STATE OF DELAWARE
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
DIVISION OF STATE POLICE
P.O. BOX 430
DOVER, DELAWARE 19903

June 23, 2015

Sullivan International Group
Mr. Ricardo Pol, Vice President
2750 Womble Road, Suite 101
San Diego, CA 92106

Dear Mr. Pol,

The Special Provisions of Contract No. SHS-13-799 FIRING RANGE, titled as "*Delaware State Police Firing Range- Operations and Maintenance*" provides that the term of the contract may be extended by mutual consent. The Delaware State Police would like to exercise that option and extend the contract with *Sullivan International Group* for a period of one year under the same pricing, terms and conditions as stated in the original contract. By signing this extension this contract would then continue to be effective through July 7, 2016.

Please sign both copies enclosed indicating your acceptance and return both letters to me by Friday, July 3, 2014. An executed copy will be returned for your records.

We appreciate your cooperation and look forward to hearing from you. Should you have any questions, please do not hesitate to contact me.

Sincerely,

*Original on File*

Kimberly Cuffee
Purchasing Administrator

*Original on File*

Ricardo Pol– Signature
Vice President
Sullivan International Group

Date: 6/25/15

*Original on File*

Nathaniel McQueen, Jr – Signature
Superintendent
Delaware State Police

Date: 062315

Encl: Copy of Original Specifications

This is a copy of the statement of work submitted with the original "Request for Proposal"(RFP) on May 14, 2013 for contract SHS 13-799 FIRING RANGE.

# STATEMENT OF WORK (SOW)
# DELAWARE STATE POLICE
# FIRING RANGE MAINTENANCE AND OPERATION

## 1.0 BACKGROUND

The Delaware State Police Firing Range, located off Clark Farm Road near Smyrna, Delaware, consists of one 25-yard indoor firing range along with associated bullet trap, office, classroom, storage, locker room, and utility space. The range was originally opened in 1998 before being closed in 2004 for renovations to implement a number of safety and operational improvements. Following the completion of these renovations, the range was reopened in 2007 utilizing exclusively lead-free frangible ammunition of various calibers.

## 2.0 OBJECTIVE AND SCOPE

The objective of this acquisition is to operate and maintain the Delaware State Police Firing Range in an efficient, safe, and environmentally compliant manner for all who work and train in the facility. Services provided by the Contractor are to include:

- Maintenance and operation of the Range HVAC systems (filter and belt changes, inspections and lubrication of moving parts, daily monitoring and operational adjustments). Office HVAC systems are NOT part of SOW;
- Maintenance and operation of the lighting (standard lighting – on/off/dimmer) and Mancom target control systems, Mancom Target Carriers and associated electronics;
- Maintenance, operation and cleaning of the Savage "wet" bullet trap system;
- Maintenance and cleaning of the firing range and adjacent office building areas;
- Management of all solid waste (including its proper disposal) and recyclable materials; and
- Management of other range operations and setups as requested by the Delaware State Police.

## 3.0 SAFETY AND HEALTH REQUIREMENTS

3.1 The Contractor shall provide a competent person as defined in OSHA 29 CFR 19.62, this qualified individual will serve as the Site Safety and Health Officer, one who is capable of identifying existing and predictable hazards in the surroundings or working conditions and who has authorization to take prompt corrective measures to eliminate them. His/her responsibilities shall include:

- Provide safety training as required to meet all Federal, State and local requirements;
- Select and periodically inspect personnel protective equipment (PPE);
- Ensure that PPE is properly used, stored and maintained;
- Monitor contractor staff for signs of stress, such as cold exposure, heat stress, and fatigue;
- Monitor and control onsite hazards and conditions;

- Ensure work is performed in accordance with specifications and regulatory requirements at all times; and
- Know emergency procedures, evacuation routes, and the contact numbers for emergency personnel.

3.2 The Contactor shall develop, implement and maintain on site an accurate and up to date Hazard Communication Program in accordance with 29 CFR 1910.1200 to include Material Safety Data Sheets for all chemicals, glues, solvents, and other hazardous materials in use. Contractor staff shall be trained in accordance with the requirements of the Hazard Communication Program.

3.3 Besides Hazard Communication Program training, the Contractor shall also train its staff on all other relevant requirements to include, but not necessarily limited to, lock-out/tag-out, fork lift, fall protection and blood borne pathogens.

3.4 The Contractor shall provide PPE, such as gloves, safety glasses, and hearing protection, to contractor staff as required.

3.5 The State shall provide general wash areas and emergency eye wash stations for Contractor staff.

3.6 The use of tobacco products, alcohol and illegal drugs shall not be tolerated on site and will be grounds for immediate dismissal and/or criminal prosecution.

## 4.0 FACILITY MAINTENANCE/CUSTODIAL REQUIREMENTS

4.1 The Contractor shall coordinate all proposed work schedules with the State Contracting Officer and must be approved by the Contracting Officer prior to commencing any work.

4.2 Contractor personnel shall be required to operate and use material handling equipment (i.e., State-furnished forklifts, drum dollies, and drum hoist/lifters).

4.3 Bullet Trap. The Savage Wet Snail System requires routine maintenance and is the sole responsibility of the Contractor.

- Daily, the Contractor shall clean all filters (20), skim all debris from trap water and visually check all pumps (20) and associated plumbing fixtures for leaks or malfunctions;
- Daily, the Contractor will also check water level and test run the system to ensure the motor, conveyor, spray bars and pumps are working correctly;
- Weekly, check the Snail Oil content in the bullet trap water using a refractometer to ensure it is a 2-3% level and add Snail Oil as needed;
- Weekly, inspect and clean the front hoppers and screens;
- At least once a month, inspect the upper and lower ramps for dents, gouges, scoring, excessive wear, or other damages and repair/replace as needed;

- At least once a month, sediment (sludge) that collects into the tank must be removed and placed into a 55-gallon drum for recycling;
- Each time a waste drum is filled and removed, vacuum, pick-up and remove all bullet fragments, brass, trash or debris such as dirt, leaves, sand, wood, paper, cardboard and other foreign matter which has accumulated around or inside the bullet trap room; and
- Police the areas immediately around the exterior of the bullet trap rooms each business day.

4.4 Indoor Range. The indoor range requires cleaning on a daily basis if the range was used that day. This maintenance includes:

- Ensure that the firing range ventilation system is on and properly running during cleaning activities;
- Pick up all "live" ammunition and expended shell casings, placing unfired rounds into ammunition cans and expended shell casings (brass) into designated containers located on the range;
- Dispose of any loose trash (boxes, used targets, used cardboard, etc.) left on the range each day;
- HEPA vacuum all areas of the indoor range to include entrances, floors, doors, fixtures, weapons cleaning area, target areas of the bullet traps, impact plates, control booths, and barricades using HEPA vacuum cleaners and accessories provided by the State;
- Following vacuuming, wet wipe the weapons cleaning and control room tables/counters and mop these room floors using a mild detergent; and
- Replace the top sheet of the entrance mats.

4.5 Drum Storage Area. The Contractor is required to maintain an inventory of drums on site to accommodate firing range activities and shall mark drums of waste/recyclables prior to moving full drums to the Drum Storage Area. All drum markings must be durable, in English and printed or affixed to the containers. Markings must be located away from other markings (such as drum manufacturer markings) that could substantially reduce its effectiveness. The contractor shall ensure that all marking comply with 49 CFR 172.33, Subpart D-Markings. The Drum Storage Area shall be kept neat and organized at all times. The Contractor shall manage the waste/recyclables in this area by arranging for routine pick-up and disposal or recycling. Any recycling revenues are to go directly to the Delaware State Police. Recyclables include cardboard, target papers, plastic shot shells, all firearms brass and the sludge from the bullet trap.

4.6 HVAC System. The fresh air intake and the exhaust sides of the air handling units are equipped with MERV-8 type filters and shall be changed as needed. The Contractor shall visually inspect and clean and vacuum as necessary, all air handling unit(s) including installed filters and the Energy Recovery Wheel once every fifteen days. All filters shall be changed as required to maintain the effectiveness of the air flow across all firing lanes in the range. The contractor shall also inspect the air handling units and perform routine maintenance such as belt changes and lubrication of grease fittings. The State supplies the Contractor with filters, belts and is responsible for major repairs on all air handlers.

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4.7 Lighting and Mancom Target Control Systems. Daily, the Contractor shall inspect and perform routine maintenance (i.e., bulb changes) on these systems as required.

4.8 The Contractor shall regularly inspect and paint as needed the foul lines, firing lanes, numbering, etc. on the range. Use Safety Yellow oil-based acrylic paint.

4.9 Custodial Requirements. The Contractor shall remove dust and debris on a daily basis and shall clean classrooms, hallways, locker rooms and restrooms as follows:

- Vacuum and mop floors (as needed);
- Wash and disinfect water closets, seats, urinals, dispensaries and fixtures;
- Thoroughly clean all wash basins;
- Damp-wipe mirrors shelving, dispensaries and fixtures;
- Wipe doors, partitions, frames and waste receptacles;
- Scrub shower stalls and walls with disinfectant;
- Fill paper towel, soap and toilet paper dispensers, as needed;
- Dispose of cleaning materials in the proper containers; and
- Empty trash.

## 5.0 STATE FURNISHED PROPERTY AND EQUIPMENT

The State shall provide access to the building and use of office space; utilities including telephone; locker rooms; material handling and cleaning equipment. These items shall remain the property of the State. Contractor shall provide their own internet access.

## 6.0 INVOICING

The Contractor shall invoice the State on a monthly basis on a time and materials basis.