



**Tennessee Department of Mental Health and Substance Abuse Services**  
**Western Mental Health Institute**  
**Specifications for Ballistic Glass Installation**

**PURPOSE:**

The purpose of this document is to detail the requirements and specifications associated with the installation of UL 752 Level 5 Ballistic Glass surrounding the reception desk of the Tennessee Department of Mental Health and Substance Abuse Services, Western Mental Health Institute (WMHI). The Contactor shall furnish all materials, equipment, tools, and labor required to perform services and work as specified.

**SITE VISIT:**

All Respondents are strongly encouraged to visit the site to take exact measurements and examine the premises to become familiar with any problems or unusual circumstances. **No allowances will be made by the State for errors in quotations due to any respondent not visiting the site prior to submitting their response, and respondents shall be responsible for their own measurements.**

SITE VISIT

Date: August 7, 2024 and August 8, 2024  
9:00 am to 3:00 pm, CDT, by appointment

Location: Western Mental Health Institute  
11100 Old Hwy 64 W  
Bolivar, TN 38008

Contact: Kevin Graves  
731-228-2000

**SPECIFICATIONS:**

Picture of the area to be modified are as follows:



As in the picture above, the reception desk is slightly curved along the main counter with Americans with Disability Act (ADA) section #1 as well as a rounded side area which includes ADA section #2 at the end. The Facility is requesting the installation of a ballistic glass enclosure with a UL 752 Level 5 rating. The ballistic glass should allow for a clear, undistorted view. The ballistic glass will extend from the countertop to the base of the existing light fixtures. The dimensions of the overall area are approximately thirty (30) feet around. The area of the main counter section is approximately five and one half (5.5) feet to the ceiling and the ADA sections are approximately seven (7) feet to the ceiling. There must be a pass-through area in the ADA sections as well as a means for communication between staff and visitors. The pass-through should be a slider window of approximately twenty-four (24) inches wide by twenty-four (24) inches tall. The counter in front of the ADA section will need to be extended out approximately twelve (12) inches.

In addition, the area below the counter may need to be reinforced to hold the added weight from the installation of the ballistic glass.

**INSTALLATION:**

Professional installation shall be done between 8:00 am. and 4:00 p.m., Monday through Friday, excluding State-observed holidays. Contractor shall coordinate installation with the Facility Manager. Bid responses must include a time frame for installation as well as detailed specifications of materials proposed to be used.

During the course of the work, the Contractor must maintain a clean work area and, upon completion of the work, shall remove and be responsible for disposition of all waste and trash resulting from Contractor’s work including hazardous materials, if any. The Contractor shall protect areas adjacent to the work area and shall be required to repair any damage caused.

**SECURITY AND SAFETY REQUIREMENTS:**

All visitations by service/installation personnel shall be logged on-site as to date and time (i.e., time in and out) by Facility security personnel, Facility Manager and/or an authorized representative. It is required that all service/installation personnel personally sign in and out to verify their presence and length of stay at the Facility.

State and Facility security and safety requirements and policies must be adhered while on the premises. This includes but is not limited to the following: key control, tool control, compliance with prohibitory contraband items, and smoking policies.

The Contractor shall ensure all vehicles, equipment, tools, chemicals, and supplies used while on Facility's premises are under the Contractor's control at all times, including while vehicles are in parking areas, loading dock areas, or on complex roads and drives.

The Facility is a tobacco-free campus, and the use of tobacco products is prohibited while on the Facility's property.

#### **CONTRACTOR REQUIREMENTS:**

Workmanship shall be warranted for not less than one (1) year from the date of final inspection. Contractor, employees, or sub-contractors shall be licensed, certified, or registered as required. The Contractor must provide a Certificate of Insurance (COI) prior to the contract or purchase order being awarded. Contractor shall be responsible for obtaining any permits and payment of any permit fees. Contractor shall comply with all applicable codes, standards, and regulations in execution of the project.

After completion of repairs, the Contractor and the Facility Manager shall inspect the completed work.

#### **COMMUNICATION AND DELIVERY:**

The Contractor shall be responsible for scheduling services with the Facility Manager, Kevin Graves, or designee.

Kevin Graves  
Facility Manager  
Tennessee Department of Mental Health and Substance Abuse Services  
Western Mental Health Institute  
11100 Old Hwy 64 W  
Bolivar, TN 38008  
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