



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Corrections
DIVISION OF ADMINISTRATIVE SERVICES

802 3rd Street, Suite 224
Douglas, Alaska 99824
Main: 907.465.6014
Email: Michael.lim@alaska.gov

Issue Date: October 6, 2023

ATTN: Vendors

RE: **Project Name:** LCCC Generator Replacement
 Project Number: 240002936
 Project Location: Lemon Creek Correctional Center (LCCC), Juneau, Alaska

Addendum # One (1)

The Department of Corrections is issuing this Addendum to the Invitation to Bid (ITB) for the above project:

1. Attached is the Security Clearance / PREA forms. All pre-bid attendees must fill out the security clearance / PREA form and submit to William Merchant @ William.merchant@alaska.gov 72 hours prior to site visit.

This addendum is considered part of the Invitation to Bid (ITB) and is to be acknowledged on your quote form.

Please contact me if you have any questions at michael.lim@alaska.gov or 907-465-6014.

Sincerely,

Michael Lim

Michael Lim
Procurement Specialist V

Attachments:

1. Security Clearance / PREA forms (2 total pages)

cc: William Merchant, Facilities Manager I, DOC
 Clif Reagle, Facilities Manager II, DOC

End of Addendum

Total number of pages contained within this Addendum: 3



State of Alaska
Department of Corrections
REQUEST FOR CLEARANCE

Contractor/Contract Staff Background
Check

Date: _____
Applicant Name: _____
Mailing Address: _____
Purpose of this check: _____
Date of Birth: _____ Social Security #: _____
Alaska driver's license #: _____
Other states applicant has resided in and the dates: _____

Prior criminal history (including the state the offense occurred in): _____

Is applicant currently on probation or parole? _____ If yes, where? _____

Does applicant have any relatives or acquaintances presently incarcerated in Alaska or under the Dept. of Corrections supervision? _____ If yes, state the person's name/location: _____

Clearance requested by (Contractor): _____
Address: _____ Phone: _____

The information that I have provided is true and accurate to the best of my knowledge. I authorize the Department of Corrections to perform a background investigation for any and all prior convictions or current warrants.

Signature of applicant: _____ Date: _____

Contractor's signature: _____ Date: _____

DO NOT WRITE BELOW THIS SECTION

* * * * *

APSIN/WANTS: Clear: _____ Wants: _____ See Attached: _____
NCIC/WANTS: Clear: _____ Wants: _____ See Attached: _____
Criminal History Check (AK) No record found: _____ See Attached: _____
Criminal History Check (other states) No record found: _____ See Attached: _____

Request Granted: _____ Request Denied: _____

Reason for denial: _____

Director/Superintendent (or designee): _____ Date: _____

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

1. Alaska Department of Corrections Policy and Procedure 808.19 Prisoner Rights, Sexual Abuse / Sexual Assault and Reporting establishes a **zero-tolerance** policy toward 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.
2. Sexual assault, sexual misconduct, and sexual harassment, or any type of sexual behaviors are PROHIBITED.
3. Types of Sexual Assault, Misconduct, and Harassment
 - Prisoner-on-employee/contract worker/volunteer
 - Employee/contract worker/volunteer-on-prisoner
 - Prisoner on prisoner
4. 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.
5. 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.
6. 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. The such allegation may be reported verbally, in writing, or may be made by a third party.
7. 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.
8. Privileged communications between ordained clergy, medical or mental health staff, and clients does not extend to the matter that threatens the safety of the institution, staff, or prisoners; if it contains a threat to public safety or if it is specifically addressed by state statutes.
9. 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 WITH THE ABOVE RULES.

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

Name (print and sign)

Date