

ATTACHMENT D – MOTOR CYCLE AND AUTO PLATE SPECIFICATIONS

- E. A securely attached packaging slip, legible without removal, attach to each skid and shall indicate the size, gross and net weights, and purchase order number.

SHIPPING

- A. Delivered as specified in the purchase order(s). Do to current market conditions, purchase order(s) must provide supplier at least 60 days to manufacture and deliver the products.
- B. Ship on open flatbed trailer for side off-loading by forklift truck.
- C. Delivery FOB destination SCI Fayette, 50 Overlook Drive, LaBelle Pa 15450-1050.
- D. The Bureau of Correctional Industries will unload the aluminum at destination.
- E. Supplier must notify the Bureau of Correctional Industries at SCI Fayette 72 hours prior to arrival of shipments. Monday through Friday deliveries only, 8:00 a.m. to 2:00 p.m., no holidays, except when approved by the Bureau of Correctional Industries.
- F. Invoices are processed for payment upon the completion and acceptance of specified deliveries.
- G. Delivering driver must have pre-approved Security Gate Clearance to enter the Sallyport for unloading. "Drivers must comply with the Department of Corrections Policy of having advanced Gate Clearance granted at a minimum of 72 hours prior to delivery." (Forms will be provided)

DOC Personnel Security Requirements

- A. All employees of the contractor are subject to complete background investigations at the discretion of the Commonwealth. Delivery drivers and any employee accompanying a delivery must complete the security clearance application process and all required training. Since individual security clearances are valid for a maximum of one (1) year, it is the responsibility of the contractor/employee to renew their request for another one (1) year clearance. The DOC reserves the right to deny any employee of the contractor access to its Institutions, information or to their clients as a result of confidential information obtained during the course of the security clearance process or for violation of DOC policy.
- B. The contractor 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.
- C. All 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.
- D. All equipment, tools, supplies and materials will be subject to search or inventory at any time. Tools and materials must be carefully controlled at all times and locked when not in use.
- E. The cab and trailer of a contractor's/employee's delivery truck must be locked when not in use.
- F. 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

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unless specifically approved. Any interaction between the contractor's employee and an inmate, which would assist the inmate to escape is a felony and will be prosecuted.

- G. Any employee 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.
- H. The contractor'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.
- I. 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.
- J. The driver is required to obtain proof of delivery signed by an authorized employee when delivery is completed.
- K. 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.