

11-R3-24-003 ADF&G FAI Rifle Range Janitorial Services Scope of Work

OVERVIEW: This is an educational and training facility with indoor shooting range and classrooms with public use hours and scheduled events and classes. There are, at times, up to four employees along with numerous volunteers at this facility that hosts public shooters, classroom events, and special shooting events. More than 6,000 community members visit the facility per year for target shooting, classes, and training. The facility consists of a main lobby with reception counter and arctic entry (foyer), classroom that can accommodate 36 students, ten 50-foot shooting lanes, a range bay area, steel bullet trap, an advanced air-handling system, an electronic shooting range and room, a storage area room, and two public restrooms and water fountains.

TERMINOLGY AND PARTIES INVOLVED: For the purposes of this document, the word **Contractor** will be used to reference the individual (or business) who seeks to perform the work as outlined in the janitorial contract. **ADF&G** refers to the Alaska Department of Fish & Game, and for the purposes of this document, refers specifically to the management personnel (Project Director) for the ADF&G Hunter Education Indoor Shooting Range in Fairbanks, Alaska. For the purposes of this document, the State or the State of Alaska refers to the representative authority responsible for the administration of the janitorial contract between ADF&G and the Contractor.

SITE VISIT: Tuesday, April 9th at NOON, 1501 College Rd. Public areas of the Facility can also be viewed during public use hours found at <https://aimcomm.org/web/indoor-range>

SOLCITATION OF BIDS: ADF&G seeks bids from eligible contractors for this janitorial contract. All bids must include a fee the Contractor would charge for each individual task. Tasks are detailed on the **Summary of Tasks** list. Instructions on how to submit a bid for this contract are included with this document. General questions about the facility and janitorial requirements for the purposes of understanding janitorial tasks and requirements may be directed to: Kerry Savereide, by phone at 907-459-7292, or by e-mail at kerry.savereide@alaska.gov.

LOCATION: The Alaska Department of Fish & Game Fairbanks Indoor Shooting Range is at 1501 College Road, Fairbanks, AK

CONTRACT PERIOD: May 1, 2024, through April 30, 2025.

RENEWAL(S): The contract may be renewed for five (5) additional one (1) year periods upon mutual consent of the Contractor and the State.

Example format for listing fees the Contractor would charge for each individual Task:

Task A:	Routine Cleaning Outside of the Live-Fire Range	\$ _____
Task B:	Regular Cleaning Inside the Live-Fire Range and Airlock	\$ _____
Task C:	Annual Cleaning Outside of the Live-Fire Range	\$ _____
Task D:	Annual Cleaning Inside the Live-Fire Range and Airlock	\$ _____
Task E:	Snow Removal from Sidewalks and Entrances	\$ _____

SUMMARY OF TASKS

FREQUENT (typically multiple times per week, sometimes daily depending on facility use)
Estimated frequencies are for reference only - no minimum or maximum is guaranteed. *

Task A: Routine Cleaning Outside of the Live-Fire Range (lobbies, classrooms, restrooms,

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etc.). * Estimated frequency 150-180 times annually.

Task B: Regular Cleaning Inside the Live-Fire Range and Airlock. * Estimated frequency 100-130 times annually.

ANNUAL (typically once every 12 months, during annual cleaning window mid-August to mid-September)

Task C: Annual Cleaning Outside of the Live-Fire Range (lobbies, classrooms, restrooms, etc.).

Task D: Annual Cleaning Inside the Live-Fire Range and Airlock.

SNOWFALL/WEATHER DEPENDENT

Task E: Snow Removal from Sidewalks and Entrances.

TASKS DETAIL

TASK A – Routine Cleaning Outside of the Live-Fire Range

Frequency: Anticipate performing this task two to six times per week during the main season at the range. This task is scheduled based on use of the facility. Estimated frequency 150-180 times annually.

Areas: Include parking lot, sidewalks, outside entry ways (front and rear of building), inside entry (outer lobby), main lobby, restrooms, classrooms, electronic range room, and storage area (located off the main lobby).

1. Empty all trash and debris and wipe clean all wastebaskets, replace plastic liners, and include spare liners in bottom of container for future or emergency use. Plastic liners must be adequately sized for the receptacle. In addition, replace used, soiled, torn or worn plastic wastebasket liners and wash soiled wastebaskets at least once a week (or more frequently if unsanitary or malodorous).
2. Dust all visible surfaces including furniture fixtures, windowsills, shelves, counters, cabinets, and equipment with a treated cloth that will pick up dust particles and minimize static electricity. Do not use dust cloths on computer monitor or video/TV screens as such use has potential to scratch the monitor's surface; instead, use appropriate new and/or clean cleaning wipes designed for electronic screens.
3. Vacuum, and damp mop as needed, concrete floor in common area (outside of the storage cages) in the storage area (located off the main lobby).
4. Remove spots, stains, and all foreign matter (gum, smudges, etc.) from floors, carpets, rugs, tile, handrails, and furniture and remove all finger marks and smudges from walls, doors, and woodwork.
5. Vacuum all carpeted floors to remove all debris including walk-off mats. Make sure to vacuum all hard-to-reach areas such as under counters, under furniture, and all nooks and crannies. Replace or empty vacuum filters as needed.
6. Clean all glass surfaces with glass cleaner. Finger or handprints and other smudges left on glass surfaces will not be accepted.

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7. Clean, disinfect and deodorize all tables, desks, counters.
8. Clean, disinfect and deodorize lobby sink and drinking fountain. Remove mineral and calcium deposits without damage to the sink, fountain, and fixtures.
9. Clean, disinfect and deodorize restroom floors, wash all plumbing fixtures with appropriate cleaning solutions. Clean, disinfect and deodorize urinals and water closets. Damp wipe all dispensers, tiled portion of toilet room walls and stall partitions. Mineral and calcium deposits shall be removed. Mineral and calcium deposits on any plumbing fixtures will not be accepted. Clean all restroom mirrors with a glass cleaner. Make sure the restroom floor drains are deodorized and do not dry out.
10. Provide and maintain adequate supplies of: toilet paper, seat covers, deodorizers, and liquid soap in restrooms. Also, provide paper towels in all restrooms. (The State may provide D-LEAD hand soap for use in the restroom soap dispensers.)
11. Clean, disinfect and deodorize restroom counter tops and sinks.
12. Police all sidewalks, entry ways, parking areas, and around the facility dumpster, by collecting and removing all trash, including cigarette butts, and other discarded materials.
13. Empty and clean out the smoker's station located outside the main entry.
14. Clean, disinfect and deodorize the floor "mop" sink in the contractor work area in the mechanical room at the end of each janitorial shift. Clean, disinfect and deodorize the floor in the vicinity of the floor "mop" sink and in the "janitor's area." Keep tidy and organized all janitorial equipment and supplies in the mechanical room area.

TASK B – Regular Cleaning Inside the Live-Fire Range and Airlock

Frequency: Anticipate performing this task two to six times per week during the main season at the range. Task is scheduled based on use of the live-fire range. Estimated frequency 100-130 times annually.

Areas: Includes airlock, and in the live-fire range; the storage area/room, janitor's storage area/room, range bay, shooting stations/points, and firing lanes to the bullet trap, and the surface of the bullet trap.

1. Follow all personal protective gear/equipment (PPG/PPE) guidelines. Wear protective, disposable gloves, and booties (or approved "downrange shoes" used/worn only when conducting downrange inspections/cleaning) while cleaning inside the live-fire range and remove and properly dispose of gloves or booties used inside the live-fire range when exiting to other parts of the building.
2. Manually start the live-fire range air handling system, leave system running while cleaning, and manually stop the system when finished, making sure to turn off and remove the key used to turn the air on/off.
3. Before doing any other cleaning, pick up loose ammunition casings using the scoops and squeegees provided and dispose in the labeled receptacles.
4. Vacuum up to a height of eight feet all horizontal surfaces (walls, partitions between firing points, etc.) using the range provided HEPA vacuum with appropriate extension and brush. Sweeping or dust mopping is prohibited.
5. Vacuum the airlock entry room using the HEPA vacuum. Be careful to use only the vacuum hose in the airlock and do not bring the vacuum base into the airlock.

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6. Empty the HEPA vacuum and replace the refuse bag (poly liner) every month or as needed between one four months apart. The vacuum must be emptied, and the plastic liner replaced at least once every four months.
7. Clean up to a height of eight feet vertical surfaces at all shooting stations using a solution of water and D-LEAD All Purpose Cleaner (1 part D-LEAD to 20 parts water). D-LEAD (or substitute) will be provided by ADF&G.
8. Remove spots, stains, and all foreign matter (gum, smudges, stickers, etc.) from floors and all vertical and horizontal surfaces.
9. Clean live-fire range floors with automatic floor scrubber (using a pad no harder than blue). Make sure not to run the floor scrubber brush in one spot for too long without moving otherwise the brush will or could leave an abrasive brush pattern mark on the floor.
10. Clean horizontal surfaces (including shelves at the shooting stations, wall mounted boxes, storage carts, etc.) using a solution of water and D-LEAD All Purpose Cleaner Solution (1 part D-LEAD to 20 parts water). Be exceedingly careful not to spill water, wastewater, or cleaning solutions during transport to and from the mechanical room (floor “mop” sink water source) and the live-fire range.
11. Vacuum the trough in front of the bullet trap and the lower, angled surfaces (steel plates) of the bullet trap with the HEPA vacuum.
12. Clean windows and door glass with glass cleaner. Finger or handprints and other smudges left on glass surfaces will not be accepted.

TASK C: Annual Cleaning Outside the Live-Fire Range

Frequency: Anticipate performing this deep clean of areas outside of the live-fire range once each year, typically during a specified annual maintenance and cleaning period usually scheduled for a time frame during mid-August to mid-September.

Areas: Include parking lot, sidewalks, outside entry ways (front and rear of building), inside entry (outer lobby), main lobby, restrooms, classrooms, electronic range room, and storage area (located off the main lobby).

1. Shampoo carpets with commercial quality carpet cleaning machine, including all hard-to-reach areas such as under counters, under furniture, and all nooks and crannies (move carpet protectors). The contractor shall remove carpet stains, completely vacuum, shampoo using hot water extraction equipment and supplies, and completely re-vacuum all carpet. The contractor shall shampoo areas such as corners which are inaccessible, with manual scrubbing devices. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet following a pattern which will give the carpet pile a uniform appearance. Shampoo walk-off mats. Use portable floor and carpet blowers/dryers to completely dry areas before traffic. Remove wash splatter and dirt from cove base in all corridors and rooms. Restore cove base to a polished appearance.
2. Shampoo/clean chairs so that they are free of any dirt, debris, stains, discolorations, or splotches.
3. Dust or vacuum window coverings such as drapes curtains, blinds, overhead pipes or molding, etc., that must be reached by ladder. Vacuum and/or wash dirt from all air grilles and diffusers using neutral cleaners. Rinse thoroughly, leaving no streaks or unwashed areas. Carefully avoid damage to ceiling tiles. Vacuum all surrounding dirty ceiling tiles and grid metal with brush attachments.

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4. Wash windows inside and out leaving no streaks or unwashed places. Wipe water spots from sills and frames. Use drop cloths as required to protect adjacent surfaces, fixtures, and furniture.
5. Wash walls where wall covering permits. Clean and wax wainscot wall covering, wood trim and wood doors. Wash ALL interior walls, doors, and cove base to remove all dirt, grime and wax.
6. Remove all wax from all hard surface floors by mopping or scrubbing with a synthetic detergent or wax remover, rinse thoroughly and apply good skid resistant wax of a type recommended by floortile manufacturers. When wax is dry, machine buff to a smooth, shiny sheen.

Task D - Annual Cleaning of Surfaces Inside the Live-Fire Range – Deep Clean

Frequency: Anticipate performing this deep clean of the live-fire range once each year, typically during a specified annual maintenance and cleaning period usually scheduled for a time frame during mid-August to mid-September.

Areas: Includes airlock, and in the live-fire range; the storage area/room, janitor's storage area/room, range bay, shooting stations/points, and firing lanes to the bullet trap, and the surface of the bullet trap.

1. Follow all personal protective gear/equipment (PPG/PPE) guidelines. Wear protective, disposable gloves, and booties (or approved "downrange shoes" used/worn only when conducting downrange inspections/cleaning) while cleaning inside the live-fire range and remove and properly dispose of gloves or booties used inside the live-fire range when exiting to other parts of the building.
2. Manually start the live-fire range air handling system, leave system running while cleaning, and manually stop the system when finished, making sure to turn off and remove the key used to turn the air on/off.
3. This task should be performed by first thoroughly completing Task 2: Regular Cleaning Inside the Live-Fire Range and Airlock.
4. Following completion of Task 2, thoroughly vacuum all surfaces of the downrange ceiling baffles using the HEPA vacuum. Pay special attention to vacuuming the top surface (roof side) of the ceiling baffles.
5. Thoroughly vacuum inside all light fixtures and damp wipe clean inside and outside of fixture as appropriate, with a solution of D-LEAD All Purpose Cleaner (one part D-LEAD APC to 20 parts water) in water. This will require ladder use to be able to reach the light fixtures and properly vacuum and clean them. Be careful not to expose any electrical elements to moisture, cleaning solution.
6. Remove empty cartridge casings (and dispose of in receptacles provided) from the horizontal beam above the firing line and then thoroughly vacuum the exterior and interior surfaces of the beam and channel within.
7. Wipe clean the exterior and interior surfaces of fixtures and thoroughly clean surfaces (including cabinets, shelves, walls in the range bay area, the vertical lane dividers at each firing point, and the tops (roof side) of the downrange ceiling baffles) with a solution of D-LEAD All Purpose Cleaner (one part D-LEAD APC to 20 parts water) in water.
8. Damp mop the bullet trap lower section (steel plates) with a solution of D-LEAD All Purpose

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Cleaner (one part D-LEAD APC to 20 parts water) in water.

9. Remove and properly dispose of all protective gear before entering other parts of the building.
10. Notify ADF&G once this task has been completed.

TASK E – Snow Removal from Sidewalks and Entrances

Frequency: Anticipate performing this task during the winter snowfall months, frequency dependent on snowfall and accumulation rate of snow on the ground. This could be a daily task during periods of snowfall.

Areas: All sidewalks, walkways and entrances, handicapped parking spaces and access areas, in front of the main entrance doors, bullet trap room door, storage shed doors, and storage building garage and man doors. ADF&G may supply shovels and ice chippers if needed.

1. Contractor should anticipate performing this task whenever snowfall results in two inches or more accumulation and whenever sidewalk/entrance conditions are slippery or otherwise hazardous to pedestrian and employee traffic.
2. Contractor will remove snow and ice from designated areas as applicable to an extent, which will render the areas safe to pedestrian and employee traffic.
3. Areas are to be clear of snow and ice, and traction material is to be applied as necessary, by 7:30 a.m., or by other times as arranged with ADF&G. ADF&G understands that continuing snowfall throughout the day may occur.
4. Remove snow and ice at least one foot away (on the parking lot side) from all sidewalks and parking blocks/curbs that adjoin the parking lot. Snow must be moved away from the sidewalk so that the snowplow contractor is able to properly plow the snow away from the sidewalk.
5. ADF&G will provide environmentally safe traction material (gravel mix) for the contractor to apply where needed to provide additional protection from falling for pedestrians.
6. Snow cannot be piled in front of parking spaces and walkways. Removed snow must be spread evenly into the parking lot areas, at least one foot away from sidewalk and parking blocks, and may not be bermed (built up) in any one area to impede vehicular or pedestrian use.
7. There may be no snow placed or bermed (built up) in front of parking spaces, handicapped parking spaces, walkways, or access ramps. Clear access must be provided to these areas.

GENERAL REQUIREMENTS

SCOPE OF CONTRACT AMOUNT: ADF&G has a fiscal responsibility to keep all janitorial costs practical and within budget. There is some minimum frequency of tasks guaranteed but with this contract task frequency is based on range use levels and cleaning needs. The range operates a main season (typically mid-September through mid-May) when use levels and cleaning needs are medium to high, and a “summer season,” when use levels and cleaning needs are reduced. Estimates of Task frequency are provided in the JANITORIAL TASKS list provided by ADF&G.

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COMMUNICATION: While the Contractor is performing work, at least one person who can speak, read and write English fluently shall be present at the facility.

PRESENCE OF MINORS: The Contractor shall not permit minors, including relatives of the Contractor or Contractor's employees, to be in the facility. Minors are prohibited from performing work in connection with the contract.

LICENSES AND CREDENTIALS: The Contractor shall be licensed by the State of Alaska to conduct business as appropriate to the requirements of the janitorial contract and shall submit proof of license along with the bid.

EQUIPMENT INSPECTION: The Contractor shall make available for inspection by ADF&G, equipment, and accessories necessary to perform the work. The equipment and accessories shall be in good condition and capable of performing their intended functions. If equipment on order has not yet arrived at the inception of the contract, the Contractor shall make available for review by ADF&G, documentation describing the equipment ordered, which shall be made available for inspection immediately after arrival. All equipment necessary to perform services in connection with this contract shall be on the job site within 15 calendar days from the date of contract inception. Contractors who fail to comply with this requirement shall be considered not responsive and the State shall reject the bid or cancel the contract.

JANITORIAL SERVICES, SUPPLIES, and EQUIPMENT: The Contractor shall furnish all labor, equipment, supplies and materials necessary to accomplish the work required, with the exception of a HEPA vacuum, an automatic floor scrubber, and D-LEAD cleaning solution. A HEPA vacuum and an automatic floor scrubber will be supplied by the State and will be used only in the live-fire range or bullet trap room. D-LEAD cleaning solution will be provided by the state. The state may also provide D-LEAD hand soap for use in restroom soap dispensers. The Contractor will be responsible for properly operating, cleaning, and maintaining the state-owned HEPA vacuum and floor scrubber during the contract period.

Unless otherwise specified in Scope of Work, the Contractor shall provide standard commercial grade products, supplies, equipment, paper goods, and restroom supplies of types and sizes to fit dispensers provided by the State. These items are subject to inspection and approval by ADF&G. The Contractor may not use alternative rest-room product dispensers in lieu of those already in place without the approval of ADF&G. ADF&G may require the Contractor to submit, for approval, a list of proposed brand names and/or actual product samples of the supplies the Contractor intends to use.

WORK HOURS: All routine services shall be performed between 11:00 p.m. and 7:00 a.m. Arrangements for completion of some tasks outside of these hours may be made by ADF&G and the Contractor.

ASSIGNMENT OF TASKS: ADF&G will provide the Contractor with a monthly schedule near the first of each month itemizing which tasks and on which days the assigned tasks need to be completed during the month. Some tasks are independent of this schedule (like snow removal) or are scheduled during the month as needed. ADF&G reserves the right to alter the schedule as needed based on range operations and will notify the Contractor of any changes to the schedule. The Contractor is expected to follow the schedule and perform the tasks on the dates assigned.

INSPECTION OF WORK/DEFICIENT WORK: The State will inspect work performed by the Contractor to ensure adherence to contract requirements. ADF&G may notify the Contractor of deficient work, either verbally or in writing, and establish a reasonable time for correction. If the Contractor fails to correct deficient work in accordance with contract requirements by the stated deadline, ADF&G shall issue a Notice of Deficiency to the Contractor. The notice shall identify, in writing, the specific uncorrected deficient service(s) or other contract violation. The Contractor will check for Deficiency Notices during

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each day when cleaning tasks are performed. These notices will be placed on the janitor's cart or on the wall above the mop sink in the mechanical room. Notices may also be made to email notices to the Contractor.

From time to time, with reasonable advance notice (but not to exceed two hours between 8 a.m. and 5 p.m. weekdays), ADF&G may require the Contractor to be at a designated location for a joint inspection of work included in the contract. If deficient work is identified during the inspection, the Contractor shall correct such deficient work within one day after the conclusion of the inspection, or within a reasonable longer time, as approved by ADF&G. If the Contractor cannot be contacted to schedule an inspection, fails to appear for an inspection, or does not correct deficient work by the stated deadline, ADF&G may proceed to correct such deficient work by other means, deduct the actual cost from the Contractor's proceeds, and issue a Valid Deficiency Notice to the Contractor.

PENALTY CLAUSE: For failure to respond to a Deficiency Notice

1/15 of the monthly billing amount will be deducted from the Contractor's payment if in the opinion of ADF&G a Cleaning Deficiency needs to be corrected that workday and it is not done by the specified time assigned by ADF&G. In case of conflict ADF&G's decision will be final.

1/30 of the monthly billing amount will be deducted from the Contractor's payment, if a Deficiency Notice that was left in the designated location on the wall above the mop sink in the mechanical room is not corrected by the following morning when cleaning is scheduled the night before. In case of conflict, ADF&G's decision will be final.

Failure to correct a deficient item of work or other contract requirement within the established time period and in accordance with contract requirements, shall constitute a Valid Deficiency Notice (VDN) and cause ADF&G to issue a written notice to the Contractor. A copy of the VDN will be sent to the Contracting Officer. The notice shall describe each item of Work that is deficient, reference the applicable contractual requirements and denote the amount of time allowed to correct each deficiency. In addition, it shall notify the Contractor of the dates of all VDN's issued under the contract and describe the consequences should additional VDN's be issued. Failure to appear for a requested inspection or the issuance of more than three VDN's in a 60-day period or a total of seven VDN's in a six-month period will be grounds for the Contracting Officer to declare the Contractor in default and cancel the contract.

WORK AREA INCREASE OR DECREASE: ADF&G reserves the right to increase or decrease the work area within the facility. The contract price increase or decrease will be pro-rated on the basis of unit prices bid by the Contractor.

CONDUCT OF THE WORK: All tasks shall be performed according to the procedures anticipated at the time of contract award. The Contractor shall cooperate with ADF&G to make reasonable modifications to task frequency and/or procedures at the discretion of ADF&G if operational experience indicates modifications are necessary. The contract price increase or decrease will be pro-rated on the basis of unit prices bid by the Contractor and be by mutual agreement between the Contractor and the State. If an agreement on contract price increase or decrease cannot be reached, either the Contractor or the State may terminate the contract 60-days after written notice is provided.

All work shall be completed without interfering with the proper performance of State business or work being done by other contractors. The contractor shall prevent his employees from disturbing material on desks, opening drawers or cabinets, or using telephones, computers, or other equipment provided for official State use. If removed for cleaning convenience, furniture and wastebaskets will be replaced in their original locations.

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Work must be performed in accordance with current OSHA and ENVIRONMENTAL statutes and regulations.

QUALIFICATIONS/SECURITY CLEARANCE: The Contractor, subcontractors, and all employees shall be capable and experienced in the contract work to be performed. The State may require removal of any worker from the work area whom it deems incompetent, insubordinate, or otherwise objectionable. The contractor or any principal, officer or employee of the Contractor who has been convicted of any felony or any crime involving moral turpitude within the previous 10 years is prohibited from working on the premises. The State may require that the Contractor, subcontractors, and all employees submit to fingerprinting and security clearance. If required, it is the responsibility of the Contractor to ensure that this requirement is met without delay. All costs involved will be borne by ADF&G. Contractor and all subcontractors and employees while working on the premise shall wear in a visible location photo I.D. badges with employee name and company name. The cost of the badges will be borne by the contractor.

Contractor, subcontractors, and all employees who work at the facility are required to take a Range Orientation and Safety Briefing and be issued a range ID number before working at the facility. The orientation must be scheduled in advance and will be provided by ADF&G at no cost to the Contractor.

HEALTH AND SAFETY: All employees working in the live-fire range shall complete lead (Pb) awareness training prior to beginning work in the facility that is satisfactory to ADF&G. ADF&G will provide OSHA regulations related to lead awareness along with an acknowledgment form. It is the Contractor's responsibility to provide lead awareness training for his/her employees. The State may be able to provide lead awareness training.

It is the Contractor's responsibility to provide Personal Protective Equipment to all employees working on this contract. The State may be able to provide protective suits, booties, and gloves.

The Contractor shall test lead level in the blood of all employees working in the live-fire range prior to beginning work in the facility, according to OSHA standards for sampling and analysis {Standards – 29 CFR; Lead. – 1910.1025(j)(2)(iii)}. Any personnel with blood lead levels at or above 40 µg/100 g of whole blood shall not be allowed to begin work in the facility until each monthly blood test over a two month period demonstrates a blood lead level below 40 µg/100 g of whole blood. Results of blood tests will be reported to ADF&G. The State will cover the initial cost of blood lead level testing for the contractor's employees who work cleaning the range. ADF&G will coordinate this initial testing with the contractor. Required costs beyond the initial testing will be the responsibility of the Contractor.

At the discretion of ADF&G, the Contractor shall require employees to wear sampling devices provided by the State to measure exposure to lead during tasks performed in the live-fire range. Cost of sampling will be the responsibility of ADF&G.

MATERIAL SAFETY DATA SHEETS (MSDS): In accordance with Federal law and as a condition of contract Award, the Contractor shall provide to ADF&G evidence that copies of all MSDS's (relating to all the chemicals and cleaning agents that are to be used in the performance of this contract) are available to their employees. During the course of the contract, MSDS's for newly acquired products, not identified at award, shall also be made available. Within two hours, the Contractor shall provide the State copies of any requested MSDS.

DUMPSTERS/TRASH REMOVAL FROM SITE: Dumpster service is provided by the State. The Contractor is to place all non-hazardous trash/debris from the facility in the dumpster. Contractor may only dispose of non-hazardous items from this contract into the dumpster.

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PLASTIC TRASH BAGS: Plastic liners for wastebaskets shall be furnished by the Contractor and shall be changed as needed, but in no case shall be used longer than one week. Ensure proper liner size for size of receptacle. Minimum mil thickness: office wastebaskets .5 mil.; large receptacles 1.5 mil.

BUILDING SECURITY: The facility is equipped with an alarm system. Employees entering the building will be required to disarm the system, as instructed by ADF&G. Failure to properly disarm the system will result in billing for false alarms from Fairbanks Police Department. The Contractor will be financially liable for any false alarms triggered by improper use of the alarm system by employees.

As instructed by ADF&G, the Contractor shall turn off all designated lighting, lock doors and windows, and enable the alarm system upon exiting the facility each work day.

The contractor shall ensure that outside doors remain locked at all times except when the building is normally open to the public. Special emphasis is placed on key control. If a contract employee loses any key, all locks affected will be re-keyed and all keys will be revised/reissued. This is a very expensive process and the Contractor will be held financially liable for all re-keying.

CONTRACTOR USE AREAS: The Contractor will maintain use areas designated in the mechanical (utility room) and range storage areas in a clean, neat and orderly fashion. MSDS forms are to be kept current and prominently displayed near the janitor's area in the mechanical room.

CLEANING AGENTS OUTSIDE THE LIVE-FIRE RANGE:

Hot water, soap, deodorizer and appropriate disinfectant, such as a bleach solution or EPA registered germicide must be used for all cleaning services.

- Never use washing solutions stronger than necessary.
- Apply washing solution only long enough to loosen dirt.
- Rinse clean surfaces with clear water.
- Do not spill solutions on surfaces not to be cleaned.
- Do not use abrasive pads or towels or cleaners on computer monitors.
- Use steel wool, scouring powders, and abrasives only when absolutely necessary.
- Untreated feather dusters are not allowed.
- Carpet and tile maintenance is to be performed in accordance with manufacturer's specifications.

CLEANING WITH WATER INSIDE THE LIVE-FIRE RANGE: Some of the cleaning done inside the live-fire range will require use of a solution of D-LEAD and water. There is no plumbing in the live-fire range. The Contractor will gather water from and dump water into the utility sink in the mechanical room. The Contractor must not spill water or solutions when transporting water or solutions in and out of the mechanical room.

BILLING AND PAYMENT: The Contractor will bill ADF&G monthly, on the first of the month, for services performed the previous month. All invoices must clearly itemize the Unit Cost or dollar amount charged for one completion of the Task, the Quantity or total number of times each Task was performed during the month, the Extended Cost or total amount charged for each Task for the month, and the Total Due or the total charge for all Tasks performed in the month.

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Example of format for the billing statement from the Contractor for one month of service:

SERVICE DATES: May 2024 (5/1/24 – 5/31/24)

TASK # TASK DESCRIPTION	TASK COST	QUANTITY	=	EXTENDED
Task A: Routine Cleaning Outside of the Live-Fire Range	\$ _____	x _____	=	\$ _____
Task B: Regular Cleaning Inside the Live-Fire Range and Airlock	\$ _____	x _____	=	\$ _____
Task C: Annual Cleaning Outside of the Live-Fire Range	\$ _____	x _____	=	\$ _____
Task D: Annual Cleaning Inside the Live-Fire Range and Airlock	\$ _____	x _____	=	\$ _____
Task E: Snow Removal from Sidewalks and Entrances	\$ _____	x _____	=	\$ _____

COMMENTS: **TOTAL DUE:** \$ _____

TASK COST = the dollar amount charged by the Contractor to perform the Task per contract

QUANTITY = number of times contractor performed Task during the month

EXTENDED = the UNIT COST multiplied (X) by the QUANTITY

TOTAL DUE = the dollar amount charged by the Contractor for completions of all Tasks within the month