

SCOPE OF WORK

Ceiling Anti-Ligature Upgrades

Ancora Psychiatric Hospital
Winslow Township, Camden County, NJ

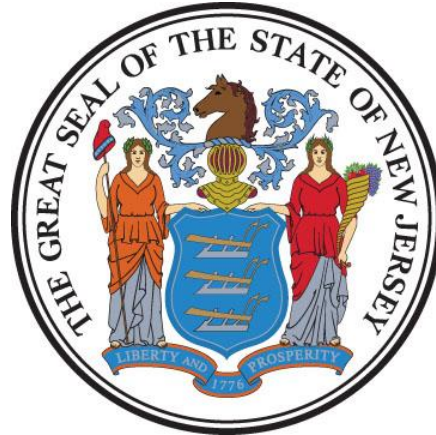
Project No. M1558-00

STATE OF NEW JERSEY

Honorable Philip D. Murphy, Governor
Honorable Tahesha L. Way, Lt. Governor

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: October 30, 2025

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I. OBJECTIVE

The objective of this project is to reduce ligature risk by installing security ceilings in the M2 and F2 wings of the Main Building at Ancora Psychiatric Hospital. This will include modifications to the fire suppression system, including replacing heads with ligature resistant heads, and replacing light fixtures with ligature resistant equivalents.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

The Consultant shall be a firm pre-qualified with the Division of Property Management & Construction (DPMC) in the following discipline(s):

- **P001 Architecture**

The Consultant shall also have in-house capabilities or Sub-Consultants pre-qualified with DPMC in:

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P010 Fire Protection Engineering**
- **P025 Estimating/ Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation/Inspection**

As well as, **any and all** other Architectural, Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work (SOW).

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$1,277,121.

The Consultant shall review this Scope of Work and provide a narrative evaluation and analysis of the accuracy of the proposed project CCE in its technical proposal based on its professional experience and opinion.

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$1,837,000.

The CWE includes the construction cost estimate and all consulting, permitting and administrative fees.

The CWE is the client agency’s financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change in Scope of Work through a Contract amendment.

C. CONSULTANT’S FEES

The construction cost estimate for this project *shall not* be used as a basis for the Consultant’s design and construction administration fees. The Consultant’s fees shall be based on the information contained in this Scope of Work document and the observations made and/or the additional information received during the pre-proposal meeting.

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

The following schedule identifies the estimated design and construction phases for this project and the estimated durations. The Consultant’s proposed design and construction schedule shall be in Gantt chart format and calendar day durations with start and finish dates for each task.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. Investigation Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	28
3. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	28
4. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	28
5. Final Design Re-Submission to Address Comments	7 (See Note)
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14

6. DCA Submission Plan Review	30
7. Permit Application Phase	7
• <i>Issue Plan Release</i>	
8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	150
11. Project Close Out Phase	30

Note: The Final Design Phase is considered complete upon the release of Construction Documents by either the DPMC Code Group and/or the Department of Community Affairs (DCA).

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

The Consultant shall submit a project design and construction schedule with its technical proposal that is similar in format and detail to the schedule depicted in **Exhibit ‘A.’** The schedule developed by the Consultant shall reflect its recommended project phases, phase activities, and activity durations.

A written narrative shall also be included with the technical proposal explaining the schedule submitted and the reasons why and how it can be completed in the time frame proposed by the Consultant.

This schedule and narrative will be reviewed by the Consultant Selection Committee as part of the evaluation process and will be assigned a score commensurate with clarity and comprehensiveness of the submission.

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Ancora Psychiatric Hospital
301 Spring Garden Road
Ancora, New Jersey 08037-9699

GPS Coordinates: 39.682453° N, -74.863527° W
See **Exhibit 'B'** for the project site location map.

B. PROJECT TEAM MEMBER DIRECTORY

The following are the names, addresses, and phone numbers of the Project Team members.

1. DPMC Representative

Name: Andrew Boden, Project Manager
Address: Division of Property Management & Construction
33 West State Street, 9th Floor
Trenton, NJ 08625-0034
Phone No: (609) 306-0315
E-Mail: Andrew.Boden@treas.nj.gov

2. Department of Human Services

Name: Rishi Shah, Construction Management Specialist 3
Address: Office of Administrative Services - Construction Unit
Department of Human Services, Division of Administration and Operations
55 North Willow Street, Suite 1-003, PO Box No. 360
Trenton, NJ 08618
Phone No: (609)-955-8471
E-Mail: Rishi.Shah@doh.nj.gov

Name: Christian Casteel, Director
Address: Department of Human Services
222 South Warren Street
Trenton, NJ 08625-0700
Phone No: (609)-475-5622
E-Mail: Christian.Casteel@dhs.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Ancora Psychiatric Hospital was constructed in the early 1950s and is located in Winslow Township in Camden County. The facility occupies a 640-acre site that includes 65 buildings (see **Exhibit 'B'** Project Site Location Map). Ancora Psychiatric Hospital provides in-patient treatment for approximately 300 adults in southern New Jersey. The facility includes acute and chronic psychiatric units, a sub-acute medical unit, a secure care unit (Forensic), and a dual diagnostic unit for the mentally ill and developmentally disabled.

In 2009, DPMC Project M1329-01 'Fire Detection, Fire Suppression, and Emergency Lighting System Upgrades in Various Buildings' was completed at Ancora Psychiatric Hospital. Drawings for these completed projects will be provided to the Consultant. Anti-Ligature fixture replacement upgrades were not provided under the M1329-01 project. However, in 2014 Project M1440-00 'Suicide Prevention Plumbing Fixture Installation' replaced the plumbing fixtures not meeting suicide prevention standards with ligature resistant plumbing fixtures in certain buildings.

The intent of this project is to upgrade the existing ceilings in the M2 and F2 units with security ceilings equipped with ligature resistant fixtures. An Investigation Phase will be conducted to identify what remaining fixtures require replacement, and which can be installed. Of particular interest is the upgrade of the fire suppression system and lighting in these ceilings. The intent is to treat lighting replacement as an allowance, with replacement in the construction contract should the budget permit. The facility has expressed that they have the ability to complete the lighting in coordination with the contractor while the ceiling is removed if budget does not allow for the contractor to perform all work. The Consultant shall provide an allowance for design and construction administration services for lighting replacement and coordination between the contractor and facility personnel.

It is also anticipated that there will be loose wiring hanging above the ceiling that is not secured. The facility has expressed that it can perform this work in house. The consultant shall include design and construction administration services for this in the same allowance.

The Ancora facility is accredited by Centers for Medicaid and Medicare Services (CMS) and Joint Commission.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Main Building on the Ancora Psychiatric Hospital campus was constructed in the early 1950s. The 145,000-sq.ft building is a 4-story masonry structure with a basement and mechanical

penthouse (see **Exhibit ‘B’** Project Site). The building is classified as an “I-2”, Institutional Use Group.

The Main building is comprised of five units with 93 beds serving adult mental health consumers requiring inpatient psychiatric treatment. The building is divided into two service areas each for men and women. There are three admission units where the anticipated length of stay is less than 60 days, and two Gero-Psychiatric Units which serve an older population with co-existing medical and psychiatric disabilities. Each of the M2 and F2 wings consist of multiple in-patient bedroom spaces, patient programming spaces, dining rooms, toilets, shower rooms, storage rooms, and office spaces.

The Consultant should note that the fire alarm system for the entire campus, including this building, is being upgraded to a non-proprietary system under Project M1556-00.

Ancora Psychiatric Hospital is open year round and operates 24 hours a day, 7 days a week. The Main building will be occupied during construction, however phasing and swing space may be necessary for project completion.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. INVESTIGATION PHASE

1. Investigation Items

The Consultant shall survey common areas, day rooms, and pantries in the M2 and F2 second floor wings of the Main building and identify the areas for installing security ceilings. The investigation shall include the requirements for the security ceiling and the prevention of ligature attachment to minimize self-harm risk, and ensure patient safety and security.

All spaces impacted by the installation of the security ceiling shall be identified.

The survey shall also identify locations and numbers of all fixtures impacted by this project.

The Design Consultant shall identify fixtures in the project area for removal, re-installment or replacement.

The Consultant shall investigate manufacturers for the new security ceilings determined from the investigation phase. The design documents shall identify the names of at least three “and/or equal” manufacturers for the security ceiling and include them in the report for reference.

Items to consider shall include but not limited to product reliability, performance, manufacturer’s years of service, equipment costs, warranties, guarantees, delivery schedule, compatibility with the existing equipment, and related components, physical size, etc.

The Consultant shall investigate requirements to convert the existing above ceiling fire suppression system to a ligature resistant system, utilizing ligature resistant sprinkler heads, escutcheons, and other necessary hardware.

2. Report

The Consultant shall provide a written report recommending the new security ceiling for the Agency/Project Team's review and approval. The security ceiling shall meet the objective(s) of this project.

The Consultant shall include in the report and design documents a table that identifies costs associated with the security ceiling and fire suppression system, along with any replaced fixtures, and prioritizes them based on cost and code compliance.

The report shall include recommendations for the removal, re-installment or replacement of fixtures not meeting Agency requirements. As determined in the investigation, the Consultant shall provide a floor plan that identifies the name and location for security ceiling installation and any specialized fixture replacement.

The Consultant shall provide cut sheets or drawings of the security ceilings, fixtures, and all related equipment.

The Design Consultant shall conduct an oral presentation to the Project Team and the Patient Safety Committee members describing the security ceiling, and any fixtures as necessary, and the recommendations for replacement. The Project Team and Patient Safety Committee shall review these findings and approve the recommendations based on available project funding and the importance of the recommendations. The Consultant may not proceed with the implementation of any report recommendation unless they have written approval from the Project Manager.

The Consultant shall provide the design and specifications to follow the NFPA 101 Life Safety Code and NFPA 99 Standards for a Healthcare Facility. All design including but not limited to the new fixtures shall comply with the barrier free sub code and fire codes as well as minimize ligature risk.

All permit requirements shall be identified in the design documents.

B. DESIGN PHASE

1. General

The Consultant shall provide the design and specifications to install security ceilings with ligature resistant fixtures in the M2 and F2 units at the Main Building at Ancora Psychiatric Hospital. Provide drawings and specifications to describe the new security ceilings and list three equal manufacturers.

2. Design Documents

The Consultant shall provide drawings in detail showing the exact locations in the new security ceiling where equipment, valves, boxes, etc. are located for accessibility. The Consultant shall provide a complete set of drawings to include a reflected ceiling plan. All existing HVAC, plumbing, electrical, fire equipment, valves, boxes, etc. shall be accessible for maintenance after the security ceilings are installed.

The fire protection system layout shall be shown on the interior floor plan of the building and coordinated with the ceilings, lighting, HVAC ductwork and diffusers, wiring conduit, and other obstructions. Identify the location of all walls, partitions, concealed spaces, and closets. The design shall be in accordance with NFPA 13 (2019) and the International Building Code (IBC) New Jersey Edition 2021. The Consultant shall provide the design in accordance to NFPA 101 and NFPA 99 standards for a Healthcare Facility.

Ligature Resistance and NY State Behavioral Health Design Guide is the guide that DHS/DOH uses to get the latest recommendations that the Joint Commission finds acceptable. Link below.
https://omh.ny.gov/omhweb/patient_safety_standards/guide.pdf

To ensure that the new fixtures minimize ligature risk, the Consultant shall obtain a manufacturers' courtesy sample, cut sheet or drawings of each piece of hardware being recommended. The Project Team and the facility's Safety Committee shall review the sample. If the sample is approved, the project will buy the sample and turn it over to the facility as part of attic stock.

3. Alarms/Monitoring/Control

As applicable, all new and existing addressable alarm initiating, supervisory and status monitored devices shall be integrated into the new or existing fire alarm panel in the main building.

4. Building Interior Finishes

The design documents shall address the restoration of all building interior finishes that are impacted by the installation of the security system and related components.

5. Swing Space and Phasing

The Design Consultant shall coordinate with the Agency to develop a phasing plan to be included in the bid documents. Some swing space may be available.

6. Ligature Resistant Lighting and Wiring Allowance

The facility has expressed that they have the ability to complete the installation of ligature resistant lighting in coordination with the contractor while the ceiling is removed if budget does not allow for the contractor to perform all work. The facility has also expressed that they have the ability to secure loose wiring that is anticipated to be found upon ceiling removal.

The Consultant A/E will assist in coordinating activities between the contractor and the facility as it pertains to new ligature resistant lighting and corrections of above ceiling work that is outside of the construction scope, like mounting wires as per NEC.

The Consultant shall estimate the cost to provide design and construction administration services for the installation of ligature resistant lighting, securing of above ceiling wiring, and coordination between the contractor and facility staff and include that amount in their fee proposal line item entitled “**Ligature Resistant Lighting and Wiring Allowance.**” Refer to paragraph XIII.E.

C. HAZARDOUS BUILDING MATERIALS

Consultant shall survey the building(s) and, if deemed necessary, collect samples of materials that will be impacted by the construction/demolition activities and analyze them for the presence of hazardous materials including:

1. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Subcode.
2. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.
3. PCB's in accordance with 40 CFR 761, Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Consultant shall engage a firm certified in the testing and analysis of materials containing PCB's.

Consultant shall document their procedure, process and findings and prepare a “Hazardous Materials Survey Report” identifying building components impacted by construction activities requiring hazardous materials abatement. Consultant shall provide three copies of the “Hazardous Materials Survey Report” to the Project Manager.

Consultant shall estimate the cost of hazardous materials sample collection, destructive testing as necessary, tests and analysis and preparation of the Hazardous Materials Survey Report and include that amount in their fee proposal line item entitled “Hazardous Materials Testing and Report Allowance”, refer to paragraph **XIII.B.**

Based on the Hazardous Materials Survey Report, Consultant shall provide construction documents for abatement of the hazardous materials impacted by the work in accordance with the applicable code, subcode and Federal regulations.

Consultant shall estimate the cost to prepare construction documents for hazardous materials abatement and include that amount in their fee proposal line item entitled “**Hazardous Materials Abatement Design Allowance,**” refer to paragraph **XIII.C.**

Consultant shall estimate the cost to provide “Construction Monitoring and Administration Services” for hazardous materials abatement activities and include that amount in their fee proposal line item entitled “**Hazardous Materials Construction Administration Allowance,**” refer to paragraph **XIII.D.**

There shall be no “mark-up” of subconsultant or subcontractor fees if subconsultants or subcontractors are engaged to perform any of the work defined in paragraph **VII.C “Hazardous Building Materials.”** All costs associated with managing, coordinating, observing and administering subconsultants and subcontractors performing hazardous materials sampling, testing, analysis, report preparation, hazardous materials construction administration services shall be included in the consultant’s lump sum fee proposal.

D. CONTRACTOR USE OF THE PREMISES

The Consultant shall include in the design documents a copy of the “Ancora Psychiatric Hospital General Contractor Regulations” in Division 1 of the specification for Contractor reference. See **Exhibit ‘C’** for a copy of the document.

All space shall be restored after construction.

Identify any additional policies and procedures regarding the contractor’s use of the premises with the DPMC project team and include that information in Division 1 of the specification.

No work is permitted on weekends or State holidays. The facility allows work to be performed between 7:30 AM and 4:00 PM.

E. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings

Conduct the appropriate number of review meetings with the Project Team members during each design phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the design criteria and the various alternatives considered to meet the project objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support the design solutions proposed. Special considerations shall also be addressed such as: contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

It shall also be the responsibility of the Consultant to arrange and require all critical Sub-Consultants to be in attendance at the design review meetings.

Record the minutes of each design meeting and distribute within three (3) calendar days to all attendees and those persons specified to be on the distribution list by the Project Manager.

2. Design Presentations

The minimum number of design presentations required for each phase of this project is identified below for reference:

Investigation Phase: One (1) oral presentation at phase completion.

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

Design Development Phase: One (1) oral presentation at phase completion.

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

Final Design Phase: One (1) oral presentation at phase completion.

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

F. EXISTING DOCUMENTATION

Copies of the following documents will be provided to each Consulting firm at the pre-proposal meeting to assist in the bidding process.

- Fire & Life Safety Drawings for Main Building Ancora Psychiatric Hospital, Sept. 6, 2016, GLP Architects, P.C.
- DPMC Project No. M1329-01 Fire Detection, Suppression & Emergency Lighting System Upgrade in Various Buildings at Ancora Psychiatric Hospital, Record Drawings 3/13/09, STV Architects
- DPMC Project No. M1440-00 Suicide Prevention Plumbing Fixture Installation at Ancora Psychiatric Hospital (Birch, Cedar, Larch, Holly and Main Building) As-Builts, 04-02-2013, The Gibson Tarquini Group, Inc.

Review these documents and any additional information that may be provided at a later date such as reports, studies, surveys, equipment manuals, as-built drawings, etc. The State does not attest to the accuracy of the information provided and accepts no responsibility for the consequences of errors by the use of any information and material contained in the documentation provided. It shall be the responsibility of the Consultant to verify the contents and assume full responsibility for any determination or conclusion drawn from the material used. If the information provided is insufficient, the Consultant shall take the appropriate actions necessary to obtain the additional information required.

All original documentation shall be returned to the provider at the completion of the project.

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

The project construction documents must comply with the latest adopted edition of the NJ Uniform Construction Code (NJUCC).

The latest NJUCC Adopted Codes and Standards can be found at:

<https://www.nj.gov/dca/codes/codreg/ucc.shtml>

1. NJUCC Plan Review

Consultant shall determine the cost of the NJUCC Plan Review by DCA and provide this information to DHS. DHS will pay the NJUCC Plan Review Fee.

Upon approval of the Final Design Phase Submission by DPMC, the Consultant shall submit the construction documents to the DCA, Bureau of Construction Project Review to secure a complete plan release.

As of July 25, 2022, the DCA is only accepting digital signatures and seals issued from a third party certificate authority.

Procedures for submission to the DCA Plan Review Unit can be found at:

https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_app_guide.pdf

Consultant shall complete the “Project Review Application” and include the following on Block 5 as the “Owner’s Designated Agent Name”:

Trevor M. Dittmar, DPMC
PO Box 235
Trenton, NJ 08625-0235
Trevor.Dittmar@treas.nj.gov 609-984-5529

The Consultant shall complete the NJUCC “Plan Review Fee Schedule”, determine the fee due and pay the NJUCC Plan Review fees, refer to Paragraph X.A.

The NJUCC “Plan Review Fee Schedule” can be found at:

https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_fees.pdf

2. NJUCC Permit

Upon receipt of a complete plan release from the DCA Bureau of Construction Project Review, the Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections. The “Agent Section” of the application and certification section of the building sub-code section shall be signed. These documents, with **six (6) sets of DCA or DPMC released drawings and specifications, with raised seals and wet signatures** shall be forwarded to the DPMC Project Manager.

The Consultant may obtain copies of all NJUCC permit applications at the following website:

<https://www.nj.gov/dca/codes/resources/constructionpermitforms.shtml>

All other required project permits shall be obtained and paid for by the Consultant in accordance with the procedures described in Paragraph VIII.B.

3. Prior Approval Certification Letters

The issuance of a construction permit for this project may be contingent upon acquiring various “prior approvals” as defined by N.J.A.C. 5:23-1.4. It is the Consultant’s responsibility to determine which prior approvals, if any, are required. The Consultant shall submit a general certification letter to the DPMC Plan & Code Review Unit Manager during the Permit Phase of this project that certifies all required prior approvals have been obtained.

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control; Water & Sewer Treatment Works Approval; Coastal Areas Facilities Review; Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B; Pinelands Commission; Highlands Council; Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D; Certification that all utilities have been disconnected from structures to be demolished; Board of Health Approval for Potable Water Wells; Health Department Approval for Septic Systems; and Notification to Adjoining Property Owners with N.J.A.C. 5:23-2.17(c). It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

4. Multi-building or Multi-site Permits

A project that involves many buildings and/or sites requires that a separate permit shall be issued for each building or site. The Consultant must determine the construction cost estimate for *each* building and/or site location and submit that amount where indicated on the permit application.

5. Special Inspections

In accordance with the requirements of the NJUCC N.J.A.C. 5:23-2.20(b), Bulletin 03-5 and Chapter 17 of the International Building Code, the Consultant shall be responsible for the coordination of all special inspections during the construction phase of the project.

Bulletin 03-5 can be found at:

https://www.nj.gov/dca/codes/publications/pdf_bulletins/b_03_5.pdf

a. Definition

Special inspections are defined as an independent verification by a certified special inspector for **Class I buildings and smoke control systems in any class building**. The special inspector is to be independent from the contractor and responsible to the Consultant so that there is no possible conflict of interest.

Special inspectors shall be certified in accordance with the requirements in the NJUCC.

b. Responsibilities

The Consultant shall submit with the permit application, a list of special inspections and the agencies or special inspectors that will be responsible to carry out the inspections required for the project. The list shall be a separate document, on letter head, signed and sealed.

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

The Consultant shall identify and obtain all other State Regulatory Agency permits, certificates, and approvals that will govern and affect the work described in this Scope of Work. An itemized list of these permits, certificates, and approvals shall be included with the Consultant's Technical Proposal and the total amount of the application fees should be entered in the Fee Proposal line item entitled, "**Plan Review and Permit Fee Allowance.**"

The Consultant may refer to the DPMC "Procedures for Architects and Engineers Manual," Paragraph "**9. REGULATORY AGENCY APPROVALS**" which presents a compendium of State permits, certificates, and approvals that may be required for this project.

The Consultant shall determine the appropriate phase of the project to submit the permit application(s) in order to meet the approved project milestone dates.

Where reference to an established industry standard is made, it shall be understood to mean the most recent edition of the standard unless otherwise noted. If an industry standard is found to be revoked, or should the standard have undergone substantial change or revision from the time that the Scope of Work was developed, the Consultant shall comply with the most recent edition of the standard.

IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES

The Bidding and Contract Award Phase commences with receipt of the required permits, UCC plan release and verification that funding is in place for construction. The Consultant shall refer to the DPMC "Procedures for Architects and Engineers Manual", Paragraph "17. BIDDING AND CONTRACT AWARD" for all requirements for this phase available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES

The A/E and their sub-consultants shall, unless otherwise specified in the project specific Scope of Work, provide site administration during the construction of the project. The services required of such site administration shall include, but shall not be limited to, attend and chair the pre-construction meeting, conduct weekly field observations, attend and chair regularly scheduled bi-weekly job meetings, review/approve shop drawings, submittals, and respond to RFI's.

The Consultant shall refer to the DPMC "Procedures for Architects and Engineers Manual", Paragraph "18. CONSTRUCTION PHASE" for all construction administration requirements available at

<https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

XI. PROJECT CLOSE-OUT PHASE

The DPMC Project Manager has the full responsibility for the planning, scheduling, and execution of project close-out activities. The A/E is responsible to cooperate with the DPMC Project Manager in the planning, scheduling, and execution of project close-out activities. The Consultant shall refer to the DPMC "Procedures for Architects and Engineers Manual", Paragraph "19. PROJECT CLOSE-OUT PHASE" for all requirements available at

<https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

XII. ENERGY REBATE AND INCENTIVE PROGRAMS

The Consultant shall review any and all programs on the State and Federal level to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for approved rebates and incentives.

The Consultant shall review the programs available on the "New Jersey's Clean Energy Program" website at: <http://www.njcleanenergy.com> as well as federal websites and New Jersey electric and gas utility websites to determine if and how they can be applied to this project.

The Consultant shall identify all applicable rebates and incentives in their technical proposal and throughout the design phase.

The Consultant shall be responsible to complete the appropriate registration forms and applications, provide any applicable worksheets, manufacturer's specification sheets, calculations, attend meetings, and participate in all activities with designated representatives of the programs and utility companies to obtain the entitled financial incentives and rebates for this project.

All costs associated with this work shall be estimated by the Consultant and the amount included in the base bid of its fee proposal.

XIII. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

The Consultant shall obtain and pay for all of the project permits in accordance with the guidelines identified below. This allowance is only for plan review or permits that the consultants foresee in addition to or beyond UCC/DCA plan review and permitting.

1. Permits

The Consultant shall determine the various permits, certificates, and approvals required to complete this project.

2. Permit Costs

The Consultant shall estimate the application fee costs for all of the required project permits, certificates, and approvals (excluding the NJUCC permit and DCA plan review fee) and include that amount in its fee proposal line item entitled “**Plan Review and Permit Fee Allowance.**” A breakdown of each permit and application fee shall be attached to the fee proposal for reference.

NOTE: The NJUCC permit and DCA Plan Review are excluded since they will be paid for by the State.

3. Applications

The Consultant shall complete and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant’s permit fee allowance. A copy of the application(s) and the original permit(s) obtained by the Consultant shall be given to the DPMC Project Manager for distribution during construction.

4. Consultant Fee

The Consultant shall determine what is required to complete and submit the permit applications, obtain supporting documentation, attend meetings, etc., and include the total cost in the base bid of its fee proposal.

Any funds remaining in the permit allowance will be returned to the State at the close of the project.

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a “Hazardous Materials Survey Report” noted in paragraph VII.B.1 and enter that amount on their fee proposal line item entitled “**Hazardous Materials Testing and Report Allowance**”. Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include, but not be limited to, the following information:

- Description of tasks and estimated cost for the following:
 - Sample collection
 - Sample testing
 - Preparation of an Hazardous Materials Survey Report

Any funds remaining in the Hazardous Materials Testing and Report Allowance will be returned to the State at the close of the project.

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph VII.B and enter that amount on their fee proposal line item entitled “**Hazardous Materials Abatement Design Allowance**”. Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

Any funds remaining in the Hazardous Materials Abatement Design Allowance will be returned to the State at the close of the project.

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

Consultant shall estimate the cost to provide Construction Monitoring and Administration Services for hazardous materials abatement as noted in paragraph VII.B and enter that amount on their fee proposal line item entitled “**Hazardous Materials Construction Administration Allowance.**” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

Any funds remaining in the Hazardous Materials Construction Administration Allowance will be returned to the State at the close of the project.

E. LIGATURE RESISTANT LIGHTING AND WIRING ALLOWANCE

The Consultant shall estimate the cost to provide design and construction administration services for the installation of ligature resistant lighting, securing of above ceiling wiring, and coordination between the contractor and facility staff and include that amount in the fee proposal line item entitled **“Ligature Resistant Lighting and Wiring Allowance.”**

Any funds remaining in the allowance will be returned to the State at the close of the project.

PROJECT NAME: Ceiling Anti-Ligature Upgrades
PROJECT LOCATION: Ancora Psychiatric Hospital, Camden County
PROJECT NO: M1558-00
DATE: October 30, 2025

XIV. SOW SIGNATURE APPROVAL SHEET

This Scope of Work shall not be considered a valid document unless all signatures appear in each designated area below.

The client agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work (including the subsequent contract deliverables and exhibits) and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY: Alison F. Gottlieb 10/30/2025
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 10/30/2025
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Rishi Shah 10/31/2025
RISHI SHAH, CONSTRUCTION MGMT. SPECIALIST 3 DATE
DEPARTMENT OF HUMAN SERVICES

SOW APPROVED BY: Christian Casteel 10/30/25
CHRISTIAN CASTEEL, DIRECTOR DATE
DEPARTMENT OF HUMAN SERVICES

SOW APPROVED BY: Andrew Boden 11/3/25
ANDREW BODEN, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 1.5.26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XV. CONTRACT DELIVERABLES

The following are checklists listing the Contract Deliverables that are required at the completion of each phase of this project. The Consultant shall refer to the DPMC publication entitled “Procedures for Architects and Engineers,” 3.0 Edition, dated September 2022 available at <https://www.nj.gov/treasury/dPMC/Assets/Files/ProceduresforArchitectsandEngineers.pdf> for a detailed description of the deliverables required for each submission item listed. References to the applicable paragraphs of the “Procedures for Architects and Engineers” are provided.

Note that the Deliverables Checklist may include submission items that are “S.O.W. Specific Requirements.” These requirements will be defined in the project specific scope of work and included on the deliverables checklist.

This project includes the following phases with the deliverables noted as “Required by S.O.W” on the Deliverables Checklist:

INVESTIGATION PHASE;

DESIGN DEVELOPMENT PHASE;

FINAL DESIGN PHASE;

PERMIT APPLICATION PHASE;

BIDDING AND CONTRACT AWARD;

CONSTRUCTION PHASE; and

PROJECT CLOSE-OUT PHASE.

XVI. EXHIBITS

- A. SAMPLE PROJECT SCHEDULE FORMAT**
- B. PROJECT SITE LOCATION MAP**
- C. OUTSIDE CONTRACTOR RULES**

END OF SCOPE OF WORK

Deliverables Checklist Investigation Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
12.3.1.	A/E Statement of Site Visit						
12.3.2.	Narrative Description of Project						
12.3.3.	Building Code Information Questionnaire						
12.3.4.	Space Analysis						
12.3.5.	Special Features						
12.3.6.	Catalog Cuts						
12.3.7.	Site Evaluation						
12.3.8.	Subsurface Investigation						
12.3.9.	Surveys						
12.3.10.	Fine Arts Inclusion						
12.3.11.	Design Rendering						
12.3.12.	Regulatory Approvals						
12.3.13.	Utility Availability						
12.3.14.	Diagrammatic Sketches/Drawings (6 Sets)						
12.3.15.	Specifications (6 Sets)						
12.3.16.	Current Working Estimate/Cost Analysis in CSI Format						
12.3.17.	Project Schedule						
12.3.18.	Formal Presentation						
12.3.19.	Scope of Work Compliance Statement						
12.3.20.	Investigation Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

Deliverables Checklist Design Development Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
14.4.1.	A/E Statement of Site Visit						
14.4.2.	Narrative Description of Project						
14.4.3.	Building Code Information Questionnaire						
14.4.4.	Space Analysis						
14.4.5.	Special Features						
14.4.6.	Catalog Cuts						
14.4.7.	Site Evaluation						
14.4.8.	Subsurface Investigation						
14.4.9.	Surveys						
14.4.10.	Arts Inclusion						
14.4.11.	Design Rendering						
14.4.12.	Regulatory Approvals						
14.4.13.	Utility Availability						
14.4.14.	Drawings (6 Sets)						
14.4.15.	Specifications (6 Sets)						
14.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
14.4.17.	Project Schedule						
14.4.18.	Formal Presentation						
14.4.19.	Plan Review/Scope of Work Compliance Statement						
14.4.20.	Design development Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

Deliverables Checklist Final Design Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
15.4.1.	A/E Statement of Site Visit						
15.4.2.	Narrative Description of Project						
15.4.3.	Building Code Information Questionnaire						
15.4.4.	Space Analysis						
15.4.5.	Special Features						
15.4.6.	Catalog Cuts						
15.4.7.	Site Evaluation						
15.4.8.	Subsurface Investigation						
15.4.9.	Surveys						
15.4.10.	Arts Inclusion						
15.4.11.	Design Rendering						
15.4.12.	Regulatory Approvals						
15.4.13.	Utility Availability						
15.4.14.	Drawings (6 Sets)						
15.4.15.	Specifications (6 Sets)						
15.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
15.4.17.	Project Schedule						
15.4.18.	Formal Presentation						
15.4.19.	Plan Review/Scope of Work Compliance Statement						
15.4.20.	Final Design Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

A/E Name: _____

[illegible]

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC Project Manager the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date _____

[illegible]

Date

A/E Name: _____

[illegible]

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date _____

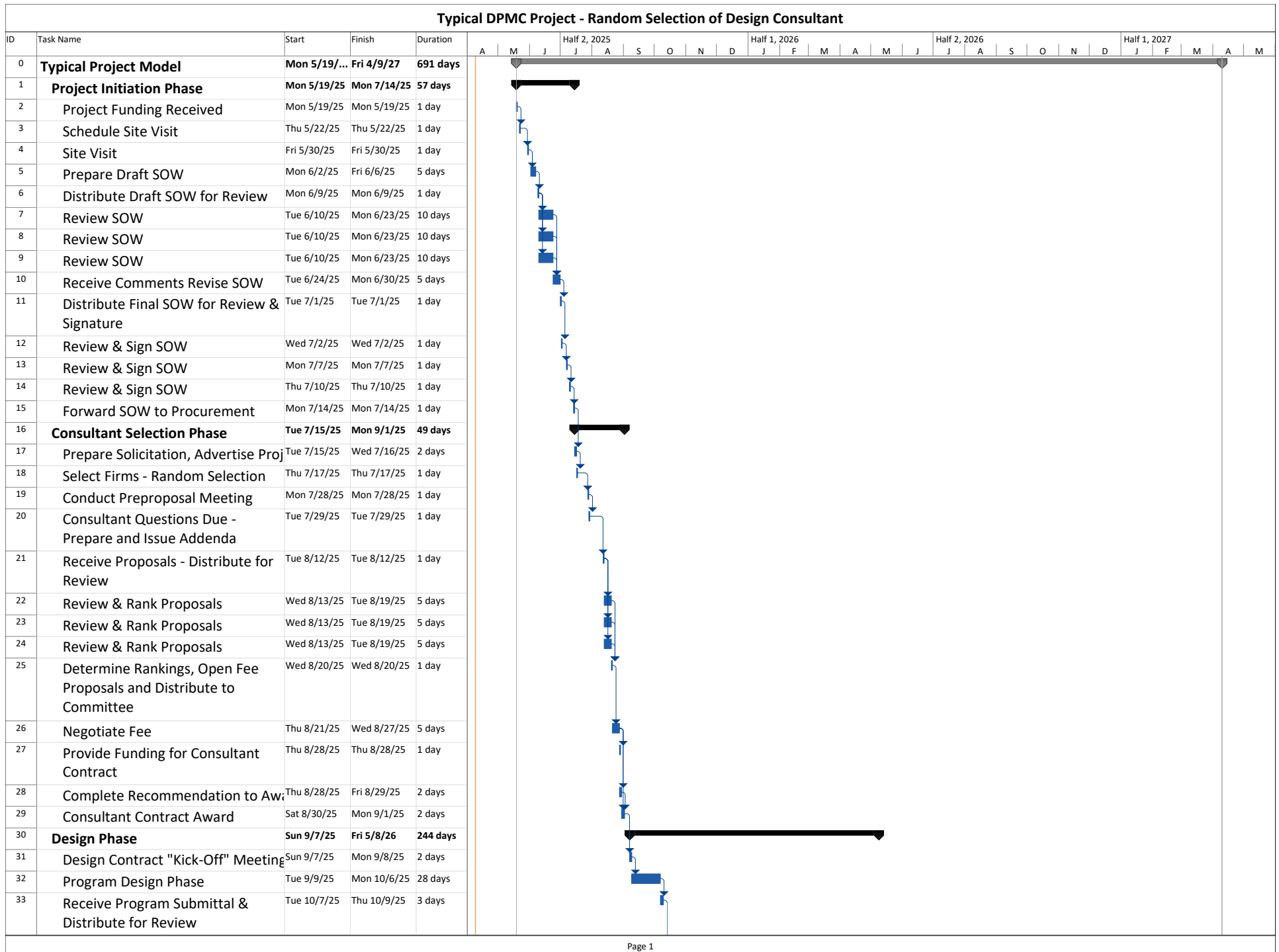
A/E Name: _____

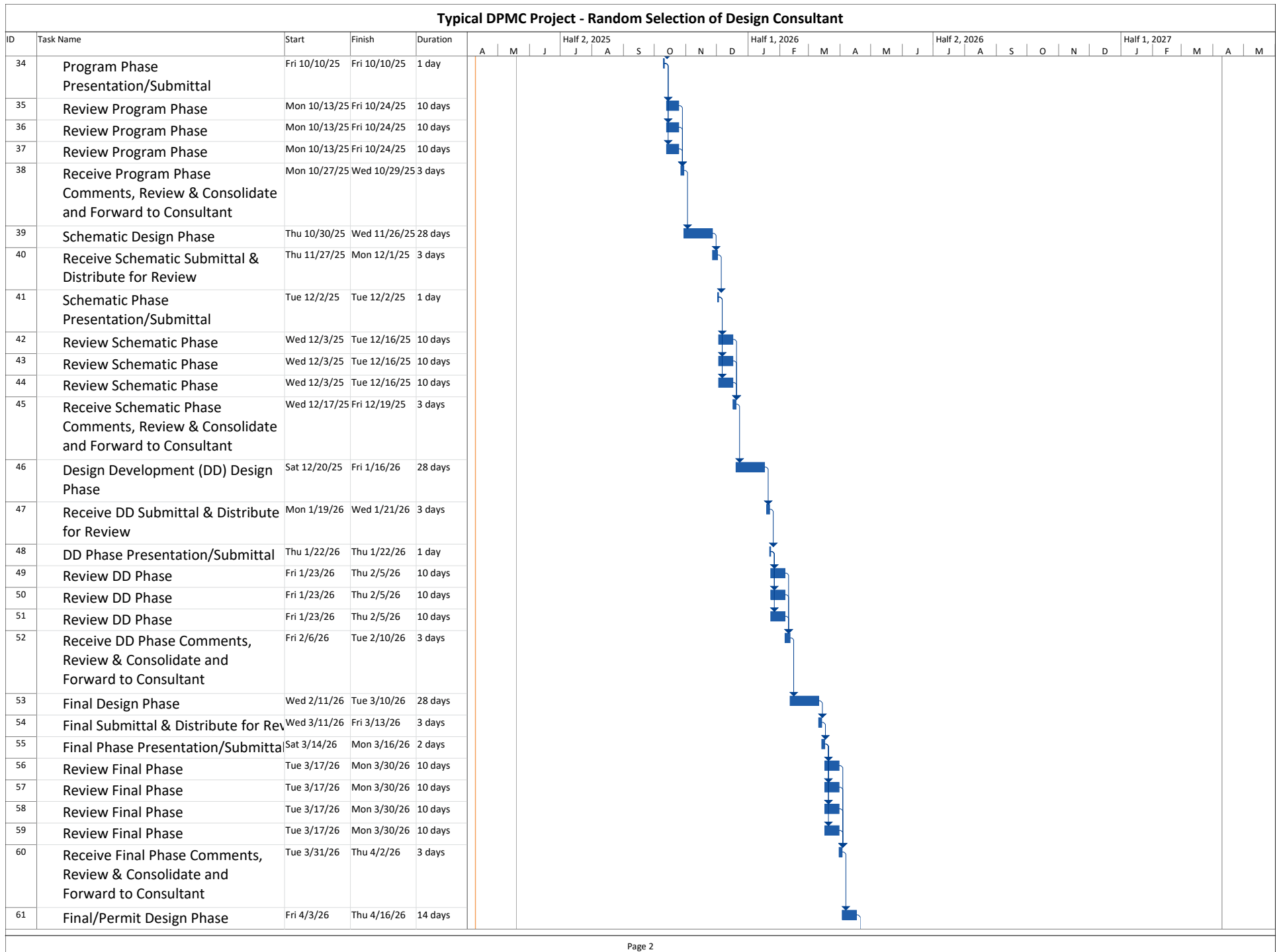
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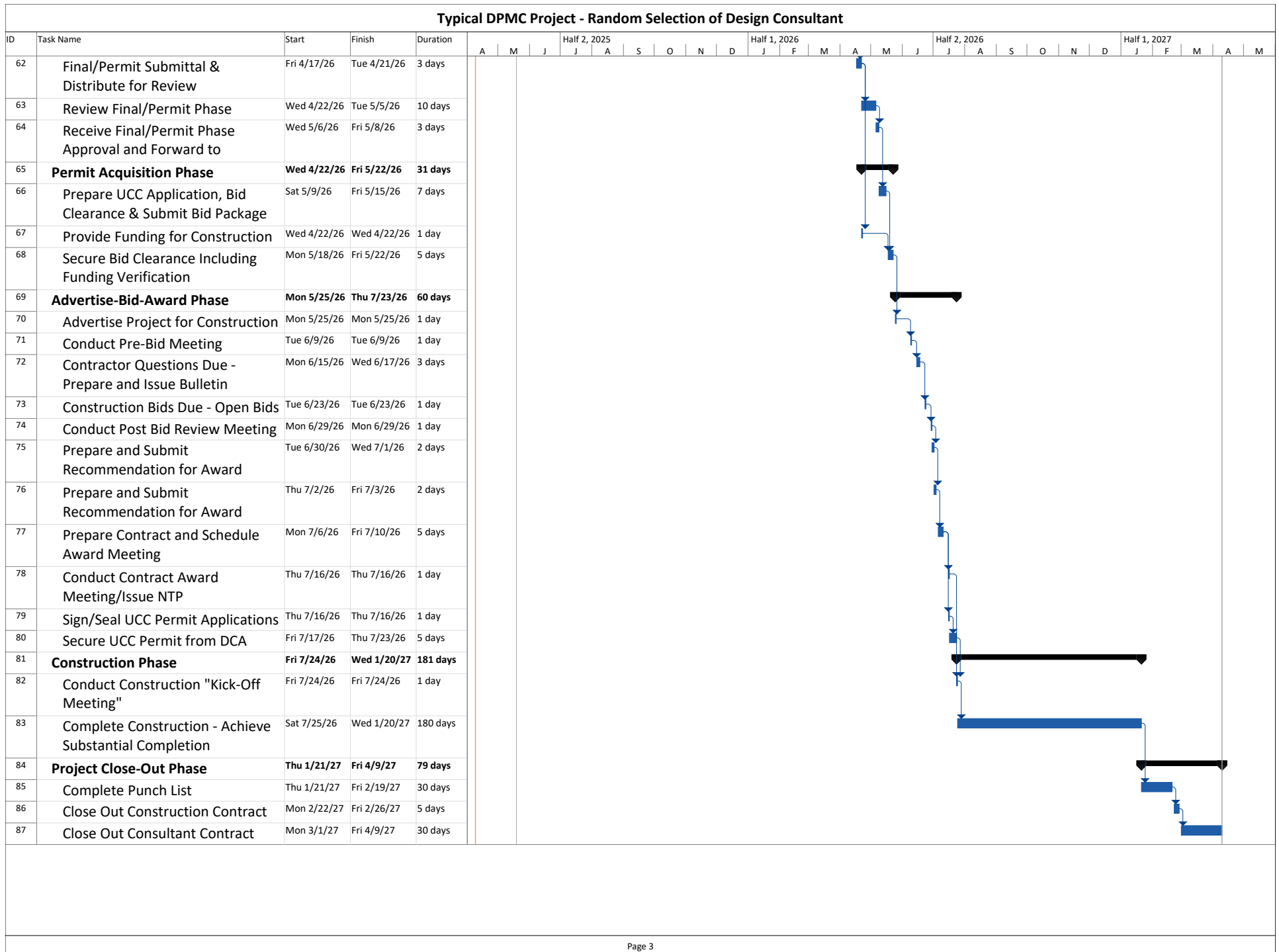
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Consultant Signature

Date _____







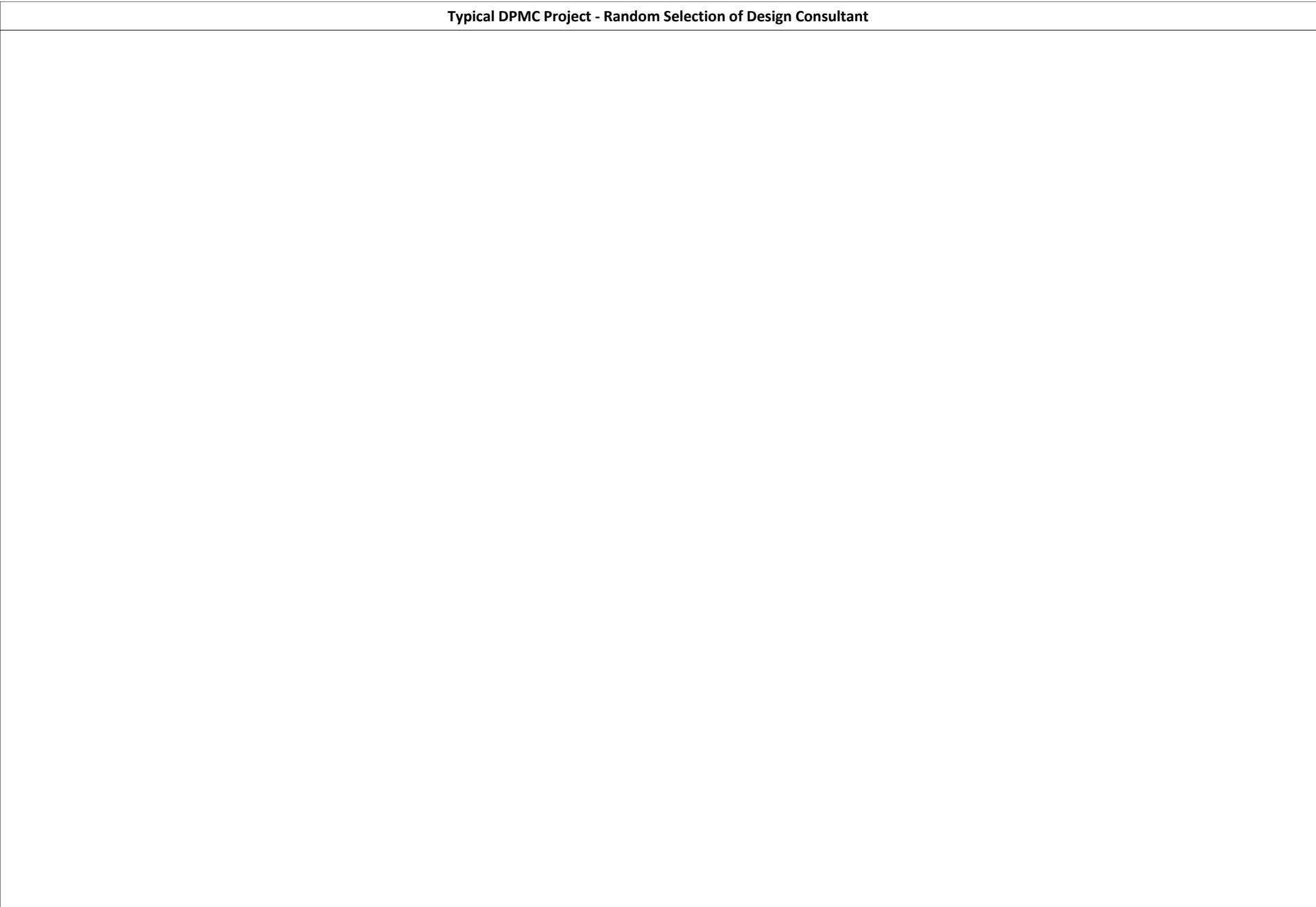
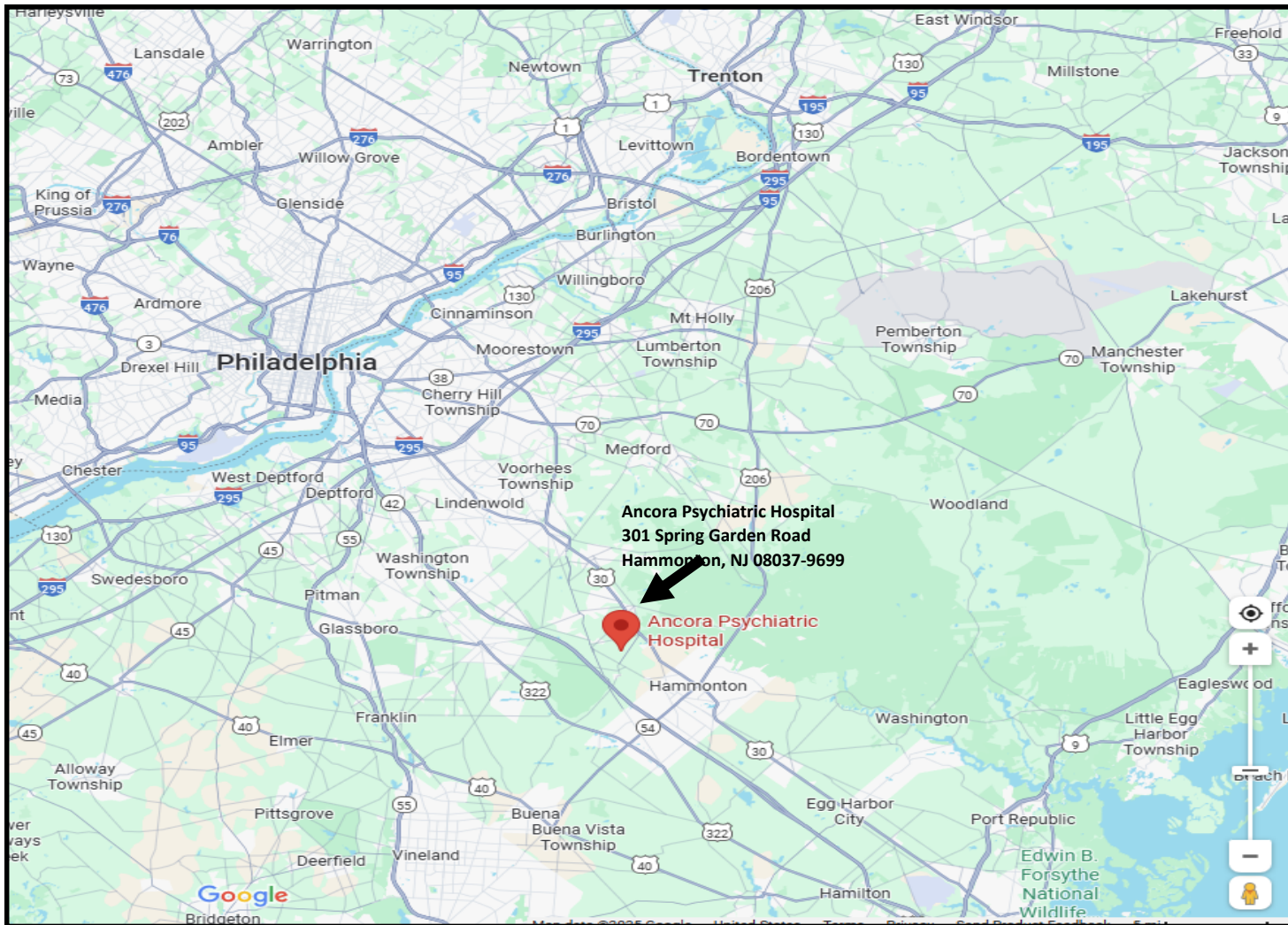
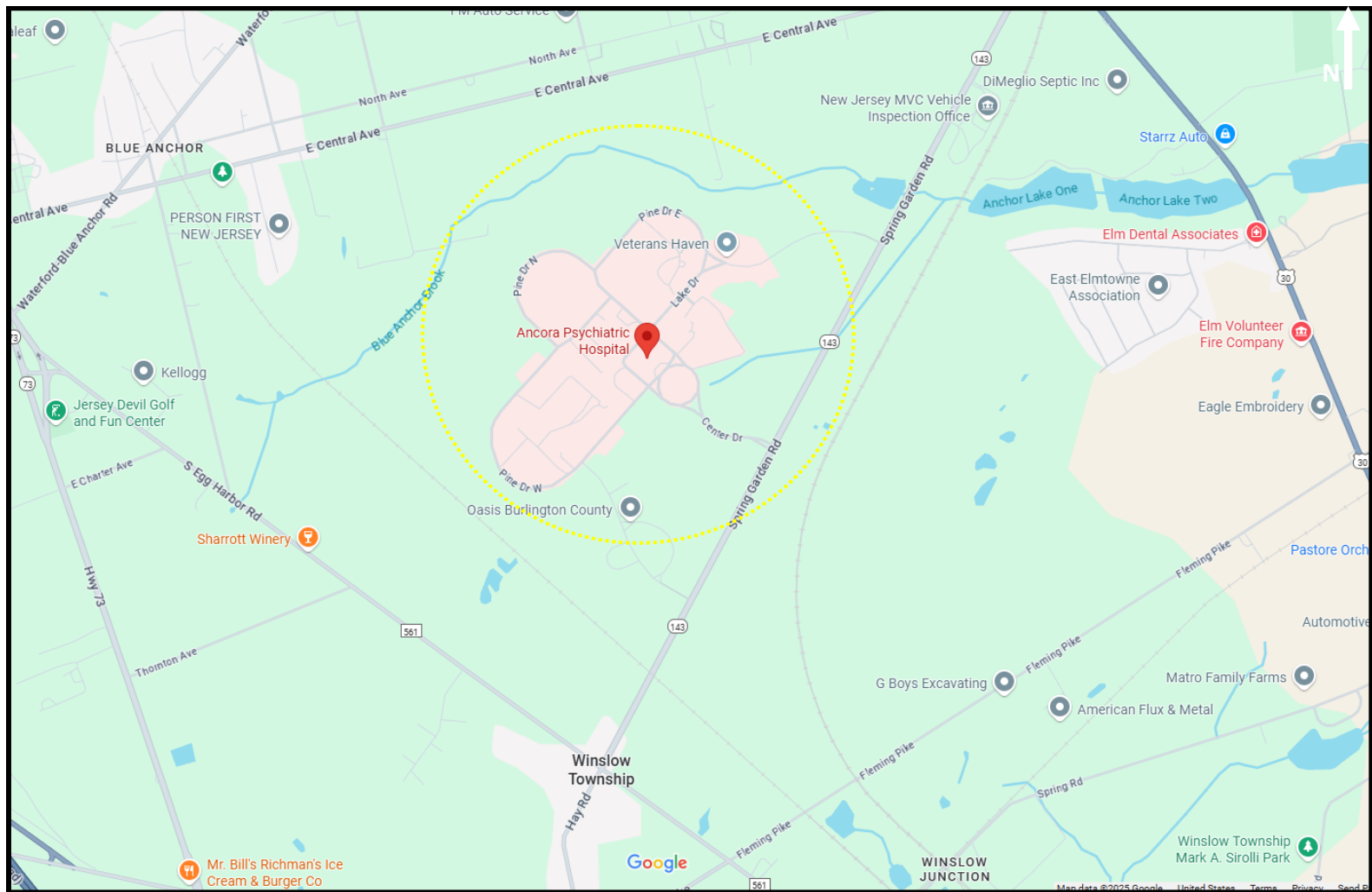


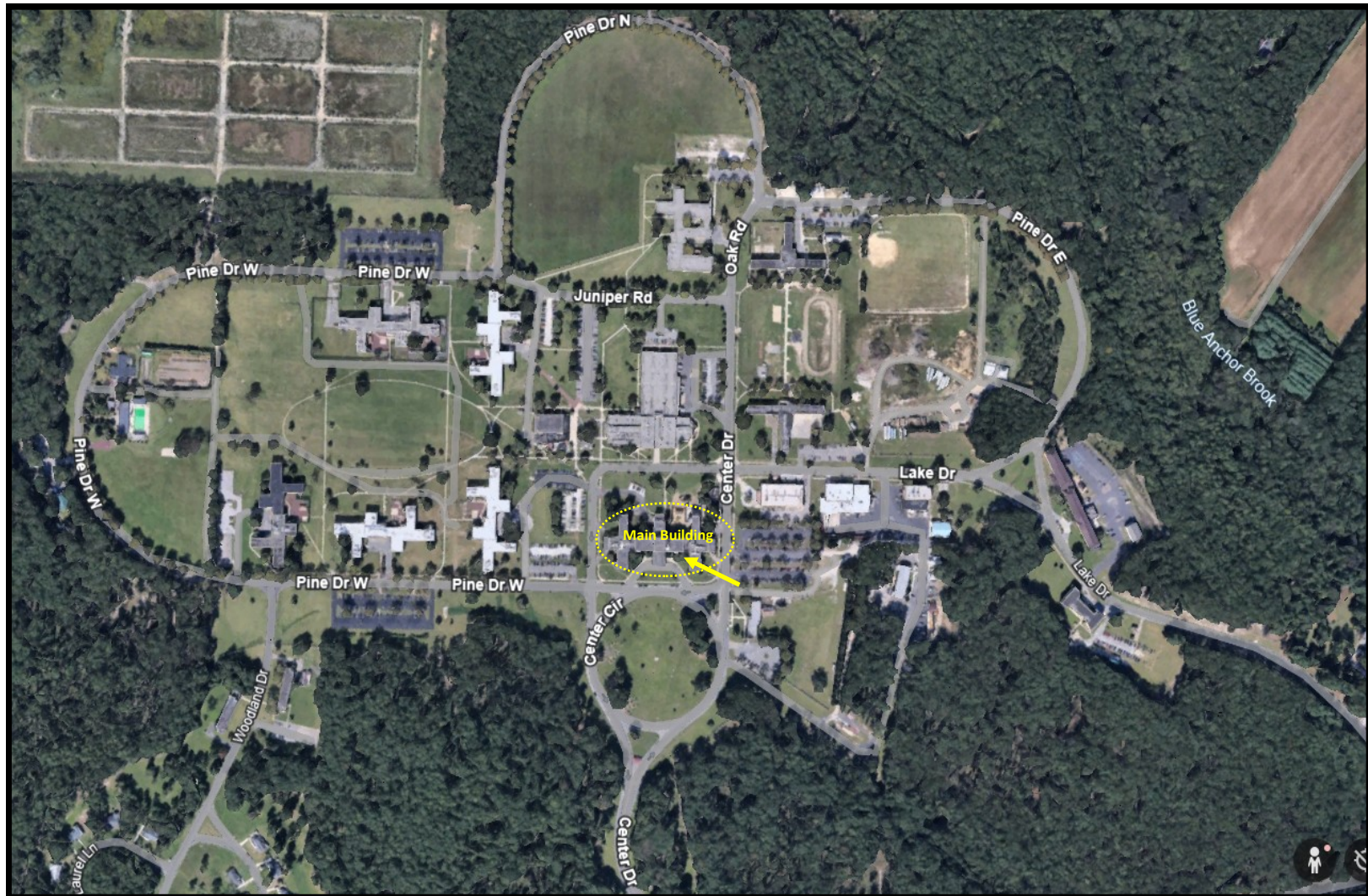
EXHIBIT 'A'



Project Site Location Map
Ancora Psychiatric Hospital
EXHIBIT 'B'



Project Location Map
Ancora Psychiatric Hospital
EXHIBIT 'B'



Project Site
Ancora Psychiatric Hospital
EXHIBIT 'B'



Project Site
Ancora Psychiatric Hospital
EXHIBIT 'B'

**ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES**

All workmen employed by contractors to work within the confines of Ancora Psychiatric Hospital property must conform to regulations governing the functioning of the hospital and the safety and welfare of the patients and staff. Any questions concerning these regulations should be brought to the attention of the Engineer in Charge of Maintenance.

All contractors must stay to the right at the Main Entrance and check in at the Visitor Center. Each contracted employee will receive a temporary visitors' badge before proceeding to the Maintenance Office. The temporary badge must always be worn and turned in to the Security Guard as you exit the Main Gate at the end of the day.

All persons on grounds are required to have an identification badge worn in plain view. Contractor's employees must obtain a badge each day from the Maintenance Office. This badge is to be returned to the Maintenance Office by 4:00 p.m. daily.

Particular attention is called to the following:

AGE RESTRICTIONS:

No one under the age of 18 is allowed on Ancora Hospital Property.

PARKING:

Parking is permitted only in assigned areas. Contractors should check with the Engineer in Charge of Maintenance for assignment to a parking area.

LOCKING OF VEHICLES:

Locking of your car or truck is important not only for the protection of your vehicle but also as a safety measure for the patients. Keys, if found in your vehicle, will be confiscated, and turned into the hospital Police Department. Your re-entry to the hospital will be at the hospital's discretion.

KEYS:

Issuance of hospital keys to contractor's employees carries with it the responsibility for exercising the utmost care in preventing elopement of our patients. The employee signing out the key(s) will be responsible for returning the key(s) to the Maintenance Office at the end of every day. A charge of \$10.00 per key will be assessed for any key(s) lost or not returned.

DOORS:

ALL LOCKED DOORS WHICH ARE OPENED TO PERMIT PASSAGE MUST BE RELOCKED IMMEDIATELY. Particular attention should be given to doors to the outside, stair towers and to roofs. Additionally, at no time or for any reason will door stops of any kind be used to hold open any door throughout the hospital complex.

ASBESTOS AWARENESS:

Contractors employed by APH shall be informed by the Engineer in Charge of Maintenance of the location of suspect and known asbestos in the work area to which they are assigned. Contractors shall, under no circumstances, damage or disturb these areas unless they are a licensed Abatement Contractor and have been specifically employed to perform asbestos removal. Contractors shall not proceed with any change in work order without prior approval from the Engineer in Charge.

ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES

SPRINKLER PIPES:

Nothing can be attached to or make contact with sprinkler pipes.

LADDERS, SCAFFOLDING & EXCAVATIONS:

All ladders and scaffolding at ground level must be attended while work is in progress. Never leave a ladder in position without someone in attendance. All ladders and scaffolding must be removed at the end of the day. If scaffolding cannot be removed it must be fenced in such way that patients and staff cannot gain access. If scaffolding is to be fenced, the Engineer in Charge of Maintenance must approve the perimeter fence. Any excavation must be surrounded by a secure fence at the completion of the day's work. While the excavating is in progress a fence may also be required if risk is presented to the patients. The Engineer in Charge must be notified of all excavations, and he will determine the need for fencing.

TOOLS & MATERIALS:

Keep all tools and materials stored in places protected from access by patients. Never leave tools and equipment unattended, to assure that this doesn't happen, all hand tools will be transported in a tool bag or toolbox that will remain closed and locked until the nursing staff in the area has been notified and the clients have been removed from the area. An inventory of all tools and equipment used on the job will be taken at the completion of any job and before the area is released to staff and clients. **Tamperproof screws are to be used in all areas of the hospital.** Pick up truck operators must not leave tools and/or materials exposed in the back of the truck.

PICTURES:

NO PHOTOS may be taken without permission of the Chief Executive Officer or designee

HOSPITAL REGULATIONS:

Any person coming on grounds is prohibited from bring with them any alcoholic beverages, firearms, ammunition, hunting knives or any other article having the nature of a weapon. When necessary to utilize tools, which can become a weapon, it is incumbent upon the users to keep them out of reach of the patients. Never leave tools unattended.

SMOKING:

The buildings and grounds of this facility are smoke free. There is to be **NO SMOKING BY ANYONE** in any area of the facility.

PATIENT INTERACTION:

Contractor employees should not interact with the patients. Do not provide the patients with money, cigarettes, matches, lighters, tools or any other dangerous item. If a patient asks for anything, a simple, polite explanation that you do not have whatever is being requested will usually be sufficient. If there is a particularly troublesome patient, please report the incident to the Engineer in Charge of Maintenance.

**ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES**

INSPECTION:

Any construction by outside agencies dealing with communication, electrical, or fire alarm work or any penetrations through any wall must be inspected and approved by the APH SAFETY DEPARTMENT or their designee, at the completion of work or prior to any work above a concealed space being covered. **Note:** The use of any component of the fire suppression system as a support mechanism in any way is strictly prohibited.

FIRE REGULATIONS:

The hospital Fire Chief will provide instructions as applicable to the contractor.

*** AT NO TIME IS WELDING, BURNING OR OTHER WORK INVOLVING OPEN FLAME TO BE UNDERTAKEN WITHOUT A HOT WORK PERMIT**

HOT WORK PERMITS

- A. The Contractor is required to obtain and conform to the requirements of two (2) separate hot work permits. The Contractor must contact the New Jersey Division of Fire Safety (DFS) to obtain a hot work permit for the duration of this Project, as required by N.J.A.C. 5:70-2.7. Application must be completed via DCA RIMS website (http://www.nj.gov/dca/divisions/codes/RIMS_online.html) which requires account setup by the applicant. The Contractor must pay DFS directly for this permit. The estimated cost is approximately forty-two (\$42.00) dollars for each permit. If the project requires hot work at separate buildings, a separate permit will be required for the work to be performed at each building. The Contractor shall submit a copy of the DFS Hot Work Permit for each building to APH prior to commencing the work.
- B. The Contractor is also required to obtain a daily hot work permit from the Facility's Fire Department who will instruct the Contractor in the necessary procedures, as required by the currently adopted version of the International Fire Code, New Jersey Edition, Chapter 29 and by the State's Insurance Carrier. There is no fee for this Permit.

ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES

COVID 19 Requirements – For reference only as these protocols may change

This is the required PPE for all contractors to wear indoors and outdoors to keep everyone safe and healthy:

1. All contractors must wear a hospital approved **face mask**. Surgical mask, or KN95 if entering a patient unit, a KN95/N95 is required on quarantine or isolation units.
2. All contractors must wear eye protection on quarantine or isolation units – Face shield OR Goggles.
3. Face shields and goggles **MUST** be worn over corrective eyeglasses. Corrective eyeglasses alone do not meet the mandate of required PPE.
4. Always maintain social distancing, both indoors and outdoors.
5. Proof of fully vaccination with booster must be provided; photo of card is acceptable.

The contractor and each of his employees are required to sign a copy of this set of rules. It is the contractor's responsibility to have any sub contractor and his employees sign this form. The signed copies of the form are to be turned in to the Maintenance Department. This form may be duplicated as necessary. Contractors will be required to remove any employee who does not conform to these rules.

I certify that I have read the above rules and agree to abide with everything contained in them.

Print Name

Signature

Print Name of Company

Date