

**Attachment F**  
**DOC Delivery Requirements**  
**6100053448**

**DELIVERIES:** The DOC requires that deliveries be made to each Distribution Center during normal working hours; Monday thru Friday, 8:00 a.m. till 3:00 p.m. EST, excluding official state holidays. Official state holidays are identified each year in the Commonwealth's Directives Management System and published on the Office of Administration's website using this URL - [20-11.pdf \(pa.gov\)](#).

Deliveries scheduled on state holidays are to be rescheduled with each Distribution Center. The requested deliveries should be made within a maximum five (5) business days of order receipt date.

**SPECIAL DOC DELIVERY REQUIREMENTS:** All employees of the awarded Offeror are subject to complete background investigations at the discretion of the Commonwealth. The awarded Offeror's employees must complete the security clearance application process and all required training. Since individual security clearances are valid for a maximum of six (6) months or less, it is the responsibility of the awarded Offeror/employee to renew their request for another six (6) month clearance. The DOC reserves the right to deny any employee of the awarded Offeror access to its Institutions, information or to their clients because of confidential information obtained during the course of the security clearance process or for violation of DOC policy.

1. The awarded Offeror will be responsible for ensuring that all personnel, equipment, tools, keys, and supplies/materials comply with any and all rules, regulations and procedures of the DOC and the individual Institutions. Questions should be addressed to the Security Office at each Institution. The individual Institution's rules, regulations and procedures governing the entry and conduct of staff working inside the Institution will be made available and explained at the point of entry.
  - a) All awarded Offerors' personnel entering a Correctional Institution will be subject to a search of their person and personal items. Such searches may be frisk searches, searches by metal detectors or searches by narcotics detection canines.
  - b) All equipment, tools, supplies, and materials will be subject to search or inventory at any time. Tools and materials must be carefully always controlled and locked when not in use.
  - c) The cab and trailer of an awarded Offeror/employee's delivery truck must be locked when not in use.
  - d) Any attempts to introduce contraband, to assist in escape, or to have unauthorized contact with inmates of an Institution are prohibited and will be prosecuted under Pennsylvania law. The Contractor's personnel are prohibited from bringing into or taking out of the Institution any items unless specifically approved. Any interaction between an awarded Offeror's employee and an inmate, which would assist the inmate to escape is a felony and will be prosecuted.
  - e) Awarded Offeror's personnel may not deliver, receive, or otherwise transfer any item (no matter how innocuous) to or from an inmate without express permission of the Superintendent or designee.
  - f) Awarded Offeror's personnel or representatives are limited to movement to, from and within their assigned work area. No contact is allowed with inmates unless expressly approved.
  - g) No person who appears to be under the influence of drugs or alcohol or who is otherwise impaired will be allowed entry into a Correctional Institution.

The DOC reserves the right to deny entry to anyone who is suspected of a breach of security or for failure to follow published rules, regulations, or procedures.