



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

**Department of Corrections**

DIVISION OF ADMINISTRATIVE SERVICES  
Anchorage Procurement Section

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January 23, 2018

ATTN: Vendors

**RE: Project Name:** ARC Flash Study  
**Project Location:** Statewide  
**Project Number:** 170011736

**AMENDMENT # 2**

The Department of Corrections is issuing this Addendum to the Request for Proposal for the above project.

**Changes are as follows:**

1. Facility Site Visits, (Revised) – **Noon to 4pm**
  - a. **South Central Region**  
Anchorage, **ACCE & ACCW – Jan. 25**; Eagle River, **HMCC – Jan. 26**;  
Palmer, **PCC & MSPT, Jan. 29**; Wasilla, **GCCC & PMCF – Jan. 30.**
  - b. **Southeast Region**  
Juneau, **LCCC – Jan. 31**; Ketchikan, **KCC – Feb. 1,**
  - c. **Kenai Peninsula**  
Kenai, **WCC – Feb. 6**; Seward, **SCCC – Feb. 7,**
  - d. **Northern Region**  
Bethel, **YKCC – Feb. 13**; Nome, **AMCC – Feb. 9**; Fairbanks, **FCC – Feb. 8,**
2. Pre-bid Question Deadline – extended to **February 15, at 4:30pm** AKST
3. Orientation form for Spring Creek Correctional Center (SCCC), attached.
4. Pre-Proposal sign-in sheet attached.

Please note that during the period **January 31 – March 1** please contact Evan Patterson at 269-7349 or [evan.patterson@alaska.gov](mailto:evan.patterson@alaska.gov) for any questions.

**End of Amendment # 2**

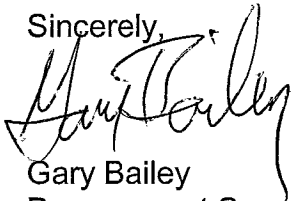
This amendment is considered part of the Request for Proposal (RFP) and is to be acknowledged below and submitted prior to the closing date or with your proposal packet.

**Business Name:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Bailey". The signature is written in a cursive style with a large, sweeping initial "G".

Gary Bailey  
Procurement Specialist II

***SPRING CREEK CORRECTIONAL CENTER  
INSTITUTIONAL ORIENTATION FOR  
CONTRACTOR/VOLUNTEER/CONTRACT STAFF***

<b>NAME (print):</b>
<b>EMPLOYER:</b>
<b>DOB:</b>
<b>ADL:</b>
<b>PHONE#</b>

1. Upon entrance to the institution, you will be given an identification badge. This badge must be displayed in plain view at all times while in the facility.
2. Any guest you wish to bring to the facility must be approved prior to arrival.
3. You should understand that any and all persons and their belongings are subject to search upon entering Spring Creek Correctional Center.
4. You must have control of your group.
  - a. If a problem occurs, call for assistance.
  - b. You may exclude anyone from attending your group.
  - c. Please discourage excessive noise and abusive language.
  - d. Smoking is permitted only in designated smoking areas.
5. Please leave your personal life outside the institution.
  - a. Do not allow yourself to become involved personally with a prisoner.
  - b. Do not give prisoners your home telephone number.
  - c. Do not bring anything to prisoners, i.e., chewing gum, cigarettes, money, stamps, etc.
  - d. Do not take anything out for prisoners, i.e., letters to be mailed, messages, etc.
6. While realizing that some degree of confidentiality will exist in your group, you are required to report immediately any indication of unrest, planned escape, violence, or any issue or information that may jeopardize the security of the correctional facility or endanger the community.
7. Security is always our first priority. Therefore, remember anything you see or hear specific to the facility will remain confidential. Cameras or recording equipment is not authorized without advance permission from the superintendent. On occasion:
  - a. Your activity may start late;
  - b. Your activity may end early;
  - c. Your activity may be terminated; and/or
  - d. Your activity may not be allowed to begin at all.
8. While you are not expected to conduct yourself as an officer, you must be aware that your actions, if not appropriate, could result in unrest, assaults or other violence.
9. Do not allow anyone through any controlled gate with you, unless you recognize this person as a staff member.

10. **No one under the influence of a controlled substance or alcohol will be allowed to conduct any activities.**
11. Close and lock all doors and gates unless instructed otherwise by a correctional officer.
12. You are not permitted to enter areas other than your program/work area without a correctional officer escort.
13. **Introduction of contraband is a criminal offense.**
14. No pets will be left in vehicles on institutional property.
15. Lock all vehicles and/or tools and ensure you have accounted for all equipment at the end of each day. Vehicles, tools and equipment left on-site will be secured as agreed upon with the administrators of the institution.
16. Notify staff immediately if any equipment is missing or tampered with or your experience any type of interaction with inmate(s) that is questionable.
17. When working in a correctional facility, the possibility of a hostage situation exists. In this event, the state is not obliged to negotiate for the release of a person taken hostage.
18. The security and safety of prisoners under your supervision are your primary concerns. Prisoners being transported to work or program sites must be under your immediate supervision while being transported and at the site.
19. Any state property issued to you for use on-site, i.e., keys, ID picture badge, tools, etc., must be returned to the institution when you have completed your service with the facility.

**ALL SEXUAL BEHAVIOR IS PROHIBITED**  
**ZERO-TOLERANCE POLICY**  
**PRISON RAPE ELIMINATION ACT (PREA)**

20. Alaska Department of Corrections Policy and Procedure 808.19 Prisoner Rights, Sexual Abuse / Sexual Assault and Reporting establishes a zero tolerance policy towards sexual misconduct and provides guidelines and procedures consistent with the Prison Rape Elimination Act (PREA) to reduce the risk of sexual misconduct within the correctional setting.
21. Sexual assault, sexual misconduct and sexual harassment or any type of sexual behaviors are PROHIBITED.
22. Types of Sexual Assault, Misconduct and Harassment
  - Prisoner-on-employee/contract worker/volunteer
  - Employee/contract worker/volunteer-on-prisoner
  - Prisoner on prisoner
23. Acts of Sexual Assault, Misconduct and Harassment
  - **There is NO allowable consensual agreement between DOC employees, contract workers, volunteers or offenders to engage in ANY sexual behavior or act.**
  - The physical act
  - The attempt of the physical act, including inappropriate touching and exhibitionism.
  - Threats, intimidation, and actions/communications meant to coerce or pressure another to engage in the inappropriate act.

- Retaliation against individuals reporting prohibited sexual behavior is prohibited and punishable.
24. All Department personnel, contractors or volunteers who receive information concerning prisoner sexual misconduct or have reasonable belief to suspect a prisoner is a victim of sexual misconduct, or observe an incident or behavior shall immediately report the information to the most appropriate supervisory staff. The information shall be documented on an Incident Report form 809.03A.
  25. Prisoners may report allegations of conduct prohibited by Policy and Procedures 808.09, including threats of sexual misconduct to any Department employee, contractor or volunteer. Such allegation may be reported verbally, in writing or may be made by a third party.
  26. All reports of prohibited sexual behavior will be referred to a law enforcement agency for investigation and referral to the Alaska State Troopers by the Department of Corrections.
  27. Privileged communications between ordained clergy, medical or mental health staff and clients does not extend to the matter that threaten the safety of the institution, staff or prisoners; if it contains threat to public safety or if it is specifically addressed by state statutes.
  28. Confidentiality: All information related to a victim of sexual abuse or sexual harassment shall be considered confidential and shall be released only to those who need the information to perform their official duties.

**I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE RULES.**

**\* I also acknowledge that I have been informed of my Prison Rape Elimination Act Responsibilities.\***

\_\_\_\_\_  
Name (print and signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date