Wiring from the key-pad logic board and the microprocessor system logic board shall be of the ribbon cable edge connector or equivalent flexible cable harness type for quick and easy access for maintenance.

- B. The system key-pad and other major electronic components will be designed to be easily removed and replaced using common hand tools.

- C. The microprocessor control or system logic board shall be designed to provide carriage movement through

- 12. System stop tolerance, shall be + or -0.6" maximum. _____

- 13. Cycle speed, will be seven seconds for one revolution. _____

- 14. Sound level will be 60 dB. _____

- 15. Mechanical Drive and Guide Component:
Vertical Drive Conveyor Chains shall be equal to American Standard No. 40 or 80, 1-in. pitch, tensile strength 14,500 psi., precisely guided throughout entire travel to eliminate chordal action and slack and to assure quiet vibration free operation. _____

- 16. Conveyor Unbalance:
 - A. The conveyor system shall be capable of transporting unbalanced loads up to 600 lbs. without wear or damage. _____

 - B. Conveyor shall incorporate an imbalance indicator that visually warns operator when the total media weight is not properly distributed among most of the carriers. Should the system continue to be operated, a thermal circuit breaker or other equivalent device shall properly protect the motor. _____

- 17. Inside height of carrier lip 1/4 in. min. _____

- 18. Steel Gauges, Nominal:
 - A. Tracks 12 GA _____
 - B. Main Column Assembly 12 GA _____
 - C. Carrier Body 16 GA _____
 - E. Carrier Ends 16 GA _____
 - E. Base Spreader Front 11 GA _____
 - F. Base Spreader Rear 11 GA _____
 - G. Spreader between Columns 14 GA _____
 - H. Covers 18 GA _____
 - I. Suspension Arms 3/16"x 2" wide or 1/4" x 1-3/4" _____

 - J. Base Tubes under End Frames _____

1-1/2"x 3-1/2"x 0.120" wall thickness _____

- 19. Security Requirements:
 - A. The entire machine shall be secured by a door with keyed lock, with two keys minimum. _____
 - B. The file equipment shall have a steel top canopy dust cover and sides to completely seal unit. _____

20. Steel for fabrication of structural components including items listed in Section 18, as well as covers, shall be ASTM A-366 or other approved equivalent ASTM type. _____

21. Finish and Color : File system shall be painted with an industrial quality alkyd resin enamel or approved equivalent. Paint shall be a minimum thickness of one mil. All normally exposed painted surfaces shall be properly cleaned and "phosphatized" or equivalent treated before painting. Color of file unit shall be manufacturer's standard blue, gray, beige or brown as selected and approved by the Agency before manufacturing file unit. _____

22. All interior structural steel that is normally not exposed shall be painted, zinc coated per ASTM A-879 or other approved equivalent method to preclude rust. _____

III. INSTALLATION

- A. The Contractor shall plan and coordinate the performance of the work with the Agency's Representative, Mr. Kevin Hill or Richard B.Riedel @ (804) 834-3265 or FAX (804) 834-3167, in order to expedite the work so as to cause minimal disturbance to facilities. The Contractor shall notify the Agency's Representative at least seven working days prior to beginning such work.
- B. Work shall be performed by competent technicians who are employees of the Contractor and familiar with the specific equipment. They shall be supervised by a competent full-time job

foreman. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

- C. The Agency will provide 120 VAC, 60 Hz, single phase, 20 ampere service to within 60 feet of electromechanical file unit. All work requiring a Contractor's License will be the responsibility of the Agency.
- D. Installation Location, see drawing, two each to the Administration Building - Room 205, Inmate Records Office, ceiling height nine feet, with sprinklers.
- E. The Contractor shall perform the described work in accordance with the manufacturer's recommendations and these Specifications. The Contractor shall provide all structural supports, mechanical and electrical connections, and any other incidental items necessary to provide a completely operational system. The Contractor shall pick-up and lawfully dispose of all construction debris off State property at the conclusion of each work day.
- F. Any damage to existing utilities, equipment or finished surfaces resulting from this work shall be repaired to the Agency's satisfaction at the Contractor's sole expense.
- G. At the conclusion of the work, the Contractor shall demonstrate to the Agency's Representative that the work is fully operational and in compliance with any applicable codes and these Specifications. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.

SPECIAL CONDITIONS

- A. **SITE VISIT:** Prospective bidders are expected to visit the agency work site and to carefully examine the site of the proposed work, along with all bid documents before submitting a bid. The submission of a bid will be considered as conclusive evidence that the bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work. Arrangements for site visit can be made by contacting , Mr. Kevin Hill or Richard B. Riedel at (804) 834-3265. FAX (804) 834-3167.
- B. **BID SUBMITTAL DATA:** Bidders shall state manufacturers and model numbers for each offered product, and shall provide detailed specifications and applicable drawings for each offered product. This is required even if quoting on the exact brand name as shown. The Commonwealth reserves the right to obtain technical data and to request clarifications when deemed necessary. **Failure on the part of the Bidder to provide the aforementioned documentation may be cause to declare the bid non-responsive.**
- C. **REFERENCES:** Bidders shall provide a list of at least three (3) references (preferably local) where similar equipment has been provided. Each reference shall include the name of the organization, the complete mailing address, the name of a contact person and telephone number.

	<u>Organization</u>	<u>Contact Person</u>	<u>Location</u>	<u>Telephone</u>
1	_____			
2	_____			
3	_____			

- D. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have, the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract the Commonwealth reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- A. WORKER'S COMPENSATION - Statutory requirements and benefits
- B. EMPLOYERS LIABILITY - \$100,000
- C. GENERAL LIABILITY - \$500,000 combined single limit. The Commonwealth of Virginia is to be named as an additional insured with respect to the services being procured.
- D. AUTOMOBILE LIABILITY - \$500,000

Coverages C. and D. are to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

- E. **DELIVERY AND INSTALLATION:** The agency expects delivery and complete installation after November 1, 1997 and before opening of Institution and within 30 days of verbal notice by Agency 's Business Manager. Bidders shall indicate their firm delivery and complete installation date as follows: _____. The completion date may be a factor in making the award.
- F. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- G. **DRUG FREE WORKPLACE:** "The contractor acknowledges and certifies that he understands that the following acts by the Contractor, his employees, and/or agents performing services on state property are prohibited:
- a. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
 - b. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
- The Contractor further acknowledges and certifies that he understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the Commonwealth in addition to any criminal penalties that may result from such conduct.
- H. **PARKING:** Prior to the Contractor starting work, the Agency will designate an area near the site for the Contractor's employees and others connected with the work to park vehicles. The parking of vehicles shall be restricted to this area.
- I. **DELIVERY AND STORAGE:** It shall be the responsibility of the contractor, not the owner, to make all arrangements for delivery, unloading, receiving, security, and storing of materials in the building during installation.

- J. **CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the Contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor shall have clear title to all materials and supplies for which are invoiced for payment.
- K. **ASBESTOS:** Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.
- L. **MAINTENANCE MANUALS:** The Contractor shall provide three (3) loose-leaf bound operation and maintenance manuals including applicable electrical and mechanical schematics, parts list, and copy of all warranties.
- M. **WARRANTY:** Contractor shall provide a warranty for the entire work against defective materials, workmanship and performance for a period of **two years** from the date of acceptance, excluding vandalism. Contractor hereby agrees to furnish, without cost to the Commonwealth of Virginia, all labor, materials and transportation both ways for replacement of all materials which are found to be defective during the warranty period. Warranty repairs shall be completed within 2 days after oral notification. Repair parts shall be readily available for at least 10 years following the date of acceptance. Manufacturer's warranties which exceed these requirements **shall** be secured by the Contractor and conveyed to the Commonwealth.
- N. **SECURITY RULES AND REGULATIONS:** The Contractor shall be responsible for ensuring that all personnel connected with the work comply with the rules and regulations of the Agency. The Contractor shall maintain proper security and control over all personnel, equipment, tools and materials at all times. The Contractor's equipment and personnel shall be subject to security checks and associated delays therefrom. NOTE: Should the institution be operating when the units are delivered, the Contractor shall comply with the additional following requirements:

ADDITIONAL SECURITY REQUIREMENTS:

1. All Contractor's employees **shall** have a valid identification with photograph at all times for identification that is acceptable to the institution. A valid DMV driver's license is acceptable. No persons will be permitted to enter the institution without valid identification.
2. All persons and vehicles entering the prison complex are subject to being searched.
3. All security regulations **shall** be observed at all times. These will be made known to the Contractor and his representatives by the Institutional Security Chief or his designee, at the point of entrance to the Institution.
4. Anyone bringing any inmate any item such as weapons, tools, food, drink, clothing, cigarette, matches, correspondence, printed or electronic media or assisting inmates to escape, is in violation of State Law and will result in prosecution.
5. There **shall** be no verbal discussion or physical contact between a Contractor's employees and inmates.
6. No weapon, alcohol or drugs are allowed on State property. Drugs used for medication is permitted only as stated herein.
7. Keys **shall** be removed from all vehicles and other mobile equipment at all times when not in operation. Vehicle doors and tool compartments **shall** be locked at all times when not in use. Ladders left on vehicles **shall** be chained and locked at all times.

8. No tools **shall** be left about the job site unattended. When not in use, all tools and ladders **shall** be securely locked.
9. Any tools, especially any type of cutting tool, if left unattended will be confiscated.
10. All tools and ladders **shall** be removed daily from the inside of the Institution. If storage is desired on Institution property, arrangements **shall** be made with the Security Chief or Director of Buildings & Grounds.
11. Contractors and their representatives are limited to movement to and from and within the immediate area of their work.
12. An Institutional employee will be designated as liaison person between the Contractor and Institution. Unless otherwise stated, this person will be the Department Superintendent for whom the Contractor is performing the service.
13. Agency will provide an escort guard.
14. No vehicle will be permitted to leave the facility until after the daily or routine security check.
15. Each day, Contractor **shall** provide a tool and equipment list for inventory check at the sally port.
16. Contractor **shall** remove all tools from facility at the conclusion of each workday.
17. The Agency reserves the right to refuse entrance to anyone who appears, in the Agency's sole judgment, to be under the influence of drugs or alcohol or otherwise is impaired.
18. Food for Contractor's employees may be brought in, provided it is enclosed in a see-through container, wrapped or packaged in a see-through container that will allow for search.
19. Personnel may bring in medication prescribed by a physician; however, they may only bring in a one day's supply. The medication shall be marked, noting the individual's name and type of medication contained. Further, the medication **shall be** surrendered to and only taken at Master Control.
20. The institution **shall** have advance notification of names of all personnel who will be utilized.
21. Work vehicles **shall be** identified by Year, Make, Model, and license number. A list **shall be** provided to the Agency's Business Manager or transmitted via facsimile to (804) 842-3462 prior to commencing work.
22. Personnel **shall not** be ex-inmates or relatives of a presently confined inmate. **If a situation of this nature should exist, the Chief of Security, Business Manager and Warden shall all be jointly notified immediately of the employee's name, address and relationship by the Contractor, both verbally and by facsimile.**
23. Blue denim clothing and attire **shall not** be allowed and all persons wearing such will **not** be admitted or permitted on Institution property. Pocketbooks, handbags, or wallets, will be allowed, but **shall** be subject to search.
24. Other additional security rules and regulations may also be required by the Agency.