



**Invitation to Bid (ITB)**  
**Specifications for six (6) Independent Electric Keyed (IEK) sliding devices at Northwest Correctional Facility (NWCX)**

**Tennessee Department of Correction (TDOC)**

**I. Introduction**

This solicitation is a one-time purchase for the Tennessee Department of Correction (TDOC) for the retrofitting six (6) IEK devices within six (6) sliding doors at the Northwest Correctional Complex (NWCX). Services shall include the removal of specific components of the existing IEK devices, and the provision and installation of the replacement components. Contractor pricing shall be inclusive of costs to complete all services listed in the specifications (see below) including, but not limited to, the required materials, labor, travel/trip charges, equipment, tools, and supplies.

**II. PRODUCT AND INSTALLATION**

**a. Pre-bid Site Visit**

The Contractor is strongly encouraged to visit the job site to take exact measurements, account of the handing of the door, and all pertinent details concerning the existing locks prior to bidding. Exact measurements shall be the responsibility of the Contractor, and no allowances shall be made by the State for errors in measurements. The Contractor shall determine at the site visit which parts are reusable and which need to be replaced, per section c.2. of these specifications.

Site inspections may be arranged by contacting:

**Northwest Correctional Complex**

Donnie Myatt, David Wells

960 State Route 212

Tiptonville, TN 38079

Tel: 731-253-5000

Donnie Cell: 731-316-5131

David Cell: 731-363-9149

Email: [Donnie.l.myatt@tn.gov](mailto:Donnie.l.myatt@tn.gov) , [david.a.wells@tn.gov](mailto:david.a.wells@tn.gov)

**b. Working Hours**

Work shall be completed Monday through Friday 8:00 A.M. until 4:00 P.M. CST excluding State holidays.

**c. IEK devices**

1) The contractor shall retrofit the IEK devices to ensure the doors are fully operational. The following components have been identified for replacement. It is the contractor's responsibility to identify and replace all necessary components to restore the device's functionality. This list may not be all inclusive.

- i. Wheel bar unit
- ii. Door track
- iii. Drive Motor
- iv. Clutch assembly

- v. Idler sprocket assembly
- vi. Drop Bar Moor Assembly
- vii. Chains
- viii. Limit Switches
- ix. Brackets
- x. Wiring Harness

2) The following components may be reused or replaced as required for the completion of the job making all doors fully operational. It is the Contractor's responsibility to determine prior to bidding whether these parts are reusable or need to be replaced. Price changes will not be accepted after contract execution:

- i. Existing housing
- ii. Lock post
- iii. Guides
- iv. Drop bar
  - a. Shall be modified as necessary for new connection.
- v. Lock
- vi. Door

**d. Protection and Freight**

- i. Protection: Material and equipment shall be properly protected from injury or damage during storage, installation, and acceptance. During installation, NWCX may offer storage space for proper protection of material and equipment upon request and approval. No tools or material shall be stored on the secured compound without written approval from the Warden.
- ii. Payment for Freight Charges: Freight charges will be included in bid. The State will not be responsible for any additional freight charges.

**e. Job Site Clean Up**

The Contractor shall be responsible for disposing of all replaced components and other job-related debris. Clean up shall be mandatory after each visit.

**f. Compliance and Approval prior to Delivery and Installation**

- i. Upon award, Contractor shall be responsible for exact measurements.
- ii. The State is not responsible for any incorrect ordering of products that was not approved.

**g. Final Inspection**

- i. Prior to completing the installation and leaving the work site, installing technician(s) shall conduct a final inspection to ensure all doors are operational and meet all specifications mentioned above.
- ii. The final inspection shall be completed with the Facility Manager or designee present.
- iii. Any defects discovered during the final inspection shall be the responsibility of the Contractor to fix at no additional cost to the State.
- iv. Contractor shall receive final approval from Facility Manager or designee in writing after the final inspection is complete and the Facility Manager or designee has confirmed that the work completed meets all specifications above.

**h. Warranty**

- i. Parts and labor warranty for any part(s) which fails as a result of a defect in material or workmanship during the first year (1), after the date of original installation.

- ii. Warranty Period: One (1) year from installation.

### **III. SECURITY REQUIREMENTS**

#### **a. Identification of Contractor Personnel:**

- i. All Contractor personnel shall be subject to a background check conducted by the institution prior to being permitted to enter the institution. The Contractor shall complete all background check information. Background check forms from the National Crime Information Center (NCIC) provided by the Warden shall be completed prior to Contractor's mobilization to the site. Background checks shall be performed on employees, delivery drivers and vehicle operators employed by the Contractor, sub-Contractors, and Contractors. Any consistent driver that frequents the project site shall require a background check. Contractor should assume that background checks shall take a minimum of 7 business days to complete. The Contractor shall notify the Warden and complete the background check forms for all replacement and/or new employees, drivers, etc. not identified in the initial list of site personnel. Background checks may be repeated on any employee at any time. Any subsequent information, such as a recent arrest, may result in denial of access.
- ii. A valid driver's license number, social security number, date of birth and/or other similar information is required for a NCIC background check. NCIC information shall not be disclosed to or discussed with the Contractor. Per applicable laws and TDOC policy, NCIC information shall remain confidential.
- iii. The Contractor shall identify for the Warden, promptly upon their employ, persons who have been previously convicted of a felony, incarcerated, or who have a family member currently incarcerated at the institution. Warden may require such persons to be excluded from working on the premises.
- iv. Denial of access decisions by the Warden shall be final and non-negotiable.
- v. An identification card or pass may be provided to each construction worker who enters the secure confines of the institution. Workers shall be required to show a valid government issued photo identification card in order for a card to be issued. Identification cards shall be worn in plain sight at all times. If lost or stolen, report to the Warden for issuance of a new card. Identification cards shall be returned to the Warden upon completion of work or termination of employment. The cost of replacement cards/ID shall be the Contractor's responsibility.

#### **b. Security Policies**

- i. The Contractor is advised that this is a correctional institution, and Contractor's employees are required to strictly abide by all Tennessee Department of Correction and Northwest Correctional Complex policies and procedures at all times. Deviations from these policies by the Contractor or the Contractor's employees shall not be tolerated and shall be considered grounds for immediate contract cancellation.
- ii. Contractor's employees and vehicles are subject to search. Per TDOC policy 506.06, all persons and property are subject to search. Drugs, alcohol, firearms, ammunition, explosives, and weapons are prohibited. Violators shall be prosecuted.
- iii. TDOC policy 206.02 restricts and may prohibit the usage of cellular telephones at this Correctional facility. Use of cellular telephones while on State property shall require the prior approval of the Warden. The Warden's decision shall be based on the Contractor's need to perform his/her job responsibility. Contractors have no guarantee that approval shall be granted.

#### **c. Tobacco Free Facility:**

- i. NWCX is a tobacco free facility. Any tobacco product(s) outside a secure vehicle shall be considered contraband on State property. This rule applies to all staff, Contractors & visitors.

