

# Project Checklist

Attach required forms for each procurement type and detailed scope of services and/or specifications and forward original documents to the Chief Procurement Officer; City Hall, Room 806.

<b>Date:</b> 5/15/2024	
Department Name: <b>POLICE</b>	
Requisition No: <b>527720</b>	Specification No: <b>1271758</b>
PO No:	Modification No: N/A
Contract Liaison: <b>Elsie Vazquez</b>	
Telephone: 5-5953	
Email: elsie.vazquez@cityofchicago.org	
Project / Program Manager: <b>Kevin Pater</b>	
Telephone: 5-3710	
Email: kevin.pater@cityofchicago.org	

For blanket agreements, original or lead department must consult with other potential departments who may want to participate on the blanket agreement. If grant funded, attach copy of the approved grant application and other terms and conditions of the funding source. **Note:** 1) **Funding:** Attach information if multiple funding lines; 2) **Individual Contract Services:** Include approval form signed by Department Head and OBM; 3) **ITGB:** IT project valued at \$100,000.00 or more, attach approval transmittal sheet.

**\*By signing this form, I attest that all information provided is true and accurate.**

**\*Contract Liaison Signature**  
*Elsie Vazquez*

**Project Title:**  
NCRB SOLE SOURCE FOR BEST TECHNOLOGY SYSTEMS, INC., FOR THE CLEANING OF BULLET TRAPS & SHOOTING RANGES

**Project Description:**  
NCRB SOLE SOURCE FOR CPD TO MAINTAIN THE CLEANING OF BULLET TRAPS & SHOOTING RANGES

**Funding:**

<input checked="" type="checkbox"/> Corporate	<input type="checkbox"/> Bond	<input type="checkbox"/> Enterprise	<input type="checkbox"/> Grant	<input type="checkbox"/> Other:
<input type="checkbox"/> IDOT/Transit	<input type="checkbox"/> IDOT/Highway	<input type="checkbox"/> FHWA	<input type="checkbox"/> FTA	<input type="checkbox"/> FAA

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	ESTDOLLAR AMOUNT
1-9	024	0100	057	4361	0340	220340	0000		3,755,175.00

Check One:  
 **New Contract Request**

*\*By signing below, I attest the estimates provided for this contract are true and accurate.*

*\*Project / Program Manager Signature*  


*\*Commissioner Authorized Designee Signature*  


**Purchase Order Type:**

Blanket/Purchase Order (DUR)  
 Master Consultant Agreement (Task Order)  
 Standard/One-Time Purchase

**Special Approvals Required:**

Emergency  
 Non-Competitive Review Board (NCRB)  
 Request for Individual Contract Services  
 Information Technology Governance Board (ITGB)

**Purchase Order Information:**

**Contract Term (No. of Months):** Sixty (60) Months

**Extension Options (Rate of Recurrence):** 181-Days

**Estimated Spend/Value:** \$ 3,755,175.00

**Procurement Method:**

Bid  RFP  RFQ  RFI  
 Small Order

**Grant Commitment / Expiration Date:**

**Pre-Bid/Submittal Conference:**  Yes  No  
 Mandatory  Site Visit

**Contract Type:**

Architect Engineering  Commodity  Construction  JOC  SBI  
 Professional Services  Revenue Generating  Vehicle & Heavy Equipment  
 Work Service  Joint Procurement  Reference Contract

**Modification or Amendment**

**Modification Information:**

PO Start Date: \_\_\_\_\_  
 PO End Date: \_\_\_\_\_  
 Amount (Increase/Reduction): \_\_\_\_\_

**MBE/WBE/DBE Analysis: (Attach MBE/WBE/DBE Goal Setting Memo)**

Full Compliance  Contract Specific Goals  
 No Stated Goals  Waiver Request

**Modification/Amendment Type:**

Time Extension  Scope Change/Price Increase /Additional Line Item(s)  
 Vendor Limit Increase  Requisition Encumbrance Adjustment  
 Other (specify): \_\_\_\_\_

**Risk Management / EDS**

Insurance Requirements (included)  Yes  No  
 EDS Certification of Filing (included)  Yes  No

**Vendor Info:**

Name: **Best Technology Systems**  
 Contact: **Gary Chinn**  
 Address: **12024 S. Aero Dr., Plainfield, IL 60585**  
 E-mail: **gchinn@btsranges.com**  
 Phone: **815-254-9554**



## DEPARTMENT OF PROCUREMENT SERVICES NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION

Complete this cover form and the **Non-Competitive Procurement Application Worksheet** in detail. Refer to the page entitled "Instructions for Non-Competitive Procurement Application" for completing this application in accordance with its policy regarding NCRB. Complete "other" subject area if additional information is needed. Subject areas must be fully completed and responses merely referencing attachments will not be accepted and will be immediately rejected.

Department	Originator Name	Telephone	Date	Signature of Application Author 
POLICE	Sgt. Michael Fields	312-746-8310 x 239	5/8/2024	
Contract Liaison	Email Contract Liaison	Telephone		
Elsie Vazquez	elsie.vazquez@cityofchicago.org	312-745-5953		

List Name of NCRB Attendees/Department	
Sgt. Michael Fields Joel Brown PO Lolita Newell Jose Sandoval Kevin Pater	Elsie Vazquez

Request NCRB review be conducted for the product(s) and/or service(s) described herein.

Company: BEST TECHNOLOGY SYSTEMS, INC.

Contact Person:	Phone:	Email:
Gary M. Chinn	815-254-9554 ext. 26	gchinn@btsranges.com

Project Description: NCRB for Cleaning Bullet Traps & Shooting Ranges

This is a request for:

<input checked="" type="checkbox"/> New Contract  <u>Contract Type</u> <input checked="" type="checkbox"/> Blanket Agreement    Term: <u>60</u> (# of mo) <input type="checkbox"/> Standard Agreement	<input type="checkbox"/> Amendment / Modification  <u>Type of Modification</u> <input type="checkbox"/> Time Extension <input type="checkbox"/> Vendor Limit Increase <input type="checkbox"/> Scope Change Contract Number: _____ Specification Number: _____ Modification Number: _____
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<p><b>Department Request Approval</b></p> <p></p> <p>DEPARTMENT HEAD OR DESIGNEE</p> <p></p> <p>PRINT NAME</p>	<p><b>Recommended Approval</b></p> <p>_____</p> <p>BOARD CHAIRPERSON</p> <p>_____</p> <p>PRINT NAME</p>
<p>5-21-2024</p> <p>DATE</p>	<p>_____</p> <p>DATE</p>

(FOR NCRB USE ONLY)

Recommend Approval/Date: \_\_\_\_\_

Return to Department/Date: \_\_\_\_\_

Rejected/Date: \_\_\_\_\_

Approved                       Rejected

\_\_\_\_\_  
 CHIEF PROCUREMENT OFFICER                      DATE



**DEPARTMENT OF PROCUREMENT SERVICES  
NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION  
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT WORKSHEET**

All applicable information on this worksheet must be addressed using each question found on the "Instructions for Non-Competitive Procurement Application" in this application.

**Justification for Non-Competitive Procurement Worksheet**

**PROCUREMENT HISTORY**

1. The Department needs to have each of the eight (8) Firing Ranges cleaned/maintained on a regular basis to meet OSHA lead exposure requirements, EPA hazardous waste disposal requirements, comply with the Illinois Law Enforcement Training and Standards Board (ILETSB) requirements as well as ensure there is no disruption of In-Service and Recruit Training. Due to health and safety issues, OSHA standards only allow officers to be exposed to a minimum level of lead buildup in their system. Therefore, lead cleaning must be performed on these ranges on a regular basis to prevent exposure to too much lead on the surfaces and the air in the ranges. ILETSB requires that recruits be trained on a certified range. If the range is not operational causing the recruits to not meet the ILETSB training standards, they cannot be certified as a peace officer. Also, if the time limitation for certification is not met, the recruit would be rendered ineligible to be certified as a Peace officer in the State of IL. For those officers who require in-service training, if the training is not met in a timely fashion, there is liability to the City for lack of training. Annual prescribed weapons qualifications for officers are required and if not met can result in potential de-certification as a peace officer.
2. The Department is currently requesting a Vendor Limit Increase (VLI) in the amount of \$299,890.00 a 1-year Time Extension (TE) (Requisition# 577953) for the continuity of existing services until a new contract is awarded. The current contract under PO 33790 will provide service coverage through April 19, 2024.
3. Only Best Technology Systems, Inc. is certified and licensed to work on InVeris Training Solutions, Inc. (formerly Meggitt Training Systems) range equipment.
4. The Department is requesting a new NCRB Sole Source contract for the continuation of existing services for a five (5) year contract with one 181-Day time extension option to be awarded via the Sole Source Board.
5. Competitive bidding is not possible. The equipment for the Firing Ranges is InVeris Training Solutions, Inc. Best Technology Systems, Inc. is the only lead abatement vendor who is licensed and certified by InVeris Training Solutions, Inc. to perform services on their bullet traps including inspecting bullet traps and reporting to Police and InVeris Training Solutions, Inc. If parts are worn or damaged as well as performing repairs and/or installing replacement bullet trap parts to the manufacturer's specification.

**ESTIMATED COST**

1. \$3,824,175.00 for five (5) year contract with one 181-Day time extension option. The annual cost to service all eight ranges has been quoted at \$751,035.00 for an anticipated award amount of total of \$3,755,175.00 for five years. Additionally, Change Orders associated with this contract for replacement of Inveris parts for unexpected repairs will be billed at \$150.00 per hour for labor, at an average of 460 hours for the duration of the contract totaling \$69,000.00. There is a 181-day Time Extension (TE) option 1for continuity of service.
2. Based on previous annual contract price for set number of service visits plus costs for additional visits if needed due to increase recruitment and in-service training plus more frequent breakdown and removal of filters. Also based on request from Department of Assets, Information & Services, scope of services now includes changing of range filters resulting in efficiencies as one vendor will be responsible for changing, breaking down and disposing of the range filters. This will shorten downtime of ranges and will result in limited handling of hazardous waste to one vendor.
3. The range parts and equipment are InVeris Training Solutions, Inc. If Best Technology Systems services were not allowed, new bullet trap equipment would have to be installed in 7 ranges costing approximately 1.5 million dollars per range for a total cost of 10.5 million dollars. However, based on the existing footprint of 6 of the ranges, Police would need to continue to utilize the venetian blind type trap as there is not enough room behind the backstop to install a modern bullet trap. Best Technology Systems, Inc. breaks down the pre-secondary and HEPA filters prior to disposing them as hazardous waste rather than removing them whole resulting in a smaller footprint with a categorization of a



**DEPARTMENT OF PROCUREMENT SERVICES  
NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION  
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT WORKSHEET**

small quantity generator and cost savings.

4. Costs per site have increased due to more frequent visits to breakdown and dispose of filters as well as their service visits to include changing the range filters in their contract schedule.

**SCHEDULE REQUIREMENTS**

1. Schedule is based on the operational needs of the Departments Firing Ranges. The Deputy Chief of the Police Training Academy as well as the Deputy's Firearms Range instructors are consulted regarding the training needs for the Recruits and In-Service training.
2. Lack of drawings and/or specs have no bearing on competitiveness.
3. Service visits to perform lead cleaning of the ranges are one (1) per month. Service visits to disassemble, clean and reassemble the deceleration chambers are two (2) times per year. Service visits to HEPA vacuum the accessible intake vents over the bullet traps are four (4) times per year. Service visits to HEPA vacuum and wet wipe the ceiling baffles/deflector shields as well as the target tracks and carrier are four (4) times per year. The above services are not all inclusive with more detailed services denoted in their proposal that includes scope of work. They meet EPA hazardous waste disposal guidelines when removing lead and lead fragments from the bullet traps as well as range filters. They achieve cost efficiencies by breaking down the pre-secondary and HEPA filters versus disposing of them whole resulting in a smaller hazardous waste footprint and being categorized as a small quantity generator. The scheduled lead cleaning is necessary to prevent high lead levels in the officers which can result in serious, permanent health issues. Too much lead build-up in the deceleration chambers can cause bounce back of bullet fragments potentially injuring officers.
4. The City would need to build seven (7) ranges with new bullet trap equipment costing approximately 1.5 million per range. Training would be severely impacted as recruits would not meet the ILETSB requirements and therefore, recruits would not be certified as a peace officer. For officers that are required to take in-service training, there would be considerable impact on officers' health and safety that could result in potential injuries to officers and citizens and liability to the City.

**EXCLUSIVE OR UNIQUE CAPABILITY**

1. Not seeking a Professional Service contract.
2. Yes. They solely work on firing ranges. Their technicians are licensed and certified by InVeris Training Solutions, Inc. to work on InVeris Training Solutions, Inc. bullet traps. They have expertise on the disassembly, cleaning and re-assembly of InVeris Training Solutions, Inc., deceleration chambers and they notify Police and InVeris Training Solutions, Inc., regarding worn or damaged parts that need to be replaced but cannot be seen by visually looking at the surface components. Discovery of certain worn/damaged parts can only be determined when disassembling the deceleration chambers. They are certified to install new replacement parts per the manufacturer's specifications in addition to effect repairs such as tack welding the sidewalk of the bullet trap of leading edge assemblies.
3. Best Technology Systems field technicians only perform work on firing ranges. Their technicians are licensed and certified by InVeris Training Solutions, Inc. to work on InVeris Training Solutions, Inc. bullet traps. They possess expertise in the disassembly, cleaning and re-assembly of InVeris Training Solutions, Inc., deceleration chambers as well as cleaning of target tracks and carriers that have electronics. Their technicians have been performing lead cleaning of the Department's ranges for over 20 years.
4. They possess specialized vacuum equipment for Area 5's granular rubber bullet trap. This equipment separates the lead bullets from the granular rubber trap.
5. Best Technology Systems meets the OSHA regulations regarding lead in the general industry - 29 CFR 1910.1025, OSHA Respirator and Respiratory Use, 29 CFR 1910.134 as well as 40 CFR Parts 262-265-Commercial vehicles. They also comply with State and Local regulations that govern shooting ranges. They meet EPA requirements concerning disposal of hazardous waste material. They service 60-65% of the Chicagoland Law Enforcement Ranges as well as Cook County Ranges. They also provide services in 40 other states including ranges with InVeris Training Solutions, Inc., bullet traps as well as ranges with other bullet trap equipment. Based on their intimate knowledge of our ranges and InVeris Training Solutions, Inc. range equipment as well as their manpower



**DEPARTMENT OF PROCUREMENT SERVICES  
NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION  
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT WORKSHEET**

capacity, they can meet the Department's needs and maintain efficiencies in the performance of their services.

6. Does not apply as the Range Equipment is InVeris Training Solutions, Inc. However, Best Technology Systems, Inc. is certified and licensed to work on InVeris Training Solutions, Inc.'s bullet traps. They have extensive knowledge on the disassembly, cleaning, lead removal buildup (on deceleration chambers) and reassembly of the bullet trap. They inspect and notify any deficiencies found in the bullet trap to Police and InVeris Training Solutions, Inc. They perform temporary repairs if needed or install replacement parts of bullet traps.

7. Does not apply.

8. a) No.

b) Yes, Best Technology Systems, Inc. is the only licensed IDPH lead abatement contractor that is licensed and certified by InVeris Training Solutions, Inc. to perform services on their bullet traps including installing replacement parts or repairs (welding) in the State of Illinois.

OTHER



## DEPARTMENT OF PROCUREMENT SERVICES NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION INSTRUCTIONS FOR NON-COMPETITIVE PROCUREMENT APPLICATION

### INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT APPLICATION

If a City Department has determined that the purchase of supplies, equipment, work and/or services cannot be done on a competitive basis, a justification must be prepared on this "Justification for Non-Competitive Procurement Application" in which procurement is requested on a or non-competitive basis in accordance with 65 ILCS 5/8-10-4 of the Illinois Compiled Statutes. Using this instruction sheet, all applicable information must be addressed on the worksheet. The information provided must be complete and in sufficient detail to allow for a decision to be made by the Non-Competitive Procurement Review Board. For Amendments, Modifications, describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change.

Attach a DPS Checklist and any other required documentation; the Board will not consider justification with incomplete information documentation or omissions.

#### PROCUREMENT HISTORY

1. Describe the requirement and how it evolved from initial planning to its present status.
2. Is this a first time requirement or a continuation of previous procurement from the same source? If so, explain the procurement history.
3. Explain attempts made to competitively bid the requirement (attach copy of sources contacted).
4. Describe in detail all research done to find other sources; list other cities, companies in the industry, professional organizations contacted. List periodicals and other publications used as references.
5. Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?
6. Explain whether or not future competitive bidding is possible. If not, explain in detail.

#### ESTIMATED COST

1. What is the estimated cost for this requirement or for each contract, if multiple awards are contemplated? What is the funding source?
2. What is the estimated cost by fiscal year?
3. Explain the basis for estimating the cost and what assumptions were made and/or data used (i.e., budgeted amount, previous contract price, current catalog or cost proposal from firms solicited, engineering or in-house estimate, etc.)
4. Explain whether the proposed Contractor or the City has a substantial dollar investment in original design, tooling or other factors which would be duplicated at City expense if another source was considered. Describe cost savings or other measurable benefits to the City which may be achieved.
5. Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.

#### SCHEDULE REQUIREMENTS

1. Explain how the schedule was developed and at what point the specific dates were known.
2. Is lack of drawings and/or specifications a constraining factor to competitive bidding? If so, why is the proposed Contractor the only person or firm able to perform under these circumstances? Why are the drawings and specifications lacking? What is the lead time required to get drawings and specifications suitable for competition? If lack of drawings and specifications is not a constraining factor to competitive bidding, explain why only one person or firm can meet the required schedule.
3. Outline the required schedule by delivery or completion dates and explain the reasons why the schedule is critical.
4. Describe in detail what impact delays for competitive bidding would have on City operations, programs, costs and budgeted funds.

#### EXCLUSIVE OR UNIQUE CAPABILITY

1. If contemplating hiring a person or firm as a Professional Service Consultant, explain in detail what professional skills, expertise, qualifications, and/or other factors make this person or firm exclusively or uniquely qualified for the project. Attach a copy of the cost proposal, scope of services, and **Temporary Consulting Services Form**.
2. Does the proposed firm have personnel considered unquestionably predominant in the particular field?
3. What prior experiences of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?
4. What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature which is vital to the job?
5. What other capabilities and/or capacity does the proposed firm possess which is necessary for the specific job, project or program which makes them the only source who can perform the work within the required time schedule without unreasonable costs to the City?
6. If procuring products or equipment, describe the intended use and explain any exclusive or unique capabilities, features and/or functions the items have which no other brands or models, possess. Is compatibility with existing equipment critical from an operational standpoint? If so, provide detailed explanation?
7. Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data (attach documentation verifying such)?
8. If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from any other sources? If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center? If so, attach letter from manufacturer on company letterhead.

#### MBE/WBE COMPLIANCE PLAN

- \* All submissions must contain detailed information about how the proposed firm will comply with the requirements of the City's Minority and Women Owned Business program. All submissions must include a completed C-1 and D-1 form, which is available on the Procurement Services page on the City's intranet site. The City Department must submit a Compliance Plan, including details about direct and indirect compliance.

#### OTHER

1. Explain other related considerations and attach all applicable supporting documents, i.e., an approved "ITGB Form" or "Request For Individual Hire Form".

#### REVIEW AND APPROVAL

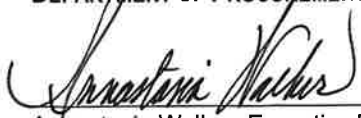
**This application must be signed by both Originator of the request and signed by the Department Head. After review and final disposition from the Board, this application will be signed by the Board Chairman. After review and final disposition from the Board, this form will be presented to the Chief Procurement Officer recommending approval.**



CITY OF CHICAGO

OFFICE OF PUBLIC SAFETY ADMINISTRATION

To: Aileen Velazquez, Chief Procurement Officer  
DEPARTMENT OF PROCUREMENT SERVICES (DPS)

From:   
Anastasia Walker, Executive Director  
PUBLIC SAFETY ADMINISTRATION (PSA)

Date: May 10, 2024

Subject: Request for NCRB Sole Source for Chicago Police Department  
Cleaning Bullet Traps & Shooting Ranges  
Estimated Cost: \$3,755,175.00  
Requisition No.: 527720  
Specification No.: 1271758  
Contract Term: Five (5) Years

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The Chicago Police Department (CPD) is recommending a Sole Source Contract with Best Technology Systems, Inc., as they are the only firm certified and licensed to work on InVeris Training Solutions, Inc., range equipment. CPD needs to have each of the eight (8) Firing Ranges cleaned/maintained on a regular basis to meet OSHA's Lead Exposure Requirements, EPA Hazardous Waste Disposal Requirements, to comply with the Illinois Law Enforcement Training and Standards Board (ILETSB) requirements, as well as ensure there is no disruption of In-Service and Recruit Training. CPD is requesting a Sole Source Contract with Best Technology Systems, Inc., as they are the only certified service representative in Lead Abatement in the State of Illinois.

Due to health and safety issues, OSHA standards only allow Officers to be exposed to a minimum level of lead buildup in their system. Therefore, lead cleaning must be performed on these ranges on a regular basis to prevent exposure of too much lead on the surfaces and in the air on the ranges. ILETSB requires that recruits be trained on a "Certified Range". If the range is not operational, causing the recruits to not meet the ILETSB's training standards, they cannot be certified as a Peace Officer. Also, if the time limitation for certification is not met, the recruit would be rendered ineligible to be certified as a Peace Officer in the State of Illinois. For those Officers who require in-service training, if the training is not met in a timely fashion, there is liability to the City for lack of training. Annual prescribed Weapon's Qualifications for Officers are required and if not met can result in potential de-certification as a Peace Officer. Additionally, this will permit Officers to provide safety to citizens in the Chicagoland area.

PSA is requesting a sixty (60) month contract with a 181-Day extension option. The estimated cost for the duration of the contract is \$3,755,175.00.



CITY OF CHICAGO



OFFICE OF PUBLIC SAFETY ADMINISTRATION

SUPPORTING DOCUMENTS

- Non-Competitive Review Board (NCRB) Application
- DPS Project Checklist
- Approved OBM Form
- Signed Scope of Services
- Best Technology Systems Sole Source Justification Documentation
- Best Technology Systems Price Quote
- Insurance Requirements
- Economic Disclosure Statement Certificate (EDS)
- Compliance Memo
- Debt Check

If you should have any questions or need further assistance regarding this request, please contact Elsie Vazquez at 312-745-5953 or [elsie.vazquez@cityofchicago.org](mailto:elsie.vazquez@cityofchicago.org).

Thank you for your time and assistance.

cc: Frank Lindbloom, PSA  
Natalie Gutierrez, PSA  
Kevin Pater, PSA

Enclosure(s)





Quality Specialists in Bullet Trap  
and Shooting Range Maintenance

May 8, 2024

12024 S. Aero Drive  
Plainfield, IL 60585-8796  
P 815-254-9554 F 815-254-9558

www.btsranges.com  
E-Mail: mail@btsranges.com

MBE Contractor  
Asian Minority Owned Business

Mr. Joel Brown  
Dept. of Procurement Services  
121 N. LaSalle Street, Room 403  
Chicago, IL 60602

RE: Chicago PD Bullet Trap and Shooting Range Maintenance - 8 Locations

Dear Mr. Brown:

The following is a proposal for maintenance and cleaning of the Chicago Police Department's (Areas 1, 2, 3, 4, 5, Training Academy, Safety Center, Homan Square/Forensic lab) bullet traps and shooting ranges. The following are the scopes of work for the individual shooting ranges.

#### **Chicago PD (Area 1- Central)- 5101 S. Wentworth Avenue**

This scope of work is for the individual services for the Chicago Police Department Area 1 bullet trap and cleaning surfaces in the shooting range. This proposal is for one visit per month with 12 visits within the contractual for this shooting range. The scope of work is as follows:

- Set up a decontamination unit and regulate the work area.
- Inspect and empty collection trays.
- Recycle the spent lead projectiles. BTS to retain monetary value.
- Supply containers and package the spent lead projectiles for recycling.
- HEPA vacuum the front of the bullet trap impact plates.
- HEPA vacuum and clean under the bullet trap.
- Wet wipe the shooters booths and all horizontal and vertical surfaces from the firing line to the back wall and from the bottom of the safety ceiling to the floor.
- Visually inspect the bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- HEPA vacuum the shooting range floor.
- HEPA vacuum the first 200 sq. ft. of floor outside the entrance to the shooting range.
- HEPA vacuum the accessible intake vents over the bullet trap. **(4x/year)**
- HEPA vacuum the accessible back side surfaces of the over-trap. **(4x/year)**
- HEPA vacuum and wet wipe ceiling baffles/deflector shields **(4x/year)**
- HEPA vacuum and wet wipe target tracks, carriers, and cross braces. **(4x/year)**
- HEPA vacuum the shooting range walls from the floor up to 10 feet. **(4x/year)**
- Disassemble the deceleration chambers as needed to complete our work. **(1x/ year)**
- Remove the lead build up from the deceleration chambers. **(1x/year)**
- Supply containers and package the lead build up from the deceleration chambers for recycling. **(1x/year)**
- Recycle the spent lead projectiles and lead build up from the deceleration chambers. **(1x/year)**
- Spray the deceleration chambers with graphite lubricant. **(1x/year)**
- Reassemble deceleration chambers. **(1x/year)**
- Set up a wash station and regulate the ventilation room/area with lead danger signs and lead caution tape. **(2x/year)**
- Place 6 mil plastic on the floor in front of the ventilation unit doors.

- Create negative pressure in the ventilation room to contain lead dust.
- Set up a small containment with 6 mil plastic to contain the lead dust when changing the Roll-O-Matic filters.
- Remove, package, and dispose of 2 used Roll-O-Matic and 10 used HEPA filters from the unit as lead contaminated hazardous waste. (2x/year)
- HEPA vacuum the filter tracks and unit floor under the filters being changed out. (2x/year)
- Install 2 new Roll-O-Matic and 10 new HEPA filters into the unit. (2x/year)
- New filters to be supplied by the owner.
- HEPA vacuum the floor in front of the ventilation unit and walkway to the exit. (2x/year)
- Conduct air sampling during the changing of the filters, inside and outside of the work area. (2x/year)
- If the ventilation room is already contaminated or need wet cleaning. BTS will clean the room and charge the hourly rate of \$150.00 per hour.
- Dismantle air diffusers for return air in the Ready Area. (1x/year)
- HEPA vacuum and wet wipe the front and back of the air diffuser plates. (1x/year)
- HEPA vacuum and wet wipe the diffuser sidewalls and metal louvers separating the diffusers from the duct work - no cleaning inside of the duct work. (1x/year)
- Supply and install new tacky mat pads.(1x/year - 2 total)
- Supply and install 2 tacky mat refills monthly.
- Package and dispose of cleaning supplies, personal protective equipment, and ventilation filters as lead-contaminated hazardous waste.
- Monitor the negative pressure in the shooting range and inform the owner of any deficiencies.
- Notify owner of any wear/damage when performing lead cleaning/removal.
- Contractor has been certified by InVeris/ Meggitt Training systems for 23 years.
- If the bullet trap has defects and the sidewalls need to be anchored or welding of leading edges and/or kick plates; BTS will repair the equipment and charge the hourly rate of \$150.00 per hours. Bullet trap parts will be supplied by InVeris/ Meggitt Training Systems under a separate contract.
- Conduct work in accordance with the attached specifications.

The shooting range will be closed 1 - 2 days for work to be completed.

**Cost break down:**

Basic Clean: 12x/year x \$1,525.00= \$18,300.00

Additional Clean: 4x/year x \$825.00= \$3,300.00

Install & dispose of Roll-O-Matic filters: 2x/year x \$1,790.00= \$3,580.00

Deceleration Chambers- Lead removal: 1x/year x \$4,425.00= \$4,425.00

Clean inside of the diffusers: 1x/year x \$ 990.00= \$990.00

Install & dispose of HEPA filters: 2x/year x \$1,275.00= \$2,550.00

**The total contract cost for one year will be: \$33,145.00**

**Chicago PD (Area 2 - South)- 727 East 111<sup>th</sup> Street**

This scope of work is for the individual services for the Chicago Police Department Area 2 bullet trap and cleaning surfaces in the shooting range. This proposal is for one visit per month with 12 visits within the contractual year for this shooting range. The scope of work is as follows:

- Set up a decontamination unit and regulate the work area.
- Inspect and empty collection trays.
- Recycle the spent lead projectiles. BTS to retain monetary value.
- Supply containers and package the spent lead projectiles for recycling.

- HEPA vacuum the front of the bullet trap impact plates.
- HEPA vacuum and clean under the bullet trap.
- Wet wipe the shooters booths and all horizontal and vertical surfaces from the firing line to the back wall and from the bottom of the safety ceiling to the floor.
- Visually inspect the bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- HEPA vacuum the shooting range floor.
- HEPA vacuum the first 200 sq. ft. of floor outside the entrance to the shooting range.
- HEPA vacuum the accessible intake vents over the bullet trap. (4x/year)
- HEPA vacuum the accessible back side surfaces of the over-trap. (4x/year)
- HEPA vacuum and wet wipe ceiling baffles/deflector shields **(4x/year)**
- HEPA vacuum and wet wipe target tracks, carriers, and cross braces. **(4x/year)**
- HEPA vacuum the shooting range walls from the floor up to 10 feet. **(4x/year)**
- Disassemble the deceleration chambers as needed to complete our work. (1x/year)
- Remove the lead build up from the deceleration chambers. **(1x/year)**
- Supply containers and package the lead build up from the deceleration chambers for recycling. **(1x/year)**
- Recycle the spent lead projectiles and lead build up from the deceleration chambers. **(1x/year)**
- Spray the deceleration chambers with graphite lubricant. **(1x/year)**
- Reassemble deceleration chambers. **(1x/year)**
- Set up a wash station and regulate the ventilation room/area with lead danger signs and lead caution tape. **(2x/year)**
- Place 6 mil plastic on the floor in front of the ventilation unit doors. **(2x/year)**
- Create negative pressure in the ventilation room to contain lead dust. **(2x/year)**
- Set up a small containment with 6 mil plastic to contain the lead dust when changing the Roll-O-Matic filters. **(2x/year)**
- Remove, package, and dispose of 3 used Roll-O-Matic and 33 used HEPA filters from the unit as lead contaminated hazardous waste. **(2x/year)**
- HEPA vacuum the filter tracks and unit floor under the filters being changed out. **(2x/year)**
- Install 3 new Roll-O-Matic and 33 new HEPA filters into the unit. **(2x/year)**
- New filters to be supplied by the owner. **(2x/year)**
- HEPA vacuum the floor in front of the ventilation unit and walkway to the exit. **(2x/year)**
- Conduct air sampling during the changing of the filters, inside and outside of the work area. **(2x/year)**
- If the ventilation room is already contaminated or need wet cleaning. BTS will clean the room and charge the hourly rate of \$150.00 per hour.
- Dismantle air diffusers for return air in the Ready Area. **(1x/year)**
- HEPA vacuum and wet wipe the front and back of the air diffuser plates. **(1x/year)**
- HEPA vacuum and wet wipe the diffuser sidewalls and metal louvers separating the diffusers from the duct work - no cleaning inside of the duct work. **(1x/year)**
- Supply and install new tacky mat pads.(1x/year - 2 total)
- Supply and install 2 tacky mat refills monthly.
- Package and dispose of cleaning supplies, personal protective equipment, and ventilation filters as lead-contaminated hazardous waste.
- Monitor the negative pressure in the shooting range and inform the owner of any deficiencies.
- Notify the owner of any wear/damage when performing lead cleaning/removal.
- Contractor has been certified by InVeris/ Meggitt training systems for 23 years.
- If the bullet trap has defects and the sidewalls need to be anchored or welding of leading edges and/or kick plates; BTS, Inc. will submit a change order for the additional work. The labor and supply cost will be \$150.00 per hour.
- Bullet trap parts will be supplied by InVeris/ Meggitt Training Systems under a separate contract.
- Conduct work in accordance with the attached specifications.

The shooting range will be closed 1 - 2 days for work to be completed.

**Cost break down:**

Basic Clean: 12x/year x \$1,525.00= \$18,300.00

Basic Clean Plus: 4x/year x \$825.00= \$3,300.00

Install & dispose of Roll-O-Matic filters: 2x/year x \$1,790.00= \$3,580.00

Deceleration Chambers- Lead removal: 1x/year x \$4,425.00= \$4,425.00

Clean the middle of airwall: 1x/year x \$ 990.00= \$990.00

Install & dispose of HEPA filters: 2x/year x \$3,325.00= \$6,650.00

The total contract cost for one year will be: **\$37,245.00**

**Chicago PD (Area 3 - North) 2452 West Belmont Street**

This scope of work is for the individual services for the Chicago Police Department Area 3 bullet trap and cleaning surfaces in the shooting range. This proposal is for one visit per month with 12 visits within the contractual year for this shooting range. The scope of work is as follows:

- Set up a decontamination unit and regulate the work area.
- Inspect and empty collection trays.
- Recycle the spent lead projectiles. BTS to retain monetary value.
- Supply containers and package the spent lead projectiles for recycling.
- HEPA vacuum the front of the bullet trap impact plates.
- HEPA vacuum and clean under the bullet trap.
- Wet wipe the shooters booths and all horizontal and vertical surfaces from the firing line to the back wall and from the bottom of the safety ceiling to the floor.
- HEPA vacuum the shooting range floor.
- HEPA vacuum the first 200 sq. ft. of floor outside the entrance to the shooting range.
- Visually inspect the bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- HEPA vacuum the accessible intake vents over the bullet trap. **(4x/year)**
- HEPA vacuum the accessible back side surfaces of the over-trap. **(4x/year)**
- HEPA vacuum and wet wipe ceiling baffles/deflector shields. **(4x/year)**
- HEPA vacuum and wet wipe target tracks, carriers, and cross braces. **(4x/year)**
- HEPA vacuum the shooting range walls from the floor up to 10 feet. **(4x/year)**
- Disassemble the deceleration chambers as needed to complete our work. **(1x/year)**
- Remove the lead build up from the deceleration chambers. **(1x/year)**
- Supply containers and package the lead build up from the deceleration chambers for recycling. **(1x/year)**
- Recycle the spent lead projectiles and lead build up from the deceleration chambers. **(1x/year)**
- Spray the deceleration chambers with graphite lubricant. **(1x/year)**
- Reassemble deceleration chambers. **(1x/year)**
- Set up a wash station and regulate the ventilation room/area with lead danger signs and lead caution tape. **(2x/year)**
- Place 6 mil plastic on the floor in front of the ventilation unit doors. **(2x/year)**
- Create negative pressure in the ventilation room to contain lead dust. **(2x/year)**
- Set up a small containment with 6 mil plastic to contain the lead dust when changing the Roll-O-Matic filters. **(2x/year)**

- Remove, package, and dispose of 3 used Roll-O-Matic and 10 used HEPA filters from the unit as lead contaminated hazardous waste. **(2x/year)**
- HEPA vacuum the filter tracks and unit floor under the filters being changed out. **(2x/year)**
- Install 3 new Roll-O-Matic and 10 new HEPA filters into the unit. **(2x/year)**
- New filters to be supplied by the owner.
- HEPA vacuum the floor in front of the ventilation unit and walkway to the exit. **(2x/year)**
- Conduct air sampling during the changing of the filters, inside and outside of the work area.
- If the ventilation room is already contaminated or need wet cleaning. BTS will clean the room and charge the hourly rate of \$150.00 per hour.
- Dismantle air diffusers for return air in the Ready Area. **(1x/year)**
- HEPA vacuum and wet wipe the front and back of the air diffuser plates. **(1x/year)**
- HEPA vacuum and wet wipe the diffuser sidewalls and metal louvers separating the diffusers from the duct work - no cleaning inside of the duct work. **(1x/year)**
- Supply and install new tacky mat pads. (1x/year - 2 total)
- Supply and install 2 tacky mat refills monthly.
- Package and dispose of cleaning supplies, personal protective equipment, and ventilation filters as lead-contaminated hazardous waste.
- Monitor the negative pressure in the shooting range and inform the owner of any deficiencies.
- Notify owner of any wear/damage when performing lead cleaning/removal.
- The contractor has been certified by InVeris/ Meggitt training systems for 23 years.
- If the bullet trap has defects and the sidewalls need to be anchored or welding of leading edges and/or kick plates; BTS will repair the equipment and charge the hourly rate of \$150.00 per hours.
- Bullet trap parts will be supplied by InVeris/ Meggitt Training Systems under a separate contract.
- Conduct work in accordance with the attached specifications.

The shooting range will be closed 1 - 2 days for work to be completed.

**Cost break down:**

Basic Clean: 12x/year x \$1,525.00= \$18,300.00

Additional clean: 4x/year x \$825.00= \$3,300.00

Install & dispose of Roll-O-Matic filters: 2x/year x \$1,790.00= \$3,580.00

Deceleration Chambers- Lead removal: 1x/year x \$4,425.00= \$4,425.00

Clean inside Diffusers: 1x/year x \$ 990.00= \$990.00

Install & dispose of HEPA filters: 2x/year x \$1,275.00= \$2,550.00

**The total contract cost for one year will be: \$33,145.00**

**Chicago PD (Area 4 - Swat) 3151 West Harrison Street**

This scope of work is for the individual services for the Chicago Police Department Area 4 bullet trap and cleaning surfaces in the shooting range. This proposal is for one visit per month with 12 visits within the contractual year for this shooting range. The scope of work is as follows:

- Set up a decontamination unit and regulate the work area.
- Inspect and empty collection trays.
- Recycle the spent lead projectiles. BTS to retain monetary value.
- Supply containers and package the spent lead projectiles for recycling.
- HEPA vacuum the front of the bullet trap impact plates.

- HEPA vacuum and clean under the bullet trap.
- Wet wipe the shooters booths and all horizontal and vertical surfaces from the firing line to the back wall and from the bottom of the safety ceiling to the floor.
- HEPA vacuum the first 200 sq. ft. of floor outside the entrance to the shooting range.
- HEPA vacuum the shooting range floor.
- Visually inspect the bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- HEPA vacuum the accessible intake vents over the bullet trap. (4x/year)
- HEPA vacuum the accessible back side surfaces of the over-trap. (4x/year)
- HEPA vacuum and wet wipe ceiling baffles/deflector shields**(4x/year)**
- HEPA vacuum and wet wipe target tracks, carriers, and cross braces. **(4x/year)**
- HEPA vacuum the shooting range walls from the floor up to 10 feet. **(4x/year)**
- Disassemble the deceleration chambers as needed to complete our work. **(1x/year)**
- Remove the lead build up from the deceleration chambers. **(1x/year)**
- Supply containers and package the lead build up from the deceleration chambers for recycling.**(1x/year)**
- Recycle the spent lead projectiles and lead build up from the deceleration chambers. **(1x/year)**
- Spray the deceleration chambers with graphite lubricant. **(1x/year)**
- Reassemble deceleration chambers. **(1x/year)**
- Set up a wash station and regulate the ventilation room/area with lead danger signs and lead caution tape. **(2x/year)**
- Place 6 mil plastic on the floor in front of the ventilation unit doors. **(2x/year)**
- Create negative pressure in the ventilation room to contain lead dust. **(2x/year)**
- Set up a small containment with 6 mil plastic to contain the lead dust when changing the Roll-O-Matic filters. **(2x/year)**
- Remove, package, and dispose of 12 used pleated Pre filters and 12 used HEPA filters from the unit as lead contaminated hazardous waste. **(2x/year)**
- HEPA vacuum the filter tracks and unit floor under the filters being changed out. **(2x/year)**
- Install 12 new pleated Pre filters and 12 new HEPA filters into the unit. **(2x/year)**
- New filters to be supplied by the owner. **(2x/year)**
- HEPA vacuum the floor in front of the ventilation unit and walkway to the exit. **(2x/year)**
- Conduct air sampling during the changing of the filters, inside and outside of the work area.
- If the ventilation room is already contaminated or needs wet cleaning. BTS will clean the room and charge the hourly rate of \$150.00 per hour...
- Dismantle air diffusers for return air in the Ready Area. **(1x/year)**
- HEPA vacuum and wet wipe the front and back of the air diffuser plates. **(1x/year)**
- HEPA vacuum and wet wipe the diffuser sidewalls and metal louvers separating the diffusers from the duct work - no cleaning inside of the duct work. **(1x/year)**
- Supply and install new tacky mat pads. (1x/year - 2 total)
- Supply and install 2 tacky mat refills monthly.
- HEPA Vacuum the hallway floor and wet wipe shelves and equipment to reduce the lead dust levels.
- Package and dispose of cleaning supplies, personal protective equipment, and ventilation filters as lead-contaminated hazardous waste.
- Monitor the negative pressure in the shooting range and inform the owner of any deficiencies.
- Notify the owner of any wear/damage when performing lead cleaning/removal.
- The contractor has been certified by InVeris/ Meggitt training systems for 23 years.
- If the bullet trap has defects and the sidewalls need to be anchored or welding of leading edges and/or kick plates; BTS will repair the equipment and charge the hourly rate of \$150.00 per hour.
- Bullet trap parts will be supplied by InVeris/ Meggitt Training Systems under a separate contract.
- Conduct work in accordance with the attached specifications.

The shooting range will be closed 1 - 2 days for work to be completed.

**Cost break down:**

Basic Clean: 12x/year x \$1,825.00= \$21,900.00

Additional clean: 4x/year x \$875.00= \$3,500.00

Install & dispose of Roll-O-Matic filters: 2x/year x \$1,790.00= \$3,580.00

Deceleration Chambers- Lead removal: 1x/year x \$4,425.00= \$4,425.00

Clean inside diffusers: 1x/year x \$ 990.00= \$990.00

Install & dispose of HEPA filters: 2x/year x \$1,375.00= \$2,750.00

The total contract cost for one year will be: \$37,145.00

**Chicago PD (Area 5 - Carbine) 5555 West Grand Avenue**

This scope of work is for the individual services for the Chicago Police Department Area 5 bullet trap and cleaning surfaces in the shooting range. This proposal is for one visit per month with 12 visits within the contractual year for this shooting range. The scope of work is as follows:

- Set up a decontamination unit and regulate the work area.
- Visually inspect the bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- Fill the supply and safety bins with granular rubber from the bullet trap. **If the bullet trap is still deficient of rubber, the BTS supervisor will inform the owner on how many bags of rubber will be needed for the next visit.**
- HEPA vacuum and clean under the bullet trap.
- Wet wipe the shooters booths and all horizontal and vertical surfaces from the firing line to the back wall and from the bottom of the safety ceiling to the floor.
- HEPA vacuum the shooting range floor.
- Wet clean the shooting range floor. **(1x/year)**
- HEPA vacuum the first 200 sq. ft. of floor outside the entrance to the shooting range.
- Patch holes in gum rubber curtains.
- The owner is to supply 1 roll of gum rubber for patching the rubber curtains.- order from InVeris Training Systems
- HEPA vacuum the accessible intake vents over the bullet trap. (4x/year)
- HEPA vacuum and wet wipe ceiling baffles/deflector shields**(4x/year)**
- HEPA vacuum and wet wipe target tracks, carriers, and cross braces**(4x/year)**
- HEPA vacuum the shooting range walls from the floor up to 10 feet. **(4x/year)**
- Supply containers and package the spent lead projectiles for recycling. **(1x/year)**
- Remove spent lead projectiles from 135 cubic feet or 5 cubic yards of granulated rubber per lane. This will constitute that all of the granular rubber has been recycled and separated from most of the spent lead projectiles, and the granular rubber will be recycled back into the bullet trap and put into the recycle bin. The recycling will be completed by use of special vacuums that will separate most of the spent lead projectiles from the rubber material. The recycle will be completed from behind the bullet trap and from in front of the bullet trap. After the recycling is complete the gum rubber will be put back into position.
- The owner is to supply 3 rolls of gum rubber to install on the bullet trap prior to the start of the recycling work.- Order from InVeris training systems.
- Install new gum rubber curtains.
- Recycle the spent lead projectiles. BTS to retain monetary value

- Set up a wash station and regulate the ventilation room/area with lead danger signs and lead caution tape. **(2x/year)**
- Place 6 mil plastic on the floor in front of the ventilation unit doors. **(2x/year)**
- Create negative pressure in the ventilation room to contain lead dust. **(2x/year)**
- Set up a small containment with 6 mil plastic to contain the lead dust when changing the Roll-O-Matic filters. **(2x/year)**
- Remove, package, and dispose of 1 used Roll-O-Matic, 4 used pre filters, and 16 used HEPA filters from the unit as lead contaminated hazardous waste. **(2x/year)**
- HEPA vacuum the tracks and unit floor under the filters being changed out. **(2x/year)**
- Install 1 new Roll-O-Matic, 4 new 24x24x2 pre filters, and 10 new HEPA filters into the unit. **(2x/year)**
- New filters to be supplied by the owner. **(2x/year)**
- HEPA vacuum the floor in front of the ventilation unit and walkway to the exit. **(2x/year)**
- Conduct air sampling during the changing of the filters, inside and outside of the work area.
- If the ventilation room is already contaminated or needs wet cleaning. BTS will clean the room and charge the hourly rate of \$150.00 per hour.
- Dismantle air diffusers for return air in the Ready Area **(1x/year)**
- HEPA vacuum and wet wipe the front and back of the air diffuser plates. **(1x/year)**
- HEPA vacuum and wet wipe the diffuser sidewalls and metal louvers separating the diffusers from the duct work - no cleaning inside of the duct work. **(1x/year)**
- Supply and install new tacky mat pads. (1x/year - 2 total)
- Supply and install 2 tacky mat refills monthly.
- Package and dispose of cleaning supplies, personal protective equipment, and ventilation filters as lead-contaminated hazardous waste.
- Monitor the negative pressure in the shooting range and inform the owner of any deficiencies.
- Notify owner of any wear/damage when performing lead cleaning/removal.
- The contractor has been certified by InVeris/ Meggitt training systems for 23 years.
- If the bullet trap is deficient of Grantex or needs repair to bring it into compliance with the manufacturer's specifications, BTS, Inc. will submit a change order for the additional work. The labor and supply cost will be \$150.00 per hour.
- Bullet trap parts will be supplied by InVeris/ Meggitt Training Systems under a separate contract.
- Conduct work in accordance with the attached specifications.

The shooting range will be closed 1-4 days for work to be completed.

**Cost breaks down:**

Basic Clean: 12x/year x \$1,825.00= \$21,900.00

Additional Clean: 4x/year x \$825.00= \$3,300.00

Install & dispose of Roll-O-Matic filters: 2x/year x \$1,380.00= \$2,760.00

Type III recycle- Lead removal: 1x/year x \$7,900.00= \$7,900.00

Clean inside diffusers: 1x/year x \$990.00= \$990.00

Install & dispose of HEPA filters: 2x/year x \$1,475.00= \$2,950.00

**The total contract cost for one year will be: \$39,800.00**

**Chicago PD (Training Academy) - 1300 West Jackson Boulevard**

This scope of work is for the individual services for the Chicago Police Department Training Academy 2 bullet traps and cleaning surfaces in each of the shooting ranges. This proposal is for one visit per month with 12 visits within the contractual year for both shooting ranges. The scope of work is as follows:



- Set up a decontamination unit and regulate the work area.
- Inspect and empty collection trays.
- Supply containers and package the spent lead projectiles for recycling.
- Recycle the spent lead projectiles. BTS to retain monetary value.
- HEPA vacuum the front of the bullet trap impact plates.
- HEPA vacuum and clean under the bullet trap.
- HEPA vacuum the shooting range floor.
- Wet wipe the shooters booths and all horizontal and vertical surfaces from the firing line to the back wall and from the bottom of the safety ceiling to the floor.
- HEPA vacuum the first 200 sq. ft. of floor outside the entrance to the shooting range.
- Visually inspect the bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- HEPA vacuum the accessible intake vents over the bullet trap. **(4x/year)**
- HEPA vacuum the accessible back side surfaces of the over trap**(4x/year)**
- HEPA vacuum and wet wipe ceiling baffles/deflector shields**(4x/year)**
- HEPA vacuum and wet wipe the target tracks, carriers, and cross braces. **(4x/year)**
- HEPA vacuum the shooting range walls from the floor up to 10 feet. **(4x/year)**
- Disassemble the deceleration chambers as needed to complete our work. **(2x/year)**
- Remove the lead build up from the deceleration chambers. **(2x/year)**
- Supply containers and package the lead build up from deceleration chambers for recycling. . **(2x/year)**
- Recycle the spent lead projectiles and lead build up from the deceleration chambers. **(2x/year)**
- Spray the deceleration chambers with graphite lubricant. **(2x/year)**
- Reassemble the deceleration chambers. **(2x/year)**
- Set up a wash station and regulate the ventilation rooms/areas with lead danger signs and lead caution tape. **(2x/year)**
- Place 6 mil plastic on the floor in front of the ventilation unit doors. **(2x/year)**
- Create negative pressure in the ventilation rooms to contain lead dust. **(2x/year)**
- Remove and package 38 pre-filters monthly as lead contaminated hazardous waste.
- Install 38 new pre-filters monthly.
- Remove, package, and dispose of 38 HEPA filters every 2 months as lead contaminated hazardous waste. **(6x/year)**
- Install 38 new HEPA filters every 2 months. **(6x/year)**.
- HEPA vacuum the tracks and unit floor under the filters being changed out. **(6x/year)**
- New filters to be supplied by the owner.
- HEPA vacuums the floor in front of the ventilation unit and walkway to the exit. **(6x/year)**.
- Conduct air sampling during the changing of the filters, inside and outside of the work area. **(4x/year)**.
- If the ventilation room is already contaminated or need wet cleaning. BTS will clean the room and charge the hourly rate of \$150.00 per hour.
- Dismantle air diffusers for return air in the Ready Area. **(1x/year)**
- HEPA vacuum and wet wipe the front and back of the air diffuser plates. **(1x/year)**
- HEPA vacuum and wet wipe the diffuser sidewalls and metal louvers separating the diffusers from the duct work - no cleaning inside of the duct work. **(1x/year)**
- Supply and install new tacky pads. **(4 total - 1x/year)**
- Supply and install 4 new tacky mats monthly.
- Notify the owner of any wear/damage when performing lead cleaning/removal.
- Package and dispose of cleaning supplies, personal protective equipment, and ventilation filters as lead-contaminated hazardous waste.
- Monitor the negative pressure in the shooting range and inform the owner of any deficiencies.
- The contractor has been certified by InVeris/ Meggitt training systems for 23 years.
- If the bullet trap has defects and the sidewalls need to be anchored or welding of leading edges and/or kick plates; BTS will repair the equipment and charge the hourly rate of \$150.00 per hour.

Mr. Brown  
BTL 24110  
May 8, 2024  
Page Ten

- Bullet trap parts will be supplied by InVeris/ Meggitt Training Systems under a separate contract.
- Conduct work in accordance with the attached specifications.

The shooting range will be closed 1-3 days for work to be completed.

**Cost break down:**

Basic Clean: 12x/year x \$3,950.00= \$47,400.00

Additional clean: 4x/year x \$3,300.00= \$13,200.00

Install & dispose of Pre- filters: 12x/year x \$1,760.00= \$21,200.00

Deceleration Chambers- Lead removal: 2x/year x \$10,950.00= \$21,900.00

Clean Inside Diffusers: 1x/year x \$ 4,970.00= \$4,970.00

Install & dispose of HEPA filters: 6x/year x \$3,860.00= \$23,160.00

The total contract cost for one year will be: \$131,830.00.

**Chicago PD Public (Safety Center) - 701 N. Kilbourn Avenue**

This scope of work is for the individual services for the Chicago Police Department Public Safety Center bullet traps and cleaning surfaces in both shooting range. This proposal is for one visit per month with 12 visits within the contractual for this year per shooting range. The scope of work is as follows:

**Bi-Monthly Visits**

- Set up a wash station and regulate the work area at both ranges.
- HEPA vacuum the shooting range floors.
- Wet clean the shooting range floors to reduce lead levels.
- Wet wipe the window ledges in both ready areas.
- BTS will replace tacky mat refills from stock or leave the facility to change if pads are full
- Properly package and dispose of all PPE, range debris, tacky mats, and wash-water as lead-contaminated hazardous waste.
- The hazardous waste will be stored behind the bullet traps and disposed of quarterly.
- Conduct work in accordance with the attached specifications.

The 25-yard range will be closed 1 day for this work to be completed.

The 50-yard range will be closed for 1 day for this work to be completed.

**Monthly Visits:**

- Set up a decontamination unit and regulate the work areas at the front and back of both ranges.
- Monitor the negative pressure in the shooting ranges and inform the facility of any deficiencies.
- HEPA vacuums the front impact plates of the bullet traps to remove spent projectiles and debris.
- Wet wipe the stationary turning target holders and running man.
- Visually inspect the bullet trap components for wear/damage and compare them with the bullet trap manufacturer's specifications and inform the facility of any defects.
- Replace and or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- Remove and empty the lead drums under the bullet traps.
- Recycle the spent projectiles and brass from the facility.
- Credit for the lead and brass will be given monthly on the invoices.
- Supply recycling drums for packaging the spent lead projectiles and brass.

- Empty blue BTS brass drums into recycling drums and leave blue BTS drums onsite in the ready area for the owner to use.
- Wet wipe the lead chutes, drums, and drum dollies under the bullet trap.
- HEPA vacuum the floor from under the drums to the back wall only behind the bullet traps.
- HEPA vacuum the gun-cleaning room floors.
- Wet wipe the gun cleaning room shelves and organize the cleaning supplies.
- Wet clean the floor of the gun cleaning room.
- Supply 8 sets of tacky mat refills each with 30 sheets.
- BTS will replace tacky mat refills or leave the facility to change if the pads are full.
- Properly pack and dispose of all PPE, range debris, tacky mats and cleaning supplies as lead-contaminated hazardous waste.
- The hazardous waste will be stored behind the bullet traps and disposed of quarterly.
- Conduct work in accordance with the attached specifications.

### **Monthly Visit - Supply and Install Pre filters:**

- Set up a wash station and regulate the work area at 4 individual ventilation units on the roof of the ranges.
- Mobilize the filters to the roof, by hand using ropes- No access.
- Remove and package (40) 24x24x2 and (40) 20x24x2 pre-filters on the exhaust ventilation units as lead-contaminated hazardous waste.
- Supply (40) 24x24x2 and (40) 20x24x2 Camfil 30/30 pre-filters or equivalent to be changed monthly.
- Install (40) 24x24x2 and (40) 20x24x2 pre-filters into 4 ventilation units on the roof of the ranges.
- HEPA vacuum the pre-filter support racks and floor of the 4 ventilation units under the filters being changed out.
- Wet wipe the outside of the pre-filter door ledges.
- HEPA vacuum the roof surface under the pre-filter doors.
- Properly pack and dispose of all pre filters, PPE, and cleaning supplies as lead-contaminated hazardous waste.
- The hazardous waste will be stored behind the bullet traps and disposed of quarterly.
- Conduct work in accordance with the attached specifications.

The Monthly visits will be conducted in conjunction with the Bi-Monthly visits. Each range will be down 2 days each for both visits to be completed.

### **Quarterly Visits**

- Wet wipe the back of the scrolls of the bullet traps.
- Wet wipe the DCU support stations and the drum only.
- Inspect the DCU drum every quarter.
- Remove and recycle the lead dust once the DCU drum is 1/3 full.
- Credit for the lead dust will be given monthly on the invoices.
- Replace the DCU drum with the new recycle drum.
- Wet wipe the DCU air compressor.
- Wet wipe all surfaces from 7ft. down to the floor behind the bullet trap.
- Supply (2) 1-gallon bottles of D-Lead soap with pump for sinks.
- Supply 8 bottles of 140-count D-Wipes for the gun cleaning rooms to remove lead from hands.  
(4 per room)
- Properly package and dispose of all, PPE, and cleaning supplies as lead-contaminated hazardous waste.
- The hazardous waste will be stored behind the bullet traps and disposed of quarterly.
- Conduct work in accordance with the attached specifications.

The ranges will be closed 2 days each for the bi-monthly, monthly, and quarterly visits to be completed.

**Quarterly Visits - Supply and Install Secondary Filters:**

- Mobilize the filters to the roof, by hand using ropes- No access.
- Remove and package (40) 24x24x22 bag and (40) 20x24x22 bag secondary filters from 4 individual exhaust units on the roof of the ranges.
- Supply (40) 24x24x22, 10- Pocket bag filters and (40) 20x24x22, 5 pocket bag Camfil 95% Merv-15 secondary bag filters or equivalent to be changed quarterly.
- Install (40) 24x22x22 bag and (40) 20x24x22 bag secondary filters into 4 ventilation units on the roof of the ranges.
- HEPA vacuum the secondary filter support racks and the floor of the ventilation unit under the filters being changed out.
- Wet wipe the outside of the secondary door ledges
- HEPA vacuums the roof surface under the secondary doors.
- Properly pack and dispose of all secondary filters, PPE, and cleaning supplies as lead-contaminated hazardous waste.
- The hazardous waste will be stored behind the bullet traps and disposed of quarterly.
- Conduct work in accordance with the attached specifications.

**Bi-Annual Visits:**

- Provide personal air sampling on the range masters. This can be completed separately at the convenience of the facility.
- BTS will receive the air sampling from the range master and provide a report to the facility on the lead results.
- HEPA vacuums the back of the upper impact plates of the bullet traps.
- HEPA vacuums the ventilation intake vents over the bullet traps.
- HEPA vacuum under the bullet traps.
- Wet wipe both DCU units and the duct work to the wall.
- HEPA vacuums the 3 walls behind the bullet trap up to 10ft.
- Wet wipe the outside of the diffusers in the ready area.
- Wet wipe the backside of the 2 rows of single baffles over the bullet traps.
- Wet wipe 351 range lights total in the 2 ranges.
- HEPA vacuum the range walls from the floor up to 10 ft.
- Properly pack and dispose of all PPE, and cleaning supplies as lead-contaminated hazardous waste.
- The hazardous waste will be stored behind the bullet traps and disposed of quarterly.
- Conduct work in accordance with the attached specifications.

Each Range will be closed for 2 ½ days each for all 4 visits to be completed.

**Biannually Visits - Supply and install HEPA filters:**

- Mobilize the filters to the roof, by hand using ropes- No access
- Set up a wash station and regulate the work area at each range.
- Remove and package (60) 24x24x12 and (20) 12x24x12 HEPA filters in the 4 ventilation units on the roof.
- Supply (60) 24x24x12 and (20) 12x24x12 Camfil Far-V-bank 2000 - 99.97% efficient HEPA filters or equivalent to be changed bi-annually.
- Install (60) 24x24x12 and (20) 12x24x12 HEPA filters into 4 ventilation units on the roof of the ranges.
- HEPA vacuum the HEPA filter, support racks and floor of the ventilation unit under the filters.
- Wet wipe the outside of the HEPA door ledges.
- HEPA vacuum the roof surface under the HEPA filters being changed out.
- Properly pack and dispose of all HEPA filters PPE, and cleaning supplies as lead-contaminated hazardous waste.
- The hazardous waste will be stored behind the bullet traps and disposed of quarterly.
- Conduct work in accordance with the attached specifications.

**Annual Visit - Supply and install DCU filters:**

- Remove and package 12 DCU filters total in two DCU units. (1x / year)
- Supply and install 12 Camfil Farr DCU filters to be changed in two DCU units.
- Properly pack and dispose of all DCU filters, PPE, and cleaning supplies as lead-contaminated hazardous waste.
- The hazardous waste will be stored behind the bullet traps and disposed of quarterly.
- Conduct work in accordance with the attached specifications.

**Annual Visit- Deceleration Chambers - Lead removal**

- Disassemble the bullet trap as needed to access the deceleration chambers.
- Disassemble and clean the deceleration chambers.
- Remove the lead build-up from the deceleration chambers.
- Spray the inside of the deceleration chambers with graphite lubricant.
- Supply containers to package the lead build up.
- Recycle the lead build up.
- Provide a credit on the next invoice for the monetary value of the lead.
- Properly package and dispose of all PPE, and cleaning supplies as lead-contaminated hazardous waste.
- The hazardous waste will be stored behind the bullet traps and disposed of quarterly.

The deceleration chamber work will shut down each range for 1 additional week each plus the cleaning.

**Cost break down:**

Bi- Monthly:  $24x/year \times \$6,125.00 = \$147,000.00$

Monthly Visit:  $12x/year \times \$5,750.00 = \$69,000.00$

Supply and install pre filters:  $12x/year \times \$2,725.00 = \$32,700.00$

Quarterly Visit:  $4x/year \times \$3,350.00 = \$13,400.00$

Supply and Install Secondary Filters:  $4x/year \times \$13,475.00 = \$53,900.00$

Bi- Annual Visit:  $2x/year \times \$7,775.00 = \$15,550.00$

Supply and Install HEPA Filters=  $2x/year \times \$27,575.00 = \$55,150.00$

Annually Install DCU filters:  $1x/year \times \$14,800.00 = \$14,800.00$

Annual clean- Deceleration Chambers:  $1x/year \times \$20,525.00 = \$20,525.00$

The total contract cost for one year will be: **\$422,025.00.**

**Chicago PD (Forensics Lab/ Homan Square) - 3340 W. Filmore Street**

This scope of work is for the individual services for the Chicago Police Department Forensics Lab/Homan Square bullet traps and cleaning surfaces in the shooting range. This proposal is for four visits within the contractual year for the ballistic tank and shooting range. The scope of work is as follows:

**Quarterly Visits - Bullet Trap Inspection and Range Cleaning:**

- Set up a decontamination unit and regulate the work area.
- Loosen the bullet trap block locking mechanism. **(First Visit - 1x/year)**
- Remove and reorganize the damaged blocks in the target zones and rotate them to the outside rows. No gaps in blocks. **(First Visit - 1x/year)**

- If new blocks are needed, they will be supplied by the Chicago Police Department. **(First Visit - 1x/year)**
- Visually inspect the bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- HEPA vacuum accessible intake vents over the bullet trap. **(1x/year)**
- HEPA vacuum the front of the bullet trap.
- HEPA vacuum and wet wipe the accessible backside surfaces of the ceiling baffles. **(2x/year)**
- Wet wipe the range SRP wall panels. **(2x/year)**
- Wet wipe all non-moveable equipment in the range.
- Wet wipe all horizontal and vertical surfaces in the ready area from the firing line to the back wall and from the bottom of the safety ceiling to the floor.
- Remove the rubber floor panels and HEPA vacuum the floor to remove the unburnt gunpowder and debris and then replace the floor panels. **(1x/year)**
- HEPA vacuum the shooting range floor.
- Wet clean the rubber floor panels.
- Supply and install 2 tacky mat pads with refills on the first visit each year. **(1x/year)**
- Supply 1 case or 4 sets of refills per visit.
- Properly package, label, and dispose of in UN-DOT approved containers all filters, tacky mats cleaning supplies, and personal protective equipment as lead-contaminated hazardous waste created by this project. The waste will be disposed of in an EPA-approved landfill with the proper manifesting. **Please provide Best Technology Systems, Inc. with your Federal EPA Identification/USEPA Number.**
- The owner will need to store the waste temporarily until our waste transporter picks up the waste for disposal after our last visit at the end of the contract.
- Conduct work in accordance with our current contract.

#### **Ballistic Tank Cleaning and Range Filters:**

- Set up a wash station and regulate the work area under the ventilation unit.
- Wet wipe the outside of the ballistic water tank.
- Wet wipe the toolbox and workbench in the area around the Ballistic Water Tank area.
- Wet wipe the earmuffs on the bench only. Organize the rest of the work bench neatly.
- There will be no cleaning of the storage shelves or cabinets in the room away from the tank.
- HEPA vacuum the room floor even around the shelving.
- Wet clean the tank room floor 1 time even around the shelving to the shooting range entrance and then from the range to the hallway.
- Build a small containment of 6 mil plastic and duct tape prior to changing filters. **(2x/year)**
- The ventilation system must be running to establish negative air in the containment to contain the lead dust. **(2x/year)**
- Remove, package, and dispose of 1- 24x24x2 and 1- 12x24x2 pre-filter from the ventilation unit. **(2x/year)**
- Install 1 new 24x24x2 and 1 new 12x24x2 ventilation pre-filters. **(2x/year)**
- Remove, package, and dispose of 1- 24x24x12 and 1- 12x24x12 HEPA filters. **(2x/year)**
- Install 1 new 24x24x12 and 1 new 12x24x12 HEPA filter. **(2x/year)**
- The City of Chicago is to supply the new pre and HEPA filters. **(2x/year)**
- Mobilize the filters to the range for breakdown and packaging prior to cleaning the range.
- HEPA vacuum the inside racks and floor of the unit under the filters being changed out. **(2x/year)**
- Wet wipe the ledges and front doors of the unit containing filters. **(2x/year)**
- Wet wipe the inside plastic of the containment.
- Leave the ventilation doors open for ½ hour then do an air sample prior to the containment teardown to show the levels to be below 30 micrograms in an 8-hour TWA according to OSHA 1910.1025.
- HEPA vacuum and wet wipe the ventilation unit and top of the safety ceiling over the ballistic tank. **(1x per year)**
- Remove and package 1 used surface filter from the ballistic water tank. **(1x/year)**

Mr. Brown  
BTL 24110,  
May 8, 2024  
Page Fifteen

- Supply and install 1 new surface filter. **(1x/year)**
- Properly package, label, and dispose of in UN-DOT approved containers all filters, cleaning supplies, and personal protective equipment as lead-contaminated hazardous waste created by this project.
- The waste will be disposed of in an EPA-approved landfill with the proper manifesting. **Please provide Best Technology Systems, Inc. with your Federal EPA Identification/USEPA Number.**
- The owner will need to store the waste temporarily until our waste transporter picks up the waste for disposal after our last visit at the end of the contract.
- Conduct work in according to our current contract.

### Cost Break Down

Basic clean and filters: \$4,175.00.00 x 4x year = \$16,700.00

The total annual cost breakdown for this project is as follows:

The cost to service the range at (Area 1) Central will be:	\$ 33,145.00
The cost to service the range at (Area 2) South will be:	\$ 37,245.00
The cost to service the range at (Area 3) North will be:	\$ 33,145.00
The cost to service the range at (Area 4) Swat will be:	\$ 37,145.00
The cost to service the range at (Area 5) Carbine will be:	\$ 39,800.00
The cost to service the ranges at the Training Academy will be:	\$ 131,830.00
The cost of services for the ranges at the Public Safety Center will be:	\$ 422,025.00
The cost of services for the range at Forensics Lab/Homan Square will be:	<u>\$ 16,700.00</u>

The total annual project cost for 8 facilities will be: \$ 751,035.00

Change order costs not associated with this contract or replacing InVeris parts will be billed at \$150.00 per hour for labor, supplies and hazardous waste disposal. All bullet trap parts will be supplied by InVeris Training Systems under a separate contract.

With these proposals, you will receive the following:

1. Lead licensed supervisor and workers.
2. Both EPA and OSHA guidelines will be implemented.
3. Site specific OSHA compliance plan for range maintenance and waste management.
4. OSHA air monitoring will be analyzed by a third-party laboratory.
5. BTS carries commercial general liability insurance of two-million-dollar limit per occurrence/two million-dollar aggregate limit and a two-million-dollar umbrella policy. If a higher amount is requested, the cost increase will be billed to the client.
6. BTS and our subcontractors carry a one-million-dollar workman's compensation insurance policy. This does not include subrogation. Subrogation can be added at an additional cost.
7. A final documentation package will be sent once BTS receives air sampling and final payment. (Allow 2 or 3 months).
8. Contractor has been licensed by InVeris/ Meggitt training systems for 23 years.
9. Contractor has over 25 years servicing bullet traps and shooting ranges.

**This quotation is valid for 5 years from the date of proposal with a 181-day extension option.** Any modifications to this contract must be completed in writing and signed by both parties. Failure to properly modify will be considered a breach of contract.

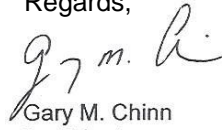
Payment is due within 60 days of the date of the invoice.

If you have any questions or comments, please feel free to call me.

**Please sign and fax back the attached specification sheet to us at (815) 254-9558 with the proposal(s) of acceptance, or send to Best Technology Systems, Inc. a signed purchase order with the proposal(s) of acceptance.**

Mr. Brown  
BTL 24110,  
May 8, 2024  
Page Sixteen

Regards,

A handwritten signature in black ink, appearing to read "g m. Chinn". The signature is written in a cursive style with a large initial "g" and a distinct "m." followed by the last name "Chinn".

Gary M. Chinn  
President

GMC/as  
Attachment





**BEST TECHNOLOGY SYSTEMS**

Quality Specialists in Bullet Trap  
and Shooting Range Maintenance

12024 S. Aero Drive  
Plainfield, IL 60585-8796  
P 815-254-9554 F 815-254-9558

www.btsranges.com  
E-Mail: mail@btsranges.com

MBE Contractor  
Asian Minority Owned Business

## **SPECIFICATIONS**

### ***FOR CONDUCTING CLEANING/MAINTENANCE WORK IN INDOOR FIRING RANGES CONTAMINATED WITH LEAD***

1. Contractor shall have established programs and if requested, shall submit prior to the start of work a copy of the following OSHA required, and other items:
  - Respiratory Protection Program endorsed by a Certified Industrial Hygienist
  - Medical Surveillance Program
  - Evidence of medical examinations for all workers, including a physician's statement indicating the employee is fit to conduct this type of work.
  - Certificates of worker training
  - Reference list demonstrating at least 10 previous projects of similar scope and a minimum of five years' experience in this type of work.
  
2. Contractor is responsible for complying with the following regulations that govern shooting ranges:
 

29 CFR 1910.1025	State/Local Regulations that govern shooting ranges.	
29 CFR 1910.134		40 CFR Parts 261-265
  
3. Contractor shall provide Customer with commercial/general liability, workmen's compensation and no less than one million dollars in lead pollution liability coverage.
  
4. Contractor performing repair work, disassembly, re-assembly, alteration and/or return to service for the bullet traps was trained to perform such work by the original equipment manufacturer.

JOB NAME: City of Chicago Police Department BTL # 24110  
(Chicago PD 8 locations)

ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_

Federal EPA#: \_\_\_\_\_ Tax Exempt #: \_\_\_\_\_

**Please fax or email a copy of your tax-exempt letter with the expiration date, along with this signed acceptance sheet and/or with your purchase order to:**

**[Mail@btsranges.com](mailto:Mail@btsranges.com) or FX: 815-254-9558**



May 13, 2024

To Whom it may concern,

This Best Technology Systems, Inc. is the only factory authorized service and parts company for InVeris Training Solutions, Inc. Inc. in the United States that is authorized to perform maintenance, preventative maintenance, alteration, repair and recertification on InVeris bullet traps in lead contaminated work areas. BTS also has all of the specialized equipment to service and work on all of the InVeris Training Solutions, Inc. bullet traps and ranges.

Kind Regards,

A handwritten signature in blue ink that reads 'Amy Krebsbach'.

Amy Krebsbach  
Senior Contracts Specialist  
InVeris Training Solutions, Inc.

# CERTIFICATE OF AUTHORIZATION

THIS ACKNOWLEDGES THAT

***Best Technology Systems, Inc.***  
***12024 S. Aero Drive, Plainfield, Illinois***

is authorized to perform installation, maintenance, preventive maintenance, alteration, repair and re-certification of the following bullet trap models manufactured by  
**InVeris Training Solutions, Inc. of Suwanee, GA**

LE5B LE9C LE2100 LE2200 LE2400 LE3500 LE5000 LE6500  
LE7500 AFP4 AFP5 RR-III-53

and is hereby designated as a  
Factory Authorized Service and Parts Distributor

*Amy Krebsbach*

5/13/2024

Senior Contracts Specialist

Date

INVERIS TRAINING SOLUTIONS, INC.  
296 BROGDON ROAD, SUWANEE, GA 30024 PH (800)344-6771

## SCOPE OF WORK DETAILED SPECIFICATIONS

### Exhibit 1: TECHNICAL SPECIFICATION

Contractor must perform the following Services related to cleaning the Chicago Police Department's (Areas 1-5 and Training Academy, Joint Public Safety Training Academy and Forensics Lab) bullet traps and shooting ranges. Services for the individual ranges are as follows:

#### Area 1 Services

This scope of work is for the individual cleaning of the Chicago Police Department Area # 1 bullet trap and parts of the shooting range ("Area 1 Services"), located at 5101 South Wentworth, Chicago IL 60609. Contractor must perform one visit per month with

12 visits within the contractual year per shooting range. The Area 1 Services are as follows:

- Set up a decontamination unit and regulate the work area.
- Inspect and empty collection trays.
- Recycle spent lead projectiles.
- Supply containers and package the spent lead projectiles for recycling.
- HEPA vacuum the front of the bullet trap impact plates.
- HEPA vacuum and clean under the bullet trap.
- Wet wipe shooters booth and all horizontal and vertical surfaces from the firing line to the back wall and from the bottom of the safety ceiling to the floor.
- Visually inspect bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- HEPA vacuum the shooting range floor.
- HEPA vacuum the first 200 sq. ft. of floor outside the entrance to the shooting range.
- HEPA vacuum the accessible intake vents over the bullet trap. (4 times / year).
- HEPA vacuum the accessible back side surfaces of the over-trap. (4 times / year).
- HEPA vacuum and wet wipe ceiling baffles/deflector shields (4 times / year).
- HEPA vacuum and wet wipe target tracks, carriers, and cross braces. (4 times / year).
- HEPA vacuum the shooting range walls from the floor up to 10 feet. (4 times / year)
- Disassemble deceleration chambers as needed to complete our work. (1 time / year).
- Remove the lead build up from the deceleration chambers. (1 time / year).
- Supply containers and package the lead build up from deceleration chambers for recycling. (1 time / year).
- Recycle the spent lead projectiles and lead build up from the deceleration chambers. (1 time / year).
- Spray the deceleration chambers with graphite lubricant. (1 time / year).
- Reassemble deceleration chambers. (1 time / year).
- Set up a wash station and regulate the ventilation room/area with lead danger signs and lead caution tape. (2 times/ year)
- Place 6 mil plastic on the floor in front of the ventilation unit doors. (2 times / year)
- Create negative pressure in the ventilation room to contain lead dust. (2 times / year)
- Remove, package, and dispose of 2 used Rollomatic and 10 used HEPA filters from the unit as lead contaminated hazardous waste. (2 times / year)
- HEPA vacuum the filter tracks and unit floor under the filters being changed out. (2 times / year)
- Install 2 new Rollomatic and 10 new HEPA filters into the unit. (2 times / year)
- New filters to be supplied by the owner.
- HEPA vacuum the floor in front of the ventilation unit and walkway to the exit. (2 times / year)
- Conduct air sampling during the changing of the filters, inside and outside of the work area. (2 times / year)
- If there is more than the stated amount of filters to be disposed of, or additional visits, a change order will be needed for the additional labor and disposal costs.
- If the ventilation rooms are already contaminated or need wet cleaning, a change order will be needed for the additional labor and waste disposal.

- Dismantle air diffusers for return air in the Ready Area (1 time / year).
- HEPA vacuum and wet wipe the front and back of the air diffuser plates (1 time / year).
- HEPA vacuum and wet wipe the diffuser sidewalls and metal louvers separating the diffusers from the duct work - no cleaning inside of the duct work (1 time / year).
- Package and dispose of cleaning supplies, personal protective equipment, and ventilation filters as lead-contaminated hazardous waste. (2 times / year)
- Monitor the negative pressure in the shooting range and inform the owner of any deficiencies.
- Notify owner of any wear/damage when performing lead cleaning/removal.
- Contractor is licensed by manufacturer to service all Meggitt Training Systems bullet traps.
- If the bullet trap has defects and the sidewalls need to be anchored or welding of leading edges and/or kick plates; BTS, Inc. will submit a change order for the additional work. The labor and supply cost will be \$145.00 per hour. Bullet trap parts will be supplied by Meggitt Training Systems under a separate contract.
- Conduct work in accordance with the attached specifications.

The shooting range will be closed 1 - 2 days for work to be completed.

### **Area 2 Services**

This scope of work is for the individual cleaning of the Chicago Police Department Area # 2 bullet trap and parts of the shooting range ("**Area 2 Services**"), located at 727 East 111th Street, Chicago IL 60628. Contractor must perform one visit per month with 12 visits within the contractual year per shooting range. The Area 2 Services are as follows:

- Set up a decontamination unit and regulate the work area.
- Inspect and empty collection trays.
- Recycle spent lead projectiles.
- Supply containers and package the spent lead projectiles for recycling.
- HEPA vacuum the front of the bullet trap impact plates.
- HEPA vacuum and clean under the bullet trap.
- Wet wipe shooters booth and all horizontal and vertical surfaces from the firing line to the back wall and from the bottom of the safety ceiling to the floor.
- Visually inspect bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- HEPA vacuum the shooting range floor.
- HEPA vacuum the first 200 sq. ft. of floor outside the entrance to the shooting range.
- HEPA vacuum the accessible intake vents over the bullet trap. (4 times / year).
- HEPA vacuum the accessible back side surfaces of the over-trap. (4 times / year).
- HEPA vacuum and wet wipe ceiling baffles/deflector shields (4 times / year).
- HEPA vacuum and wet wipe target tracks, carriers, and cross braces. (4 times / year).
- HEPA vacuum the shooting range walls from the floor up to 10 feet. (4 times / year)
- Disassemble deceleration chambers as needed to complete our work. (1 time / year)
- Remove the lead build up from the deceleration chambers. (1 time / year).
- Supply containers and package the lead build up from deceleration chambers for recycling. (1 time / year).
- Recycle the spent lead projectiles and lead build up from the deceleration chambers. (1 time / year).
- Spray the deceleration chambers with graphite lubricant. (1 time / year).
- Reassemble deceleration chambers. (1 time / year).
- Set up a wash station and regulate the ventilation room/area with lead danger signs and lead caution tape. (2 times / year)
- Place 6 mil plastic on the floor in front of the ventilation unit doors. (2 times / year)
- Create negative pressure in the ventilation room to contain lead dust. (2 times / year)
- Remove, package, and dispose of 3 used Rollomatic and 33 used HEPA filters from the unit as lead contaminated hazardous waste. (2 times / year)
- HEPA vacuum the filter tracks and unit floor under the filters being changed out. (2 times / year)

- Install 3 new Rollomatic and 33 new HEPA filters into the unit. (2 times / year)
- New filters to be supplied by the owner.
- HEPA vacuum the floor in front of the ventilation unit and walkway to the exit. (2 times / year)
- Conduct air sampling during the changing of the filters, inside and outside of the work area. (2 times / year)
- If there is more than the stated amount of filters to be disposed of, or additional visits, a change order will be needed for the additional labor and disposal costs. If the ventilation rooms are already contaminated or need wet cleaning, a change order will be needed for the additional labor and waste disposal.
- Dismantle air diffusers for return air in the Ready Area (1 time/ year).
- HEPA vacuum and wet wipe the front and back of the air diffuser plates (1 time / year).
- HEPA vacuum and wet wipe the diffuser sidewalls and metal louvers separating the diffusers from the duct work- no cleaning inside of the duct work (1 time / year).
- Package and dispose of cleaning supplies, personal protective equipment, and ventilation filters as lead - contaminated hazardous waste. (2 times / year)
- Monitor the negative pressure in the shooting range and inform the owner of any deficiencies.
- Notify owner of any wear/damage when performing lead cleaning/removal.
- Contractor is licensed by manufacturer to service all Meggitt Training Systems bullet traps.
- If the bullet trap has defects and the sidewalls need to be anchored or welding of leading edges and/or kick plates; BTS, Inc. will submit a change order for the additional work. The labor and supply cost will be \$145.00 per hour. Bullet trap parts will be supplied by Meggitt Training Systems under a separate contract.
- Conduct work in accordance with the attached specifications.

The shooting range will be closed 1 - 2 days for work to be completed.

### **Area 3 Services**

This scope of work is for the individual cleaning of the Chicago Police Department Area # 3 bullet trap and parts of the shooting range ("**Area 3 Services**"), located at 2452 West Belmont, Chicago IL 60618. Contractor must perform one visit per month with 12 visits within the contractual year per shooting range. The Area 3 Services are as follows:

- Set up a decontamination unit and regulate the work area.
- Inspect and empty collection trays.
- Recycle spent lead projectiles.
- Supply containers and package the spent lead projectiles for recycling.
- HEPA vacuum the front of the bullet trap impact plates.
- HEPA vacuum and clean under the bullet trap.
- Wet wipe shooters booth and all horizontal and vertical surfaces from the firing line to the back wall and from the bottom of the safety ceiling to the floor.
- HEPA vacuum the shooting range floor.
- HEPA vacuum the first 200 sq. ft. of floor outside the entrance to the shooting range.
- Visually inspect bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- HEPA vacuum the accessible intake vents over the bullet trap. (4 times / year).
- HEPA vacuum the accessible back side surfaces of the over-trap. (4 times / year).
- HEPA vacuum and wet wipe ceiling baffles/deflector shields (4 times / year).
- HEPA vacuum and wet wipe target tracks, carriers, and cross braces. (4 times / year).
- HEPA vacuum the shooting range walls from the floor up to 10 feet. (4 times / year)
- Disassemble deceleration chambers as needed to complete our work. (1 time / year).
- Remove the lead build up from the deceleration chambers. (1 time / year).
- Supply containers and package the lead build up from deceleration chambers for recycling. (1 time / year).
- Recycle the spent lead projectiles and lead build up from the deceleration chambers. (1 time / year).
- Spray the deceleration chambers with graphite lubricant. (1 time / year).
- Reassemble deceleration chambers. (1 time / year).
- Set up a wash station and regulate the ventilation room/area with lead danger signs and lead caution tape. (2

- times / year)
- Place 6 mil plastic on the floor in front of the ventilation unit doors. (2 times / year)
- Create negative pressure in the ventilation room to contain lead dust. (2 times / year)
- Remove, package, and dispose of 3 used Rollomatic and 10 used HEPA filters from the unit as lead contaminated hazardous waste. (2 times / year)
- HEPA vacuum the filter tracks and unit floor under the filters being changed out. (2 times / year)
- Install 3 new Rollomatic and 10 new HEPA filters into the unit. (2 times / year)
- New filters to be supplied by the owner.
- HEPA vacuum the floor in front of the ventilation unit and walkway to the exit. (2 times / year)
- Conduct air sampling during the changing of the filters, inside and outside of the work area. (2 times / year)
- If there is more than the stated amount of filters to be disposed of, or additional visits, a change order will be needed for the additional labor and disposal costs.
- If the ventilation rooms are already contaminated or need wet cleaning, a change order will be needed for the additional labor and waste disposal.
- Dismantle air diffusers for return air in the Ready Area (1 time / year).
- HEPA vacuum and wet wipe the front and back of the air diffuser plates (1 time / year).
- HEPA vacuum and wet wipe the diffuser sidewalls and metal louvers separating the diffusers from the duct work - no cleaning inside of the duct work (1 time / year).
- Package and dispose of cleaning supplies, personal protective equipment, and ventilation filters as lead-contaminated hazardous waste. (2 times / year)
- Monitor the negative pressure in the shooting range and inform the owner of any deficiencies.
- Notify owner of any wear/damage when performing lead cleaning/removal.
- Contractor is licensed by manufacturer to service all Meggitt Training Systems bullet traps.
- If the bullet trap has defects and the sidewalls need to be anchored or welding of leading edges and/or kick plates; BTS, Inc. will submit a change order for the additional work. The labor and supply cost will be \$145.00 per hour. Bullet trap parts will be supplied by Meggitt Training Systems under a separate contract.
- Conduct work in accordance with the attached specifications.

The shooting range will be closed 1 - 2 days for work to be completed.

#### **Area 4 Services**

This scope of work is for the individual cleaning of the Chicago Police Department Area# 4 bullet trap and parts of the shooting range ("**Area 4 Services**"), located at 3151 West Harrison St., Chicago, IL 60612. Contractor must perform one visit per month with twelve (12) visits within the contractual year per shooting range. The Area 4 Services are as follows:

- Set up a decontamination unit and regulate the work area.
- Inspect and empty collection trays.
- Recycle spent lead projectiles.
- Supply containers and package the spent lead projectiles for recycling.
- HEPA vacuum the front of the bullet trap impact plates.
- HEPA vacuum and clean under the bullet trap.
- Wet wipe shooters booth and all horizontal and vertical surfaces from the firing line to the back wall and from the bottom of the safety ceiling to the floor.
- HEPA vacuum the first 200 sq. ft. of floor outside the entrance to the shooting range.
- HEPA vacuum the shooting range floor.
- Visually inspect bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- HEPA vacuum the accessible intake vents over the bullet trap. (4 times / year).
- HEPA vacuum the accessible back side surfaces of the over-trap. (4 times / year).

- HEPA vacuum and wet wipe ceiling baffles/deflector shields (4 times / year).
- HEPA vacuum and wet wipe target tracks, carriers, and cross braces. (4 times / year).
- HEPA vacuum the shooting range walls from the floor up to 10 feet. (4 times / year).
- Disassemble deceleration chambers as needed to complete our work. (1 time / year).
- Remove the lead build up from the deceleration chambers. (1 time / year).
- Supply containers and package the lead build up from deceleration chambers for recycling. (1 time / year).
- Recycle the spent lead projectiles and lead build up from the deceleration chambers. (1 time / year).
- Spray the deceleration chambers with graphite lubricant. (1 time / year).
- Reassemble deceleration chambers. (1 time / year).
- Set up a wash station and regulate the ventilation room/area with lead danger signs and lead caution tape. (2 times / year)
- Place 6 mil plastic on the floor in front of the ventilation unit doors. (2 times / year)
- Create negative pressure in the ventilation room to contain lead dust. (2 times / year)
- Remove, package, and dispose of 12 used pleated and 12 used HEPA filters from the unit as lead contaminated hazardous waste. (2 times / year)
- HEPA vacuum the filter tracks and unit floor under the filters being changed out. (2 times / year)
- Install 12 new pleated and 12 new HEPA filters into the unit. (2 times / year)
- New filters to be supplied by the owner.
- HEPA vacuum the floor in front of the ventilation unit and walkway to the exit. (2 times / year)
- Conduct air sampling during the changing of the filters, inside and outside of the work area. (2 times / year)
- If there is more than the stated amount of filters to be disposed of, or additional visits, a change order will be needed for the additional labor and disposal costs.
- If the ventilation rooms are already contaminated or need wet cleaning, a change order will be needed for the additional labor and waste disposal.
- Dismantle air diffusers for return air in the Ready Area (1 time / year).
- HEPA vacuum and wet wipe the front and back of the air diffuser plates (1 time / year).
- HEPA vacuum and wet wipe the diffuser sidewalls and metal louvers separating the diffusers from the duct work- no cleaning inside of the duct work (1 time / year).
- Package and dispose of cleaning supplies, personal protective equipment, and ventilation filters as lead - contaminated hazardous waste. (2 times / year)
- Monitor the negative pressure in the shooting range and inform the owner of any deficiencies.
- Notify owner of any wear/damage when performing lead cleaning/removal.
- Contractor is licensed by manufacturer to service all Meggitt Training Systems bullet traps.
- If the bullet trap has defects and the sidewalls need to be anchored or welding of leading edges and/or kick plates; BTS, Inc. will submit a change order for the additional work. The labor and supply cost will be \$145.00 per hour. Bullet trap parts will be supplied by Meggitt Training Systems under a separate contract.
- Conduct work in accordance with the attached specifications.

The shooting range will be closed 1 - 2 days for work to be completed.

### **Area 5 Services**

This scope of work is for the individual cleaning of the Chicago Police Department Area # 5 bullet trap and parts of the shooting range ("**Area 5 Services**"), located at 5555 West Grand Ave, Chicago, IL. 60639. Contractor must perform one visit per month with 12 visits within the contractual year per shooting range. The Area 5 Services are as follows:

- Set up a decontamination unit and regulate the work area.
- Visually inspect bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- Fill the supply and safety bins with granular rubber from the bullet trap. If the bullet trap is still deficient of rubber, the BTS supervisor will inform the owner on how many bags of rubber will be needed for the next visit.
- HEPA vacuum and clean under the bullet trap.
- Wet wipe shooters booth and all horizontal and vertical surfaces from the firing line to the back wall and from



the bottom of the safety ceiling to the floor.

- HEPA vacuum the shooting range floor.
- HEPA vacuum the first 200 sq. ft. of floor outside the entrance to the shooting range.
- Install new gum rubber curtains (1 time / year).
- Patch holes in gum rubber curtains (3 times / year).
- Owner is to supply 1 roll of gum rubber for patching the rubber curtains. (1 time / year).
- HEPA vacuum the accessible intake vents over the bullet trap. (4 times / year)
- HEPA vacuum and wet wipe ceiling baffles/deflector shields (4 times / year).
- HEPA vacuum and wet wipe target tracks, carriers and cross braces. (4 times / year).
- HEPA vacuum the shooting range walls from the floor up to 10 feet. (4 times / year)
- Supply containers and package the spent lead projectiles for recycling. (1 time / year).
- Remove spent lead projectiles from 135 cubic feet or 5 cubic yards of granulated rubber per lane. This will constitute that all of the granular rubber has been recycled and separated from most of the spent lead projectiles, and the granular rubber will be recycled back into the bullet trap and put into the recycle bin. The recycling will be completed by use of special vacuums that will separate most of the spent lead projectiles from the rubber material. The recycle will be completed from behind the bullet trap and from in front of the bullet trap. After the recycling is complete the gum rubber will be put back into position. (1 time / year).
- The owner is to supply 3 rolls of gum rubber to install on the bullet trap prior to the start of the recycling work.
- The spent lead projectiles will be containerized and brought to a metal recycler. (1 time/ year).
- Set up a wash station and regulate the ventilation room/area with lead danger signs and lead caution tape. (2 times / year)
- Place 6 mil plastic on the floor in front of the ventilation unit doors. (2 times / year)
- Create negative pressure in the ventilation room to contain lead dust. (2 times / year)
- Remove, package, and dispose of 1 used Rollomatic, 4 used pleated, and 16 used HEPA filters from the unit as lead contaminated hazardous waste. (2 times / year)
- HEPA vacuum the tracks and unit floor under the filters being changed out. (2 times / year)
- Install 1 new Rollomatic, 4 new pleated and 10 new HEPA filters into the unit. (2 times / year)
- New filters to be supplied by the owner.
- HEPA vacuum the floor in front of the ventilation unit and walkway to the exit. (2 times / year)
- Conduct air sampling during the changing of the filters, inside and outside of the work area. (2 times / year)
- If there is more than the stated amount of filters to be disposed of, or additional visits, a change order will be needed for the additional labor and disposal costs.
- If the ventilation rooms are already contaminated or need wet cleaning, a change order will be needed for the additional labor.
- Dismantle air diffusers for return air in the Ready Area (1 time / year).
- HEPA vacuum and wet wipe the front and back of the air diffuser plates (1 time / year).
- HEPA vacuum and wet wipe the diffuser sidewalls and metal louvers separating the diffusers from the duct work - no cleaning inside of the duct work (1 time / year).
- Package and dispose of cleaning supplies, personal protective equipment, and ventilation filters as lead - contaminated hazardous waste. (2 times / year)
- Monitor the negative pressure in the shooting range and inform the owner of any deficiencies.
- Notify owner of any wear/damage when performing lead cleaning/removal.
- Contractor is licensed by manufacturer to service all Meggitt Training Systems bullet traps.
- If the bullet trap is deficient or needs repair to bring it into compliance with the manufacturer's specifications, BTS, Inc. will submit a change order for the additional work. The labor and supply cost will be \$145.00 per hour. Bullet trap parts will be supplied by Meggitt Training Systems under a separate contract.

Conduct work in accordance with the attached specifications. The shooting range will be closed 1-3 days for work to be completed.

## **Training Academy**

This scope of work is for the individual cleaning of the Training Academy's shooting ranges, two-10 point, Venetian Blind bullet traps and parts of each shoot range, located at 1300 W Jackson Blvd, Chicago, IL 60607 ("Training Academy Services"). Contractor must perform one visit per month with 12 visits within the contractual year per shooting range.

The Training Academy Services are as follows:

- Set up a decontamination unit and regulate the work area.
- Inspect and empty collection trays.
- Supply containers and package the spent lead projectiles for recycling.
- Recycle spent lead projectiles.
- HEPA vacuum the front of the bullet trap impact plates.
- HEPA vacuum and clean under the bullet trap.
- HEPA vacuum the shooting range floor.
- Wet wipe shooters booth and all horizontal and vertical surfaces from the firing line to the back wall and from the bottom of the safety ceiling to the floor.
- HEPA vacuum the first 200 sq. ft. of floor outside the entrance to the shooting range.
- Visually inspect bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- HEPA vacuum the accessible intake vents over the bullet trap. (4 times / year).
- HEPA vacuum the accessible back side surfaces of the over trap. (4 times / year).
- HEPA vacuum and wet wipe ceiling baffles/deflector shields (4 times / year).
- HEPA vacuum and wet wipe the target tracks, carriers, and cross braces. (4 times / year).
- HEPA vacuum the shooting range walls from the floor up to 10 feet. (4 times / year).
- Disassemble deceleration chambers as needed to complete our work. (2 times / year).
- Remove the lead build up from the deceleration chambers. (2 times / year).
- Supply containers and package the lead build up from deceleration chambers for recycling. (2 times / year).
- Recycle the spent lead projectiles and lead build up from the deceleration chambers. (2 times / year).
- Spray the deceleration chambers with graphite lubricant. (2 times / year).
- Reassemble deceleration chambers. (2 times / year).
- Set up a wash station and regulate the ventilation rooms/areas with lead danger signs and lead caution tape.
- Place 6 mil plastic on the floor in front of the ventilation unit doors.
- Create negative pressure in the ventilation rooms to contain lead dust.
- Remove and package 38 pre-filters monthly as lead contaminated hazardous waste. (12 times / year)
- Install 38 new pre-filters monthly. (12 times / year)
- Remove, package, and dispose of 38 HEPA filters every 2 months as lead contaminated hazardous waste. (6 times / year)
- Install 38 new HEPA filters every 2 months. (6 times / year)
- Dispose of 76 pleated and 38 HEPA filters as lead contaminated hazardous waste. (6 times / year)
- HEPA vacuum the tracks and unit floor under the filters being changed out. (12 times / year)
- New filters to be supplied by the owner.
- HEPA vacuum the floor in front of the ventilation unit and walkway to the exit. (12 times / year)
- Conduct air sampling during the changing of the filters, inside and outside of the work area. (12 times / year)
- If there is more than the stated amount of filters to be disposed of, or additional visits, a change order will be needed for the additional labor and disposal costs.
- If the ventilation rooms are already contaminated or need wet cleaning, a change order will be needed for the additional labor and waste disposal.
- Dismantle air diffusers for return air in the Ready Area (1 time / year).
- HEPA vacuum and wet wipe the front and back of the air diffuser plates (1 time / year).
- HEPA vacuum and wet wipe the diffuser sidewalls and metal louvers separating the diffusers from the duct work - no cleaning inside of the duct work (1 time / year).
- Notify owner of any wear/damage when performing lead cleaning/removal.
- Package and dispose of cleaning supplies, personal protective equipment, and ventilation filters as lead -

contaminated hazardous waste. (6 times / year)

- Monitor the negative pressure in the shooting range and inform the owner of any deficiencies.
- Contractor is licensed by manufacturer to service all Meggitt Training Systems bullet traps.
- If the bullet trap has defects and the sidewalls need to be anchored or welding of leading edges and/or kick plates; BTS, Inc. will submit a change order for the additional work. The labor and supply cost will be \$145.00 per hour. Bullet trap parts will be supplied by Meggitt Training Systems under a separate contract.
- Conduct work in accordance with the attached specifications.

### **Joint Public Safety Training Academy (JPSTA)**

This scope of work is for the individual cleaning of the Joint Public Safety Training Academy's shooting ranges, located at 701 N Kilbourn, Chicago, IL 60639 ("**Joint Public Safety Training Academy**"). This is for the maintenance of one (1) 25-yard range, one (1) 50-yard range and parts of each shooting range. The maintenance will occur on a bi-monthly, monthly, quarterly and bi-annual maintenance schedule. Contractor must only work on one range at a time, leaving one range open for training at all times. The Contractor will also provide a health and safety program for the two (2) shooting ranges on a one-time basis for this facility only. The Joint Public Training Academy Services are as follows:

#### **Bi-Monthly Visits:**

- Set up a wash station and regulate the work area at each range.
- HEPA vacuum the shooting range floor.
- Wet clean the shooting range floors to reduce lead levels.
- Wet wipe the window ledges in both ready areas.
- Supply and install eight (8) tacky pads (4 per range) with a set of 30-sheet refills on each (1x purchase).
- Supply and install one (1) 64-gallon tote in each gun cleaning room for general debris (1x purchase).
- Supply and install one (1) 64-gallon red tote for hazardous waste in each gun cleaning room (1x purchase).
- Supply and install one (1) 64-gallon tote in each of the ranges for tacky mat disposal as hazardous waste (1x purchase).
- Empty all 6 garbage cans on each visit and segregate the waste as needed for proper disposal.
- Remove all dirty tacky sheets after cleaning.
- Properly package and dispose of all personal protective equipment (PPE), range debris, tacky mats and wash-water as lead-contaminated hazardous waste.
- TCLP test on the wash-water to verify proper disposal.
- The hazardous waste will be stored behind the bullet traps and disposed of quarterly.

The 25-yard range will be closed one (1) day for this work to be completed.

The 50-yard range will be closed two (2) days for this work to be completed.

#### **Monthly Visits:**

- Set up a decontamination unit and regulate the work areas at the front and back of both ranges.
- Monitor the negative pressure in the shooting ranges and inform the facility management of any deficiencies.
- HEPA vacuum the front impact plates of the bullet traps to remove spent projectiles and debris.
- Wet wipe the stationary turning target holders and running man.
- Visually inspect the bullet trap components for wear/damage and compare them with the bullet trap manufacturer's specifications and inform the facility of any defects.
- Replace and tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- Remove and package (50) 24x24x2 and (30) 12x24x2 pre-filters on the roof as lead-contaminated hazardous waste.
- Supply (50) 24x24x2 and (30) 12x24x2 Camfil 30/30 pre-filters or equivalent to be changed monthly (\$10500.00 total for twelve (12) replacements).
- Install (50) 24x24x2 and (30) 12x24x2 pre-filters into 2 ventilation units on the roof of the ranges.
- If additional pre-filter changes are required, they will be billed hourly per our current range maintenance contract at \$145.per hour. The filters will be billed separately.

- HEPA vacuum the pre-filter support racks and floor of the ventilation unit under the filters being changed out.
- Wet wipe the outside of the pre-filter door ledges.
- HEPA vacuum the roof surface under the pre-filter doors.
- Remove and empty the lead drums under the bullet traps.
- Recycle the spent projectiles and brass from the facility.
- A credit for the lead and brass will be given monthly on the invoices.
- Supply recycling drums for packaging the spent lead projectiles.
- Supply four (4) recycle drums to leave on-site in the ready areas for the collection of brass.
- Wet wipe the lead chutes, drums and drum dollies under the bullet trap.
- HEPA vacuum the floor from under the drums to the back wall only behind the bullet traps.
- HEPA vacuum the gun-cleaning room floors.
- Wet wipe the gun-cleaning room shelves and organize the cleaning supplies.
- Wet clean the floor of the gun-cleaning room.
- Supply eight (8) sets tacky mat each with 30-sheet refills.
- Replace tacky mat refill sets or leave for the facility to change as needed.
- Properly package and dispose of all pre-filters, personal protective equipment (PPE), and cleaning supplies as lead-contaminated hazardous waste.

The monthly visits will be conducted in conjunction with the Bi-Monthly visits. Each range will be down two (2) days each for both visits to be completed.

**Quarterly Visits:**

- Remove and package (20) 24x24x22 bag and (20) 12x24x22 bag secondary ventilation filters as lead-contaminated hazardous waste.
- Supply (20) 24x24x22, 10-pocket bag and (20) 12x24x22, 5-pocket bag Camfil 95% Merv-15 secondary bag filters or equivalent to be changed quarterly (\$14,500.00 total for four (4) replacements).
- Install (20) 24x24x2 and (30) 12x24x22 bag and (20) 12x24x22 bag secondary filters into 2 ventilation units on the roof of the ranges.
- If additional secondary filters are required, the labor will be billed hourly per our current range maintenance contract at \$145.00 per hour. The filters will be billed separately.
- HEPA vacuum the secondary filter support racks and floor of the ventilation unit under the filters being changed out.
- Wet wipe the outside of the secondary door ledges.
- HEPA vacuum the roof surface under the secondary doors.
- Wet wipe the back of the scrolls of the bullet traps.
- Wet wipe the DCU support stations and the drum only.
- Inspect the DCU drum every quarter.
- Remove and recycle the lead dust once the DCU drum is 1/3 full.
- A credit for the lead dust will be given monthly on the invoices.
- Replace the DCU drum with the new recycle drum.
- Wet wipe the DCU air compressor.
- Wet wipe all surfaces from 7-feet down to the floor, behind the bullet trap.
- Supply two (2) 1-gallon bottles of D-Lead soap with pump for sinks.
- Supply eight (8) bottles of 140-count D-Wipes for the gun cleaning rooms to remove lead from hands (4 per room).
- Properly package and dispose of all secondary filters, personal protective equipment (PPE), and cleaning supplies as lead-contaminated hazardous waste.
- The hazardous waste will be stored behind the bullet traps and disposed of quarterly.

The ranges will be closed two (2) days each for the bi-monthly, monthly and quarterly visits to be completed.

### **Bi-Annual Visits:**

- Provide personal air sampling on the range masters. This can be completed separately at the convenience of the facility (2x/per year).
- The Contractor will receive the air sampling and provide a report to the facility on the lead results.
- HEPA vacuum the back of the upper impact plates of the bullet traps.
- HEPA vacuum the ventilation intake vents over the bullet traps.
- HEPA vacuum under the bullet traps.
- Wet wipe both DCU units and the duct work to the wall.
- HEPA vacuum the 3-walls behind the bullet trap up to 10ft.
- Wet wipe the outside of the diffusers in the ready area.
- Wet wipe the backside of the 2 rows of single baffles over the bullet traps.
- Wet wipe the range lights (351 total) in the both ranges.
- HEPA vacuum the range walls from the floor up to 10ft.
- Remove and package (30) 24x24x12 and (10) 12x24x12 HEPA filters in the 2 ventilation units on the roof.
- Supply (30) 24x24x12 and (100) 12x24x12 Camfil Filtra 2000 – 99.97% efficient HEPA filters or equivalent to be changed bi-annually (\$37,700.00 total for 2 replacements).
- Install (30) 24x24x12 and (10) 12x24x12 HEPA filters in the 2 ventilation units on the roof of the ranges.
- Remove and package twelve (12) DCU filters total, in both DCU units (1x per year).
- Supply twelve (12) Camfil Farr DCU filters to be changes in 2 DCU units (\$10,425.00 total for one replacement).
- If additional HEPA's or DCU filters are required, the labor will be billed hourly per our current range maintenance contract at \$145.00 per hour. The filters will be billed separately.
- HEPA vacuum the HEPA filter support racks and floor of the ventilation unit under the filters being changed out.
- Wet wipe the outside of the HEPA filter door ledges.
- HEPA vacuum the roof surface under the HEPA filter doors.
- HEPA vacuum the roof surface under the HEPA filter doors.
- Disassemble and clean the deceleration chambers (1x per year).
- Remove the lead build-up from the deceleration chambers (1x per year).
- Provide containers and package the lead build-up for recycling (1x per year).
- A credit for the lead will be given monthly on the invoices.
- Spray the deceleration chambers with graphite lubricant (1x per year).
- Reassemble the deceleration chambers (1x per year).
- Properly package and dispose of the HEPA, DCU filters, personal protective equipment (PPE), and cleaning supplies as lead-contaminated hazardous waste.
- The hazardous waste will be stored behind the bullet traps and disposed of quarterly.

Each range will be closed 2-½ days each, for all four (4) visits to be completed.

The deceleration chamber work will shut down each range for one (1) additional week each, plus the cleaning (1x per year).

### **Forensics Lab/Homan Square**

This scope of work is for the individual cleaning of the Forensics Lab/Homan Square shooting ranges, bullet traps and cleaning parts of each shoot range, located at 3340 W Filmore, Chicago, IL 60609 (“**Chicago PD Forensics Lab/Homan Square**”). Contractor must perform one visit per month with 12 visits within the contractual year per shooting range. The Forensics' Lab Services are as follows:

- Set up a decontamination unit and regulate the work area.
- Visually inspect bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- Loosen the bullet trap brackets above the rubber blocks.

- Reorganize the top 5 rows of blocks (30 blocks) to make them level and eliminate any gaps in between them.
- Remove and package 1 used 24x24x2 pre-filters and 1 used 12x24x2 pre-filters.
- Remove and package 1 used 24x24x12 HEPA filters and 1 used 12x24x12 HEPA filters.
- HEPA vacuum the accessible filter tracks and floor areas under the pre and HEPA filters only.
- Install 1 new 24x24x2 pre-filters and 1 new 12x24x2 pre-filters.
- Install 1 new 24x24x12 HEPA filters and 1 new 12x24x12 HEPA filters.
- The owner is to supply all new pre and HEPA filters.
- HEPA vacuum the accessible intake vents over the bullet trap.
- HEPA vacuum and wet wipe the accessible back side surfaces of the ceiling baffles.
- Wet wipe all horizontal and vertical surfaces in the ready area from the firing line to the back wall and from the bottom of the safety ceiling to the floor.
- HEPA vacuum the shooting range floor and walls from the floor up to 10 feet.
- HEPA vacuum the first 20. Sq. ft. of the floor outside the entrance to the shooting range.
- HEPA vacuum the floor around the shooting tank.
- Wet wipe the outside of the shooting tank and ledge to remove lead dust.
- Properly package, label and dispose of in UN-DOT approved containers, all cleaning supplies and personal protective equipment as lead-contaminated hazardous waste created by this project. The waste is to be disposed of in an EPA-approved landfill with the proper manifesting. **Please provide Best Technology Systems, Inc., with your Federal EPA Identification/USEPA Number.**
- The owner will need to store the waste temporarily until our waste transporter picks up the waste for Disposal.
- If an additional drum(s)/Gaylord Box(es) are required, a change order will be needed for the disposal of the extra waste.
- Conduct work in accordance with the attached specifications.

The range will be closed one (1) day each for the work to be completed.

**Supply/Install a New Bullet Recovery System Filter**

- Set up a wash station and regulate the work area.
- Remove and package 1 used surface filter.
- HEPA vacuum the accessible filter tracks and floor areas under the filter only.
- Supply and install 1 new surface filter.
- Properly package, label and dispose of in UN-DOT approved containers, all filters, cleaning supplies and personal protective equipment as lead-contaminated hazardous waste created by this project. The waste is to be disposed of in an EPA-approved landfill with the proper manifesting. **Please provide Best Technology Systems, Inc., with your Federal EPA Identification/USEPA Number.**
- The owner will need to store the waste temporarily until our waste transporter picks up the waste for Disposal.
- Conduct work in accordance with the attached specifications

The tank recovery system area will be closed one (1) day in conjunction with the range.




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Kevin Pater, Contracts Administrator  
Public Safety Administration (PSA)

## EXHIBIT 2: COMPENSATION SCHEDULE OF PRICES

### PROJECTED COST BREAKDOWN AS FOLLOWS:

LOCATION	ANNUAL COST
Service for Range at (Area 1) Central	\$ 33,145.00
Service for Range at (Area 2) South	\$ 37,245.00
Service for Range at (Area 3) North	\$ 33,145.00
Service for Range at (Area 4) SWAT	\$ 37,145.00
Service for Range at (Area 5) Carbine	\$ 39,800.00
Service for Range at Police Academy	\$ 131,830.00
Service for Range at Joint Public Safety Training Academy	\$ 422,025.00
Service for Range at Forensics Lab/Homan Square	\$ 16,700.00
<b>Annual Project (8 Facilities) Total:</b>	<b>\$ 751,035.00</b>

Repair Services, Change Order costs not associated with this contract or replacement of InVeris parts will be billed per hour for labor, supplies and hazardous waste disposal.

(Hourly Rate \$150.00 x 460 hrs.) \$ 69,000.00

Services provided with this Project:

1. Lead licensed supervisor and workers
2. Both EPA and OSHA guidelines will be implemented. BTS will complete EPA and OSHA master plans at the beginning of each contract year for services to be provided at each location. Documentation made available to CPD upon request.
3. Site specific OSHA compliance plan for range maintenance and waste management. OSHA air monitoring will be conducted on-site and will be analyzed by a third-party laboratory.
4. A final documentation package will be sent once BTS receives air sampling and final payment (allow 2-3 months).



CERTIFICATE OF FILING FOR  
CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 198260  
Certificate Printed on: 05/08/2024

Date of This Filing:05/08/2024 03:44 PM  
Original Filing Date:05/08/2024 03:44 PM

Disclosing Party: Best Technology Systems, Inc.  
Title:President  
Filed by: Mr. Gary M. Chinn

Matter: Shooting Range Maintenance  
Applicant: Best Technology Systems, Inc.  
Specification #: 1271758  
Contract #:

The Economic Disclosure Statement referenced above has been electronically filed with the City. Please provide a copy of this Certificate of Filing to your city contact with other required documents pertaining to the Matter. For additional guidance as to when to provide this Certificate and other required documents, please follow instructions provided to you about the Matter or consult with your City contact.

A copy of the EDS may be viewed and printed by visiting <https://webapps1.chicago.gov/eds> and entering the EDS number into the EDS Search. Prior to contract award, the filing is accessible online only to the disclosing party and the City, but is still subject to the Illinois Freedom of Information Act. The filing is visible online to the public after contract award.



<b>Section I: General Contract Information</b>	
Department Name	Chicago Police
Department Contact Name	Elsie Vazquez
Department Contact Number	312-745-5953
Department Contact Email	Elsie.vazquez@cityofchicago.org
Contract Number	TBD
Contract Subject Name	Best Technology Systems
Contract Initiation Date	TBD
Original Contract Amount	\$3,755,175.00
Original Contract Expiration Date	TBD
Budgeted amount for current year	\$831,810.00
Year to date expenditure	\$
Are funds <input checked="" type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> TIF <input type="checkbox"/> Grant	
What is the funding strip?	024-0100-0574361-0340-220340
If contract modification or task request is approved, will department have enough funds to cover new expenditure?	N/A
If no, what is the plan to address the short fall?	N/A
<b>Section II: Contract Modifications</b>	
Complete this section if you are modifying the value of an existing contract.	
Contract Value Increase	\$
New total contract amount	\$
New contract expiration date	N/A
Goods/services provided by this contract	N/A
Justification of need to modify this contract	N/A
Impact of denial	N/A
<b>Section III. Issue a Request for Services to a Master Consulting Agreement</b>	
Complete this section if you want to issue a request for services to a Master Consulting Agreement	
Value of planned task order request	N/A
Expiration date of planned task order request	N/A
Scope of services	N/A
Justification of need to issue request for services	N/A
Impact of denial	N/A
<b>Section IV: Assessment of Office of Budget and Management Analyst</b>	
Approve/Deny	
OBM Analyst Initials	JS
OBM Analyst Name/number	Joseph Sacks

**Contract Goal Participation Determination Form**

**Project Title:** NCRB SOLE SOURCE FOR THE CLEANING OF BULLET TRAPS & SHOOTING RANGES

**Project Description:**

THE CHICAGO POLICE DEPARTMENT REQUESTS AN NCRB SOLE SOURCE FOR THE CLEANING OF BULLET TRAPS & SHOOTING RANGES

Specification No. 1271758 Requisition No. 527720

Funding Source(s): City  Federal  Other

Target Market: Yes  No  MBI  SBI I  SBI II

No Stated Goal: Yes  No

Previous Contract No(s): \_\_\_\_\_

**SCOPE OF WORK:**

THE CHICAGO POLICE DEPARTMENT REQUESTS AN NCRB SOLE SOURCE FOR THE CLEANING OF BULLET TRAPS & SHOOTING RANGES

**SUBCONTRACTING OPPORTUNITIES**

(Subcontracting opportunity list is based on specialty areas of known Certified MBE/WBE/MBE/DBE contractors)

Type of Work	Estimated Dollar Amount	Percentage of Total Contract	Goal Percentage of Participation			
			MBE%	WBE%	VBE%	DBE%
<b>TOTAL</b>						

TOTAL ESTIMATED CONTRACT VALUE \$ \$ 3,824,175.00


GOAL RECOMMENDATION: MBE participation \_\_\_\_\_ WBE participation \_\_\_\_\_ VBE participation \_\_\_\_\_ DBE participation \_\_\_\_\_

*For Construction Projects Only*

RECOMMENDED PROJECT AREA: YES  NO  (If yes, attach a project/community areas map) \_\_\_\_\_%

Recommended:  05/13/24  
 (User Department Authorized Signature) Date  
Public Safety Administration  
 (Name of User Department)

Department of Procurement Services

Approved By:  5-14-24  
 Tammi Morgan, Contracting Equity Officer Date



**BEST TECHNOLOGY SYSTEMS**

Quality Specialists in Bullet Trap  
and Shooting Range Maintenance

May 8, 2024

12024 S. Aero Drive  
Plainfield, IL 60585-8796  
P 815-254-9554 F 815-254-9558

[www.btsranges.com](http://www.btsranges.com)  
E-Mail: [mail@btsranges.com](mailto:mail@btsranges.com)

MBE Contractor  
Asian Minority Owned Business

**City of Chicago**  
**Contract Number: 11345**  
**Contract Date: 6/1/2023-6/1/2024**

**M/WBE Compliance Letter**

Best Technology Systems, Inc. is in compliance with the M/WBE requirements outlined in this contract.

The MBE Direct Participant is Best Technology Systems, Inc.  
Our dollar amount participation is \$794,378.55  
The percent amount of participation is 95.5%

The WBE Direct Participant is Inter City Supply Co., Inc.  
The dollar amount participation is \$37,431.45  
The percent amount of participation is 4.5%

Regards,

A handwritten signature in black ink, appearing to read 'g m c', is written over the typed name.

Gary M. Chinn  
President



CITY OF CHICAGO

DEPARTMENT OF PROCUREMENT SERVICES

NOV 22 2021

Gary Chinn  
Best Technology Systems, Inc.  
12024 South Aero Drive  
Plainfield, IL 60585

Dear Mr. Chinn:

We are pleased to inform you that **Best Technology Systems, Inc.** has been recertified as a **Minority-Owned Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **10/15/2026**; however, your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. Therefore, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an **annual No-Change Affidavit**. Your firm's annual No-Change Affidavit is due by **10/15/2022, 10/15/2023, 10/15/2024, and 10/15/2025**. Please remember, you have an affirmative duty to file your No-Change Affidavit 60 days prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five-year certification will expire on **10/15/2026**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **8/15/2026**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as an **MBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

*DMW*

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at [chicagoinspectorgeneral.org](http://chicagoinspectorgeneral.org), or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Minority, Women-Owned Business Enterprise, Veteran-Owned Business Enterprise and Business Enterprise Owned or Operated by People with Disabilities in the specialty area(s) of:

**NAICS Code(s):**

**562910 – Remediation Services, Environmental**

**561720 – Janitorial Services**

**561720 Specializing in cleaning, decontamination, performing maintenance, preventative maintenance, alteration, repair and recertification on bullet traps and shooting ranges.**

Your firm's participation on City contracts will be credited only toward **MBE** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority, Women-Owned Business Enterprise, Veteran-Owned Business Enterprise and Business Enterprise Owned or Operated by People with Disabilities (MBE/WBE/VBE/BEPD) Program.

Sincerely,



Aileen Velazquez  
Chief Procurement Officer

AV/kr



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/24/2024

**PRODUCER**

Jeff Jurkovich -State Farm Insurance  
 3038 Hobson Rd.  
 Woodridge,IL 60517 630-964-2062



**THIS CERTIFICATE IS ISSUED AS MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

**INSURERS AFFORDING COVERAGE**

NAIC #

**INSURED**

Best Technology Systems Inc.  
 12024 Aero Dr  
 Plainfield, IL 60544

INSURER A: State Farm Fire and Casualty Company 25143

INSURER B:

INSURER C:

INSURER D:

INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS - COMP/OP AGG	\$
X	X	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS _____ <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	E649798-C30-13 E649539-C30-13 E649732-C30-13 E649941-C30-13 E649542-C30-13 E649799-C30-13 301 6460-C30-13G	03/30/2024	09/30/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE _____ <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTHER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
		<b>OTHER</b>					

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

21 Dodge 5500, 16 ISUZU NPRXD, 15 ISUZU NPRXD, 12 MITSUBISHI FE160, 22 Ram 4500, 22 Ram 4500, 14 MITSUBISHI FE160, 12 MITSUBISHI FE160

**CERTIFICATE HOLDER**

CITY OF CHICAGO DEPT. OF PROCUREMENT SERVICES  
 CITY HALL, ROOM 806  
 121 N. LASALLE STREET  
 CHICAGO, IL 60602

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
 Jeff Jurkovich, Agent



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/09/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> McNeil and Company Inc. In CA dba McNeil & Company Insurance Services Lic# 0B67313 13841 Southwest Highway Orland Park IL 60462	<b>CONTACT NAME:</b> Anne Barber <b>PHONE (A/C, No, Ext):</b> 708-237-4643 <b>E-MAIL ADDRESS:</b> abarber@mcneilandcompany.com	<b>FAX (A/C, No):</b> 708-598-6686	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Best Technology Systems, Inc. 12024 South Aero Drive Plainfield IL 60585	<b>INSURER A:</b> Beazley Syndicates		37540
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractors Pollution Liability <input checked="" type="checkbox"/> Incl. Lead Ops GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	ENC 0007619-02	07/01/23	07/01/24	EACH OCCURRENCE	\$ 3,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 75,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 3,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
							Per Claim-Lead	\$ 3,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	X	X	ENX 0007620-02 CGL/CPL/PL/Auto/Comp Op OH Stop Gap Liability	07/01/23	07/01/24	EACH OCCURRENCE	\$ 2,000,000
							AGGREGATE	\$ 2,000,000
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Contractors Professional Liability-E&O Coverage-Claims Made Form			ENC 0007619-02	07/01/23	07/01/24	Per Occurrence	\$2,000,000
							Aggregate	\$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 PROJECT: SHOOTING RANGE - RE: SPECIFICATION #1271758  
 CONTRACT # 2008-18546

THE CITY OF CHICAGO IS AN ADDITIONAL INSURED AS RESPECTS OPERATIONS AND ACTIVITIES OF, OR ON BEHALF OF THE NAMED INSURED, PERFORMED UNDER CONTRACT WITH OR PERMIT FROM THE CITY OF CHICAGO. THE GENERAL AND EXCESS/UMBRELLA LIABILITY POLICIES DESCRIBED PROVIDE FOR SERVERABILITY OF INTEREST (CROSS LIABILITY) APPLICABLE TO THE NAMED INSURED AND THE CITY. THE GENERAL LIABILITY IS ON A PRIMARY AND NON-CONTRIBUTORY BASIS FOR ANY LIABILITY ARISING DIRECTLY OR INDIRECTLY FROM THE WORK. THE GENERAL LIABILITY AND UMBRELLA LIABILITY POLICIES INCLUDE A WAIVER OF SUBROGATION IN FAVOR OF THE CITY OF CHICAGO, ITS EMPLOYEES, ELECTED OFFICIALS, AGENTS OR REPRESENTATIVES. 60 DAY NOTICE OF CANCELLATION OR NON-RENEWED.

**CERTIFICATE HOLDER****CANCELLATION**

CITY OF CHICAGO  
 DEPT. OF PROCUREMENT SERVICES  
 CITY HALL, ROOM 806  
 121 N. LASALLE STREET  
 CHICAGO, IL 60602

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Effective Date: 7/1/2023	PolicyNumber: ENC0007619-02
	Endorsement Number: 5

**ADDITIONAL INSURED – OWNERS, LESSORS OR CONTRACTORS – COMPLETED OPERATIONS**

In consideration of a premium change of , this endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

All other terms and conditions of this Policy remain unchanged.

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
Any person(s) or organization(s) where this endorsement is required by contract.	All project locations where this endorsement is required by contract.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".



Effective Date: 7/1/2023	PolicyNumber: ENC0007619-02
	Endorsement Number: 3
PRIMARY/NON-CONTRIBUTORY – OTHER INSURANCE CONDITION	

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

All other terms and conditions of this Policy remain unchanged.

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

**Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and
- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

**SCHEDULE:**

<p>Specific Entity to Schedule if required –</p> <p>As required by written contract.</p>
--

Effective Date: 7/1/2023	PolicyNumber: ENC0007619-02
	Endorsement Number: 7
<b>WAIVER OF TRANSFER OF RIGHTS OF RECOVERY</b>	

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

All other terms and conditions of this Policy remain unchanged.

**SCHEDULE**

**Name of Person or Organization:**

Any person(s) or organization(s) where this endorsement is required by contract

**All Person(s) Or Organization(s) where this endorsement is required by contract.**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

**INSURANCE REQUIREMENTS**  
**City of Chicago - Office of Public Safety Administration**  
**Cleaning Bullet Traps & Shooting Ranges**

A. INSURANCE REQUIRED

The Contractor must provide and maintain at Contractor's own expense, until Contract completion and during the time period following final completion if Contractor is required to return and perform any additional work, services, or operations, the insurance coverages and requirements specified below, insuring all operations related to the Contract.

1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide a work or service under this Contract and Employers Liability coverage with limits of not less than \$1,000,000 each accident, \$1,000,000 disease-policy limit, and \$1,000,000 disease-each employee, or the full per occurrence limits of the policy, whichever is greater. the policy, whichever is greater. Coverage must include but not be limited to: other state endorsement, voluntary compensation and alternate employer, when applicable. The City of Chicago requires that that a copy of the endorsement providing for sixty (60) day notice of cancellation be submitted with the Certificate of Insurance.

The contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

2) Commercial General Liability

Commercial General Liability Insurance or equivalent must be maintained with limits of not less than \$2,000,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverages must include but not be limited to the following: All premises and operations, products/completed (for a minimum of two (2) years following contract completion) and any endorsement modifying or deleting the exception to the Employer's Liability exclusion is not permitted. If a general aggregate limit applies, the general aggregate must apply per project/location and reinstate annually if applicable, or Contractor may obtain separate insurance to provide the required limits which will not be subject to depletion because of claims arising out of any other work or activity of Contractor. If a general aggregate applies to products/completed operations, the general aggregate limits must apply per contract and once per policy period.

The City must be provided with an additional insured status with respect to liability arising out of Contractor's work, services or operations performed on behalf of the City. Such additional insured coverage must be provided on ISO form CG 2010 and CG 2037 or on an endorsement form at least as broad for ongoing operations and completed operations. The City's additional insured status must apply to liability and defense of suits arising out of Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the City. The full policy limits and scope of protection also will apply to the City as an additional insured, even if they exceed the City's minimum limits required herein. Contractor's liability insurance must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City. The City of Chicago requires that that a copy of the endorsement providing for sixty (60) day notice of cancellation be submitted with the Certificate of Insurance.

The contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

3) Automobile Liability

When any motor vehicles (owned, non-owned and hired) are used in connection with work, services, or operations to be performed, Automobile Liability Insurance must be maintained by the Contractor with limits of not less than \$1,000,000 per accident for bodily injury and property damage and covering the ownership, maintenance, or use of any auto whether owned, leased, non-owned or hired used in the performance of the work or services. The City is to be added as an additional insured on a primary, non-contributory basis. The City of Chicago requires that it receive a copy of the endorsement adding it as an additional insured. The City of Chicago requires that a copy of the endorsement providing for sixty (60) day notice of cancellation be submitted with the Certificate of Insurance.

The contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

4) Excess/Umbrella

Excess/Umbrella Liability Insurance must be maintained with limits of not less than \$2,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater. The policy/policies must provide the same coverages/follow form as the underlying Commercial General Liability, Automobile Liability, Employers Liability and Completed Operations coverage required herein and expressly provide that the excess or umbrella policy/policies will drop down over reduced and/or exhausted aggregate limit, if any, of the underlying insurance. The Excess/Umbrella policy/policies must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City.

Contractor may use a combination of primary and excess/umbrella policies to satisfy the limits of liability required in sections A.1, A.2, A.3 and A.4 herein.

5) Contractors Pollution Legal Liability and/or Asbestos Legal Liability

When any remediation work or services performed involves a potential pollution risk that may arise from the operations of Contractor's scope of services Contractors Pollution Liability and/or Asbestos Legal Liability must be maintained with limits no less than \$1,000,000 per occurrence or claim per policy period of one year. Coverage must be provided or caused to be provided, covering bodily injury, property damage and other losses caused by pollution conditions. Coverage must include but not be limited to completed operations, contractual liability, defense, excavation, environmental cleanup, remediation, and disposal and if applicable, include transportation and non-owned disposal coverage. When policies are renewed or replaced, the policy retroactive date must coincide with or precede, start of work on the Contract. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

6) All Risk Property

The Contractor must maintain All Risk Commercial Property Insurance covering loss or damage at full replacement cost to any City of Chicago equipment, materials, parts, or supplies while in the care, custody, and control of the Contractor as part of the Contract. The Contractor is responsible for any damage to City property at replacement cost that results from this Contract.

B. ADDITIONAL REQUIREMENTS

Evidence of Insurance. Contractor must furnish the City, Department of Procurement Services, 121 N. LaSalle Street, Room 806, Chicago, IL 60602, original certificates of insurance and additional insured endorsement, or other evidence of insurance, to be in force on the date of this Contract, and renewal certificates of Insurance and endorsement, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Contract. Contractor must submit evidence of insurance prior to execution of Contract. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Contract have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of Contract. The failure of the City to obtain, nor the City's receipt of, or failure to object to a non-complying insurance certificate, endorsement or other insurance evidence from Contractor, its insurance broker(s) and/or insurer(s) will not be construed as a waiver by the City of any of the required insurance provisions. Contractor must advise all insurers of the Contract provisions regarding insurance. The City in no way warrants that the insurance required herein is sufficient to protect Contractor for liabilities which may arise from or relate to the Contract. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time.

Failure to Maintain Insurance. Failure of the Contractor to comply with required coverage and terms and conditions outlined herein will not limit Contractor's liability or responsibility nor does it relieve Contractor of its obligation to provide insurance as specified in this Contract. Nonfulfillment of the insurance conditions may constitute a violation of the Contract, and the City retains the right to suspend this Contract until proper evidence of insurance is provided, or the Contract may be terminated.

Notice of Material Change, Cancellation or Non-Renewal. Contractor must provide for sixty (60) days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed and ten (10) days prior written notice for non-payment of premium.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions on referenced insurance coverages must be borne by Contractor.

Waiver of Subrogation. Contractor hereby waives its rights and agrees to require their insurers to waive their rights of subrogation against the City under all required insurance herein for any loss arising from or relating to this Contract. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City received a waiver of subrogation endorsement for Contractor's insurer(s).

Contractors Insurance Primary. All insurance required of Contractor under this Contract shall be endorsed to state that Contractor's insurance policy is primary and not contributory with any insurance carrier by the City.

No Limitation as to Contractor's Liabilities. The coverages and limits furnished by Contractor in no way limit the Contractor's liabilities and responsibilities specified within the Contract or by

law.

No Contribution by City. Any insurance or self-insurance programs maintained by the City do not contribute with insurance provided by Contractor under this Contract.

Insurance not Limited by Indemnification. The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Contract or any limitation placed on the indemnity in this Contract given as a matter of law.

Insurance and Limits Maintained. If Contractor maintains higher limits and/or broader coverage than the minimums shown herein, the City requires and shall be entitled the higher limits and/or broader coverage maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Joint Venture or Limited Liability Company. If Contractor is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

Other Insurance obtained by Contractor. If Contractor desires additional coverages, the Contractor will be responsible for the acquisition and cost.

Subcontractors. Contractor shall name the Subcontractor(s) as a named insured(s) under Contractor's insurance or Contractor will require Subcontractor(s) to provide and maintain Commercial General Liability, Commercial Automobile Liability, Worker's Compensation and Employers Liability and Professional Liability Insurance and when applicable Excess/Umbrella Liability Insurance with coverage at least as broad as outlined in Section A, Insurance Required. The limits of coverage will be determined by Contractor and shall determine if Subcontractor(s) must also provide any additional coverage or other coverage outlined in Section A, Insurance Required. Contractor is responsible for ensuring that each Subcontractor has named the City as an additional insured where required and name the City as an additional insured on an endorsement form at least as broad and acceptable to the City. Contractor is also responsible for ensuring that each Subcontractor has complied with the required coverage and terms and conditions outlined in this Section B, Additional Requirements. When requested by the City, Contractor must provide to the City certificates of insurance and additional insured endorsements or other evidence of insurance. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time. Failure of the Subcontractors to comply with required coverage and terms and conditions outlined herein will not limit Contractor's liability or responsibility.

City's Right to Modify. Notwithstanding any provisions in the Contract to the contrary, the City, Department of Finance, Risk Management Office maintains the right to modify, delete, alter or change these requirements.