



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

June 5, 2014

SUBJECT: FAP Route 347(IL 38)
Section 2014-042RS
Kane County
Contract No. 60Y37
Item No. 225, June 13, 2014 Letting
Addendum A

NOTICE TO PROSPECTIVE BIDDERS:

Attached is an addendum to the plans or proposal. This addendum involves revised and/or added material.

1. Replaced the Schedule of Prices
2. Revised page ii of the Table of Contents to the Special Provisions
3. Added pages 67-82 to the Special Provisions
4. Revised sheets 2-5, 7-12 & 14-20 of the Plans

Prime contractors must utilize the enclosed material when preparing their bid and must include any Schedule of Prices changes in their bidding proposal.

Bidders using computer-generated bids are cautioned to reflect any and all Schedule of Prices changes, if involved, into their computer programs.

Very truly yours,

John D. Baranzelli, P.E.
Acting Engineer of Design and Environment

A handwritten signature in cursive script, reading "Ted B. Walschleger" followed by a small "P.E." to the right.

By: Ted B. Walschleger, P. E.
Engineer of Project Management

cc: John Fortmann, Region 1, District 1; Tim Kell; Estimates

MS/kf

ILLINOIS DEPARTMENT OF TRANSPORTATION
 SCHEDULE OF PRICES
 CONTRACT
 NUMBER -

60Y37

State Job # - C-91-374-14

Project Number

Route

County Name - KANE - -

FAP 347

Code - 89 - -

*REVISED: JUNE 02, 1014

District - 1 - -

Section Number - 2014-042RS

| Item Number | Pay Item Description | Unit of Measure | Quantity | x | Unit Price | = | Total Price |
|---------------|-----------------------|-----------------|------------|---|------------|---|-------------|
| X2020110 | GRADING & SHAP SHLDRS | UNIT | 43.000 | | | | |
| X4060110 | BIT MATLS PR CT | POUND | 47,765.000 | | | | |
| X6030310 | FR & LIDS ADJUST SPL | EACH | 7.000 | | | | |
| Z0003300 | BASE CSE REMOV SPL | SQ YD | 1,143.000 | | | | |
| 21101615 | TOPSOIL F & P 4 | SQ YD | 2,254.000 | | | | |
| 25000110 | SEEDING CL 1A | ACRE | 0.470 | | | | |
| 25000400 | NITROGEN FERT NUTR | POUND | 43.000 | | | | |
| 25000500 | PHOSPHORUS FERT NUTR | POUND | 43.000 | | | | |
| 25000600 | POTASSIUM FERT NUTR | POUND | 43.000 | | | | |
| 25100630 | EROSION CONTR BLANKET | SQ YD | 2,254.000 | | | | |
| 25200200 | SUPPLE WATERING | UNIT | 136.000 | | | | |
| 28000250 | TEMP EROS CONTR SEED | POUND | 47.000 | | | | |
| 28000510 | INLET FILTERS | EACH | 13.000 | | | | |
| 28001100 | TEMP EROS CONTR BLANK | SQ YD | 2,254.000 | | | | |
| *REV 35101400 | AGG BASE CSE B | TON | 1,335.000 | | | | |

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|---------------|----------------------|-----------------|------------|---|------------|---|-------------|
| 35101600 | AGG BASE CSE B 4 | SQ YD | 1,393.000 | | | | |
| 35800100 | PREPARATION OF BASE | SQ YD | 11,422.000 | | | | |
| 40600400 | MIX CR JTS FLANGEWYS | TON | 7.000 | | | | |
| 40600625 | LEV BIND MM N50 | TON | 293.000 | | | | |
| 40600895 | CONSTRUC TEST STRIP | EACH | 1.000 | | | | |
| 40600982 | HMA SURF REM BUTT JT | SQ YD | 340.000 | | | | |
| 40600985 | PCC SURF REM BUTT JT | SQ YD | 220.000 | | | | |
| 40603080 | HMA BC IL-19.0 N50 | TON | 1,478.000 | | | | |
| 40603335 | HMA SC "D" N50 | TON | 1,517.000 | | | | |
| 40800050 | INCIDENTAL HMA SURF | TON | 20.000 | | | | |
| 42001300 | PROTECTIVE COAT | SQ YD | 1,556.000 | | | | |
| 42300400 | PCC DRIVEWAY PAVT 8 | SQ YD | 154.000 | | | | |
| 44000100 | PAVEMENT REM | SQ YD | 422.000 | | | | |
| *DEL 44000161 | HMA SURF REM 3 | SQ YD | 12,448.000 | | | | |
| *ADD 44000157 | HMA SURF REM 2 | SQ YD | 12,488.000 | | | | |

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|---------------|----------------------|-----------------|-----------|---|------------|---|-------------|
| 44000200 | DRIVE PAVEMENT REM | SQ YD | 179.000 | | | | |
| 44000300 | CURB REM | FOOT | 411.000 | | | | |
| 44000500 | COMB CURB GUTTER REM | FOOT | 5,387.000 | | | | |
| 44000600 | SIDEWALK REM | SQ FT | 147.000 | | | | |
| *DEL 44201682 | CL D PATCH T2 3 | SQ YD | 46.000 | | | | |
| *DEL 44201683 | CL D PATCH T3 3 | SQ YD | 69.000 | | | | |
| *DEL 44201684 | CL D PATCH T4 3 | SQ YD | 115.000 | | | | |
| *ADD 44201692 | CL D PATCH T2 4 | SQ YD | 46.000 | | | | |
| *ADD 44201694 | CL D PATCH T3 4 | SQ YD | 69.000 | | | | |
| *ADD 44201696 | CL D PATCH T4 4 | SQ YD | 115.000 | | | | |
| *REV 44201717 | CL D PATCH T2 6 | SQ YD | 88.000 | | | | |
| *ADD 44201721 | CL D PATCH T3 6 | SQ YD | 70.000 | | | | |
| *REV 44201723 | CL D PATCH T4 6 | SQ YD | 228.000 | | | | |
| *DEL 44201741 | CL D PATCH T2 8 | SQ YD | 47.000 | | | | |
| *DEL 44201745 | CL D PATCH T3 8 | SQ YD | 70.000 | | | | |

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|---------------|-----------------------|-----------------|-----------|---|------------|---|-------------|
| *DEL 44201747 | CL D PATCH T4 8 | SQ YD | 117.000 | | | | |
| *REV 48102100 | AGG WEDGE SHLD TYPE B | TON | 317.000 | | | | |
| 60234200 | INLETS TA T1F OL | EACH | 2.000 | | | | |
| 60255500 | MAN ADJUST | EACH | 1.000 | | | | |
| 60260100 | INLETS ADJUST | EACH | 3.000 | | | | |
| 60261300 | INLETS ADJ NEW T11F&G | EACH | 2.000 | | | | |
| 60262700 | INLETS RECONST | EACH | 1.000 | | | | |
| 60403800 | LIDS T1 CL | EACH | 1.000 | | | | |
| 60500060 | REMOV INLETS | EACH | 2.000 | | | | |
| 60600095 | CLASS SI CONC OUTLET | CU YD | 2.000 | | | | |
| 60603800 | COMB CC&G TB6.12 | FOOT | 6,026.000 | | | | |
| 67000400 | ENGR FIELD OFFICE A | CAL MO | 4.000 | | | | |
| 67100100 | MOBILIZATION | L SUM | 1.000 | | | | |
| 70102620 | TR CONT & PROT 701501 | L SUM | 1.000 | | | | |

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Revised 6/5/14

RECLAIMED WATER (D-1)

Effective: December 1, 2013

General. This specification covers the blending, testing, storing, use of and requirements for reclaimed water in Portland cement concrete.

Material. Reclaimed water shall consist of wash out, runoff, and/or storm water that has been combined with water conforming to Article 1002.01. Reclaimed water meeting the quality requirements of this specification shall be evaluated for acceptance by the Department.

Use. Reclaimed water will only be allowed in Class PV and SI concrete mix designs at a maximum of 20.0% total by weight. Reclaimed water is prohibited in all other concrete class mix designs. This material will only be allowed in work without reinforcing steel only. Dowel bars and tie bars are not considered reinforcing steel.

Reclaimed water shall be weighed or metered separately from water conforming to Article 1002.01 and shall be detailed separately on batch sheets used to document concrete batch weights.

Quality. The reclaimed water shall be clean, clear, and free from sugar. Reclaimed water shall be combined at a 1:4 ratio with water conforming to Article 1002.01 and the combination shall be according to Article 1002.02 except for the following:

“(2) Alkalinity -- 0.1 Normal HCl..... 60 ml max.*
*To neutralize 200 ml sample.”

Water Intake. Reclaimed water shall enter a settling pond before being filtered to remove the necessary amount of solids to meet specifications in Article 1002.02. The intake of the pipeline shall be at a minimum height of 2 ft (600 m) above the bottom of the reclaimed water settling pond. A properly labeled tank shall be provided for storage of the reclaimed water. The tank is to be separate from water which has been approved by the Illinois Department of Public Health for drinking or household use. The tank may be heated, however the maximum water temperature of the reclaimed water shall not exceed 150 °F (65 °C).

Quality Control and Quality Assurance (QC/QA).

- (a) Quality Control by Contractor. The Contractor shall provide evidence to assure conformance to the standards stated in Article 1002.02 (a) and (b). The Engineer shall be immediately notified of any failing tests and subsequent remedial action. Inability to maintain the reclaimed water within specifications is cause for the Engineer to suspend the use of reclaimed water in concrete until adjustments have been made and the water is within the specifications.

Added 6/5/14

Water samples will be taken on the same date and sampled as follows: three liters from the tank containing water that conforms to Art. 1002.01 and three liters from the filtered tank. Both samples must be submitted to the Department for testing every 4 months and when requested by the Engineer. A state representative must witness the sampling. The results from these samples shall serve as a check to the data provided by the contractor.

One Trial Batch per proposed mix design is required to verify minimum strengths can be achieved as defined in Article 1020.04 of the Standard Provision.

- (b) Quality Assurance by the Engineer. The Engineer will conduct independent assurance tests on split samples taken by the Contractor for quality control testing.
- (c) Documentation. The Contractor shall be responsible for documenting all test results. Records of testing shall be kept for a minimum of three years. The Contractor shall provide the Engineer full access to all documents.

Added 6/5/14

CONSTRUCTION WORKER INFORMATION BOOKLET



Pat Quinn
Governor

Arthur D. Bishop
Director

IXC St Charles, 3825 Campton Hills Rd, St Charles IL 60175
Phone: (630) 584-0506 / TDD: (800) 526-0844

**CONSTRUCTION WORKER
INFORMATION BOOKLET**

July, 2012
1 of 8

INTRODUCTION

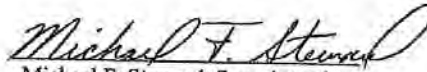
This Construction Worker Information Booklet shall be issued to each construction worker after authorization by the proper authority. The construction worker shall sign a "Receipt of Verification" to verify that he/she has received a copy of the Construction Worker Information Booklet. The booklets and signature sheets shall be made available at the front & rear entrances of the facility. Assigned staff will forward complete signature sheets to the Assistant Superintendent of Operations who will retain them for a period of six months.

Additionally, two copies of the form, "Tool Control Fact Sheet for Contractors" are included with this booklet. Each contractor must complete this form as indicated, leaving it with the Central Control Officer. The second copy should be kept as part of this booklet for future reference.

This booklet includes an orientation to the rules and regulations of this facility. It is your responsibility to be familiar with the contents of this booklet as it relates to your safety and the security of the institution. The instructions contained in the booklet will facilitate your duties and function at the Illinois Youth Center – St. Charles and provide for your safety and welfare. While this booklet is not all-inclusive, the information contained herein will serve as a useful tool in answering common questions and/or concerns.

Any specific concerns that arise during the course of your duties at this facility should be directed to the Chief Engineer, who coordinates all outside construction work.

This is a Level Two Security institution housing approximately 300 offenders. You should always keep reminding yourself of this fact. There are security concerns that will be addressed in the following pages that are designed to protect you, staff members, visitors and youth. You should be particularly concerned that you ensure that you maintain and control all of your keys, tools, and construction-related debris that could be utilized as weapons.


Michael F. Steward, Superintendent

July, 2012
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I. Approval to Enter the Institution

Approval to enter the institution in order to obtain a permanent identification card is through one of these two methods:

1. If you are a construction worker employed through a contractual agreement with the Illinois Youth Center – St Charles, the Stationary Engineer will arrange for an identification card to be issued for the length of the service contract. You must park your vehicle in the parking lot behind the institution unless otherwise advised.
2. If you are a construction worker employed through the Capital Development Board, the Field Observer's Office will notify the Superintendent's Office of those individuals approved
3. All contractors or workers approved for access to Illinois Youth Center – St Charles shall be listed on approved gate clearance lists as generated by the Assistant Superintendent of Operations of Chief Engineer; Temporary ID's may be issued at point of access.

II. Searches

All construction workers shall be subject to search prior to entering and leaving the institution. All vehicles and packages are subject to search when entering, leaving, or while on the grounds of the Illinois Youth Center – St Charles. Entry to the grounds shall not be permitted if the driver refuses to submit to a vehicle search. The searching of persons, vehicles and packages is designed to prevent the entrance of contraband onto prison projects in order to maintain security within the institution and to defer further attempts to introduce contraband into the institution.

Contraband is anything that is in the possession of a youth, employee, or visitor that is contrary to the regulations or rules of the institution. It may include articles that come into or are taken out of the institution or conveyed within the institution and are contrary to rules. To attempt to list all articles that are considered contraband is pointless since many otherwise innocent possessions may be unauthorized if acquired improperly or for improper reasons. Questions about contraband items should be directed to the DJJ Specialist at Central Control, Staff Security Entrance or the Sally Port.

In accordance with Illinois Criminal Law and Procedure, 720 ILCS 5/31 A.1.1, (Bringing Contraband in Penal Institution):

1. A person commits the offense of bringing contraband into a penal institution when he knowingly and without authority:
 - a. Brings an item of contraband into a penal institution; or
 - b. Causes another to bring an item of contraband into a penal institution; or

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c. Places an item of contraband in such proximity to a penal institution as to give an offender access to the contraband.

2. Bringing an item of contraband into a penal institution is a FELONY.

III. Identification Cards

1. Each outside worker who has been issued a picture I.D. shall display his identification card while working on the grounds.

2. Such identification card shall include:

- a. A photograph*
- b. Name of worker
- c. Title
- d. Name of company, and
- e. Signature of the worker

Note: A photograph is not necessary for a temporary identification card. Like identification (i.e., driver's license, etc.) is acceptable.

3. Outside workers employed through contractual arrangement with the Illinois Youth Center – St Charles shall pick up their identification card at the facility each day at the Security Staff Entrance or the Sally Port and return it at the end of the day.

4. If your identification card is lost or stolen, report immediately to the nearest correctional employee and request that the Shift Supervisor be informed immediately. You will be required to immediately complete an Incident Report with regard to all circumstances surrounding this issue.

IV. Vehicles Within Perimeter Fence/Beyond parking Lots

A few selected construction vehicles will be allowed entry within the perimeter fence through the Sally Port onto various areas beyond the parking lots provide that approval has been given by the Superintendent, Assistant Superintendent, Chief of Security or Shift Supervisor. Normally no vehicles except institution vehicles are permitted access to these areas. Approval for vehicles beyond normal parking lot areas is to be channeled to the Stationary Engineer.

V. Traffic Laws

All vehicles on State property must be utilized in a safe manner. The posted speed limit for all vehicles is 10 miles per hour. All traffic signs must be obeyed.

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VI. Tools

1. Construction trailers may be brought onto the grounds after approval by the Superintendent's Office through the Field Observer's Office/Capital Development Board, as long as it can be locked. It is essential that the trailer be locked when no one is within the trailer. A telephone, coordinated between the telephone company and the contractor, may be installed as long as it also can be locked inside the trailer.
2. Gang boxes can be used on the job site as long as they can be locked. A complete inventory list of which tools are contained in a gang toolbox must be present within the gang box. Periodically at the end of the workday, the Juvenile Center will require that the Job Superintendent/Foreman do a complete inventory of tools that are assigned to the job site. Any discrepancies will be considered a violation of Article XIII of the contract and will be severely dealt with. Loss of a tool or loss of control of a tool may be grounds for immediate and permanent removal of individual workers from the job site. Unreported loss of a tool shall be grounds for immediate and permanent removal from the job site.
3. Individual toolboxes will be checked upon entry into the institution and upon exit from the institution. Each worker must have a current, signed and dated inventory of the tools contained in the toolbox to be presented the first day of work. The Sally Port DJJ Specialist will check the inventory periodically in order to ensure accuracy and the security of the institution. The inventory must be accurate and complete. Any discrepancy shall cause a delay in entry or exit from the institution, which will be the sole responsibility of the worker involved.
4. A copy of each inventory list, whether an individual tool box or a gang tool box, must be provided to the Tool Control Officer of the institution. Any addition/deletion from the same must be coordinated through the Tool Control Officer in writing.
5. Tools are always to be controlled by the construction worker so that an offender cannot gain access to them. Tools should at no time be left unsecured in vehicles or loose in the beds of trucks. Ladders, if on the approved tool list, must be kept locked and chained securely to a vehicle when not in immediate use or chained within a building.

VII. General Rules and Responsibilities

-
1. All incidents and information concerning inmates and the operation of the Illinois Youth Center -Charles are considered confidential. All temporary workers are expected to maintain this confidentiality. It is especially important to not discuss other staff or your personal life with youth. If you have concerns in this area, please feel free to contact the appropriate supervisor.

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2. If you witness an incident, which appears to threaten the safety and security of the institution or appears to be out of the ordinary, you should contact the appropriate supervisor or closest DJJ employee.
3. By Center rules, all staff, whether temporary or permanent, are expected to not make contact with news media prior to the approval of the Superintendent.
4. Youth may try to approach you with requests for soda pop, candy, etc. Such items are considered contraband unless they purchase same from the institutional commissary. You may not give or purchase any item for a youth. You may not give youth money nor may you place money in his Trust Fund Account at this institution. Youth may receive nothing from outside workers. You are to refrain from contact with the youth.
5. Bringing contraband, including but not limited to, alcoholic beverages, drugs, weapons, and ammunition onto State property constitutes a felony and we will pursue criminal charges.
6. Cell phones, pagers or two-way radios cannot be brought onto State property without PRIOR approval from the Superintendent.
7. At all times, keep in mind that this is a Juvenile Center. Not one youth at this DJJ Center wants to be here or remain here. Every youth here is 'system-wise' and many are manipulators. They, in fact, may know more about how to survive in this environment than you. Remember that you are a professional in your field, use good common sense. When in doubt, contact a member of the DJJ staff for advice.

DO NOT ACCEPT ANYTHING FROM YOUTH.

DO NOT PROVIDE ANYTHING TO YOUTH.

DO NOT ALLOW YOUTH ACCESS TO UNAUTHORIZED ITEMS.

DO NOT ALLOW YOUTH ACCESS TO TOOLS OR KEYS UNDER YOUR CONTROL.

DO NOT FRATERNIZE OR GOSSIP WITH YOUTH OR DISCUSS YOUR PURPOSE IN BEING HERE.

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TOOL CONTROL FACT SHEET FOR CONTRACTORS

All contractors entering the Illinois Youth Center – St Charles must understand the need for strict control of all tools to prevent them from being misused as a weapon in an escape attempt or to facilitate theft of or damage to State property. Institutional Directive 05.02.101, Use and Control of Tools, requires that you be familiar with the following:

1. Outside contractors bringing tools into the Center will have their vehicle, toolboxes and/or tool belts searched by the Sally Port Officer to ensure that no contraband is entering the Center.
2. Contractors' tools must be kept secured and/or under direct supervision at all times.
3. If a tool appears to be missing, the contractor must personally ensure that the Shift Supervisor is immediately notified by contacting a DJJ employee to report the loss. If a DJJ employee is not readily available, the contractor must secure the work site and leave the area in order to locate a DJJ employee who will then report the loss to the Shift Supervisor.
4. Tools shall never be loaned or given to or used by a youth or a member of the Center staff.
5. If the nature of the contractor's work requires that tools be used at a construction site for an extended period of time, a gang box that can be locked may be kept at the site in an area that does not provide youth access. This is in order to minimize moving tools in and out of the facility, with approval from the Superintendent or designee. If a gang box is used, an accurate tool inventory must be contained within at all times and a copy sent to the facility Tool Control Officer. The Tool Control Officer shall verify that the tool inventory is accurate, certifying same by his signature on all copies of the tool inventory.
6. Because of the serious risk associated with lost or stolen tools, any contractor who violates these requirements may be subjected to a termination of the contract to perform work at the Illinois Youth Center – St Charles.


Michael F. Steward, Superintendent

July, 2012
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Verification of Receipt

On _____, I received and read the Construction
(Date)
Information Booklet of the Illinois Youth Center – St Charles

Name

Issuing Officer (Print)

Title

Issuing Officer (Sign)

Company

**IYC-ST.CHARLES
 OUTSIDE WORKER RULES**

| OUTSIDE WORKER RULES | Entering Institution | Outside Fence | BOTH |
|--|-----------------------------|----------------------|-------------|
| 1) Approval to Enter: A picture I.D. (driver's license) must be provided to be approved for admittance. Upon arrival at the Gate, all vendors, construction workers, repairmen, and other outside workers must sign in and receive an identification card to keep on his/her person at all times. Upon leaving, everyone must sign out and return the identification card. | X | | |
| Anyone working outside the fence must sign-in at the General Contractor's trailer. | | X | |
| Anyone who comes on grounds, all outside workers and those who work for the General Contractor or Sub-Contractor must provide information for a confidential background check. The information needed is full name with middle initial, birth date, and Social Security number. Workers with a criminal history, or those who have a relationship to one of our confined youths, must provide written explanation. They may not be allowed on grounds. If we have granted provisional approval to work in the facility and later learn of a background problem or relationship problem, we can require that the Contractor remove that worker from the facility. | | | X |
| Shift changes are 6:00 a.m. and 2:00 p.m. These are times to avoid coming into or leaving the facility. Best times are between 7:00 a.m. and 7:45 a.m. and after 2:15 p.m. | X | | |
| We can arrange for workers to work after 3:30 p.m. or to work on the weekends or on the holidays. These arrangements will depend on the availability of the staff necessary to accommodate the required escort assignments. | | | X |
| Deliveries must be coordinated to arrive when your representative is available to accept it. | | | X |
| THE CHIEF ADMINISTRATIVE OFFICER MUST PRE-APPROVE CELL PHONES, PAGERS, TWO-WAY RADIOS, AND CAMERAS BEFORE THEY WILL BE ALLOWED ON GROUNDS. | | | |
| 2) Keys: During a project, we will assign an escort to access areas where construction workers need to be. If a key is missing, it must be reported immediately. If a construction worker loses a key, it must be reported immediately. | | | X |
| 3) Searches: Everyone is subject to body, vehicle, and package searches while they are on grounds. | ALL WILL BE SEARCHED | RANDOM SEARCH | X |
| 4) Contraband: Attempting to bring firearms or ammunition, illegal drugs, or alcohol - or giving ANYTHING to one of our youths, or allowing a youth to gain possession of ANYTHING that could be used as a weapon or to aid in an escape could subject you to prosecution for the Class 4 felony of "Bringing or attempting to bring contraband into a penal institution or on to state grounds." | | | X |
| Prescription medication may be authorized if the person has the labeled container or prescription that verifies that it is his/her prescription. He or she may bring only what is needed for that particular day. | | | X |
| Our youths are minors. It is unlawful for them to smoke. Providing tobacco products to minors is strictly prohibited and against the law. | | | X |

| OUTSIDE WORKER RULES | Entering Institution | Outside Fence | Both |
|---|----------------------|---------------|------|
| 6) Containers: Glass containers and thermos bottles are not allowed on grounds. All containers must be factory-sealed. Arrangements can be made to bring a coffee maker on-grounds. | X | | |
| 7) Tools: All tools must be kept secured or in your line-of- sight supervision at all times. Ladders must be constantly monitored, pulled up on roofs, or chained in place. Pocketknives must be stored with the inventoried tools (not in a pocket or belt pouch). | | | X |
| You should bring into the facility only the tools you actually need to do your work. | X | | |
| You must have and provide written inventory of all you intend to bring into the facility. This inventory will be checked each time you enter or leave this facility with tools. A copy of this inventory will be on file at each gatehouse. Random security checks are made on projects on the outer perimeter. | | | X |
| You must conduct a physical inventory of your tools at the start and end of the day. If you discover that a tool is missing, you must immediately report this to a correctional employee. If there is no employee in the immediate area, you must secure your work site and leave the area to report the loss of a tool. | CHECKED EACH TIME | RANDOM CHECKS | |
| All toolboxes and vehicle tool storage compartments must be kept under line-of-sight supervision or locked. | | | X |
| The Chief Engineer, _____, can authorize use of a locked gang box to store tools and minimize moving them in and out of the facility. The gang box must be locked and contain an accurate inventory of tools inside. The gang box shall be located so that it does not provide access to youths. | | | X |
| If there is a question about tool control, please contact Stationary Engineer - (ext. 291.) | | | X |
| 8) Vehicles: All vehicles, trunks, storage compartments, and doors must be locked at all times. Windows must be closed in unoccupied vehicles. No vehicle may be left running. If a vehicle cannot be secured, it will not be allowed on state grounds. | | | X |
| Vehicles will be searched before entering the facility. | X | | |
| The speed limit is 15 mph when facility youths are NOT present and 5 mph when youths ARE present. | | | X |
| 9) Construction trailers: We may approve construction trailers to store materials. They must be locked when no one is in the trailer. The Assistant Superintendent of Operations must approve placement. | | | X |
| 10) Toxic substances: All contractors must provide the facility Toxic Substance Coordinator (Chief Engineer, ext. 290) with a list of any toxic substances brought into the facility, and a Material Safety Data Sheet for each item. All toxic substances must be controlled during the performance of contractual duties. | | | X |
| 11) Debris: All debris must be picked-up and disposed of before the end of the day. | | | X |
| 12) Medical: Institutional medical staff will give only emergency first aid. Any injuries may be treated by outside hospitals or the worker's personal physician. | | | X |
| | | | |
| | | | |
| | | | |

| OUTSIDE WORKER RULES | Entering Institution | Outside Fence | BOTH |
|--|---|--|------|
| 13) Smoking: Indoor smoking is prohibited in all areas of IYC-St. Charles. All outdoor smokers must dispose of cigarette butts properly. | X | | |
| 14) Reporting: If you witness an incident or youth behavior that appears to threaten the safety and security of the facility or to be out of the ordinary, you must report it to the nearest correctional employee. | | | X |
| 15) Contact with youths: Our youths may receive NOTHING from outside workers, and you must not socialize with them. You may receive NOTHING from our youths, nor discuss or explain your work or the scope of your project with them. Do not allow our youths to have access to your work area. You must report any youth requests to the nearest correctional employee. | | | X |
| 16) J.U.L.I.E. does not come on grounds. Locating utilities is Contractor's responsibility | | | X |
| 17) Electronics: Cellular phones, pagers, and two-way radios are not allowed within the facility without special Superintendent's permission. | ALL PHONES MUST BE APPROVED IN ADVANCE BY THE SUPER-INTENDENT CHECKS AT EACH ENTRY & EXIT | ALL PHONES & PAGERS MUST BE RECORDED WITH SECURITY. RANDOM CHECKS WILL BE MADE | X |

Your complete cooperation is expected during your visit to IYC-St. Charles. Please address any questions to the Gate Personnel, the Chief Engineer (ext. 290), the Assistant Superintendent of Operations (ext.), your escort, or to any of our employees.

Thank you!



Pat Quinn
Governor

Arthur D. Bishop
Director

IYC St. Charles, 3825 Campton Hill Rd, St. Charles IL 60175
Phone: (630) 584-0506 / TDD: (800) 526-0844

Superintendent's Bulletin 2013-004 ALLOWABLE ITEMS

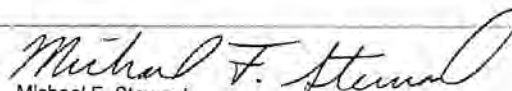
Date: November 20, 2013

To: All Staff

ITEMS APPROVED TO ENTER THE FACILITY

Effective immediately, the following items have been identified as approved for staff and official visitors to possess when entering the facility:

- One clear bag – no larger than approximately 200 square inches (approximately 17" x 17"). Bag should not have more than two zippers, or closed compartments
- Food Products – meal portions purchased or prepared outside the facility must be wrapped in clear plastic or in a clear plastic container in order that the person searching the package is able to see the item(s) without touching the food
- Beverages – only those beverages sealed in their original plastic bottle, no cans or glass
- House / Vehicle Keys
- Sunglasses/eyeglasses or contacts and approved case
- Personal Identification
- Asthmatic Inhaler
- NOTE – prescription and over-the-counter medications (two-shift supply) must be approved by the Superintendent. All medications require to be in their original containers.
- Personal hygiene items (comb, brush, sanitary napkins, tampons, makeup)
NOTE – no mirrors or glass cosmetic containers
- Umbrella – compact size only
- Job related materials – must be pre-approved by supervisor with memo approving same
- U.S. Currency (not to exceed \$20.00)
- Other items as pre-approved by the Superintendent (memo must accompany the item)


Michael F. Steward
Superintendent
Illinois Youth Center – St. Charles

Cc: Area Administrators
Shift Supervisors



**ILLINOIS YOUTH CENTER - ST. CHARLES
 OUTSIDE WORKER TOOL INVENTORY FORM**

THE FOLLOWING TOOLS ARE IN THE POSSESSION OF _____ (company)

_____ (name of individual)

_____ (signature) _____ (date) Witness: _____ (IYC - St. Charles employee)

| | | |
|-----|-----|-----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |
| 7. | 8. | 9. |
| 10. | 11. | 12. |
| 13. | 14. | 15. |
| 16. | 17. | 18. |
| 19. | 20. | 21. |
| 22. | 23. | 24. |
| 25. | 26. | 27. |
| 28. | 29. | 30. |
| 31. | 32. | 33. |
| 34. | 35. | 36. |
| 37. | 38. | 39. |
| 40. | 41. | 42. |
| 43. | 44. | 45. |
| 46. | 47. | 48. |
| 49. | 50. | 51. |
| 52. | 53. | 54. |
| 55. | 56. | 57. |
| 58. | 59. | 60. |

(see reverse for inventory documentation)

TOOLS ON THE REVERSE SIDE WERE INVENTORIED AS INDICATED BELOW:

| DATE | SIGNATURE | DATE | SIGNATURE |
|------|-----------|------|-----------|
| | | | |
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| | | | |

TOXIC STATEMENT

I have no toxic substances in my possession.

 Signature Date

I have the following toxic substances in my possession and will provide MSDS sheets.

| | | |
|-----|-----|-----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |
| 7. | 8. | 9. |
| 10. | 11. | 12. |
| 13. | 14. | 15. |

 Signature Date