

# **SCOPE OF WORK**

## **Fire Safety Repairs- Building 1, 2 and 3**

Garden State Youth Correctional Facility  
Chesterfield, Burlington County, NJ

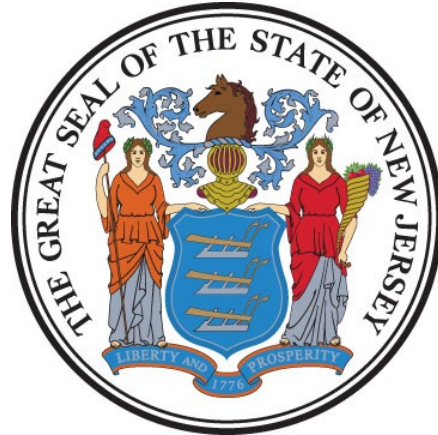
**Project No. C1084-00**

### **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**

Christopher Chianese, Director

**Date: March 27, 2024**

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**PROJECT NAME: Fire Safety Repairs- Building 1, 2 and 3**  
**PROJECT LOCATION: Garden State Youth Correctional Facility**  
**PROJECT NO: C1084-00**  
**DATE: March 27, 2024**

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## **I. OBJECTIVE**

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The objective of this project to upgrade/ repair the existing fire alarm systems in Building No.1, 2 and 3 at the Garden State Youth Correction Facility (GSYCF) in Chesterfield, NJ. See **Exhibit ‘B’** for the project site location map.

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## **II. CONSULTANT QUALIFICATIONS**

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### **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):

- **P043 Fire Detection Systems**

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

- **P025 Estimating/ Cost Analysis**

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).

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## **III. PROJECT BUDGET**

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### **A. CONSTRUCTION COST ESTIMATE (CCE)**

The initial Construction Cost Estimate (CCE) for this project is \$ 4,830,000.

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 \$ 6,693,000.

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

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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.

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**IV. PROJECT SCHEDULE**

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**A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE**

The following schedule identifies the estimated design and construction phases for this project and the estimated durations.

| <b>PROJECT PHASE</b>   | <b>ESTIMATED DURATION (Calendar Days)</b> |
|--|---|
| <b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b> | <b>14</b>                                 |
| <b>2. Design Development Phase</b>                                     | <b>42</b>                                 |
| • <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>   | <b>14</b>                                 |
| <b>3. Final Design Phase</b>   | <b>42</b>                                 |
| • <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>  | <b>14</b>                                 |
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| • <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>  | <b>14</b>                                 |
| <b>5. DCA Submission Plan Review</b>                                   | <b>30</b>                                 |
| <b>6. Permit Application Phase</b>                                     | <b>7</b>                                  |
| • <i>Issue Plan Release</i>  |   |
| <b>7. Bid Phase</b>  | <b>42</b>                                 |
| <b>8. Award Phase</b>  | <b>28</b>                                 |
| <b>9. Construction Phase</b>   | <b>240</b>                                |

**10. Project Close Out Phase**

**30**

**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, 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.

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**V. PROJECT SITE LOCATION & TEAM MEMBERS**

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**A. PROJECT SITE ADDRESS**

The location of the project site is:

Garden State Youth Correctional Facility  
Hogback Road  
Chesterfield, NJ

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: Edmund Kopczynski, Project Manager  
Address: Division of Property Management & Construction  
20 West State Street, 3<sup>rd</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 984-6222  
E-Mail No: Edmund.Kopczynski@treas.nj.gov

### 2. Department of Corrections:

Name: Drew Pangaldi, Project Manager  
Address: Department of Corrections  
Whittlesey Road, PO Box 863  
West Trenton, NJ 08625  
Phone No: (609) 292-4036 ext. 5270  
E-Mail No: drew.pangaldi@doc.nj.gov

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## VI. PROJECT DEFINITION

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### A. BACKGROUND

The Garden State Youth Correctional Facility was constructed in 1966 and is situated on approximately 113 acres of land located on Hogback Road in Chesterfield Township. It houses over 1,800 inmates and has a staff of over 460 personnel. It serves as the Central Reception and Diagnostic Unit for all adult males entering the New Jersey Department of Corrections (DOC) system, as well as a facility for holding younger, first time offenders. See **Exhibit 'B'** for the facility site map.

### B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Department of Corrections (DOC) has been cited at many of their facilities for being non-compliant with the New Jersey Fire Safety Code. The DOC has initiated studies to identify requirements and costs to bring these facilities into compliance with the code. One of these facilities is the Garden State Youth Correctional Facility (GSYCF) in Chesterfield, New Jersey.

A fire safety study of the GSYCF, dated December 2020, will be provided as existing documentation. Some repairs have been made and are awaiting re-inspection. Some citations are for maintenance violations and some are for capital intensive upgrades like the need for fire suppression. The facility is in need of additional fire exit doors.

This project will concentrate on the fire alarm system in Building No.1, 2 and 3 to abate fire safety violations in these buildings of the GSYCF to comply with the New Jersey Uniform Fire Safety Code. In addition, doors in the included buildings that have card access and electronic locks need to be addressed as part of the project. They need to fail safe (unlock) in the event of a fire alarm.

The following is a list of buildings that will be part of the fire alarm upgrade. The list is not final and may be added to or subtracted from based on facility needs, code requirements and other factors as determined in the design phase.

| <u>Bldg. ID</u> | <u>Building No.</u> | <u>Building Name</u>               |
|-----------------|---------------------|------------------------------------|
| 2266            | 3                   | Reception & Classification-R House |
| 2268            | 1                   | Central Facility                   |
| 2269            | 2                   | Administration Building            |

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## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. NEW FIRE ALARM SYSTEM**

#### **1. Survey/Needs Assessment:**

Conduct a survey of the buildings to determine the existing conditions of all areas that will be impacted by the installation of the new fire alarm system and the site specific design requirements for this project.

The survey/needs assessment shall include, but not be limited to the following:

- Identify all existing fire detection system components, both operable and inoperable, that shall be removed and replaced as part of this project.
- Identify all fire suppression system and flow control valves that require monitoring by the new fire detection system.
- Identify building systems and components that require monitoring (duct work, air handlers, etc.) and any other conditions that need to be monitored by the fire detection system.

- Consult with facility staff and identify the appropriate location for all new remote annunciator panels. Determine the design requirements for space needs, existing equipment relocation, electrical power, tie-in to the main alarm panel, and provisions for a protected environment at each panel site location where required.
- Identify the location and space requirements for the main fire alarm panel.
- Identify the design requirements and exact routing of all new electrical distribution power wiring, if necessary, to the fire detection system and related components and the upgrades required for any existing electrical system component. Reuse existing wiring and conduit if possible.
- Identify all obstructions that must be altered, relocated, or removed in order to install the new fire detection system.
- Identify the requirements for power to run the system and the availability of output devices to enable local as well as remote monitoring.
- Identify the design requirements for backup power, through batteries and/or UPS, so that a loss of power, for any reason will not limit the operation of the detection and annunciation of the system.
- Survey the existing suppression system and make design provisions to tie the suppression system into new panels as necessary.

The survey/needs assessment shall be submitted in a bound report (four copies) and shall include an estimate of the construction cost based on the findings of the survey/needs assessment.

## **2. New System Design Criteria:**

Provide the design and specifications to replace all of the existing fire alarm detectors, peripheral devices and panels at the facility with a new non-proprietary system. In addition, address the following as may be applicable.

- Protection of the fire alarm system from electrical surges, spikes, sags, over-voltages, brownouts, and electrical noise.
- Addressability of devices and notifications made to the building fire alarm control panels and the facility main fire alarm remote station panel.
- All programmable devices must be able to have their addresses set without special equipment, tools, or programs. Changing of vandalized heads or devices must be able to be completed by facility maintenance staff without the requirement of special software or tools.
- Software requirements and compatibility with new and existing devices.
- New smoke detectors shall be appropriate for the institution and approved by facility staff. Install heat detectors rather than smoke detectors in high humidity locations.
- Tamper proof security covers that meet the Department of Corrections requirements and standards shall be provided on all devices that may be accessible to the inmate population.

- As applicable, duct detectors shall be installed so they are accessible for repair or replacement. They shall be located in areas ensuring laminar flow across the detector. Do not locate them downstream of humidity injection points. Each duct detector shall have a LED that can be easily observed and located by the fire company and other interested parties. Each duct sensor shall be self-compensating for the effects of air velocity, temperature, humidity, and atmospheric pressure and not require field adjustments to compensate for the above effects.
- The building fire alarm control panels shall be wired to all peripheral alarm and initiating devices and tied into remote annunciator panels located in a convenient area near the fire department entrance to the buildings and shall be readily accessible and readily visible to fire fighters. The building fire alarm control panels and annunciator panels shall be tied into the existing or a new electrical power source at their location in the building.
- Consult with facility staff and provide additional annunciator panels in locations as needed.
- Provide a riser diagram drawing for the building fire alarm control panels that identifies their connections to the various circuits and peripheral initiating devices.
- Any new low voltage wiring, if necessary, from the fire alarm panels to the peripheral devices shall be concealed and run in wire mold or conduit, whichever is more appropriate for the building conditions, security requirements, efficiency, and cost effectiveness. Any exposed wiring installed above the ceiling shall be plenum fire rated cable in accordance with NEC Article 760 or must be protected in conduit. Protect exposed fire alarm wiring from potential rodent damage.
- The fire detection systems shall have emergency battery backup that is sized in accordance with all applicable codes. The battery supply shall be calculated to operate loads in a supervisory mode for twenty-four (24) hours for central station systems and remote supervisory systems. Batteries shall be sized at 125% of the calculated size to compensate for deterioration and aging during the battery life cycle. Battery calculations shall be submitted to the DPMC Code & Design Review Unit for record.
- Provide a battery charging circuit for each standby battery bank in the system. The charger shall be automatic in design, adjusting the charge rate to the condition of the batteries. All system battery charge rates and terminal voltages shall be read using the fire alarm control panel LCD display in the service mode indicating directly in volts and amps.
- Address redundancy within the system such that a failure of the alarm system within one building does not impact other buildings.
- Provide design and specifications for a self-monitoring fire alarm system. Provide upgrades as necessary to the central control station to meet the requirements of Chapter 8 of NFPA 72 (Supervising Station).
- The building fire alarm panel, annunciators, and each power supply, addressable circuit, audible circuit, visual circuit, amplifier, etc. shall be designed to have 25% spare capacity. System operating hardware shall be functionally expandable by installing additional solid state plug-in modules. Note that the installation of additional plug-in

modules shall not require the replacement of existing equipment, components, or accessories.

- The central fire alarm annunciator panel shall be located in the prison's central control room located in the building #1 Central Facility and shall be networked to all the remote building new fire alarm control panels and have the ability to monitor and communicate with all of the buildings' addressable initiating devices. The Consultant shall ensure the prison's central control room in building #1 meets all requirements described in the current NFPA 72 Section 8.4 entitled "Proprietary Supervising Station Systems" and provide a design for any required upgrades to the area to meet the criteria described. The center shall have two separate communications links with local fire authorities.
- The doors in the included buildings that have card access and electronic locks need to be addressed as part of the project to ensure that they fail safe (unlock) in the event of a fire alarm activation.

### **3. System Tests:**

A written "Acceptance Test Procedure" (ATP) for testing the new fire detection system and components, as applicable, shall be prepared by the Consultant in accordance with all applicable codes and standards and included in the specification.

Upon completion of the system installation, the system manufacturer shall be responsible for the performance of the ATP, demonstrating the function of the system and verifying the correct operation of all system components, circuits and programming.

The system test shall be witnessed and approved by the Department of Community Affairs (DCA). The Consultant shall provide ample notification time when arranging the demonstration with DCA, DPMC Project Team members, Client Agency, Contractor, and the equipment manufacturer.

Upon final acceptance of the system, the Contractor shall provide a complete as-built color-coded wiring diagram. The diagram shall include a written statement signed by the Contractor and manufacturer's representative that the diagram has been corrected to include field changes and does represent the system installed.

The fire detection manufacturer shall provide system training to the facility personnel as described in Section VIII, paragraph N of this document.

### **4. Spare Parts:**

A spare parts list shall be prepared and items purchased as part of this project for all critical items necessary for the successful operation of the fire detection system such as detectors, fire alarm fuses, switches, relays, LED lights, etc. Instructions shall be included for the operation

and care of the system. Written instructions shall also be included with the final equipment and maintenance brochure.

## **B. CONTRACTOR USE OF THE PREMISES**

Refer to **Exhibit ‘D’** to find “General Security Information” for Garden State Youth Correctional Facility and work with the Project Team to add any additional special security and policy requirements that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

Develop procedures for personnel to access the project site and construction areas, and provide the names and phone numbers of approved escorts when needed.

## **C. 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:

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

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



## **D. 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.

- C1008-00: GSYCF Fire Safety Study, Dated December 11, 2020, TOKARSKI MILLEMANN ARCHITECTS

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.

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## **VIII. PERMITS & APPROVALS**

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### **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:

<http://www.state.nj.us/dca/divisions/codes/codreg/>

#### **1. NJ Uniform Construction Code (NJUCC) Plan Review**

Consultant shall estimate the cost of the NJUCC Plan Review by DCA and include that amount in their fee proposal line item entitled **“Plan Review and Permit Fee Allowance”**, refer to paragraph X.A.

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

As of July 25, 2022, the Department of Community Affairs (DCA) is only accepting digital signatures and seals issued from a third party certificate authority. The DCA ePlans site can be found at:

<https://www.nj.gov/dca/divisions/codes/offices/ePlans.html>

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

[https://www.state.nj.us/dca/divisions/codes/forms/pdf\\_bcpr/pr\\_app\\_guide.pdf](https://www.state.nj.us/dca/divisions/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”:

Joyce Spitale, DPMC  
PO Box 235  
Trenton, NJ 08625-0235  
[Joyce.Spitale@treas.nj.gov](mailto:Joyce.Spitale@treas.nj.gov) 609-943-5193

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:

[http://www.state.nj.us/dca/divisions/codes/forms/pdf\\_bcpr/pr\\_fees.pdf](http://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_fees.pdf)

## **2. NJ Uniform Construction Code 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 approved, signed and sealed construction documents** shall be forwarded to the DPMC Project Manager.

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

<http://www.state.nj.us/dca/divisions/codes/forms/>

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. 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 New Jersey Uniform Construction Code 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:

[http://www.state.nj.us/dca/divisions/codes/publications/pdf\\_bulletins/b\\_03\\_5.pdf](http://www.state.nj.us/dca/divisions/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 New Jersey Uniform Construction Code.

##### **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, **“Permit Fee Allowance.”**

The Consultant may refer to the Division of Property Management and Construction “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.

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## **IX. ENERGY REBATE AND INCENTIVE PROGRAMS**

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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.

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## **X. ALLOWANCES**

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### **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.

#### **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 NJ Uniform Construction Code permit) 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 NJ Uniform Construction Code permit is excluded since it 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 under the “Permit Phase” column.

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

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PROJECT NAME: Fire Safety Repairs- Building 1, 2 and 3  
PROJECT LOCATION: Garden State Youth Correctional Facility  
PROJECT NO: C1084-00  
DATE: March 27, 2024

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## XI. SOW SIGNATURE APPROVAL SHEET

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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: Lucy Ibrahim 03/27/2024  
LUCY IBRAHIM, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 3/27/2024  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Drew Pangaldi 4/4/24  
DREW PANGALDI, PROJECT MANAGER DATE  
DEPARTMENT OF CORRECTIONS

SOW APPROVED BY: Edmund Kopczynski 4/4/24  
EDMUND KOPCZYNSKI, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Christopher Geary 4/17/24  
CHRISTOPHER GEARY, ASST. DEPUTY DIRECTOR DATE  
CONTRACTS & PROCURMENT

## **XII. CONTRACT DELIVERABLES**

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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:

- **DESIGN DEVELOPMENT PHASE**
- **FINAL DESIGN PHASE**
- **PERMIT APPLICATION PHASE**
- **BIDDING AND CONTRACT AWARD**
- **CONSTRUCTION PHASE**
- **PROJECT CLOSE-OUT PHASE**

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## **XIII. EXHIBITS**

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- A. **SAMPLE PROJECT SCHEDULE FORMAT**
- B. **PROJECT SITE LOCATION MAP**
- C. **NOTICE OF VIOLATION AND ORDERS OF THE COMMISSIONER**
- D. **RULES AND REGULATIONS REGARDING OUTSIDE CONTRACTORS**

**END OF SCOPE OF WORK**















February 7, 1997  
Rev.: January 29, 2002

### Responsible Group Code Table

The codes below are used in the schedule field "GRP" that identifies the group responsible for the activity. The table consists of groups in the Division of Property Management & Construction (DPMC), as well as groups outside of the DPMC that have responsibility for specific activities on a project that could delay the project if not completed in the time specified. For reporting purposes, the groups within the DPMC have been defined to the supervisory level of management (i.e., third level of management, the level below the Associate Director) to identify the "functional group" responsible for the activity.

| <u>CODE</u> | <u>DESCRIPTION</u>                              | <u>REPORTS TO ASSOCIATE DIRECTOR OF:</u> |
|-------------|---|--|
| CM          | Contract Management Group                       | Contract Management                      |
| CA          | Client Agency                                   | N/A                                      |
| CSP         | Consultant Selection and Prequalification Group | Technical Services                       |
| A/E         | Architect/Engineer                              | N/A                                      |
| PR          | Plan Review Group                               | Technical Services                       |
| CP          | Construction Procurement                        | Planning & Administration                |
| CON         | Construction Contractor                         | N/A                                      |
| FM          | Financial Management Group                      | Planning & Administration                |
| OEU         | Office of Energy and Utility Management         | N/A                                      |
| PD          | Project Development Group                       | Planning & Administration                |

## EXHIBIT 'A'

| Activity ID         | Description  | Respon | Weeks |
|---------------------|--|--------|-------|
| <b>&lt;PROJ&gt;</b> |  |        |       |
| <b>Design</b>       |  |        |       |
| CV3001              | Schedule/Conduct Pre-design/Project Kick-Off Mtg.  | CM     |       |
| CV3020              | Prepare Program Phase Submittal                    | AE     |       |
| CV3021              | Distribute Program Submittal for Review            | CM     |       |
| CV3027              | Prepare & Submit Project Cost Analysis (DPMC-38)   | CM     |       |
| CV3022              | Review & Approve Program Submittal                 | CA     |       |
| CV3023              | Review & Approve Program Submittal                 | PR     |       |
| CV3024              | Review & Approve Program Submittal                 | CM     |       |
| CV3025              | Consolidate & Return Program Submittal Comments    | CM     |       |
| CV3030              | Prepare Schematic Phase Submittal                  | AE     |       |
| CV3031              | Distribute Schematic Submittal for Review          | CM     |       |
| CV3037              | Prepare & Submit Project Cost Analysis (DPMC-38)   | CM     |       |
| CV3032              | Review & Approve Schematic Submittal               | CA     |       |
| CV3033              | Review & Approve Schematic Submittal               | PR     |       |
| CV3034              | Review & Approve Schematic Submittal               | CM     |       |
| CV3035              | Consolidate & Return Schematic Submittal Comment   | CM     |       |
| CV3040              | Prepare Design Development Phase Submittal         | AE     |       |
| CV3041              | Distribute D. D. Submittal for Review              | CM     |       |
| CV3047              | Prepare & Submit Project Cost Analysis (DPMC-38)   | CM     |       |
| CV3042              | Review & Approve Design Development Submittal      | CA     |       |
| CV3043              | Review & Approve Design Development Submittal      | PR     |       |
| CV3044              | Review & Approve Design Development Submittal      | CM     |       |
| CV3045              | Consolidate & Return D.D. Submittal Comments       | CM     |       |
| CV3050              | Prepare Final Design Phase Submittal               | AE     |       |
| CV2001              | Distribute Final Design Submittal for Review       | CM     |       |
| CV3052              | Review & Approve Final Design Submittal            | CA     |       |
| CV3053              | Review & Approve Final Design Submittal            | PR     |       |
| CV3054              | Review Final Design Submittal for Constructability | OCS    |       |

**NOTE:**  
Refer to section "IV Project Schedule" of the  
Scope of Work for contract phase durations.

DBCA - TEST

Bureau of Design & Construction Services

Sheet 1 of 3

**EXHIBIT 'A'**

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| Activity ID | Description                                      | Respn | Weeks |
|-------------|--|-------|-------|
| CV6014      | Roughing Work Complete                           | CON   |       |
| CV6021      | Interior Finishes Start                          | CON   |       |
| CV6022      | Install Interior Finishes                        | CON   |       |
| CV6030      | Contract Work to Substantial Completion          | CON   |       |
| CV6031      | Substantial Completion Declared                  | CM    |       |
| CV6075      | Complete Deferred Punch List/Seasonal Activities | CON   |       |
| CV6079      | Project Construction Complete                    | CM    |       |
| CV6080      | Close Out Construction Contracts                 | CM    |       |
| CV6089      | Construction Contracts Complete                  | CM    |       |
| CV6090      | Close Out A/E Contract                           | CM    |       |
| CV6092      | Project Completion Declared                      | CM    |       |

DBCA - TEST

Sheet 3 of 3

Bureau of Design & Construction Services

**EXHIBIT 'A'**

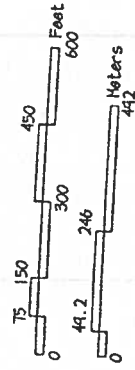
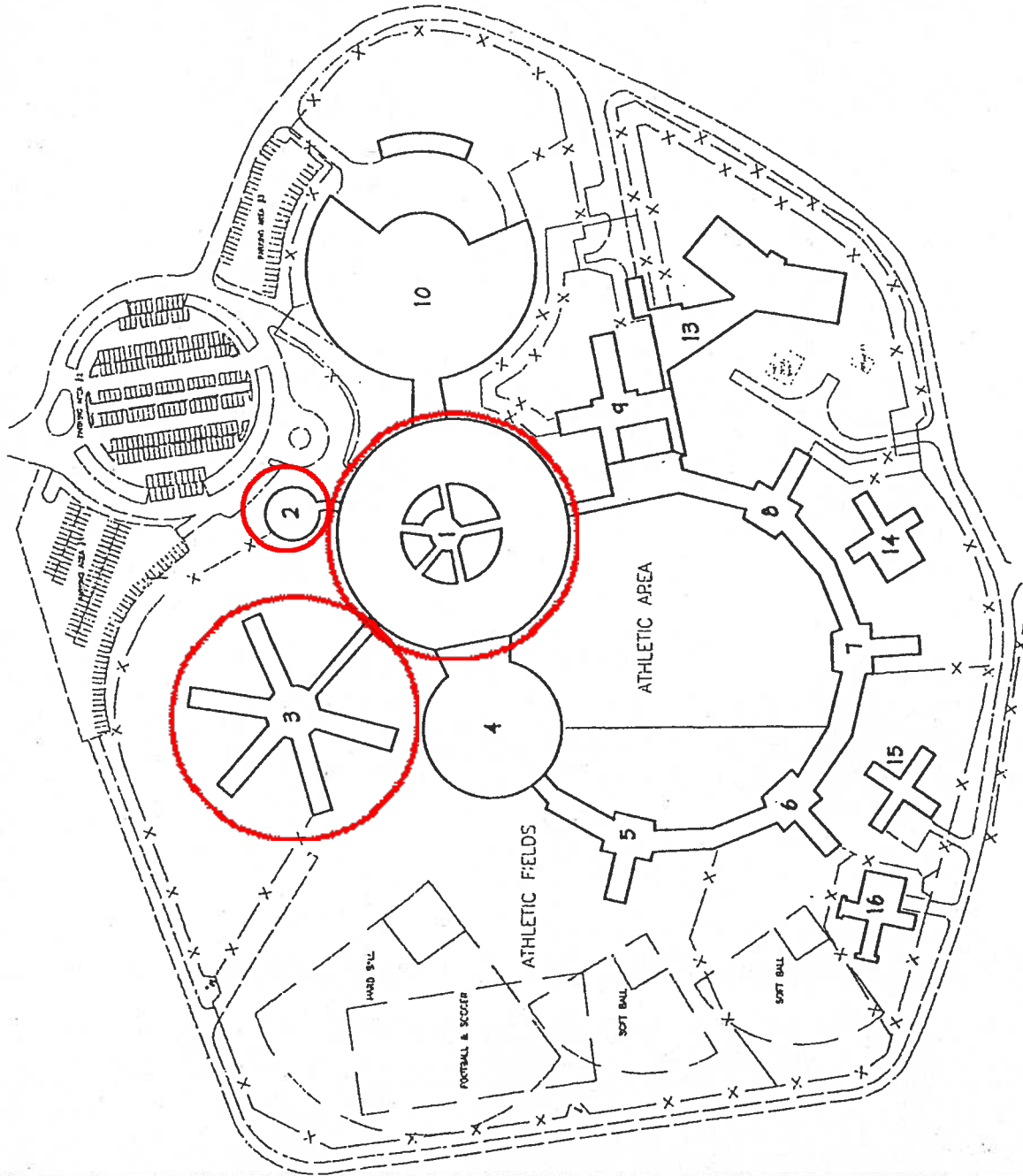
**NOTE:**  
Refer to section "IV Project Schedule" of the  
Scope of Work for contract phase durations.

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**GARDEN STATE CORRECTIONAL FACILITY, BURLINGTON COUNTY, NEW JERSEY**

**BLDG. NO.    BLDG. NAME**

- 01 Central Facilities Bldg.
- 02 Administration Bldg.
- 03 Reception
- 04 Gymnasium/Auditorium
- 05 West House
- 06 South House
- 07 East House
- 08 North House
- 09 Prison Reception
- 10 Vocational/Industrial
- 13 Prison Reception
- 14 Min. Sec. Unit 1
- 15 Min. Sec. Unit 2
- 16 Min. Sec. Unit 3



**DIRECTIONS:** Take Route 130 North to Bordentown until you reach the Town and Country Diner and Ground Round intersection, (Ward Avenue). Turn right onto Ward Avenue, proceed down Ward Avenue take the first left after Hogback Road. Garden State Correctional Facility is on the right.

**EXHIBIT 'B'**



# Garden State Youth Correctional Facility.



**EXHIBIT 'B'**

| <b>Bldg Id</b> | <b>Bldg Name</b>                   | <b>Location</b> | <b>Land Id</b> | <b>Block</b> | <b>Lot</b> |
|----------------|------------------------------------|-----------------|----------------|--------------|------------|
| 2265           | READJUSTMENT BUILDING - NORTH 3    | WARD AVE        | 4134           | 00105        | 00002      |
| 2266           | RECEPTION & CLASSIFICATION-R HOUSE | WARD AVE        | 4134           | 00105        | 00002      |
| 2267           | GYMNASIUM & AUDITORIUM             | WARD AVE        | 4134           | 00105        | 00002      |
| 2268           | CENTRAL FACILITY                   | WARD AVE        | 4134           | 00105        | 00002      |
| 2269           | ADMINISTRATION BUILDING            | WARD AVE        | 4134           | 00105        | 00002      |
| 2270           | VOCATIONAL / INDUSTRIAL BUILDING   | WARD AVE        | 4134           | 00105        | 00002      |
| 2271           | HOUSING WEST                       | WARD AVE        | 4134           | 00105        | 00002      |
| 2272           | HOUSING SOUTH                      | WARD AVE        | 4134           | 00105        | 00002      |
| 2273           | HOUSING EAST                       | WARD AVE        | 4134           | 00105        | 00002      |
| 2274           | HOUSING NORTH                      | WARD AVE        | 4134           | 00105        | 00002      |
| 2275           | LANDSCAPE BUILDING                 | WARD AVE        | 4134           | 00105        | 00002      |
| 2276           | GUARD TOWER # 1                    | WARD AVE        | 4134           | 00105        | 00002      |
| 2277           | GUARD TOWER # 2                    | WARD AVE        | 4134           | 00105        | 00002      |
| 2278           | GUARD TOWER # 3                    | WARD AVE        | 4134           | 00105        | 00002      |
| 2279           | GUARD TOWER # 4                    | WARD AVE        | 4134           | 00105        | 00002      |
| 2280           | GUARD TOWER # 5                    | WARD AVE        | 4134           | 00105        | 00002      |
| 2281           | MINIMUM SECURITY UNIT # 1          | WARD AVE        | 4134           | 00105        | 00002      |
| 2282           | MSU SUPPORT BUILDING               | WARD AVE        | 4134           | 00105        | 00002      |
| 2283           | MINIMUM SECURITY UNIT # 3          | WARD AVE        | 4134           | 00105        | 00002      |
| 2285           | EMERGENCY GENERATOR ROOM # 1       | WARD AVE        | 4134           | 00105        | 00002      |
| 2286           | EMERGENCY GENERATOR ROOM # 2       | WARD AVE        | 4134           | 00105        | 00002      |
| 4165           | PRU BUILDING                       | WARD AVE        | 4134           | 00105        | 00002      |
| 4166           | EMERGENCY GENERATOR ROOM # 3       | WARD AVE        | 4134           | 00105        | 00002      |
| 5143           | SID TRAILER                        | WARD AVE        | 4134           | 00105        | 00002      |
| 7101           | STORAGE SHED                       | WARD AVE        | 4134           | 00105        | 00002      |

## **EXHIBIT 'B'**



State of New Jersey  
 Department of Community Affairs  
 P. O. Box 809  
 Trenton, NJ 08625-0809  
 609-633-6132

**NOTICE OF VIOLATION AND ORDERS OF THE COMMISSIONER**

|                         |                                       |                         |             |                   |                  |
|-------------------------|---------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE<br>CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                             | <b>Inspection Type:</b> | Annual      |                   |                  |
| <b>Notice #:</b>        | 40242397                              | <b>Issuance Date:</b>   | 7/3/2023    |                   |                  |

YOU ARE HEREBY NOTIFIED THAT an inspection at the above referenced property by the New Jersey Division of Fire Safety disclosed violations of the Uniform Fire Code (N.J.A.C. 5:70-1 et seq.), promulgated pursuant to the New Jersey Uniform Fire Safety Act (N.J.S.A. 52:27D-192 et seq.). The violations are specified on the accompanying "fire code violations" page(s).

YOU ARE HEREBY ORDERED by the COMMISSIONER to correct the violations listed on the accompanying "violations" page(s) within the timeframe, or by the date specified. If a reinspection discloses that violations have not been corrected, you will be subject to penalties of up to \$5,000.00 per violation per day or as otherwise authorized by the Act and Department Regulations. IN ADDITION, the ACT imposes liability on the owner for the actual costs of fire suppression where a violation directly or indirectly results in a fire.

Lt. Governor Sheila Y. Oliver  
 Commissioner, Department of Community Affairs

By: , , Bureau of Fire Code Enforcement  
 Division of Fire Safety

I hereby acknowledge receipt of a copy of this NOTICE OF VIOLATION and ORDER TO CORRECT.

|           |              |       |      |
|-----------|--------------|-------|------|
|           | Jeff Rock    | FM    |      |
| Signature | Printed Name | Title | Date |



State of New Jersey  
Department of Community Affairs  
P. O. Box 809  
Trenton, NJ 08625-0809  
609-633-6132

Page 1 of 15

**NOTICE OF VIOLATION AND ORDERS OF THE COMMISSIONER**

|                         |                                       |                         |             |                   |                  |
|-------------------------|---------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE<br>CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                             | <b>Inspection Type:</b> | Annual      |                   |                  |
| <b>Notice #:</b>        | 40242397                              | <b>Issuance Date:</b>   | 7/3/2023    |                   |                  |

| <b>Business</b>  | <b>Business Owner</b>   | <b>Property Owner</b> | <b>On Site Contact</b>       |
|--|---|-----------------------|------------------------------|
| GARDEN STATE CORRECTIONAL<br>FACILITY<br>55 HIGHBRIDGE RD<br>CHESTERFIELD TWP, BURLINGTON<br>COUNTY 08620<br><br>Registration #: 0304-064281 | Financial Management<br>FINANCIAL MANAGEMENT<br>PO BOX 863<br>Trenton, NJ 086250863<br>6098265664 |                       | Earl Grell<br><br>6094817172 |

**EXHIBIT 'C'**



State of New Jersey  
 Department of Community Affairs.  
 P. O. Box 809  
 Trenton, NJ 08625-0809  
 609-633-6132

**NOTICE OF VIOLATION AND ORDERS OF THE COMMISSIONER**

|                         |                                       |                         |             |                   |                  |
|-------------------------|---------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE<br>CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                             | <b>Inspection Type:</b> | Annual      |                   |                  |
| <b>Notice #:</b>        | 40242397                              | <b>Issuance Date:</b>   | 7/3/2023    |                   |                  |

| USE GROUP     | USE CODE                  | USE CODE DESCRIPTION   |
|---------------|---------------------------|--|
| Spraying      | LHU Code: BG10 -:<br>BG10 | Spraying or dip operations, as regulated by N.J.A.C. 5:70-3, the State Fire Prevention Code, Chapter 24, in all approved areas of 250 or more but less than 500 square feet, as defined in N.J.A.C. 5:70-3, the State Fire Prevention Code, Section 2402.1                 |
| Institutional | LHU Code: BG02 -:<br>BG02 | Prisons and other facilities 50-100 beds.  |
| Institutional | LHU Code: BI01 -:<br>BI01 | Prisons and other facilities 200-300 beds.   |
| Assembly      | LHU Code: BC01 -:<br>BC01 | Multipurpose room, etc.200-499 people.   |
| Institutional | LHU Code: BH01 -:<br>BH01 | Prisons and other facilities 100-200 beds.   |
| Institutional | LHU Code: BL06 -:<br>BL06 | Prisons and other facilities 300-1000 beds.  |
| Institutional | LHU Code: BF01 -:<br>BF01 | Prisons and other facilities 6-50 beds.  |
| Institutional | LHU Code: BI01 -:<br>BI01 | Prisons and other facilities 200-300 beds.   |
| Institutional | LHU Code: BI01 -:<br>BI01 | Prisons and other facilities 200-300 beds.   |
| Spraying      | LHU Code: BP01 -:<br>BP01 | Spraying or dip operations, as regulated by N.J.A.C. 5:70-3, the State Fire Prevention Code, Chapter 24, in all approved areas of 500 square feet or more, but less than 1,000 square feet, as defined in N.J.A.C. 5:70-3, the State Fire Prevention Code, Section 2402.1. |
| Institutional | LHU Code: BM06 -:<br>BM06 | Prisons and other facilities 1000-2000 beds.   |
| Assembly      | LHU Code: BB02 -:<br>BB02 | Multipurpose room, etc. 100-199 people.  |



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**NOTICE OF VIOLATION AND ORDERS OF THE COMMISSIONER**

|                         |                                    |                         |             |                   |                  |
|-------------------------|------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                          | <b>Inspection Type:</b> | Annual      |                   |                  |
| <b>Notice #:</b>        | 40242397                           | <b>Issuance Date:</b>   | 7/3/2023    |                   |                  |

**VIOLATIONS**

| ID   | Bldg #   | Item Description | Violation Location        | Code Requirement  | Corrective Action  | Abate By | Status |
|------|--|------------------|---------------------------|---|--|----------|--------|
| 6200 | Garden St Correc Central Facility <MAIN BLDG>MAIN BLDG | Other            | R1 R2 Emergency light (2) | N.J.A.C. 5:70-3, 604.1: General. Emergency power systems and standby power systems required by this code or the building subcode of the Uniform Construction Code shall comply with Sections 604.1.1 through 604.1.8.   | Responsible party must comply with the violated provision(s) of the Code. [N.J.A.C. 5:70-3, 604.1] | 8/2/2023 | Cited  |
| 6201 | Garden St Correc Central Facility <MAIN BLDG>MAIN BLDG | Other            | R 2 L Emergency light     | N.J.A.C. 5:70-3, 604.1: General. Emergency power systems and standby power systems required by this code or the building subcode of the Uniform Construction Code shall comply with Sections 604.1.1 through 604.1.8.   | Responsible party must comply with the violated provision(s) of the Code. [N.J.A.C. 5:70-3, 604.1] | 8/2/2023 | Cited  |
| 6202 | Garden St Correc Central Facility <MAIN BLDG>MAIN BLDG | Other            | Operations AC unit        | N.J.A.C. 5:70-3, 605.1: Abatement of electrical hazards. Identified electrical hazards shall be abated. Identified hazardous electrical conditions in permanent wiring shall be brought to the attention of the electrical subcode of the Uniform Construction Code Electrical wiring, devices, appliances and other equipment that is modified or damaged and constitutes an electrical shock or fire hazard shall not be used. All electrical wiring, devices, appliances and other equipment shall be maintained in accordance with the provisions of the electrical subcode of the New Jersey Uniform | Responsible party must comply with the violated provision(s) of the Code. [N.J.A.C. 5:70-3, 605.1] | 8/2/2023 | Cited  |





STATE OF NEW JERSEY  
 Department of Community Affairs  
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 609-633-6132

**NOTICE OF VIOLATION AND ORDERS OF THE COMMISSIONER**

|                         |                                       |                         |             |                   |                  |
|-------------------------|---------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE<br>CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                             | <b>Inspection Type:</b> | Annual      |                   |                  |
| <b>Notice #:</b>        | 40242397                              | <b>Issuance Date:</b>   | 7/3/2023    |                   |                  |

| ID   | Bldg #  | Item Description | Violation Location              | Code Requirement   | Corrective Action   | Abate By | Status |
|------|---|------------------|---------------------------------|--|---|----------|--------|
|      |   |                  |                                 | Construction Code and this subchapter.   |   |          |        |
| 6203 | Garden St Correc<br>Central Facility<br><MAIN<br>BLDG>MAIN BLDG | Other            | Operations<br>extension cords   | N.J.A.C. 5:70-3, 605.5: Extension cords. Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.   | Responsible party must comply with the violated provision(s) of the Code.<br>[N.J.A.C. 5:70-3, 605.5] | 8/2/2023 | Cited  |
| 6169 | Garden St Correc<br>Central Facility<br><MAIN<br>BLDG>MAIN BLDG | Entire Building  | MSU 2 Fire<br>extinguishers due | N.J.A.C. 5:70-3, 906.2: General requirements. Portable fire extinguishers shall be selected, installed and maintained in accordance with this section and NFPA 10.<br>Exceptions:<br>1. The distance of travel to reach an extinguisher shall not apply to the spectator seating portions of Group A-5 occupancies.<br>2. Thirty-day inspections shall not be required and maintenance shall be allowed to be once every 3 years for dry-chemical or halogenated agent portable fire extinguishers that are supervised by a listed and approved electronic monitoring device, provided that all of the | Responsible party must comply with the violated provision(s) of the Code.<br>[N.J.A.C. 5:70-3, 906.2] | 8/2/2023 | Cited  |



State of New Jersey  
 Department of Community Affairs  
 P. O. Box 809  
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**NOTICE OF VIOLATION AND ORDERS OF THE COMMISSIONER**

|                         |                                       |                         |             |                   |                  |
|-------------------------|---------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE<br>CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                             | <b>Inspection Type:</b> | Annual      |                   |                  |
| <b>Notice #:</b>        | 40242397                              | <b>Issuance Date:</b>   | 7/3/2023    |                   |                  |

| ID   | Bldg #  | Item Description  | Violation Location | Code Requirement  | Corrective Action   | Abate By | Status |
|------|---|---|--------------------|---|---|----------|--------|
|      |   |   |                    | <p>following conditions are met:</p> <p>2.1. Electronic monitoring shall confirm that extinguishers are properly positioned, properly charged and unobstructed.</p> <p>2.2. Loss of power or circuit continuity to the electronic monitoring device shall initiate a trouble signal.</p> <p>2.3. The extinguishers shall be installed inside of a building or cabinet in a noncorrosive environment.</p> <p>2.4. Electronic monitoring devices and supervisory circuits shall be tested every 3 years when extinguisher maintenance is performed.</p> <p>2.5. A written log of required hydrostatic test dates for extinguishers shall be maintained by the owner to verify that hydrostatic tests are conducted at the frequency required by NFPA 10.</p> <p>3. In Group I-3, portable fire extinguishers shall be permitted to be located at staff locations.</p> |   |          |        |
| 6172 | Garden St Correc<br>Central Facility<br><MAIN<br>BLDG>MAIN BLDG | Building/Premise Alarm-<br>Alarm - Smoke Detector<br>- Hard Wired | MSU 1 & 2          | N.J.A.C. 5:70-3, 907.1: General.<br>This section covers the performance and maintenance of fire alarm systems and their components in   | Responsible party must comply with the violated provision(s) of the Code. | 8/2/2023 | Cited  |

**EXHIBIT 'C'**



State of New Jersey  
 Department of Community Affairs  
 P. O. Box 809  
 Trenton, NJ 08625-0809  
 609-633-6132

**NOTICE OF VIOLATION AND ORDERS OF THE COMMISSIONER**

|                         |                                       |                         |             |                   |                  |
|-------------------------|---------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE<br>CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                             | <b>Inspection Type:</b> | Annual      |                   |                  |
| <b>Notice #:</b>        | 40242397                              | <b>Issuance Date:</b>   | 7/3/2023    |                   |                  |

| ID   | Bldg #  | Item Description | Violation Location                              | Code Requirement   | Corrective Action  | Abate By | Status |
|------|---|------------------|---|--|--|----------|--------|
|      |   |                  |   | new and existing buildings and structures.   | [N.J.A.C. 5:70-3, 907.1]   |          |        |
| 6174 | Garden St Correc<br>Central Facility<br><MAIN<br>BLDG>MAIN BLDG | Other            | Front exit light                                | N.J.A.C. 5:70-3, 604.1: General. Emergency power systems and standby power systems required by this code or the building subcode of the Uniform Construction Code shall comply with Sections 604.1.1 through 604.1.8.  | Responsible party must comply with the violated provision(s) of the Code.<br>[N.J.A.C. 5:70-3, 604.1]    | 8/2/2023 | Cited  |
| 6179 | Garden St Correc<br>Central Facility<br><MAIN<br>BLDG>MAIN BLDG | Other            | Permit due for 15K generator tank 4C03 \$427.00 | N.J.A.C. 5:70-2.7(a)6iii: iii. (a) Permits shall be required and obtained from the local enforcement agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which the use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official. The storage, handling, and processing of flammable, combustible, and unstable liquids in closed containers and portable tanks in aggregate amounts of more than 660 gallons; | Responsible party must comply with the violated provision(s) of the Code.<br>[N.J.A.C. 5:70-2.7(a)6iii]  | 8/2/2023 | Cited  |
| 6181 | Garden St Correc<br>Central Facility<br><MAIN<br>BLDG>MAIN BLDG | Other            | Remove portable propane tanes to outside        | N.J.A.C. 5:70-3, 6103.2.1: Portable containers. Portable LP-gas containers, as defined in NFPA 58, shall not be used in buildings except as specified in NFPA 58 and Sections 6103.2.1.1 through 6103.2.1.7.   | Responsible party must comply with the violated provision(s) of the Code.<br>[N.J.A.C. 5:70-3, 6103.2.1] | 8/2/2023 | Cited  |



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**NOTICE OF VIOLATION AND ORDERS OF THE COMMISSIONER**

|                         |                                    |                         |             |                   |                  |
|-------------------------|------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                          | <b>Inspection Type:</b> | Annual      |                   |                  |
| <b>Notice #:</b>        | 40242397                           | <b>Issuance Date:</b>   | 7/3/2023    |                   |                  |

| ID   | Bldg #  | Item Description | Violation Location                   | Code Requirement  | Corrective Action   | Abate By | Status |
|------|---|------------------|--------------------------------------|---|---|----------|--------|
| 6182 | Garden St Correc Central Facility<br><MAIN BLDG>MAIN BLDG | Other            | Outside boiler unit secure cylinders | N.J.A.C. 5:70-3, 5303.5: Security. Compressed gas containers, cylinders, tanks and systems shall be secured against accidental dislodgement and against access by unauthorized personnel in accordance with Sections 5303.5.1 through 5303.5.3. | Responsible party must comply with the violated provision(s) of the Code. [N.J.A.C. 5:70-3, 5303.5] | 8/2/2023 | Cited  |
| 6183 | Garden St Correc Central Facility<br><MAIN BLDG>MAIN BLDG | Other            | PRU emergency light SPK rm           | N.J.A.C. 5:70-3, 604.1: General. Emergency power systems and standby power systems required by this code or the building subcode of the Uniform Construction Code shall comply with Sections 604.1.1 through 604.1.8.                           | Responsible party must comply with the violated provision(s) of the Code. [N.J.A.C. 5:70-3, 604.1]  | 8/2/2023 | Cited  |
| 6184 | Garden St Correc Central Facility<br><MAIN BLDG>MAIN BLDG | Other            | Cover on electrical socket           | N.J.A.C. 5:70-3, 605.6: Unapproved conditions. Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.   | Responsible party must comply with the violated provision(s) of the Code. [N.J.A.C. 5:70-3, 605.6]  | 8/2/2023 | Cited  |
| 6185 | Garden St Correc Central Facility<br><MAIN BLDG>MAIN BLDG | Other            | Clean out fire pump room             | N.J.A.C. 5:70-3, 304.1: Waste accumulation prohibited. Combustible waste material creating a fire hazard shall not be allowed to accumulate in buildings or structures or upon premises.  | Responsible party must comply with the violated provision(s) of the Code. [N.J.A.C. 5:70-3, 304.1]  | 8/2/2023 | Cited  |
| 6186 | Garden St Correc Central Facility<br><MAIN BLDG>MAIN BLDG | Other            | Kitchen electrical panel             | N.J.A.C. 5:70-3, 605.1: Abatement of electrical hazards. Identified electrical hazards shall be abated. Identified hazardous electrical conditions  | Responsible party must comply with the violated provision(s) of                                     | 8/2/2023 | Cited  |



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|                         |                                       |                         |             |                   |                  |
|-------------------------|---------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE<br>CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                             | <b>Inspection Type:</b> | Annual      |                   |                  |
| <b>Notice #:</b>        | 40242397                              | <b>Issuance Date:</b>   | 7/3/2023    |                   |                  |

| ID   | Bldg #   | Item Description | Violation Location                    | Code Requirement   | Corrective Action   | Abate By | Status |
|------|--|------------------|---------------------------------------|--|---|----------|--------|
|      |  |                  |                                       | in permanent wiring shall be brought to the attention of the electrical subcode of the Uniform Construction Code Electrical wiring, devices, appliances and other equipment that is modified or damaged and constitutes an electrical shock or fire hazard shall not be used. All electrical wiring, devices, appliances and other equipment shall be maintained in accordance with the provisions of the electrical subcode of the New Jersey Uniform Construction Code and this subchapter.  | the Code. [N.J.A.C. 5:70-3, 605.1]  |          |        |
| 6187 | Garden St Correc Central Facility <MAIN BLDG>MAIN BLDG | Other            | Kitchen system inspected 2 x per year | N.J.A.C. 5:70-3, 904.5.1: System test. Systems shall be inspected and tested for proper operation at six-month intervals. Tests shall include a check of the detection system, alarms and releasing devices, including manual stations and other associated equipment. Extinguishing system units shall be weighed and the required amount of agent verified. Stored pressure-type units shall be checked for the required pressure. The cartridge of cartridge-operated units shall be weighed and replaced at intervals indicated by the manufacturer. | Provide required report(s) with proof of corrective actions for deficiencies per applicable NFPA standards. | 8/2/2023 | Cited  |
| 6188 | Garden St Correc Central Facility                      | Other            | Kitchen filters                       | N.J.A.C. 5:70-3, 609.1: General. Commercial kitchen exhaust hoods  | Kitchen Exhaust Hoods   | 8/2/2023 | Cited  |



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|                         |                                       |                         |             |                   |                  |
|-------------------------|---------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE<br>CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                             | <b>Inspection Type:</b> | Annual      |                   |                  |
| <b>Notice #:</b>        | 40242397                              | <b>Issuance Date:</b>   | 7/3/2023    |                   |                  |

| ID   | Bldg #  | Item Description | Violation Location                                       | Code Requirement  | Corrective Action  | Abate By | Status |
|------|---|------------------|--|---|--|----------|--------|
|      | <MAIN<br>BLDG>MAIN BLDG   |                  |  | including those in mobile enclosed units shall be maintained in accordance with the requirements of the mechanical subcode of the Uniform Construction Code and NFPA 96.  | shall be inspected, cleaned, and maintained per NFPA 96  |          |        |
| 6189 | Garden St Correc<br>Central Facility<br><MAIN<br>BLDG>MAIN BLDG | Other            | Spray booth<br>ventilation<br>operation repair<br>report | N.J.A.C. 5:70-3, 2401.1: Scope. This chapter shall apply to locations or areas where any of the following activities are conducted:<br>1. The application of flammable finishes to articles or materials by means of spray apparatus.<br>2. The application of flammable finishes by dipping or immersing articles or materials into the contents of tanks, vats or containers of flammable or combustible liquids for coating, finishing, treatment or similar processes.<br>3. The application of flammable finishes by applying combustible powders to articles or materials utilizing powder spray guns, electrostatic powder spray guns, fluidized beds or electrostatic fluidized beds.<br>4. Floor surfacing or finishing operations using Class I or II liquids in areas exceeding 350 square feet (32.5 m2).<br>5. The application of flammable finishes consisting of | Responsible party must comply with the violated provision(s) of the Code.<br>[N.J.A.C. 5:70-3, 2401.1] | 8/2/2023 | Cited  |



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|                         |                                    |                         |             |                   |                  |
|-------------------------|------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                          | <b>Inspection Type:</b> | Annual      |                   |                  |
| <b>Notice #:</b>        | 40242397                           | <b>Issuance Date:</b>   | 7/3/2023    |                   |                  |

| ID   | Bldg #   | Item Description | Violation Location                  | Code Requirement  | Corrective Action   | Abate By | Status |
|------|--|------------------|-------------------------------------|---|---|----------|--------|
|      |  |                  |                                     | dual-component coatings or Class I or II liquids when applied by brush or roller in quantities exceeding 1 gallon (4 L).  |   |          |        |
| 6190 | Garden St Correc Central Facility <MAIN BLDG>MAIN BLDG | Other            | Replace or clean spray room filters | N.J.A.C. 5:70-3, 2401.1: Scope. This chapter shall apply to locations or areas where any of the following activities are conducted:<br>1. The application of flammable finishes to articles or materials by means of spray apparatus.<br>2. The application of flammable finishes by dipping or immersing articles or materials into the contents of tanks, vats or containers of flammable or combustible liquids for coating, finishing, treatment or similar processes.<br>3. The application of flammable finishes by applying combustible powders to articles or materials utilizing powder spray guns, electrostatic powder spray guns, fluidized beds or electrostatic fluidized beds.<br>4. Floor surfacing or finishing operations using Class I or II liquids in areas exceeding 350 square feet (32.5 m2).<br>5. The application of flammable finishes consisting of dual-component coatings or Class I or II liquids when | Responsible party must comply with the violated provision(s) of the Code. [N.J.A.C. 5:70-3, 2401.1] | 8/2/2023 | Cited  |



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|                         |                                    |                         |             |                   |                  |
|-------------------------|------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                          | <b>Inspection Type:</b> | Annual      |                   |                  |
| <b>Notice #:</b>        | 40242397                           | <b>Issuance Date:</b>   | 7/3/2023    |                   |                  |

| ID   | Bldg #  | Item Description | Violation Location           | Code Requirement  | Corrective Action  | Abate By | Status |
|------|---|------------------|------------------------------|---|--|----------|--------|
|      |   |                  |                              | applied by brush or roller in quantities exceeding 1 gallon (4 L).  |  |          |        |
| 6191 | Garden St Correc Central Facility<br><MAIN BLDG>MAIN BLDG | Other            | Y bldg exit light unlit      | N.J.A.C. 5:70-3, 604.1: General. Emergency power systems and standby power systems required by this code or the building subcode of the Uniform Construction Code shall comply with Sections 604.1.1 through 604.1.8.   | Responsible party must comply with the violated provision(s) of the Code. [N.J.A.C. 5:70-3, 604.1] | 8/2/2023 | Cited  |
| 6204 | Garden St Correc Central Facility<br><MAIN BLDG>MAIN BLDG | Other            | Housing control ceiling open | N.J.A.C. 5:70-3, 703.1: Maintenance. The required fire-resistance rating of fire-resistance-rated construction, including, but not limited to, walls, firestops, shaft enclosures, partitions, smoke barriers, floors, fire-resistive coatings and sprayed fire-resistant materials applied to structural members and fire-resistant joint systems, shall be maintained. Such elements shall be visually inspected by the owner annually and properly repaired, restored or replaced where damaged, altered, breached or penetrated. Records of inspections and repairs shall be maintained. Where concealed, such elements shall not be required to be visually inspected by the owner unless the concealed space is accessible by the removal or movement of a panel, access door, ceiling tile | Responsible party must comply with the violated provision(s) of the Code. [N.J.A.C. 5:70-3, 703.1] | 8/2/2023 | Cited  |

**EXHIBIT 'C'**





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|                         |                                    |                         |             |                   |                  |
|-------------------------|------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                          | <b>Inspection Type:</b> | Annual      |                   |                  |
| <b>Notice #:</b>        | 40242397                           | <b>Issuance Date:</b>   | 7/3/2023    |                   |                  |

| ID | Bldg # | Item Description | Violation Location | Code Requirement   | Corrective Action | Abate By | Status |
|----|--------|------------------|--------------------|--|-------------------|----------|--------|
|    |        |                  |                    | or similar movable entry to the space. Openings made therein for the passage of pipes, electrical conduit, wires, ducts, air transfer openings and holes made for any reason shall be protected with approved methods capable of resisting the passage of smoke and fire. Openings through fire-resistance-rated assemblies shall be protected by self- or automatic-closing doors of approved construction meeting the fire protection requirements for the assembly. |                   |          |        |

**ADMINISTRATIVE APPEAL RIGHTS**

The owner of the premises or of the use, or an authorized agent of the owner MAY CONTEST THIS ORDER at an Administrative Hearing. The request for a hearing must be made in writing within 15 days after receipt of this order. Request may be made online at the Division or Fire Safety's website <https://nj.gov/dca/divisions/dfs/> under the DCA Service Portal link or addressed to:

Department of Community Affairs  
 Hearing Coordinator  
 PO Box 809  
 Trenton, New Jersey 08625-0809

In accordance with N.J.A.C. 5:70-2.19 an appeal shall be signed by a proper party and shall include:

- a) The date of the act, which is the subject of the appeal.
- b) The name and status of the person submitting the appeal.
- c) The specific violations or other act claimed to be in error; and
- d) A concise statement of the basis for the appeal



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|                         |                                       |                         |             |                   |                  |
|-------------------------|---------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE<br>CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                             | <b>Inspection Type:</b> | Annual      |                   |                  |
| <b>Notice #:</b>        | 40242397                              | <b>Issuance Date:</b>   | 7/3/2023    |                   |                  |

You are advised that only matters deemed to be CONTESTED CASES, as defined by the Administrative Procedures Act, will be scheduled for a Hearing. If a hearing is scheduled, you will be notified in advance of the time and place. At a hearing a corporation may be represented only by a licensed attorney, unless approval is given by the Office of Administrative Law. If you elect to submit an appeal online, you will be asked to supply your Registration Number, which is 0304-064281, and Notice Number, which is 40242397. Please enter these fields when requesting your appeal.

**EXTENSIONS**

If a specified time has been given to abate a violation, YOU MAY REQUEST AN EXTENSION OF TIME by submitting a written request to the Division of Fire Safety. This request may be made online at the Division of Fire Safety's website <https://nj.gov/dca/divisions/dfs/> under the DCA Services Portal link. To be considered, the request must be made before the compliance date specified and must set forth the work accomplished, the work remaining, the reason why an extension of time is necessary and the date by which all work will be completed. TAKE NOTICE THAT, pursuant to N.J.A.C. 5:70-2.10(d) 2 an application for an extension shall be deemed to constitute an admission that the notice of violation is factually and procedurally correct and that the violations do or did exist. In addition, the request for an extension constitutes a waiver of the right to a hearing as to those violations for which an extension is applied.

**PENALTIES**

Pursuant to N.J.A.C. 5:70-2.12, a violation of the Code is punishable by monetary penalties of not more than \$5,000 per day for each violation. Each day a violation continues is an additional, separate violation except while an appeal is pending.

ALSO TAKE NOTICE THAT, pursuant to N.J.A.C. 5:70-2.12A, when an owner has been given notice of the existence of a violation and has not abated the violation, that owner shall, in addition to being liable to the penalty provided for by N.J.A.C. 5:70-2.12, be liable to a dedicated penalty in the like amount.

Pursuant to N.J.A.C. 5:70-2.12(e), a violation that is recurring justifies imposition of an immediate penalty without the necessity for an interval in which corrections can be made. A violation shall be deemed to be a recurring violation if a notice has been served within two years from the date that a previous notice was served and the violation, premises and responsible party are substantially the same.

Claims arising out of penalty assessments can be compromised or settled if it shall be likely to result in compliance. Moreover, no such disposition can be finalized while the violation continues to exist.

Any penalties assessed are in addition to others previously assessed. Penalties must be paid in full within 30 days after an order to pay. If full payment is not made within 30 days, the matter will be referred to the Office of the Attorney General for summary collection pursuant to "The Penalty Enforcement Law of 1999," P.L.1999, C. 274(C. 2A: 58-1 et seq.).



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|                         |                                       |                         |             |                   |                  |
|-------------------------|---------------------------------------|-------------------------|-------------|-------------------|------------------|
| <b>Business Name:</b>   | GARDEN STATE<br>CORRECTIONAL FACILITY | <b>Registration #:</b>  | 0304-064281 | <b>Inspector:</b> | Michael Versaggi |
| <b>Inspection Date:</b> | 6/22/2023                             | <b>Inspection Type:</b> | Annual      |                   |                  |
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**NOTICE**

If you require guidance or advice concerning your legal rights, obligations or the course of action you should follow, consult your own advisor.

**EXHIBIT 'C'**

## **Garden State Youth Correctional Facility**

**Box 11401 Highbridge Road**

**Yardville, New Jersey 08620**

**609-298-6300**

### **RULES AND REGULATIONS REGARDING OUTSIDE CONTRACTORS**

Garden State Youth Correctional Facility administration is charged with the responsibility of the custody of their inmates. All non-state employees must comply with the below listed Rules and Regulations as a condition of their employment and access to state property.

1. Driver's License or other approved photo ID is to be used, as identification for work crews. NOTE: If temporary IDs are used, the contractor's Identification will be turned in at the beginning of the day and a temporary ID card will be issued to the escort officer. At the end of the day, the temporary ID will be turned in and the Identification submitted will be returned to each worker. No temporary ID cards will leave the Institution.
2. Work crews will enter through front lobby as scheduled. They will be escorted to the work site unless special arrangements have been made through the area supervisor.
3. If Restricted Visitor's Badges are used by the Lobby LCP, they must be worn on the outer most garment at all times.
4. An escort will be required to and from the job site. No contractor will walk anywhere on the compound without a proper escort.
5. All workers and vehicles will be subject to search prior to entry into the Institution. Furthermore, any worker on vehicle is subject to search at any time while on state property.
6. All workers are to read, sign, and receive a set of Garden State Youth Correctional Facility Outside contractor regulations.
7. If any workers have any relatives or friends incarcerated at GSYCF, they are to notify administrative officials.
8. No workman is to fraternize or argue with inmates. Any difficulties with inmates and/or employees must be reported to the escorting officer immediately. The officer will then inform his area supervisor of any problems.
9. Do not give anything to, or take anything from inmates.

**EXHIBIT 'D'**

10. Lock all personal vehicles and demobilize construction vehicles and equipment when left unattended. All tools stored outside the security perimeter will be secured in locked vehicles. Ladders will be firmly secured and locked to the roof or side of construction vehicles.
11. Cell phones and cameras are prohibited. Photos are taken on a permit basis.
12. All tools and equipment will be locked in the contractor's trailer overnight. Equipment, such as ladders and scaffolding (contractors supply these items), will be chained and locked before leaving. Any scaffolding will be removed at the end of each workday and locked.
13. Warning lights must be displayed at all dangerous areas at night.
14. No firearms, ammunition, hunting knives, personal knives of any size or type, or other articles of this nature are permitted on state property or stored in vehicles.
15. No alcoholic beverages, controlled substances, or prescription medication (drugs) are permitted on the grounds. Smoking is prohibited in **ALL** state buildings.
16. Institutional Fire Regulations shall be strictly adhered to; you may contact the Institutional Fire Marshall through the Escort Officer.
17. Obey speed limit and all NO PARKING and designated parking areas.
18. Lock personal items in your vehicle outside the security perimeter of the prison.
19. All excavations will be protected as directed by the Engineer-in-charge of Maintenance and those across main roads must be covered with plates.
20. It is the responsibility of each contractor to know that his tools and equipment are secured in a locked trailer at the end of every workday.
21. All workers for jobs over 3 days must have a security background check.
22. Each contractor with a gang box will submit an inventory tool list. All power tools must be inspected and required tool inventory submitted at the end of each workday. Tools will not be permitted inside the security perimeter if not job specified. A gang boxes will be searched upon entering and leaving the Institution.
23. Equipment and tools are to be kept away from the bars and fence surrounding the job site.
24. Each contractor is responsible for any damage done as a result of their work.
25. All acetylene torch heads, regulators, and hoses will be removed from the Institution on a daily basis. All tanks will be secured in locked trailers or containers outside the security perimeter.

## **EXHIBIT 'D'**

26. Tools will be inventoried on a daily basis, secured in gang boxes, and sealed with tamper proof seals. The seal numbers will be logged on the Daily Inventory Sheet.
27. All blades, regardless of nature, will be inventoried. When a blade wears out or breaks, it will be taken off the inventory and taken out of the Institution.
28. Unacceptable Clothing – The following clothing should **not** be worn when entering any part of the prison:
- Tank tops, mesh tops, or tube tops
  - Low-cut tops, shoulderless tops, halter tops, or sheer clothing
  - Shorts
  - Sweat pants
  - Leggings or tights (unless covered by a long top, skirt, etc.)
  - Bike pants, ragged jeans (no patches or holes)
  - Skirts with high slits, mini styled skirts, mini dresses, or mini culottes
  - Proper foot wear is required. No thong sandals, beach footwear, or open toed shoes
  - Clothing with inappropriate or offensive inscriptions
29. In the event of an emergency, you will be directed to a secured area of the Institution. You are to follow the direction of your Escort Officer at ALL times.

**I have reviewed the above rules and regulations pertaining to outside contractors working in Garden State Youth Correctional Facility. I understand that any violation of these rules and regulations could result in me no longer being permitted to work within this institution and its grounds.**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**ESCORT OFFICER'S NAME**

\_\_\_\_\_  
**ESCORT OFFICER'S SIGNATURE**

**EXHIBIT 'D'**