

11-R3-24-005 ADF&G FAI Rifle Range - Air Filter and Bullet Trap Service

Scope of Work

OVERVIEW: The Alaska Department of Fish and Game (ADF&G) Indoor Shooting Range in Fairbanks, Alaska, is an educational and training facility with indoor shooting range and classrooms with public use hours and scheduled events and classes.

A triple-filter air handling system, with down range ring-panel 40 percent efficiency pre-filters (16 installed at one time), down range mini-pleat 95 percent efficiency main filters (16 installed at one time), and an upper-level/mezzanine bank of 99.9% efficiency HEPA filters (12 installed at a time) are used to filter and clean the live-fire range air. The downrange bullet trap for the Live-Fire Range collects bullet fragments in a series of plastic 3.5-gallon buckets (four per lane, 10 lanes). The bullet trap room requires thorough cleaning once or twice a year.

ADF&G seeks a Contractor to perform the changes of the downrange air filters and buckets and to clean the bullet trap room as needed. (ADF&G will handle the changes of the upper-level, mezzanine HEPA filters that, typically, are changed every two years or so, depending on use level.) The downrange filter and bucket changes are scheduled based on use levels of the Live-Fire Range. Frequency of changes increases with increased use. **Due to the presence of Lead (Pb), the Contractor will need to have Lead (Pb) Awareness training and follow all necessary procedures and protocols to safely perform the scope of work.**

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 filter contract between ADF&G and the Contractor.

SITE VISIT: Friday, April 12th at 10:30 am, 1501 College Rd. This visit is highly recommended for prospective bidders.

SOLCITATION OF BIDS: ADF&G seeks bids from eligible contractors for this service 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 filter tasks and requirements may be directed to: Kerry Savereide, by phone at 907-459-7253, 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.

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

Task PF: Pre-Filter Change in the Bullet Trap Room (Ring Panel, 40% efficiency filter)	\$ _____
Task MF: Main Filter Change in the Bullet Trap Room (Mini-Pleat, 95% efficiency filter)	\$ _____
Task BU: Bucket Changeout in the Bullet Trap Room	\$ _____
Task BT: Cleaning in the Bullet Trap Room	\$ _____

TASKS DETAIL

TASK PF – Pre-Filter Change in the Bullet Trap Room (Ring Panel, 40% efficiency filter)

Frequency: Anticipate performing this task once every two to six weeks during the main season at the range. Changes are scheduled based on use levels of the live-fire range. Estimated 6-10 times annually.

Area: Downrange filter housing area in the Bullet Trap room.

1. Transport new filters from their storage area, as determined by ADF&G, which is likely to be in the upper level of the storage building onsite in the northeast corner of the range parking lot, to the range bullet trap room as needed. At times, ADF&G may be able to pre-stage new filters in the bullet trap, prior to scheduled filter changes.
2. Follow all personal protective gear/equipment (PPG/PPE) guidelines. Wear protective, disposable gloves, Tyvek suit, booties (shoe or boot covers) and respirator with HEPA filtration. It is the Contractor's responsibility that all contract employees working in the bullet trap room have appropriate, fit-tested and approved-to-wear, respirators, and have received lead (Pb) awareness training.
3. Remove, contain, and stow sixteen used pre-filters and replace them with new pre-filters as scheduled by ADF&G. Used filters shall be placed in tightly sealed, plastic heavy-duty or double bags prior to exiting the building. Typically, four or eight used pre-filters are placed in a bag at a time, depending on the size of the plastic bag. Contractor will transport the sealed plastic bags containing the used filters to the storage location as determined by ADF&G, which is likely to be in a storage shed on site, located near the bullet trap door. Air filters and plastic bags will be provided by the State.
4. Remove and properly dispose of all protective gear when bullet trap work is complete and before entering other areas of the building.
5. Notify ADF&G once this task has been completed.

TASK MF – Main Filter Change in the Bullet Trap Room (Mini-Pleat, 95% efficiency filter)

Frequency: Anticipate performing this task once every two to eight weeks during the main season at the range. Changes are scheduled based on use levels of the live-fire range. Estimated 6-10 times annually.

Area: Downrange filter housing area in the Bullet Trap room.

1. Transport new filters from their storage area, as determined by ADF&G, which is likely to be in the upper level of the storage building onsite in the northeast corner of the range parking lot, to the range bullet trap room as needed. At times, ADF&G may be able to pre-stage new filters in the bullet trap, prior to scheduled filter changes.

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2. Follow all personal protective gear/equipment (PPG/PPE) guidelines. Wear protective, disposable gloves, Tyvek suit, booties (shoe or boot covers) and respirator with HEPA filtration. It is the Contractor's responsibility that all contract employees working in the bullet trap room have appropriate, fit-tested and approved-to-wear, respirators, and have received lead (Pb) awareness training.
3. Remove, contain, and stow sixteen used main filters (95 percent efficiency mini-pleat filters) and replace them with new filters as scheduled by ADF&G. Used filters shall be placed in tightly sealed, plastic heavy-duty or double bags prior to exiting the building. Typically, two to four used main filters are placed in a bag at a time, depending on the size of the plastic bag. Contractor will transport the sealed plastic bags containing the used filters to the storage location as determined by ADF&G, which is likely to be in a storage shed on site, located near the bullet trap door. Filters and plastic bags will be provided by the State. At times, it may be necessary to compact the used filters using provided vertical baler and baler twine according to ADF&G directions. If filter compaction is necessary, used filters shall be compacted in tight bundles of eight filters each, with a square of cardboard at the bottom and top of each bundle. Compacted bundles shall be placed in tightly sealed plastic bags.
4. Remove and properly dispose of all protective gear when bullet trap work is complete and before entering other areas of the building.
5. Notify ADF&G once this task has been completed.

TASK BU: Bucket Changeout in the Bullet Trap Room

Frequency: Anticipate performing this task once every 20 to 90 days. Changes are scheduled based on use levels of the live-fire range. Estimated 6-10 times annually.

Area: Bullet Trap room.

1. Follow all personal protective gear/equipment (PPG/PPE) guidelines. Wear protective, disposable gloves, Tyvek suit, booties (shoe or boot covers) and respirator with HEPA filtration. It is the Contractor's responsibility that all contract employees working in the bullet trap room have appropriate, fit-tested and approved-to-wear, respirators, and have received lead (Pb) awareness training.
2. Consolidate all lead (Pb) in the bullet trap buckets into as few buckets as possible (be careful to not add so much to one bucket to make it too heavy to lift), seal with lid each bucket, weigh each bucket after consolidation, log the weight of each bucket on a standard form provided on the clipboard mounted to the exterior of the inside door, and stow buckets out of the way inside the bullet trap room.
3. Make sure emptied or replacement bullet trap buckets are firmly mounted in all the bucket holder brackets beneath the bullet trap. This is very important so that the buckets remain in place between changeouts and so that there is no gap between the top portion of the bucket and the bottom portion of the trap where the buckets are mounted.
4. Replacement buckets and lids will be provided by the State as needed but make sure to retain buckets that are designed to fit in the bucket holders and use other buckets (that may not be designed to fit in the bucket holders) for consolidation.
5. Clean up any spilled lead (Pb) fragments or debris after changing out buckets. Properly dispose in one or more of the buckets prior to affixing lid(s).
6. Remove and properly dispose of all protective gear when bullet trap work is complete and before entering other areas of the building.
7. Notify ADF&G once this task has been completed.

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Task BT - Cleaning in the Bullet Trap Room

Frequency: Anticipate performing this task once or twice a year.

Area: Bullet Trap room.

1. Follow all personal protective gear/equipment (PPG/PPE) guidelines. Wear protective, disposable gloves, Tyvek suit, booties (shoe or boot covers) and respirator with HEPA filtration. It is the Contractor's responsibility that all contract employees working in the bullet trap room have appropriate, fit-tested and approved-to-wear, respirators, and have received lead (Pb) awareness training.
2. Manually start the live-fire range air handling system, leave system running while cleaning, and manually stop the system when finished.
3. Use the range's portable HEPA vacuum or the HEPA vacuum stowed in the bullet trap room and vacuum all surfaces of the area, on top, underneath, and behind mouth of the bullet trap, and on filter housing.
4. Use the range's portable floor scrubber or the floor scrubber stowed in the bullet trap room to clean the bullet trap room floor using a solution of D-LEAD All Purpose Cleaner (One part D-LEAD APC to 20 parts water) in water with an appropriate hardness floor scrubber machine pad. If a floor scrubber cannot be used or is not available, a damp mop process with D-LEAD cleaning solution may be used.
5. Empty the HEPA vacuum and replace the refuse bag (poly liner) in the vacuum.
6. Before moving the HEPA vacuum and floor scrubber to other parts of the building, clean surfaces of the machine(s) with solution of D-LEAD All Purpose Cleaner (One part D-LEAD APC to 20 parts water) in water.
7. Remove and properly dispose of all protective gear when bullet trap work is complete and before entering other areas of the building.
8. Notify ADF&G once this task has been completed.

GENERAL REQUIREMENTS

SCOPE OF CONTRACT AMOUNT: ADF&G has a fiscal responsibility to keep all service costs practical and within budget. This contract task frequency is based on range use levels. The range operates a main season (typically mid-September through mid-May) when use levels and service needs are medium to high, and a "summer season," when use levels and service needs are reduced. Estimates of Task frequency are provided in the TASKS list provided by ADF&G.

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.

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LICENSES AND CREDENTIALS: The Contractor shall be licensed by the State of Alaska to conduct business as appropriate to the requirements of the filter 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.

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, plastic bags (to contain used air filters), plastic buckets with lids, 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 Contractor will be responsible for properly operating, cleaning, and maintaining the state-owned HEPA vacuum and floor scrubber during the contract period.

WORK HOURS: The Contractor will need to coordinate with ADF&G, in advance, to make schedule arrangements for the completion of tasks. The tasks cannot be performed when the Live-Fire Range is in use. Typically, tasks can be completed between 11 p.m. in the evening and 7 a.m. the following day. Often, with advanced coordination with ADF&G, times during the day can be identified for when tasks could be completed.

ASSIGNMENT OF TASKS: ADF&G will notify the Contractor when tasks are to be completed with 48-72 hours advanced notice. ADF&G will typically add tasks to an online Google Calendar. ADF&G reserves the right to alter the schedule as needed based on range operations and Live-Fire Range use levels 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 and report (via email is usually best) when tasks are completed.

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. Notices are typically communicated via email (and/or text) 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

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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 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. If applicable, 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 contractor 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.

QUALIFICATIONS/SECURITY CLEARANCE: The Contractor, subcontractors, and all contractor 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

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security clearance. If required, it is the responsibility of the Contractor to ensure that this requirement is met without delay. Costs will be reimbursed by ADF&G via the monthly invoice from the contractor with receipt showing proof of payment. Contractor and all subcontractors and contractor employees while working on the premise shall wear in a visible location photo I.D. badge 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: Work must be performed in accordance with current OSHA and environmental statutes and regulations. 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 additional 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 or bullet trap room 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 or bullet trap room. 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.

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

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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 workday.

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 in a clean, neat and orderly fashion.

CLEANING WITH WATER INSIDE THE LIVE-FIRE RANGE Or BULLET TRAP ROOM: Some of the cleaning done inside the live-fire range or bullet trap room will require use of a solution of D-LEAD and water. There is no plumbing in the live-fire range or bullet trap room. 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. 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 PF	Pre-Filter Change in the Bullet Trap Room	\$ _____	x _____ =	\$ _____
Task MF	Main Filter Change in the Bullet Trap Room	\$ _____	x _____ =	\$ _____
Task BU	Bucket Changeout in the Bullet Trap Room	\$ _____	x _____ =	\$ _____
Task BT	Cleaning in the Bullet Trap Room	\$ _____	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