

**Invitation to Bid (ITB) # 32916-13180**  
**Specifications for Window Replacement at Mark Luttrell Transition Center (MLTC)**  
**Tennessee Department of Correction (TDOC)**

**I. GENERAL**

**a. Introduction:**

This solicitation is a one-time purchase for the Tennessee Department of Correction (TDOC) for the replacement of thirty-two (32) detention grade high security windows at the Mark Luttrell Transition Center (MLTC). Services shall include removal of the existing thirty-two (32) windows, and the provision and installation of the new thirty-two (32) windows. Respondent pricing shall be inclusive of all costs to complete all services listed in the specifications including, but not limited to, the required materials, labor, travel/trip charges, equipment, tools, and supplies.

**b. Delivery, Storage, and Protection:**

- i. Packaging: Secure shipping container or crate, skid construction for heavy equipment.
- ii. Packing List: Clearly indicate shipping address, brief contents description, attach packing list.
- iii. Protection: Safeguard materials and equipment during storage, installation, and acceptance.
- iv. Payment for Freight Charges: Freight charges shall be included in bid. TDOC shall not be responsible for any additional freight charges.

**c. 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.

**II. PRODUCT AND INSTALLATION**

**a. Introduction:**

The Contractor shall be responsible for removing existing windows/frames and installing new windows/frames. The Contractor shall be responsible for disposing of existing windows/frames and all other job-related debris. Clean up shall be mandatory after each visit.

The Contractor is strongly encouraged to visit the job site to take exact measurements 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.

Site inspections may be arranged by contacting:

**Mark Luttrell Transition Center**

Donnie Myatt, Ryan Rivers

6000 State Road

Memphis, TN 38134

Tel: 901-531-1828

Donnie Cell: 731-316-5131

Ryan Cell: 901-372-4032

Email: [Donnie.l.myatt@tn.gov](mailto:Donnie.l.myatt@tn.gov) , [ryan.rivers2@tn.gov](mailto:ryan.rivers2@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. Detention Grade High Security Windows:**

The Contractor shall provide detention grade high security windows meeting the requirements below:

- i. Embeds secured to existing concrete.
- ii. 3/16" thick angles of galvanized steel with welded seams that are punched and dimpled for securing window frames from the exterior of the cells.
- iii. Shall be anchored with post installed expansion anchors capable to sustain, without failure, the load of four (4) times the load imposed and set in continuous bead of security sealant behind frames.
- iv. Embeds shall be field welded to windows frames during installation.

**d. Window Skin and Frames:**

The Contractor shall provide window skins and frames meeting the requirements below:

- i. Fabricated to reduce the size of the rough opening down to the smaller vision lite.
- ii. 21.5" x 75" x 2" hollow galvanized steel windows with security caulking around rough concrete opening on all four (4) sides inside and outside.
- iii. Windows shall be seamless eleven (11) gauge galvanized steel skin inside and outside and stiffened with 2" 11 gauge tubular steel cores between.
- iv. Cores shall be flush around perimeters outside edges and interior vision panel cutout and running horizontally above and below vision panels full width and welded at all intersections.
- v. The eleven (11) gauge steel window frames shall be fastened to the embeds round perimeter from exterior at 2" in from corners and 8" on center all around window openings using security fasteners (center pin reject) bolts or screws that are Grade 1 per ANSI A156.1 and ASTM F1450.
- vi. All steel shall be powder coated with battleship gray/primer gray paint.
  - a. To stay consistent with existing paint color, recommended paint codes shall be as follows:
    - i. Hexadecimal: 848482
    - ii. CIE-Lab: L (55.09) a (-0.39) b (1.07)
    - iii. CIE-Lch: L (55.09) c (1.14) h (110)
  - b. Paint color shall be approved by the State prior to application.

**e. Vision Lights**

The Contractor shall provide vision lights meeting the requirements below:

- i. Glazing within 4" x 36" window frame insets shall have factory installed frames that are fully welded 11 gauge rabbited steel frames which match the size of the vision panels.
- ii. All moldings shall finish flush and may only be secured on the side that is least accessible to inmates with 28% hardened stainless steel security grade fasteners spaced 2" in from corners and 8" on center and caulked with "pick proof" security grade sealants.
- iii. Shall comply as Security 1 grade and be mounted vertically on the outside of the window so the bottom of the 36" high vision light glazing does not exceed 40" above the finished floor.
- iv. Glazing materials shall be minimum 13/16" thick laminated impact resistant glass/polycarbonate.

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

- i. Upon award, Contractor shall be responsible for exact measurements of all windows.
- ii. Shop drawings of all windows shall be submitted to Facility Manager or designee for approval in writing prior to ordering product.
- iii. The State is not responsible for any incorrect ordering of products that was not approved.
- iv. The finished assembly shall comply with all installation requirements and tolerances indicated in HMMA 841-13 and ASTM F1450 standards.

**g. Final Inspection**

- i. Prior to completing the installation and leaving the work site, installing technician(s) shall conduct a final inspection/walkthrough to ensure all windows 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.

### 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 Superintendent 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 Superintendent 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 Superintendent, 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. Superintendent may require such persons to be excluded from working on the premises.
- iv. Denial of access decisions by the Superintendent 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 Superintendent for issuance of a new card. Identification cards shall be returned to the Superintendent 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 Mark Luttrell Transition Center 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 Superintendent. The Superintendent'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. MLTC 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.