



**Tennessee Department of Mental Health and Substance Abuse Services  
Western Mental Health Institute  
Specifications for Plexiglass Installation**

**PURPOSE:**

The purpose of this document is to detail the requirements and specifications associated with the installation of Plexiglass wall sections at the nurse's station on each of the patient units at the Tennessee Department of Mental Health and Substance Abuse Services, Western Mental Health Institute (WMHI). The Contactor shall furnish all materials, equipment, tools, and labor required to perform services and work as specified.

**RESPONDENT INSPECTION OF FACILITIES / SITE VISIT:**

All Respondents are strongly encouraged to visit the site to take exact measurements and examine the premises to become familiar with any problems or unusual circumstances. **No allowances will be made by the State for errors in quotations due to any respondent not visiting the site prior to submitting their response, and respondents shall be responsible for their own measurements.**

SITE VISIT

Date: April 25, 2024 or April 29, 2024  
9:00 am to 3:00 pm, CDT, by appointment

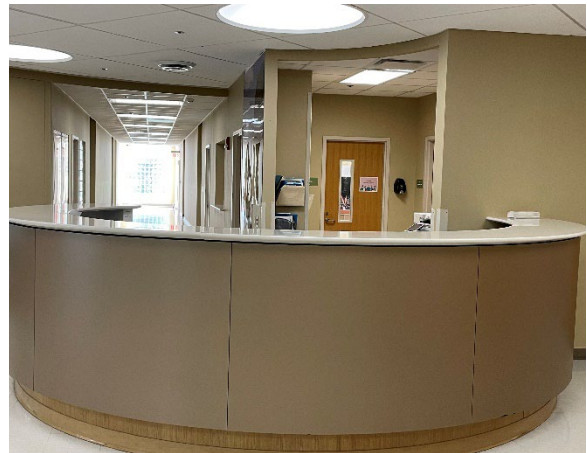
Location: Western Mental Health Institute  
11100 Old Hwy 64 W  
Bolivar, TN 38008

Contact: Kevin Graves  
731-228-2000

**SPECIFICATIONS:**

Pictures of the area to be modified are as follows:

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As can be seen by the attached pictures, the nurse's station is a rounded countertop with a desk area inside. The plexiglass wall section must be installed at the outer edge of the countertop to prevent anyone from being able to jump on and/or stand on the countertop. The plexiglass shall be a minimum of 0.25" thick or thicker depending on the type of reinforcement used. The distance from the top of the primary counter to the ceiling is 62" and the plexiglass wall shall be 36" high and leave a 26" opening to the ceiling. That portion of the countertop is 339" wide. The lowered part of the picture on the left is the ADA section which is 13" lower than the primary countertop. It must be a 49" high plexiglass wall section with a 3X12 opening at the bottom. That portion of the countertop is 66" wide. The entire circumference of the area to be modified (primary countertop and ADA section) is 395" wide.

Recap of approximate measurements:

- Plexiglass thickness: 0.25 or thicker
- Approximate size of plexiglass on primary counter: 339" wide X 36" tall
- ADA section: 66" wide X 49" tall
- ADA passthrough space: 3" x 12"

The installation process shall be completed in six (6) areas of the facility. The dimensions on all six (6) nurse's stations are the same, three (3) nurse's stations are mirror images of the other three (3) nurse's stations.

All material utilized in fastening and installing the plexiglass wall section shall be reviewed and approved by the Facility's Institutional Services Manager for ligature resistance. Any questions as to what meets ligature resistant standards shall need to be communicated, in writing, to the Facility Institutional Services Manager.

### **INSTALLATION:**

Professional Installation shall be done between 8:00 am. and 4:00 p.m., Monday through Friday, excluding State-observed holidays. Contractor shall coordinate with the Facility Manager to ensure that no patients are on the unit at the time of installation. Bid responses must include a time frame of installation per nurse's station. Due to having to move patients from each area, work scheduling shall require multiple days.

During the course of the work, the contractor must maintain a clean work area and, upon completion of the work, shall remove and be responsible for disposition of all waste and trash resulting from contractor's work including hazardous materials, if any. The contractor shall protect areas adjacent to the work area and shall be required to repair any damage caused.

### **SECURITY AND SAFETY REQUIREMENTS:**

All visitations by service/installation personnel shall be logged on-site as to date and time (i.e., time in and out) by Facility security personnel, Facility Manager and/or an authorized representative. It is required that all service/installation personnel personally sign in and out to verify their presence and length of stay at the Facility.

State and Facility security and safety requirements and policies must be adhered while on the premises. This includes but is not limited to the following: key control, tool control, compliance with prohibitory contraband items, and smoking policies.

The contractor shall ensure all vehicles, equipment, tools, chemicals, and supplies used while on Facility's premises are under the contractor's control at all times, including while vehicles are in parking areas, loading dock areas, or on complex roads and drives.

The Facility is a tobacco-free campus, and the use of tobacco products is prohibited while on the Facility's property.

### **CONTRACTOR REQUIREMENTS:**

Workmanship shall be warranted for not less than one (1) year from the date of final inspection. Contractor, employees, or sub-contractors shall be licensed, certified, or registered as required. The awarded Contractor must be able to provide a Certificate of Insurance (COI) prior to the award being made. Contractor shall be responsible for obtaining any permits and payment of any permit fees. Contractor shall comply with all applicable codes, standards, and regulations in execution of the project.

After completion of repairs, the Contractor and the Facility Manager shall inspect the completed work.

### **COMMUNICATION AND DELIVERY:**

The Contractor shall be responsible for scheduling services with the Facility Manager, Kevin Graves, or designee.

Kevin Graves  
Facility Manager  
Tennessee Department of Mental Health and Substance Abuse Services  
Western Mental Health Institute  
11100 Old Hwy 64 W  
Bolivar, TN 38008  
Phone: 731-228-2324  
Email: [kevin.graves@tn.gov](mailto:kevin.graves@tn.gov)

All instructions, notices, consents, demands, or other communications shall be considered effective upon receipt or recipient confirmation as may be required.