

STATE OF NEW HAMPSHIRE  
 Dept. of Administrative Services  
 Div. of Procurement and Support Services  
 Bureau of Purchase and Property  
 State House Annex  
 Concord, New Hampshire 03301

Date: August 19, 2020

**NOTICE OF CONTRACT**

**COMMODITY:** Janitorial Services

**CONTRACT NO.:** 8002324

**NIGP:** 910\*

**VENDOR:** GFS Building Maintenance, Inc.  
 20 Blaine Street  
 Concord, NH 03102

**VENDOR# :** 156884

**CONTACT PERSON(s):** Lisa Bourbeau  
**Tel. No.:** 603-668-6612 extension 122  
**E-Mail:** [lboubeau@gfsservices.com](mailto:lboubeau@gfsservices.com)

**EFFECTIVE FROM:** July 1, 2018 through June 30, 2021

**PAYMENT & TERMS:** Payments shall be made via ACH. Use the following link to enroll with the State Treasury for ACH payments:  
<https://www.nh.gov/treasury>

**INVOICING & PAYMENTS:** Invoices shall be submitted after completion of work to the requesting agency. Payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance of the work to the State's satisfaction.

<b>New Hampshire Employment Security</b>
NHES Laconia
NHES Claremont
NHES Conway
NHES Somersworth
NHES Littleton
NHES Keene
<b>Court Facilities</b>
Plaistow Circuit Courthouse
Seabrook Circuit Courthouse
Hillsborough Circuit Courthouse
Cheshire County Superior Courthouse
Dover Circuit Courthouse
Hampton Circuit Courthouse
<b>DOS - State Police</b>
State Police Troop E
State Police, Troop C

State Police Troop D
<b>DOS - DMV</b>
DMV/DOT/EZ Pass Building
DMV Salem
DMV Tamworth
DMV Newport
DMV Keene
<b>DOS - Marine Patrol</b>
Marine Patrol
DOS-Building Belmont
<b>Adjutant General's Department</b>
Joint Force Headquarters Building 1
Civil Support Team
<b>Department of Corrections Field Services</b>
DOC - Ossipee
DOC - Exeter
DOC - Nashua

DOC - Keene
DOC - Wolfeboro
<b>DAS General Services</b>
Graphic Services/Food Surplus
<b>Dept of Transportation</b>
DOT District 6
DOT District 4
<b>Dept Natural and Cultural Resources</b>
DNCR Lancaster
<b>Fish &amp; Game</b>
Fish & Game - Region 3
Fish & Game - Region 4
<b>Environmental Services</b>
NHDES - WRBP Franklin
NHDES- Laconia
<b>Services to Persons With Disabilities</b>
Services to Persons With Disabilities

## Employment Security

**Criminal / Background check is required for all locations.  
Confidentiality Form must be printed and signed**

NHES – Laconia	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate			\$41.93
Carpet Cleaning			\$503.40
Floor Refinishing			\$263.50
Upholstery Cleaning			\$192.00
Window Washing			\$200.00
Steam Cleaning of Chairs			\$128.00
Emergency Rate			\$20.00

<b>NHES - Laconia</b> 426 Union Avenue, Ste 3 Laconia, New Hampshire <b>Service at location begins 10/1/2020</b>	
Jesse Propri 603-419-9757 jesse.b.propri@nhes.nh.gov	
2 Weekday Nightly Maintenance (Tuesday & Thursday) 5 PM - 9 PM 1 Weekend Day Maintenance 7 AM - 5 PM	
<b>Nightly Maintenance - 3 days</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory / Kitchen Cleaning/ Drinking Fountains	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Passenger Elevator(s)	Clean all Interior Surfaces of Elevator Cabs Polish Metal and Saddles entering Elevators
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture	All floors

Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Sweeping	All floors
Drinking Fountains	Disinfect Daily
<b>As Required</b>	
All Light Fixtures	Dust
Damp Mopping	Stairways
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges, furniture, pictures and window sills
<b>Weekly Maintenance</b>	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Monthly Maintenance</b>	
Light Fixtures	All Dust
<b>Quarterly Maintenance</b>	
Burnishing	All Tiled Floors
Clean Ceiling Diffusers	All Floors
Machine Scrubbing/Floor Recoating	All Tiled Floor Area including lavatories
Metal Polishing, Drinking fountains	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking Fountains (brass, stainless & aluminum)
Stairways and Landings	Damp Mop and Clean
<b>Per Occurrence</b>	
Upholstery / Partition Cleaning	All pieces
Carpet Cleaning	All Floors
Floor Stripping / Refinishing (per occurrence)	All Floors
Window Washing (per occurrence)	All Floors
Steam Cleaning of Chairs	All

**Special Additional Information**

Approximate Sq. Ft = 4195 upstairs; 9 Employees, Carpet 90%; tile/linoleum/ceramic 10%  
 Bathrooms 5 - 1 open to the public upstairs, 2 employee upstairs, 2 employee downstairs  
 Lounge area upstairs (VCT approx.527sq. ft.)  
 Change fluorescent light bulbs and notify office manager when supply is low  
 Deleted areas from specifications: All storage, mechanical and electrical equipment's rooms  
 Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested  
 Lights to be turned off and Alarm System to be activated/de-activated  
 State supplies Paper Towels, Toilet Paper, Hand Soap and trash can liners  
 Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk and/or around dumpsters.

<b>NHES – Claremont</b>	<b>Year One Cost</b>	<b>Year Two Cost</b>	<b>Year Three Cost</b>
Daily Rate	\$31.80	\$32.75	\$33.74
Floor Refinishing	\$265.00	\$265.00	\$265.00
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Steam Cleaning of Chairs	\$128.00	\$128.00	\$128.00
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>NHES Claremont</b> 404 Washington Street, Claremont, NH	
Jesse Propri 603-419-9757 jesse.b.propri@nhes.nh.gov	
2 Weekday Nightly Maintenance (Tuesday & Thursday) 5 PM - 9 PM 1 Weekend Day Maintenance 7 AM - 5 PM	
<b>Nightly Maintenance - 3 days</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory / Kitchen Cleaning/ Drinking Fountains	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers

Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Sweeping	All floors
<b>Per Occurrence</b>	
Burnishing	All floors
Lights	All floors, change light bulbs as needed, notify office manager when supply is low
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Steam Cleaning of Chairs	All
<b>Weekly Maintenance</b>	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
<b>Monthly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	

- Alarm System to be activated/deactivated
- All Lights to be turned off upon completion
- Approximate SQ FT = 5,300, 9 employees; Carpet 90%; tile/linoleum/ceramic 10%
- Bathrooms 3 (1 open to the public)
- Change florescent light bulbs and notify office manager when supply is low
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Janitors are not responsible for cleaning storage and mechanical/electrical equipment rooms
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot
- Janitor shall empty Floor Standing Cigarette Receptacle
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor, for janitorial tasks (not to stock agency supplies).

<b>NHES – Conway</b>	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$44.58	\$45.92	\$47.29
Floor Refinishing	\$398.03	\$398.03	\$398.03
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Steam Cleaning of Chairs	\$128.00	\$128.00	\$128.00
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>NHES Conway</b> 518 White Mountain Highway, Conway, NH	
Jesse Propri 603-419-9757 jesse.b.propri@nhes.nh.gov	
2 Weekday Nightly Maintenance (Tuesday & Thursday) 5 PM - 9 PM 1 Weekend Day Maintenance 7 AM - 5 PM	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory / Kitchen Cleaning/ Drinking Fountains	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner

Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Charis	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Sweeping	All floors
<b>Per Occurrence</b>	
Burnishing	All floors
Lights	All floors, change light bulbs as needed, notify office manager when supply is low
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Steam Cleaning of Chairs	All
<b>Weekly Maintenance</b>	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
<b>Monthly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	

- Approximate Square footage 5,307; Carpet 85%; tile/linoleum/ceramic 15%
- Bathrooms 3 (1 open to the public)
- Alarm System to be activated/deactivated
- All Lights to be turned off upon completion
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Janitors are not responsible for cleaning storage and mechanical/electrical equipment rooms
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot
- Janitor shall empty all Cigarette Receptacles
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor, for janitorial tasks (not to stock agency supplies).

<b>NHES – Somersworth</b>	<b>Year One Cost</b>	<b>Year Two Cost</b>	<b>Year Three Cost</b>
Daily Rate	\$45.00	\$46.35	\$47.74
Floor Refinishing	\$500.00	\$500.00	\$500.00
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Steam Cleaning of Chairs	\$128.00	\$128.00	\$128.00
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>NHES Somersworth</b> 6 Marsh Brook Drive, Somersworth	
Jesse Propri 603-419-9757 jesse.b.propri@nhes.nh.gov	
2 Weekday Nightly Maintenance (Tuesday & Thursday) 5 PM - 9 PM 1 Weekend Day Maintenance 7 AM - 5 PM	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory / Kitchen Cleaning/ Drinking Fountains	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors

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Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Sweeping	All floors
<b>Per Occurrence</b>	
Burnishing	All floors
Lights	All floors, change light bulbs as needed, notify office manager when supply is low
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Steam Cleaning of Chairs	All
<b>Every Other Night Maintenance</b>	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
<b>Monthly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximate Square footage 10,000; Carpet 90%; tile/linoleum/ceramic 10%</li> <li>• Bathrooms 4 (2 open to the public)</li> <li>• Alarm System to be activated/deactivated</li> <li>• All Lights to be turned off upon completion</li> <li>• Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested</li> <li>• Janitors are not responsible for cleaning storage and mechanical/electrical equipment rooms</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot</li> <li>• Janitor shall empty all Cigarette Receptacles</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.</li> </ul>	

NHES – Littleton	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$37.80	\$38.93	\$40.10
Floor Refinishing	\$488.25	\$488.25	\$488.25
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Steam Cleaning of Chairs	\$160.00	\$160.0	\$160.00
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>NHES Littleton</b> 646 Union Street, Suite 100, Littleton, NH	
Jesse Propri 603-419-9757 jesse.b.propri@nhes.nh.gov	
2 Weekday Nightly Maintenance (Tuesday & Thursday) 5 PM - 9 PM 1 Weekend Day Maintenance 7 AM - 5 PM	
Nightly Maintenance	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory / Kitchen Cleaning/ Drinking Fountains	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Sweeping	All floors
Per Occurrence	
Burnishing	All floors
Lights	All floors, change light bulbs as needed, notify office manager when supply is low

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Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Steam Cleaning of Chairs	All
<b>Every Other Night Maintenance</b>	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
<b>Monthly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximate Square footage 6,510; Carpet 85%; tile/linoleum/ceramic 15%</li> <li>• Bathrooms 2 (0 open to the public)</li> <li>• Alarm System to be activated/deactivated</li> <li>• All Lights to be turned off upon completion</li> <li>• Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested</li> <li>• Janitors are not responsible for cleaning storage and mechanical/electrical equipment rooms</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot</li> <li>• Janitor shall empty all Cigarette Receptacles</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.</li> </ul>	

NHES – Keene	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$34.56	\$35.60	\$36.66
Floor Refinishing	\$115.20	\$115.20	\$115.20
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Steam Cleaning of Chairs	\$128.00	\$128.00	\$128.00
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>NHES Keene</b> 149 Emerald Street, Keene
Jesse Propri 603-419-9757 jesse.b.propri@nhes.nh.gov

Per Bid # 2087-18

2 Weekday Nightly Maintenance (Tuesday & Thursday) 5 PM - 9 PM  
1 Weekend Day Maintenance 7 AM - 5 PM

<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory / Kitchen Cleaning/ Drinking Fountains	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Sweeping	All floors
<b>Per Occurrence</b>	
Burnishing	All floors
Lights	All floors, change light bulbs as needed, notify office manager when supply is low
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Steam Cleaning of Chairs	All
<b>Every Other Night Maintenance</b>	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
<b>Monthly Maintenance</b>	

Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximate Square footage 4,800 Carpet 95%; tile/linoleum/ceramic 5%</li> <li>• Bathrooms 3 (1 open to the public)</li> <li>• Alarm System to be activated/deactivated</li> <li>• All Lights to be turned off upon completion</li> <li>• Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested</li> <li>• Janitors are not responsible for cleaning storage and mechanical/electrical equipment rooms</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot</li> <li>• Janitor shall empty all Cigarette Receptacles</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.</li> </ul>	

### Court Facilities

**A Criminal Records Release Authorization Form (State of NH, Department of Safety, Division of State Police) shall be required for each employee prior to working at any of the Court Facility Locations.**

Record Release Forms shall be provided to and kept on file with the Bureau of Court Facilities.

Court Facilities Plaistow Circuit Courthouse	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$27.24	\$28.06	\$28.90
Carpet Cleaning	\$539.22	\$539.22	\$539.22
Floor Refinishing	\$94.60	\$94.60	\$94.60
Upholstery Cleaning	\$48.00	\$48.00	\$48.00
Window Washing	\$48.00	\$48.00	\$48.00
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Emergency Rate	\$20.00	\$20.00	\$20.00

**Plaistow Circuit Courthouse**

14 Elm Street, Plaistow, NH

Tammy Nelson

603-271-7977

tammy.nelson@nh.gov

Nightly Maintenance/5 Days: Monday through Friday

**Nightly Maintenance**

Clean Mats	All entrances
Damp mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All, high traffic areas (foyers, clerks' office, courtrooms, hallways); all other floors (conference rooms, private offices) daily as needed (a minimum of twice per week)
Sweeping	All floors
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped
<b>Per Occurrence</b>	
Burnishing	All floors
Lights	All floors, change light bulbs as needed, notify office manager when supply is low
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Carpet Cleaning	All
Upholstery Cleaning	All
Window Washing (inside only)	All

Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Courtroom Pews	Wipe down, clean to remove grease residues, oils and grimes; polish
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures, and window sills) <b>NO STAFF DESKS</b>
<b>Weekly Maintenance</b>	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Two Floors / Approximate SQ. FT = 3,784 for 5 employees; approx. 95% Rug/Carpet; 5% tile/linoleum</li> <li>• Bathrooms 3; 1 public restroom &amp; 2 staff restrooms</li> <li>• Alarm system to be activated/deactivated</li> <li>• Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested</li> <li>• All lights to be turned off nightly upon completion</li> <li>• Contractor shall empty external cigarette receptacle(s)</li> <li>• Contractor shall collect and remove trash; Contractor shall collect recycling (blue tubs) and bag separately. Contractor shall place barrels outside at night for curbside pick-up and barrels shall need to be recovered the following night. Contractor shall provide a monthly report to the Bureau of Court Facilities that identifies the type of waste recycled or recycled waste products by type and quantity.</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.</li> <li>• Contractor not responsible for cleaning storage and/or mechanical/electrical equipment rooms.</li> </ul>	
<b>Exclusions</b>	
<p>The areas below are infrequently utilized and therefore may not require the nightly maintenance as outlined in the schedule. The Contractor shall monitor the areas on a nightly basis and maintain/clean as necessary with a "not to exceed" frequency maintenance schedule as stated below:</p> <ul style="list-style-type: none"> <li>• Second Floor: Frequency of two days per week <ul style="list-style-type: none"> <li>o Nightly maintenance required on Monday and Friday</li> <li>o Approximate SQ. FT = 1,384 (second floor)</li> </ul> </li> </ul>	

<b>Court Facilities</b> <b>Seabrook Circuit Courthouse</b> Service at location will be terminated December 2018 +/-	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$34.98		
Carpet Cleaning	\$379.00		
Floor Refinishing	\$374.14		
Upholstery Cleaning	\$128.00		
Window Washing	\$64.00		
Burnishing	\$36.00		
Metal Polishing	\$48.00		
Emergency Rate	\$20.00		

<b>Seabrook Circuit Courthouse</b> 130 Ledge Road, Seabrook, NH <i>A new courthouse is being built. Services at this location will be terminated December 2018 +/-</i>	
Tammy Nelson 603-271-7977 tammy.nelson@nh.gov	
Nightly Maintenance/5 Days: Monday through Friday	
Nightly Maintenance	
Clean Mats	All entrances
Damp mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers

Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All, high traffic areas (foyers, clerks' office, courtrooms, hallways); all other floors (conference rooms, private offices) daily as needed (a minimum of twice per week)
Sweeping	All floors
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped
<b>Per Occurrence</b>	
Burnishing	All floors
Lights	All floors, change light bulbs as needed, notify office manager when supply is low
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Carpet Cleaning	All
Upholstery Cleaning	All
Window Washing (inside only)	All
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Courtroom Pews	Wipe down, clean to remove grease residues, oils and grimes; polish
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures, and window sills) <b>NO STAFF DESKS</b>
<b>Weekly Maintenance</b>	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	

- Single Level / Approximate SQ. FT = 4,859 for 6 employees; approx. 65% Rug/Carpet; 35% tile/linoleum
  - Bathrooms 2; 1 public restroom & 1 staff restroom
  - Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
  - All lights to be turned off nightly upon completion
  - Contractor shall empty external cigarette receptacle(s)
  - Contractor shall collect and remove trash; place in outside dumpster
  - Contractor shall collect recycling (blue tubs) and bag separately; place in outside dumpster.
- Contractor shall provide a monthly report to the Bureau of Court Facilities that identifies the type of waste recycled or recycled waste products by type and quantity.
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.
  - Contractor not responsible for cleaning storage and/or mechanical/electrical equipment rooms.

### Exclusions

The areas below are infrequently utilized and therefore may not require the nightly maintenance as outlined in the schedule. The Contractor shall monitor the areas on a nightly basis and maintain/clean as necessary with a "not to exceed" frequency maintenance schedule as stated below:

- Record Storage Room (as needed, not to exceed weekly)

<b>Court Facilities Hillsborough Circuit Courthouse</b>	<b>Year One Cost</b>	<b>Year Two Cost</b>	<b>Year Three Cost</b>
Daily Rate	\$34.28	\$35.31	\$36.37
Carpet Cleaning	\$351.96	\$351.96	\$351.96
Floor Refinishing	\$226.26	\$226.26	\$226.26
Upholstery Cleaning	\$128.00	\$128.00	\$128.00
Window Washing	\$72.00	\$72.00	\$72.00
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Emergency Rate	\$20.00	\$20.00	\$20.00

### Hillsborough Circuit Courthouse

15 Antrim Road, Hillsborough

Tammy Nelson

603-271-7977

tammy.nelson@nh.gov

Nightly Maintenance/5 Days: Monday through Friday

### Nightly Maintenance

Clean Mats

All entrances

Damp mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All, high traffic areas (foyers, clerks' office, courtrooms, hallways); all other floors (conference rooms, private offices) daily as needed (a minimum of twice per week)
Sweeping	All floors
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped
<b>Per Occurrence</b>	
Burnishing	All floors
Lights	All floors, change light bulbs as needed, notify office manager when supply is low
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Carpet Cleaning	All
Upholstery Cleaning	All
Window Washing (inside only)	All
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Courtroom Pews	Wipe down, clean to remove grease residues, oils and grimes; polish
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures, and window sills) <b>NO STAFF DESKS</b>
<b>Weekly Maintenance</b>	

High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Single Level / Approximate SQ. FT = 4,190 for 7 employees; approx. 70% Rug/Carpet; 30% tile/linoleum</li> <li>• Bathrooms 3; 2 public restrooms &amp; 1 staff restroom</li> <li>• Alarm system to be activated/deactivated</li> <li>• Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested</li> <li>• All lights to be turned off nightly upon completion</li> <li>• Contractor shall empty external cigarette receptacle(s)</li> <li>• Contractor shall collect and remove trash; place in outside dumpster</li> <li>• Contractor shall collect recycling (blue tubs) and bag separately; place in outside dumpster.</li> </ul> <p>Contractor shall provide a monthly report to the Bureau of Court Facilities that identifies the type of waste recycled or recycled waste products by type and quantity.</p> <ul style="list-style-type: none"> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.</li> </ul>	
<b>Exclusions</b>	
Storage and/or mechanical/electrical equipment rooms.	

<b>Court Facilities</b> <b>Cheshire County Superior Courthouse</b> Service at location begins 10/1/2019	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate		\$129.58	\$133.47
Carpet Cleaning		\$1,903.28	\$1,903.28
Floor Refinishing		\$1,768.25	\$1,768.25
Upholstery Cleaning		\$480.00	\$480.00
Window Washing		\$720.00	\$720.00
Burnishing		\$60.00	\$60.00
Metal Polishing		\$256.00	\$256.00
Emergency Rate		\$20.00	\$20.00

**Cheshire County Superior Courthouse**  
33 Winter Street, Keene  
Service at location begins 10/1/2019

Tammy Nelson  
603-271-7977  
tammy.nelson@nh.gov

Nightly Maintenance/5 Days: Monday through Friday, 5 PM - 11 PM

**Nightly Maintenance**

Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory / Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – Foyers, clerks’ office, courtrooms, All other floors daily as needed (or a minimum of once per week)
Sweeping	All floors
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.

**Per Occurrence**

Burnishing	All floors
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Carpet Cleaning	All
Upholstery Cleaning	All
Window Washing (inside only)	All
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Courtroom Pews	Wipe down, clean to remove grease residues, oils and grimes; polish

**Every Other Night Maintenance**

Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills) <b>NO STAFF DESKS</b>
<b>Weekly Maintenance</b>	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>As Required With Written Agency Approval</b>	
Carpet/upholstery cleaning, floor stripping/refinishing, and window washing (inside only)	All Floors
<b>Special Additional Information</b>	
<p>Square Footage: approximately 32,150  Stairwells: 3  Employees: +/- 36  Flooring: 75% Carpet; 25% vinyl/sheet flooring/VCT  Bathrooms: 15 total; 6 public restrooms, 5 staff restrooms, 4 prisoner holding cell area</p> <ul style="list-style-type: none"> <li>• Contractor shall activate/deactivate the building's alarm system. The alarm shall be activated nightly upon completion.</li> <li>• Contractor shall ensure all lights are turned off nightly upon completion</li> <li>• Contractor shall empty external free standing cigarette receptacle</li> <li>• Contractor shall collect and remove trash; place in outside dumpster</li> <li>• Contractor shall collect recycling (blue tubs) and bag separately; place in outside dumpster</li> <li>• Contractor shall supply all consumables (except as noted below)</li> <li>• State shall supply all paper products, hand soap and can liners</li> <li>• Emergency daytime cleaning of restrooms/public areas on a per event basis</li> <li>• Contractor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk surrounding the building</li> </ul>	
<b>Exclusions</b>	
Contractor not responsible for cleaning the mechanical/electrical equipment room, and garages	
<b>Recommendation Statement</b>	

The Cheshire County Superior Court is a large courthouse located in the south western part of the State. On average, there are approximately 180 people from the general public enter/use the building daily. The courthouse also provides a staff area for approximately 36 employees. Care for this building consists of maintaining over 30,000 square feet of office and public space, a holding cell area, along with 15 restrooms, spanning three levels. The expectation is that the contracted cleaning staff shall be trained in appropriate custodial best practices and supervised by a competent management team member. The State shall conduct quality control inspections on a weekly basis, identifying deficiencies and requiring immediate corrective actions. Inadequate or insufficient cleaning of the courthouse will be grounds for default in accordance with Section 8 of the P-37 Agreement.

<b>Court Facilities Dover Circuit Courthouse</b> Service at location begins 10/1/2019	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate		\$92.70	\$95.48
Carpet Cleaning		\$1,440.00	\$1,440.00
Floor Refinishing		\$840.00	\$840.00
Upholstery Cleaning		\$440.00	\$440.00
Window Washing		\$396.00	\$396.00
Burnishing		\$60.00	\$60.00
Metal Polishing		\$192.00	\$192.00
Emergency Rate		\$20.00	\$20.00

<b>Dover Circuit Courthouse</b> 25 St. Thomas Street, Dover <i>Service at location begins 10/1/2019</i>	
Tammy Nelson 603-271-7977 tammy.nelson@nh.gov	
Nightly Maintenance/5 Days: Monday through Friday	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors

Lavatory / Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – Foyers, clerks’ office, courtrooms, All other floors daily as needed (or a minimum of once per week)
Sweeping	All floors
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
<b>Per Occurrence</b>	
Burnishing	All floors
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Carpet Cleaning	All
Upholstery Cleaning	All
Window Washing (inside only)	All
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Courtroom Pews	Wipe down, clean to remove grease residues, oils and grimes; polish
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills) <b>NO STAFF DESKS</b>
<b>Weekly Maintenance</b>	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	

Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	
<p>Square Footage: approximately 24,000  Stairwells: 2 (public stairwell and restricted/staff stairwell)  Employees: +/- 20  Flooring: 75% Rug / Carpet; 25% tile / linoleum  Bathrooms: 10 total; 4 public restrooms, 6 staff restrooms (includes the two toilets in the holding cell area)  On average, 125 people from the general public enter/use the building on a daily basis.</p> <ul style="list-style-type: none"> <li>• Contractor shall activate/deactivate the building's alarm system. The alarm shall be activated nightly upon completion.</li> <li>• Contractor shall ensure all lights are turned off nightly upon completion</li> <li>• Contractor shall empty external free standing cigarette receptacle daily</li> <li>• Contractor shall clean and sanitize the two public water/drinking fountains daily; metal polishing per the maintenance schedule</li> <li>• Contractor shall collect and remove trash; place in outside dumpster(s)</li> <li>• Contractor shall collect recycling (blue tubs) and bag separately; place in outside recycling dumpster</li> <li>• Contractor shall supply all consumables except for trash can liners and paper products (paper towels, toilet paper, etc.). Contractor shall be responsible for notifying the State when can liners and paper products are needed; the State shall be responsible for the purchase of such products.</li> </ul>	
<b>Exceptions to the Nightly Maintenance Frequency Schedule</b>	
<p>The Contractor shall monitor the areas on a nightly basis and maintain/clean as necessary with a "minimum" frequency maintenance schedule as stated below.</p> <ul style="list-style-type: none"> <li>• Second floor, lobby area. During the summer months, this area shall be vacuumed a minimum of 2x per week. During winter months, or at times when the weather warrants, the area should be vacuumed daily.</li> <li>• Stairwell, restricted/staff side only. During the summer months, this stairwell shall be vacuumed a minimum of every other day, or three times per week. During winter months, or at times when the weather warrants, the stairwell shall be vacuumed daily.</li> </ul>	
<b>Excluded Areas</b>	
<ul style="list-style-type: none"> <li>• Bid EXCLUDES basement area (maintenance/electrical equipment room, storage, record rooms, etc.)</li> <li>• Bid EXCLUDES the garage/sally port</li> </ul>	

Hampton Circuit Court	Section A Daily Rate		SECTION C Emergency Cleaning
	June 2019 - June 2020	July 2020 - June 2021	Emergency Rate
<b>Agency - Court Facilities</b>			
All Court Facility Locations are have five (5) cleanings per week (5 days/week x 52 = 260 cleanings per year)			
Hampton Circuit Court Service at location begins 6/1/2019 or sooner	\$45.00	\$46.35	\$22.00 per hour

<p>Maintenance Schedule and Specifications  <b>HAMPTON CIRCUIT COURT</b>  3 Timber Swamp Road, Hampton, NH 03842  Sarah Lineberry: <a href="mailto:Sarah.B.Lineberry@das.nh.gov">Sarah.B.Lineberry@das.nh.gov</a> P: 603-271-7977  Nightly Maintenance / 5 Days: Monday through Friday (4 pm – 7 pm)</p>	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Floors, damp mopping (with cleaner/disinfecting solution)	All areas
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Kitchen Cleaning	All sinks, counters, tables, chairs; polish fixtures, restock paper towels and hand soap dispensers; spot clean interior of waste cans
Flat Surface Cleaning	All counter surfaces in public areas, to include clerk's service counter, conference room tables, and courtroom litigant tables. <b>NO STAFF DESKS</b>
Receptacle (trash) Emptying	All areas, clean and replace liner; wipe receptacles down as needed
Spot Clean Floors	All areas
Spot Clean Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All areas
Vacuum Carpets	All areas of high traffic areas (foyers, clerks' office, courtrooms, hallways); all other floors (conference rooms, private offices) daily as needed (a minimum of twice per week)
Sweeping	All areas
Water Fountains	Clean and sanitize. Polish fixtures as needed (minimum of once per week)
<b>Every Other Night Maintenance</b>	

Low Dust (6' under)	All ledges (includes furniture, pictures and window sills) <b>NO STAFF DESKS</b>
<b>Weekly Maintenance</b>	
High Dust (6' to ceiling)	All Areas
Vacuum Upholstered Chairs	All Areas
Dust Leather/Wood Chairs	All Areas
Wipe down/Dust Plastic Chairs	All Areas
Detail Clean	All Areas, edges, corners and thresholds
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Monthly</b>	
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates (brass, stainless & aluminum)
Courtroom Pews	Wipe down, clean to remove grease residues, oils and grimes; polish
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Areas

### State Police

Criminal/background checks are required for any and all employees for all State Police Facilities

DOS – State Police Troop C Service at location begins 10/1/2019	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate		\$34.00	\$34.00
Floor Refinishing		\$400.00	\$400.00
Emergency Rate		\$34.00	\$34.00
Carpet Cleaning		\$552.72	\$552.72
Interior Window Cleaning		\$244.77	\$244.77

<b>State Police - Troop C</b> 15 Ash Brook Court, Keene <span style="color: red;">Service at location begins 10/1/2019</span>
Lt. Joseph Dirusso (603) 223-8494 joseph.dirusso@dos.nh.gov
Daily Maintenance 5 Nights, 7 AM - 2 PM

<b>Daily Maintenance</b>	
Clean Mats	All entrances
Damp Mopping	All Floors in wintertime or during inclement weather; not to exceed every other day in good weather
Garage	Sweep / Empty trash containers
Glass/Mirror Cleaning	All glass partitions/doors and Entrance/View window doors
Lavatory / Kitchen Cleaning	All, includes counters, Refill Hand Towels/TP/Soap dispensers, sink, stove and water faucets includes sanitizing
Low Dust	Desktops, table tops, filing cabinets All ledges, furniture, pictures and window sills, includes Day Room
Receptacle Emptying	All Floors, Clean/replace liner
Spot Clean Carpeting	All Floors
Spot Clean Floors	All Floors
Spot Clean Furniture	All Floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Doors & Light Switches	All Floors
Sweeping/dry mop	All Floors
Vacuum Carpets	All Floors; All Areas
<b>Per Occurrence</b>	
Burnishing	All Floors
Machine Scrubbing/Floor Recoating	All Floors including lavatories
Metal Polishing	All interior & exterior door hardware, interior handrails, kick plates & drinking Fountains (brass, stainless & aluminum)
<b>Weekly Maintenance</b>	
All Restrooms	Scrub, Clean, Disinfect the following grout, all partitions, counters, tile walls/floors, waste can interiors, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Semi-Annual Maintenance at a minimum, more often if required</b>	
Floor Stripping / Refinishing	All Floors
Wash all walls/doors	All Floors
Wash all windows, inside and out	All Floors
<b>As Required With Written Agency Approval</b>	
Carpet/Upholstery Cleaning	All Floors

**Special Additional Information**

- All Lights to be turned off upon completion
- Approximate SQ. FT = 4,216 for 41 Employees (based out of facility but not there full time) Carpet 75%; tile/linoleum/ceramic 25%
- Bathrooms 5 (1 open to the public) 1 with shower facility (2 showers)
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Empty trash containers from garage
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot
- Janitor shall empty Floor Standing Cigarette Receptacle
- Janitor shall supply all consumables except for trash can liners and paper products (paper towels, toilet paper, etc.)
- Key card/access cards will be given and will only work in designated areas

<b>State Police Troop E</b>	<b>Year One Cost</b>	<b>Year Two Cost</b>	<b>Year Three Cost</b>
Daily Rate	\$37.23	\$38.35	\$39.50
Floor Refinishing	\$434.35	\$434.35	\$434.35
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Emergency Rate	\$20.00	\$20.00	\$20.00
Carpet Cleaning	\$325.48	\$325.48	\$325.48
Interior Window Cleaning	\$246.00	\$246.00	\$246.00

<b>State Police Troop E</b> 1864 White Mountain Highway, Tamworth	
Lt. Kevin Duffy (603) 223-8382 kevin.duffy@dos.nh.gov	
Nightly Maintenance 5 Days (M-F) 5 PM - 11 PM	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors

Lavatory / Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Sweeping	All floors
<b>Per Occurrence</b>	
Burnishing	All floors
Lights	All floors, dust covers, change light bulbs as needed, notify office manager when supply is low
Machine Scrubbing/Floor Recoating	All Tiled Floor Area including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges, furniture, pictures and window sills
<b>Weekly Maintenance</b>	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
<b>Monthly Maintenance</b>	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	

- Approximate SQ. FT = 6,205 for 34 Employees (based out of facility but not there full time) Carpet 30%; tile/linoleum/ceramic 70%
- Bathrooms 3 (1 open to the public) 1 with shower facility
- All Lights to be turned off upon completion.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Empty trash containers from garage
- Janitor shall empty Floor Standing Cigarette Receptacle
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.
- Janitor shall empty Floor Standing Cigarette Receptacle
- Key card/access cards will be given and will only work in designated areas.
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners all other consumables are to be supplied by Janitor.

### Department of Motor Vehicles

**Criminal/Background checks will be required for any and all employees that will be entering areas using the card access system.**

Agency Confidentiality forms shall be required.

DOS – DMV DMV/DOT/EZ Pass Building	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$27.32	\$28.14	\$28.99
Floor Refinishing	\$297.50	\$297.50	\$297.50
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>DMV/DOT/EZ Pass Building</b> Exit 6, Route 3, Nashua, NH	
Arthur Garlow (603) 227-4050 arthur.gralow@dos.nh.gov	
Nightly Maintenance - 5 Nights TBD	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances

Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Sweeping	All floors
<b>Per Occurrence</b>	
Burnishing	All floors
Recycling	All floors, place recyclables into proper container/dumpster
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges, furniture, pictures and window sills
<b>Weekly Maintenance</b>	
High Dust	All areas
Vacuum Upholstered Chairs	All areas
Detail Clean	All Floors, edges, corners and thresholds
<b>Monthly Maintenance</b>	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors

<b>As Scheduled by the DMV</b>	
Shampooing of carpeted areas	Through shampooing of all areas, on a per event basis
Polish VCT floors	Polish all VCT floors on a per event basis
Strip and polish VCT floors	Polish and strip all VCT floors on a per event basis
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximately 4,250 sq. ft. for 15 - 20 employees; Carpet 32%; tile/linoleum/ceramic 68%</li> <li>• Bathrooms 4 (2 open to the public)</li> <li>• Alarm System to be activated / deactivated.</li> <li>• All Lights to be turned off upon completion.</li> <li>• Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested</li> <li>• Janitor shall empty Floor Standing Cigarette Receptacle</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.</li> <li>• Must not interfere with <ul style="list-style-type: none"> <li>o Motorcycle Rider Training classes on Friday evenings from 5:00 p.m.-9:00p.m. (April to October)</li> <li>o Motorcycle Rider Training classes on Saturday and Sunday 7:00 a.m. – 5:00p.m. (April – October)</li> <li>o Randomly Scheduled driver testing on Saturday mornings</li> </ul> </li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.</li> </ul>	

<b>DOS – DMV DMV Salem</b>	<b>Year One Cost</b>	<b>Year Two Cost</b>	<b>Year Three Cost</b>
Daily Rate	\$23.61	\$24.31	\$25.04
Floor Refinishing	\$355.00	\$355.00	\$355.00
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>DMV Salem</b> 154 Main Street, Salem	
Arthur Garlow (603) 227-4050 arthur.gralow@dos.nh.gov	
Nightly Maintenance 6 Nights 5 PM - 11 PM	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather

Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Sweeping	All floors
<b>Per Occurrence</b>	
Burnishing	All floors
Recycling	All floors, place recyclables into proper container/dumpster
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges, furniture, pictures and window sills
<b>Weekly Maintenance</b>	
High Dust	All areas
Vacuum Upholstered Chairs	All areas
Detail Clean	All Floors, edges, corners and thresholds
<b>Monthly Maintenance</b>	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>As Scheduled by the DMV</b>	
Shampooing of carpeted areas	Through shampooing of all areas, on a per event basis

Polish VCT floors	Polish all VCT floors on a per event basis
Strip and polish VCT floors	Polish and strip all VCT floors on a per event basis
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximate SQ. FT = 4,590 for 6 employees; Carpet 57%; tile/linoleum/ceramic 43%</li> <li>• Bathrooms 2 (1 open to the public)</li> <li>• Alarm System to be activated / deactivated.</li> <li>• All Lights to be turned off upon completion.</li> <li>• Emergency cleaning of restrooms on a per event basis as requested</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.</li> <li>• Janitor shall empty Floor Standing Cigarette Receptacle</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.</li> </ul>	

DOS – DMV DMV Tamworth	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$18.00	\$18.54	\$19.10
Floor Refinishing	\$146.00	\$146.00	\$146.00
Burnishing	\$18.00	\$18.00	\$18.00
Metal Polishing	\$18.00	\$18.00	\$18.00
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>DMV Tamworth</b>	
1864 White Mountain Highway, Tamworth	
Arthur Garlow (603) 227-4050 arthur.gralow@dos.nh.gov	
Nightly Maintenance 5 Nights 5 PM - 11 PM	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors

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Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Sweeping	All floors
<b>Per Occurrence</b>	
Burnishing	All floors
Recycling	All floors, place recyclables into proper container/dumpster
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges, furniture, pictures and window sills
<b>Weekly Maintenance</b>	
High Dust	All areas
Vacuum Upholstered Chairs	All areas
Detail Clean	All Floors, edges, corners and thresholds
<b>Monthly Maintenance</b>	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>As Scheduled by the DMV</b>	
Shampooing of carpeted areas	Through shampooing of all areas, on a per event basis
Polish VCT floors	Polish all VCT floors on a per event basis
Strip and polish VCT floors	Polish and strip all VCT floors on a per event basis
<b>Special Additional Information</b>	

- Approximate SQ. FT = 1,226 for 3 Employees Carpet 15%; tile/linoleum/ceramic 85%
- Bathrooms 2 (1 open to the public)
- Alarm System to be activated / deactivated.
- All Lights to be turned off upon completion.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.
- Janitor shall empty Floor Standing Cigarette Receptacle
- Key card/access cards will be given and will only work in designated areas.
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by the Janitor.
- Experience with rubber flooring REQUIRED

**Excluded Areas**

All storage, mechanical and electrical equipment rooms.

DOS – DMV DMV Newport	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$26.22	\$27.01	\$27.82
Floor Refinishing	\$443.70	\$443.70	\$443.70
Burnishing	\$18.00	\$18.00	\$18.00
Metal Polishing	\$18.00	\$18.00	\$18.00
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>DMV Newport</b> 20 North Main Street, Suite B, Newport	
Arthur Garlow (603) 227-4050 arthur.gralow@dos.nh.gov	
Nightly Maintenance 5 Nights 5 PM - 11 PM	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture	All floors

Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors, all areas
Sweeping	All floors
Receptacle Emptying - recycling	All Floors, Clean/replace liner
<b>Per Occurrence</b>	
Burnishing	All floors
Fluorescent lights (All Floors including lavatories)	Dust covers
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges, furniture, pictures and window sills
<b>Weekly Maintenance</b>	
High Dust	All areas
Vacuum Upholstered Chairs	All areas
<b>Monthly Maintenance</b>	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilers, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>As Required With Written Agency Approval</b>	
Carpet/Upholstery Cleaning	All Floors
Floor Stripping / Refinishing (per occurrence)	All Floors
Window Washing (per occurrence)	All Floors
Move and replace furniture and fixtures	All Floors
<b>As Scheduled by the DMV</b>	
Shampooing of carpeted areas	Through shampooing of all areas, on a per event basis
Polish VCT floors	Polish all VCT floors on a per event basis
Strip and polish VCT floors	Polish and strip all VCT floors on a per event basis
<b>Special Additional Information</b>	

- All Lights to be turned off upon completion
- Approximate SQ. FT = 2,900 for 4 Employees carpet 15%; tile/linoleum/ceramic 85%
- Bathrooms 2 (1 open to the public)
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the entrance sidewalk
- Janitor shall empty Floor Standing Cigarette Receptacle
- Janitor shall supply all consumables except for trash can liners and paper products (paper towels, toilet paper, etc.)
- Key card/access cards will be given and will only work in designated areas
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners

<b>DOS – DMV DMV Keene</b> Service at location begins 10/1/2019	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate		\$20.76	\$21.38
Floor Refinishing		\$143.50	\$143.50
Burnishing		\$18.00	\$18.00
Metal Polishing		\$18.00	\$18.00
Emergency Rate		\$20.00	\$20.00

<b>DMV Keene</b> 15 Ash Brook Court, Keene Service at location begins 10/1/2019	
Arthur Garlow (603) 227-4050 arthur.gralow@dos.nh.gov	
Nightly Maintenance 5 Nights 5 PM - 11 PM	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Passenger Elevator(s)	Clean all Interior Surfaces of Elevator Cabs Polish Metal and Saddles entering Elevators
Receptacle Emptying	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture	All floors

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Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Doors, Light Switches	All floors
Vacuum Carpets	All floors, all areas
Sweeping	All floors
<b>Per Occurrence</b>	
Burnishing	All floors
Fluorescent lights (All Floors including lavatories)	Dust covers
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Shampooing of carpeted areas	Through shampooing of all areas, on a per event basis
Polish VCT floors	Polish all VCT floors on a per event basis
Strip and polish VCT floors	Polish and strip all VCT floors on a per event basis
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges, furniture, pictures and window sills
<b>Weekly Maintenance</b>	
High Dust	All areas
Vacuum Upholstered Chairs	All areas
<b>Monthly Maintenance</b>	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>As Required With Written Agency Approval</b>	
Carpet/Upholstery Cleaning	All Floors
Floor Stripping / Refinishing (per occurrence)	All Floors
Window Washing (per occurrence)	All Floors
Move and replace furniture and fixtures	All Floors
<b>Special Additional Information</b>	

- All Lights to be turned off upon completion
- Approximate SQ. FT = 1,453 for 5 Employees Carpet 85%; tile/linoleum/ceramic 15%
- Bathrooms 4 (2 open to the public)
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Empty trash containers from garage
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot
- Janitor shall empty Floor Standing Cigarette Receptacle
- Janitor shall supply all consumables except for trash can liners and paper products (paper towels, toilet paper, etc.)
- Key card/access cards will be given and will only work in designated areas
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners

### DOS - Marine Patrol

**Criminal/Background checks will be required for any and all employees that will be entering the facility.**

<b>DOS – Marine Patrol</b> Service at location begins 10/1/2019	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate		\$71.13	\$73.37
Carpet Cleaning		\$726.18	\$726.18
Floor Refinishing		\$256.00	\$256.00
Upholstery Cleaning		\$240.00	\$240.00
Window Washing		\$224.00	\$224.00
Metal Polishing		\$72.00	\$72.00
Emergency Rate		\$20.00	\$20.00

<b>Marine Patrol</b> 31 Dock Road, Gilford <i>Service at location begins 10/1/2019</i>	
Lt. Crystal McLain (603) 293-2037 crystal.mclain@dos.nh.gov	
Daily Maintenance - 5 days October 15 - April 15, Tuesday and Friday evenings	
<b>Daily Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All hard surface floors
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors / receptionist window

Lavatory/Kitchen Cleaning/Staff lounge	All, clean and sanitize toilet bowls and urinals, sanitize washbasin, interior of waste cans / sanitary disposal containers and polish fixtures, restock toilet paper, paper towels and hand soap dispensers; clean kitchen counters, tables, microwave oven inside and out, and sink
Receptacle Emptying - Internal & External	Collect and lawfully dispose of all office rubbish, bagged and deposited into the onsite dumpster and replace waste bin liners as needed
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture	All
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors
<b>Per Occurrence</b>	
All Light Fixtures	Dust
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Sweep Sallyport	
Upholstery / Partition Cleaning	All pieces
Carpet Cleaning	All
Floor Stripping / Refinishing	All
Window Washing	All
<b>Weekly Maintenance</b>	
Low Dust	All ledges, furniture, pictures and window sills
High Dust	All
Vacuum Upholstered Chairs	All
Detail Clean	All Floors, edges, corners and thresholds
All Restrooms	Scrub, clean, disinfect grout, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Monthly Maintenance</b>	
Light Fixtures	All Dust
<b>Quarterly Maintenance</b>	
Burnishing	All Tiled Floors
Clean Ceiling Diffusers	All
Machine Scrubbing/Floor Recoating	All Tiled Floor Area including lavatories

Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates (brass, stainless & aluminum)
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximate Sq. Ft = 10,374; 20-25 Employees during summer months / 19 during winter months, Carpet 70%; ceramic tile/vinyl/epoxy 30%</li> <li>• Bathrooms 10 - 3 open to the public, 7 employee restrooms</li> <li>• Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested</li> <li>• Lights to be turned off</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and trash can liners</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk and/or landscaped areas immediately in front of building</li> <li>• Janitor shall empty all cigarette receptacles.</li> </ul> <p>Service will occur three days a week year round, instead of 3 days per week from April 1-Sept 30; 2 days per week from Oct 1 – March 30 as was stated in the original scope</p> <ul style="list-style-type: none"> <li>o Plus contractor will now add two additional days of service (for a total of 5 days), in which only the following will be performed</li> <li>o Vacuum all carpets</li> <li>o Vacuum or dust mop all hard surface floors</li> <li>o Wash hard surface floors</li> <li>o Three days a week, reduce "Vacuum carpets" to vacuum carpet traffic aisles</li> <li>o Three days a week, "Spot clean floors, washing as needed"</li> <li>o Weekly metal polishing</li> <li>o Weekly exterior door glass cleaning</li> <li>o Quarterly washing of waste receptacles in common areas/kitchens/classroom</li> <li>o Quarterly cleaning of woodwork including doors</li> <li>o Daily: burnishing</li> <li>o Semi-annually: machine scrubbing/floor recoating</li> <li>o Annual washing of waste receptacles all areas</li> </ul>	
<b>Excluded Areas</b>	
All storage, mechanical and electrical equipment rooms	

Location	Section A			SECTION C
	Daily Rate			Emergency Cleaning
	April 2019 - June 2019	July 2019 - June 2020	July 2020 - June 2021	Emergency Rate
<b>Agency - Department of Safety</b>				
DOS Belmont NH Facility Locations are have one (1) cleaning per week (1 day/week x 52 = 52 cleanings per year)				
Department of Safety Belmont NH	\$36.00	\$37.08	\$38.19	\$22.00 per hour

<p style="text-align: center;">COMPLEX 1 Maintenance Schedule &amp; Specifications <b>DOS Belmont Safety Services Building</b> 3 Higgins Drive, Belmont NH 03220 <i>Cynthia Hagerty (603) 223-8437-Weekly Maintenance after 4:15 PM</i></p>	
<b>Weekly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory / Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture & Chairs	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors
<b>As Required</b>	
Burnishing	All floors
Lights	All floors, change light bulbs as needed, notify office manager when supply is low
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Monthly Maintenance</b>	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors

**Special / Additional Instructions**

- Approximate 1,965 Sq. Ft; 5 – 7 staff; Carpet 90%; tile/linoleum/ceramic 10%.
- Bathrooms 2
- All Lights to be turned off upon completion.

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- Building key shall be given and shall only work in designated areas.
- A fingerprint based criminal background check shall be required for any and all employees that shall be entering the facility.
- Facility shall supply hand towels, paper towels, hand soap, sanitary paper and trash liners.
- Janitor shall remove trash and place in the outside "dumpster"
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.
- Janitor to schedule work days with the facility.

### Adjutant General's Department

**Criminal/Background checks will be required for any and all employees that will be entering the facility.**

All staff require pre-authorization to enter premises. NO EXCEPTIONS. All staff shall have positive ID to enter the main gate and must be on the authorized list. The janitor supervisor shall sign in and out at the front desk. *Enhanced security check may be required.*

Adjutant General's Department Joint Force Headquarters Building 1	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$169.82	\$174.91	\$180.16
Floor Refinishing	\$1,747.48	\$1,747.48	\$1,747.48
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$360.00	\$360.00	\$360.00
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>Joint Force Headquarters Building 1</b>	
Concord, NH	
Paul Annis (603) 225-1357	
Night Maintenance 5 days (Monday-Friday) Time TBD	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances

Lavatory / Kitchen/ Showers/ Changing Rooms/ Locker Rooms/ Drinking Fountains	All, clean partitions, counters, tiled walls, interior of waste cans, and sanitary disposal containers. Clean and sanitize toilet bowls and urinals, washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Passenger Elevator(s)	Cleans all interior surfaces of elevator cabs, polish metal and saddles entering elevators
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors
<b>Per Occurrence</b>	
Burnishing	All Floors
Lights	All floors, change light bulbs as needed, notify officer manager when supply is low
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All lights fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Every Other Night Maintenance</b>	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile urinals, toilers, walls/floors, waste can liners, sanitary disposal containers
High Dust	All floors
Vacuum Upholstered Chairs	All floors
<b>Monthly Maintenance</b>	

Gymnasium	Scrub, clean disinfect all partitions, tile walls/floors, waste can interiors, sanitary disposal containers.
All Restrooms, locker rooms, showers	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
Clean Walls, Door, Light switches	All Floors
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximately SQ. FT = 56,605 <ul style="list-style-type: none"> <li>o Facilities</li> <li>§ Building 1</li> <li>§ Building 2</li> </ul> </li> <li>In Square Feet (actual cleaning areas) <ul style="list-style-type: none"> <li>• Carpet 35,647</li> <li>• VCT 6,241</li> <li>• Ceramic 4,416</li> <li>• Rolled Rubber 1,736</li> <li>• Rubber 891</li> <li>• Epoxy 7,684</li> </ul> </li> <li>• Bathrooms 14 (0 open to the public), Shower rooms 4, Locker rooms 4.</li> <li>• Material Safety Data Sheets (MSDS) shall be provided for each cleaning material used in the cleaning of these buildings. MSDS shall be kept current and placed in the closet where materials are stored. If stored in multiple areas multiple MSDS shall be kept. Janitor shall be held responsible for any costs associated due to non-compliance.</li> <li>• All Lights to be turned off upon completion.</li> <li>• All janitorial staff are required to sign in/out at security desk and show picture ID.</li> <li>• Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk.</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.</li> </ul>	
<b>Excluded Areas</b>	
<p>"Restricted Access Rooms" / "Areas not to be Cleaned" are not included. These areas are identified and shall be discussed with the Contractor upon acceptance of contract.</p> <p>The vehicle bays in Building Two (2) Weapons Vaults and Supply areas "Restricted Access Rooms" / "Areas not to be Cleaned" are NOT included in the numbers below</p>	

<b>Adjutant General's Department Civil Support Team</b>	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$65.21	\$67.17	\$68.19
Floor Refinishing	\$2,199.12	\$2,199.12	\$2,199.12
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$104.00	\$104.00	\$104.00
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>Civil Support Team (CST) Building 2</b> Concord, NH	
Paul Annis (603) 225-1357	
Night Maintenance 5 days (Monday-Friday) Time TBD	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Lavatory / Kitchen/ Showers/ Changing Rooms/ Locker Rooms/ Drinking Fountains	All, clean partitions, counters, tiled walls, interior of waste cans, and sanitary disposal containers. Clean and sanitize toilet bowls and urinals, washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Passenger Elevator(s)	Cleans all interior surfaces of elevator cabs, polish metal and saddles entering elevators
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors

Per Bid # 2087-18

Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors
<b>Per Occurrence</b>	
Burnishing	All Floors
Lights	All floors, change light bulbs as needed, notify officer manager when supply is low
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All lights fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Every Other Night Maintenance</b>	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All floors
Vacuum Upholstered Chairs	All floors
<b>Monthly Maintenance</b>	
Gymnasium	Scrub, clean disinfect all partitions, tile walls/floors, waste can interiors, sanitary disposal containers.
All Restrooms, locker rooms, showers	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
Clean Walls, Door, Light switches	All Floors
<b>Special Additional Information</b>	

- Approximately SQ. FT = 21,737  
In Square Feet (actual cleaning areas)
- Carpet 5,032
- VCT 7,854
- Ceramic 8,251
- Rubber 600
- Bathrooms 5 (0 open to the public), Shower / Locker rooms 3.
- Material Safety Data Sheets (MSDS) shall be provided for each cleaning material used in the cleaning of these buildings. MSDS shall be kept current and placed in the closet where materials are stored. If stored in multiple areas multiple MSDS shall be kept. Janitor shall be held responsible for any costs associated due to non-compliance.
- All Lights to be turned off upon completion.
- All janitorial staff shall sign in/out at security desk and show picture ID.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk.

**Excluded Areas**

"Restricted Access Rooms" / "Areas not to be cleaned" are not included. These areas are identified and shall be discussed with the Contractor.  
 The vehicle bays in Building Two (2)  
 Weapons Vaults and Supply areas  
 "Restricted Access Rooms" / "Areas not to be Cleaned" are NOT included in the numbers below.

**Department of Corrections**

**Criminal/Background checks will be required for any and all employees that will be entering the facility.**

Department of Corrections Field Services – Ossipee	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$37.50	\$38.63	\$39.78
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>DOC (Field Services)</b> 19 Old Route 28, Ossipee, NH
Jason Smith (603) 539-4137 jason.smith@doc.nh.gov
Weekly Maintenance Thursday 9 AM - 3 PM (If Thursday is a holiday; services shall be done that preceding work day)
<b>Weekly Maintenance</b>

Clean Mats	All entrances
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Low Dust	All ledges, furniture, pictures and window sills
High Dust	All areas
<b>Monthly Maintenance</b>	
Vacuum Upholstered Chairs	All areas
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximately SQ. FT = 1,368 for 4 employees; Carpet 90%, VCT 10%</li> <li>• 1 bathroom</li> <li>• Contractor shall comply with all NH DOC (Department of Corrections) Policies not to have any persons affiliated with probation, parole, or criminal police records employed for this service.</li> <li>• Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested.</li> <li>• Janitor shall removal and dispose of all Trash (All trash shall be disposed of in accordance with all State/local laws)</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor, for janitorial tasks (not to stock agency supplies).</li> </ul>	

<b>Department of Corrections Field Services – Exeter</b>	Year One Cost	Year Two Cost	Year Three Cost
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Daily Rate	\$32.00	\$32.96	\$33.95
Floor Refinishing	\$102.96	\$102.96	\$102.96
Burnishing	\$18.00	\$18.00	\$18.00
Metal Polishing	\$18.00	\$18.00	\$18.00
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>DOC Exeter</b>	
8A Continental Drive, Exeter, NH	
John Clemons (603) 773-0255 john.clemons@doc.nh.gov	
Weekly Maintenance 1 day (Friday) from 8 AM - 4 PM	
<b>Weekly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas - daily; all other areas - daily as needed or a minimum of once per week
Low Dust	All ledges, furniture, pictures and window sills
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
<b>Per Occurrence</b>	
Burnishing	All floors
Machine Scrubbing/Floor Recoating	All floors, including lavatories

Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Monthly Maintenance</b>	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximately SQ. FT = 3,432 for 14 employees; Carpet 90%; tile/linoleum/ceramic 10%.</li> <li>• Bathrooms 2 (1 open to the public).</li> <li>• Contractor shall comply with all NH DOC (Department of Corrections) Policies not to have any persons affiliated with probation, parole, or criminal police records employed for this service.</li> <li>• Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested.</li> <li>• Janitor shall empty Floor Standing Cigarette Receptacle.</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.</li> <li>• If Friday is a holiday; services shall be done the preceding work day.</li> </ul>	

Department of Corrections Field Services – Nashua	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$38.08	\$39.22	\$40.40
Floor Refinishing	\$118.80	\$118.80	\$118.80
Burnishing	\$18.00	\$18.00	\$18.00
Metal Polishing	\$36.00	\$36.00	\$36.00
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>DOC Nashua (Field Services)</b> 5-I Pine Street Ext., #6 Mill South, Nashua
Paul Jacques (603) 886-3444 paul.jacques@doc.nh.gov
Nightly Maintenance 1 night a week (TBD) 5 PM - 11 PM

<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Sweeping	All floors
Low Dust	All ledges, furniture, pictures and window sills
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
<b>Per Occurrence</b>	
Burnishing	All floors
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Monthly Maintenance</b>	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
<b>Monthly Maintenance</b>	
Clean Ceiling Diffusers	All Floors

**Special Additional Information**

- Approximate Sq. ft. 5,500 for 12 employees; Carpet 82%; tile/linoleum/ceramic 18%
- Bathrooms 4 (2 open to the public)
- All Lights to be turned off
- Contractor shall comply with all NH DOC (Department of Corrections) Policies not to have any persons affiliated with probation, parole, or criminal police records employed for this service.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.
- Janitor shall empty Floor Standing Cigarette Receptacle
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.
- Janitor shall legally dispose of the trash, no dumpsters.

Department of Corrections Field Services – Keene	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$22.00	\$22.66	\$23.34
Floor Refinishing	\$32.00	\$32.00	\$32.00
Burnishing	\$18.00	\$18.00	\$18.00
Metal Polishing	\$18.00	\$18.00	\$18.00
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>DOC Keene</b> 28 Mechanic Street, Keene	
Scott Langevin (603) 352-4139 scott.langevin@doc.nh.gov	
Weekly Maintenance 1 Day (Thursday) 8 AM - 4 PM	
<b>Weekly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors

Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors
Low Dust	All ledges, furniture, pictures and window sills
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
<b>Per Occurrence</b>	
Burnishing	All floors
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Monthly Maintenance</b>	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
<b>Monthly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	

- Approximately SQ. FT = 1,700 for 5 - 7 employees; Carpet 95%; tile/linoleum/ceramic 5%
- Bathrooms 1 ( open to the public)
- Contractor shall comply with all NH DOC (Department of Corrections) Policies not to have any persons affiliated with probation, parole, or criminal police records employed for this service.
- Janitor shall empty Floor Standing Cigarette Receptacle
- Removal/disposal of Trash (contractor shall dispose of all trash in accordance with all State/Local laws)
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested.
- The janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.
- Contractor shall supply all necessary supplies required to perform their duties. State will not supply (paper products, hand soap etc.)
- If Workday is a holiday; services shall be done the preceding work day or an alternate schedule as pre-arranged with the office supervisor.

<b>General Services Graphic Services/Food Surplus</b>	<b>Year One Cost</b>	<b>Year Two Cost</b>	<b>Year Three Cost</b>
Daily Rate	\$22.83	\$23.51	\$24.22
Floor Refinishing	\$400.00	\$400.00	\$400.00
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Emergency Rate	\$20.00	\$20.00	\$20.00

### General Services

**Criminal/Background checks will be required for any and all employees that will be entering the facility.**

<b>Graphic Services/Federal Surplus Food</b>	
12 Hills Avenue, Concord	
Dennis Bresslin (603) 271-5559 dennis.bresslin@nh.gov	
Nightly Maintenance (5 days) 5 PM to 11 PM	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather

Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors
<b>Per Occurrence</b>	
Burnishing	All Floors
Lights	All floors, change light bulbs as needed, notify officer manager when supply is low
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All lights fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Every Other Night Maintenance</b>	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All floors
Vacuum Upholstered Chairs	All floors
<b>Weekly Maintenance</b>	
Detail Clean	All floors, edges, corners, and thresholds
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	

- Approximate Square Footage = 5,200 for 50 Employees, Tile =2360; Carpet 2,350 and ceramic 490
- Bathrooms 8 (0 open to the public)
- Alarm System to be activated/deactivated.
- All Lights to be turned off upon completion.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.
- Janitor shall empty Floor Standing Cigarette Receptacle
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.

**Excluded Areas**

All storage, mechanical and electrical equipment rooms.

**Department of Transportation**

**Criminal/Background checks will be required for any and all employees that will be entering the facility.**

<b>Department of Transportation District 6</b>	<b>Year One Cost</b>	<b>Year Two Cost</b>	<b>Year Three Cost</b>
Daily Rate	\$37.16	\$38.27	\$39.42
Emergency Rate	\$20.00	\$20.00	\$20.00

<b>DOT, District 6</b> 271 Main Street, Durham	
Brian Schutt (603) 868-1133 bschutt@dot.state.nh.us	
Nightly Maintenance Three Days (M,W,F) 5 PM - 11 PM	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors

Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)
<b>Monthly Maintenance</b>	
High Dust	All floors, all rooms upstairs, stairwell to lower floor and conference room on lower floor
Vacuum Upholstered Chairs	All Floors
Detail Clean	All floors, edges, corners, and thresholds All rooms upstairs, stairwell downstairs and conference room
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile urinals, toilets, walls/floors, waste can liners, sanitary disposal containers - 2 upstairs and 1 on the lower floor
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
Burnishing	All floors
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximate SQ. FT 7,431 for 46 staff; tile/linoleum/ceramic 100%</li> <li>• Bathrooms 3 (2 open to the public) 2 upstairs and one on the lower floor</li> <li>• All Lights to be turned off</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.</li> <li>• Bathroom, stairwell to lower floor and conference room shall be cleaned once a month; sweeping floors, mopping floors, empty trash, dust.</li> </ul>	
<b>Excluded Areas</b>	
Survey Room	

<b>Department of Transportation District 4</b>	Year One Cost	Year Two Cost	Year Three Cost
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Per Bid # 2087-18

Daily Rate	\$35.49	\$36.55	\$37.65
Floor Refinishing	\$1,003.64	\$1,003.64	\$1,003.64
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Emergency Rate	\$20.00	\$20.00	\$20.00

DOT District 4 19 Base Hill Road, Swanzey	
John Kallfelz (603) 352-2302 jkallfelz@dot.state.nh.us	
Nightly Maintenance 5 Nights 4 PM - 11 PM	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Sweeping	All floors
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
<b>Per Occurrence</b>	
Burnishing	All floors
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)

<b>Weekly Maintenance</b>	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
Recycle Bins	All floors, empty
<b>Monthly Maintenance</b>	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Semi-Annual Maintenance</b>	
Wash blinds, finished walls, doors	All floors
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximate SQ. FT = 6,900 for 20 Employees; tile/linoleum/ceramic/concrete 100%</li> <li>• Bathrooms 3 (3 open to the public)</li> <li>• All Lights to be turned off</li> <li>• Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot</li> <li>• Janitor shall empty Floor Standing Cigarette Receptacle</li> <li>• Janitors are not responsible for cleaning storage and mechanical/electrical equipment rooms other than floors and dust, but are required to keep janitor room tidy.</li> <li>• Key card/access cards/codes will be given and will only work in designated areas</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor</li> </ul>	

## Department of Natural and Cultural Resources

**Criminal/Background checks will be required for any and all employees that will be entering the facility.**

Department of Natural and Cultural Resources – Lancaster	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$57.11	\$58.82	\$60.58
Floor Refinishing	\$266.49	\$266.49	\$266.49
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Emergency Rate	\$20.00	\$20.00	\$20.00

**DNCR Lancaster**  
Route 3, 629B Main Street, Lancaster

John Accardi  
 (603) 788-4157  
 john.accardi@dred.nh.gov

Nightly Maintenance 2 days (Wednesday/Friday) 5 PM - 11 PM

**Nightly Maintenance**

Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Passenger Elevator(s)	Cleans all interior surfaces of elevator cabs, polish metal and saddles entering elevators
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.

**Per Occurrence**

Burnishing	All floors
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Lights	All floors, change light bulbs as needed, notify office manager when supply is low
Metal polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)

<b>Monthly Maintenance</b>	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximate SQ. FT = 6,345 for 35 Employees Carpet 85%; tile/linoleum/ceramic 15%</li> <li>• Bathrooms 4 (4 open to the public)</li> <li>• Alarm System to be activated / deactivated</li> <li>• All Lights to be turned off upon completion</li> <li>• Janitors are not responsible for cleaning storage and mechanical/electrical equipment rooms</li> <li>• Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot</li> <li>• Janitor shall empty Floor Standing Cigarette Receptacle</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.</li> <li>• Key card/access cards will be given and will only work in designated areas</li> <li>• If Workday is a holiday; services shall be done the preceding work day.</li> </ul>	

### **Fish & Game**

**Criminal/Background checks will be required for any and all employees that will be entering the facility.**

<b>Fish &amp; Game Region 3</b>	<b>Year One Cost</b>	<b>Year Two Cost</b>	<b>Year Three Cost</b>
Daily Rate	\$40.62	\$41.84	\$43.09
Floor Refinishing	\$330.00	\$330.00	\$330.00
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Emergency Rate	\$20.00	\$20.00	\$20.00

**Fish & Game, Region 3**  
Marine Fisheries  
225 Main Street, Durham

Doug Grout  
(603) 868-1095  
douglas.grout@wildlife.nh.gov

Twice Weekly Maintenance (Monday and Thursday) 8 AM to 5 PM

**Nightly Maintenance**

Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.

**Per Occurrence**

Burnishing	All floors
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Lights	All floors, change light bulbs as needed, notify office manager when supply is low
Metal polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Spot Clean Woodwork	All Floors, all woodwork, horizontal surfaces, doors, walls.

**Every Other Night Maintenance**

Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)
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<b>Weekly Maintenance</b>	
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
Dust Horizontal Surface	All Floors, all areas (blinds, shelving, sills, heating elements, vents, etc.)
Exterior Doors	All, Clean inner and outer surfaces
All Restrooms	Scrub, clean, disinfect toilets, urinals, sinks, counters, tile, TP/PT dispensers. Damp mop and disinfect floors.
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximately 6,000 Sq. Ft for 10 staff; Carpet 75%; tile/linoleum/ceramic 25%</li> <li>• Bathrooms 4 (2 open to the public)</li> <li>• All Lights to be turned off upon completion.</li> <li>• Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.</li> <li>• Contractor shall supply all supplies required to perform their duties. State will not supply (paper products, hand soap etc.)</li> <li>• Holidays when a holiday falls on a work day janitor shall make arrangements with agency to clean another day.</li> </ul>	

<b>Fish &amp; Game Region 4</b> Service at location begins on 10/1/2019	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate		\$23.18	\$23.87
Carpet Cleaning		\$193.09	\$193.09
Floor Refinishing		\$128.00	\$128.00
Window Washing		\$98.00	\$98.00
Burnishing		\$18.00	\$18.00
Metal Polishing		\$18.00	\$18.00
Emergency Rate		\$20.00	\$20.00

<b>Fish &amp; Game - Region 4</b> 15 Ash Brook Court, Keene <i>Service at location begins 10/1/2019</i>	
Teresa Cloutier (603) 352-9669 reg4@wildlife.nh.gov	
Twice Weekly Maintenance (Tuesday & Friday) 5 PM - 11 PM	
<b>Nightly Maintenance</b>	
Clean Mats	All entrances

Damp Mopping	All Floors in wintertime or during inclement weather; not to exceed every other day in good weather
Glass/Mirror Cleaning	All glass partitions/doors and View window doors
Lavatory / Kitchen Cleaning	All, includes Refill Hand Towels/TP/Soap dispensers
Receptacle Emptying	All Floors, Clean/replace liner Remove all trash from facility to dumpster
Spot Clean Carpeting	All Floors
Spot Clean Floors	All Floors
Spot Clean Furniture	All Floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Doors/Light Switches	All Floors
Sweeping	All Floors
Vacuum Carpets	All Floors; All Areas
<b>Per Occurrence</b>	
Burnishing	All floors
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing Drinking Fountains	All interior/exterior door hardware & interior handrails, kick plates (brass, stainless & aluminum)
<b>Every Other Week</b>	
All floors including lavatories	Mop and buff all resilient floor surfaces and tile floors. Scrub resilient floors, apply new wax finish and buff.
<b>Weekly Maintenance</b>	
Drinking fountains	All Floors Clean and disinfect all drinking fountains
Dust all horizontal surfaces.	All floors all areas, dust all horizontal surfaces (blinds, shelving, sills, <u>heating elements</u> , vents etc.)
Exterior doors.	Clean inner and outer area surfaces of all exterior doors.
Restrooms (all)	Scrub, Clean and disinfect Toilets, urinals, sinks, TP/PT dispensers. Damp mop/disinfect floors
Sweep/dry all resilient floor surfaces	All Floors
Vacuum carpeted areas	All Floors / areas including under desks, chairs and tables.
<b>Monthly Maintenance</b>	
All Restrooms	Scrub, Clean, Disinfect; grout, all partitions, counters, tile walls/floors, waste can interiors, sanitary disposal containers

<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Semi-Annual Maintenance at a minimum, more often if required</b>	
Woodwork walls and doors: spot clean all woodwork, horizontal surfaces, doors and walls where necessary.	All Floors
Wash all windows, inside and out	All Floors
Carpet shampooing and shampoo traffic as needed. Clean carpet stains	All Floors
<b>As Required With Written Agency Approval</b>	
Carpet/Upholstery Cleaning	All Floors
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• All Lights to be turned off upon completion.</li> <li>• Approximate Square Footage = 1,724 for 10 Employees, tile/linoleum/ceramic =20%; Carpet = 80%</li> <li>• Bathrooms 2 (2 open to the public)</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.</li> <li>• Janitor shall supply all consumables except for trash can liners and paper products (paper towels, toilet paper, etc.).</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners (Hand soap container is on floor of Janitor Closet – near water fountain.)</li> </ul>	

## Department of Environmental Services

Department of Environmental Services WRBP Franklin <small>Service at location begins on 10/1/2019</small>	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate		\$40.88	\$42.11
Carpet Cleaning		\$48.00	\$48.00
Metal Polishing		\$36.00	\$36.00
Emergency Rate		\$20.00	\$20.00

NHDES, WRBP Franklin WWTP  
528 River Street, Franklin  
**Service at location begins 10/1/2019**

Sharon McMillin  
sharon.mcmillin@des.nh.gov

Twice Weekly Maintenance (Tuesday and Thursday)

**Daily Maintenance**

Clean Mats	All entrances
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors / receptionis window
Lavatory/Kitchen Cleaning/staff lounge	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers. All interior of waste cans/sanitary disposal containers and polish fixtures. All, clean kitchen counters. All, microwave overns inside and out. All, sinks. All, vinyl chairs. All, refrigerator inside and out.
Receptacle Emptying - Internal	Collect and lawfully dispose of all office and restroom rubbish, bagged and deposited into the onsite dumpster and replace waste bin liners as needed.
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture	All floors
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors

**Weekly Maintenance - Thursday's**

Damp Mopping (with cleaner/disinfecting solution)	All hard surface floors
Low Dust	All ledges, furniture, heat registers, pictures and window sills
High Dust	All
Vacuum Upholstered Chairs	All
Detail Clean	All Floors, edges, corners and thresholds, includes moving and cleaning under all chairs, tables, and rolling furniture or cabinets and returning to original locations
All Restrooms and Shower Areas	Scrub, clean, disinfect grout, walls/floors, counters, tile, all interior and exterior surfaces of showers, sinks, urinals and toilets.

Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates, drinking fountain (brass, stainless & aluminum)
<b>Monthly Maintenance - 2nd Thursday each month</b>	
Light Fixtures	All Dust, remove bugs/debris from interior, notify office manager of any bulbs needing replacement
Clean Wall and Ceiling Diffusers	All
<b>Per Occurrence</b>	
Carpet Cleaning (per occurrence)	All
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximate Sq. Ft = 4,300; 11 Employees, Carpet 5%; Tile 15%; seamless epoxy resin floor 80%</li> <li>• Bathrooms 2; shower areas 2 (these areas are tile)</li> <li>• Contractor to supply all consumables except State supplies Paper Towels, Toilet Paper, Hand Soap and trash can liners. Contractor shall be responsible for notifying the State when can liners and paper products are needed; the State shall be responsible for the purchase of such products.</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalks and/or landscaped areas immediately in front of building.</li> <li>• Contact for walk through inspection and cleaning scheduling: Ken Noyes Kenneth.noyes@des.nh.gov 603-934-4032</li> <li>• Facility hours: M-F 7:00am-3pm, except State Holidays. Cleaning during facility weekday, daytime hours only. Preferred schedule first thing in the morning or late afternoon in time to be done by 3pm. Additional days to be added if needed.</li> <li>• If work is not completed satisfactorily on any given day, Contractor is required to complete the work on the next daily visit at no additional cost to the program regardless of whether daily, weekly or monthly maintenance tasks are involved.</li> </ul>	
<b>Excluded Areas</b>	
All storage, mechanical and electrical equipment rooms	

<b>DES – WRBP Laconia</b>	<b>Year One Daily Rate</b>	<b>Year Two Daily Rate</b>	<b>Emergency Rate/Hourly</b>
Daily Rate	\$36.00	\$37.08	\$25.00
<b>DES – WRBP Laconia</b>			
This location requires two (2) cleanings per week (2 days/week x 52 = 104 cleanings per year)			
Total square footage is approximately 3000 sq. ft.			

<b><u>Department of Environmental Services</u></b>	
NHDES, WRBP Laconia Maintenance Facility 202 Water St., Laconia	
Ray Gordon ray.gordon@des.nh.gov	
Twice Weekly Maintenance (Tuesday and Thursday)	
<b>Daily Maintenance</b>	
Clean Mats	Entrance and Stair Landing
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors / receptionist window
Lavatory/Kitchen Cleaning/staff lounge	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers. All interior of waste cans/sanitary disposal containers and polish fixtures. All, clean kitchen counters. All, microwave ovens inside and out. All, sinks. All, vinyl chairs. All, refrigerator inside and out.
Receptacle Emptying - Internal	Collect and lawfully dispose of all office and restroom rubbish, bagged and deposited into the onsite dumpster and replace waste bin liners as needed.
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture	All floors
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors
<b>Weekly Maintenance - Thursday's</b>	
Damp Mopping (with cleaner/disinfecting solution)	All hard surface floors
Low Dust	All ledges, furniture, heat registers, pictures, and windowsills

High Dust	All
Vacuum Upholstered Chairs	All
Detail Clean	All Floors, edges, corners and thresholds, includes moving and cleaning under all chairs, tables, and rolling furniture or cabinets and returning to original locations
All Restrooms and Shower Areas	Scrub, clean, disinfect grout, walls/floors, counters, tile, all interior and exterior surfaces of showers, sinks, urinals and toilets.
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates, drinking fountain (brass, stainless & aluminum)
<b>Monthly Maintenance - 2nd Thursday each month</b>	
Light Fixtures	All Dust, remove bugs/debris from interior, notify office manager of any bulbs needing replacement
Clean Wall and Ceiling Diffusers	All
<b>Per Occurrence</b>	
Carpet Cleaning (per occurrence)	All
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximate Sq. Ft = 3,000 on Two Floors; 11 Employees, Carpet 26%; Tile 55 %; seamless epoxy resin floor 19%</li> <li>• Bathrooms 2; shower areas 2 (these areas are tile)</li> <li>• Contractor to supply all consumables except State supplies Paper Towels, Toilet Paper, Hand Soap and trash can liners. Contractor shall be responsible for notifying the State when can liners and paper products are needed; the State shall be responsible for the purchase of such products.</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalks and/or landscaped areas immediately in front of building.</li> <li>• Contact for walk through inspection and cleaning scheduling: Ken Noyes Kenneth.noyes@des.nh.gov 603-934-4032</li> <li>• Facility hours: M-F 7:00am-3pm, except State Holidays. Cleaning during facility weekday, daytime hours only. Preferred schedule first thing in the morning or late afternoon in time to be done by 3pm. Additional days to be added if needed.</li> <li>• If work is not completed satisfactorily on any given day, Contractor is required to complete the work on the next daily visit at no additional cost to the program regardless of whether daily, weekly or monthly maintenance tasks are involved.</li> </ul>	
<b>Excluded Areas</b>	
All storage, mechanical and electrical equipment rooms	

## Services to Persons with Disabilities

Criminal/Background checks will be required for any and all employees that will be entering the facility.

Services to Persons with Disabilities	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$36.17	\$37.25	\$38.37
Floor Refinishing	\$1,591.26	\$1,591.26	\$1,591.26
Burnishing	\$36.00	\$36.00	\$36.00
Metal Polishing	\$48.00	\$48.00	\$48.00
Emergency Rate	\$20.00	\$20.00	\$20.00

Services to Persons with Disabilities 117 Pleasant Street, Concord, NH	
Marilyn Stevenson (603) 271-1498 marilyn.stevenson@dncr.nh.gov	
Nightly Maintenance - 3 Nights (M, W, F) 5 PM - 11 PM	
Nightly Maintenance	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Passenger Elevator(s)	Clean all interior surfaces of elevator cabs, polish metal, and saddles entering elevators
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens/Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans/sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors

Per Bid # 2087-18

Sweeping	All floors
Stairwells	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
<b>As Required</b>	
Burnishing	All Floors
Lights	All floors, change light bulbs as needed, notify officer manager when supply is low
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All lights fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)
<b>Weekly Maintenance</b>	
High Dust	All floors
Vacuum Upholstered Chairs	All floors
Detail Clean	All floors, edges, corners, and thresholds
<b>Monthly Maintenance</b>	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile urinals, toilers, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximate SQ. FT = 7,233 ; 5 staff, Carpet NONE; tile/linoleum/ceramic 100%</li> <li>• Bathrooms 5 (5 open to the public)</li> <li>• All Lights to be turned off upon completion.</li> <li>• Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested.</li> <li>• Freight Elevators shall be swept clean daily and damped mopped monthly</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.</li> </ul>	

DOS – State Police Troop D	Year One Daily Rate	Year Two Daily Rate	Emergency Rate/Hourly
Daily Rate	\$42.38	\$43.57	\$25.00
<b>Agency –DOS State Police Troop D</b> This location requires five (5) cleanings per week (5 days/week x 52 = 260 cleanings per year)			

<b>State Police Troop D Section 1</b> 139 Iron Works Road, Concord, NH
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Lt. Chad Lavoie (603) 223-8688 Chad.Lavoie@dos.nh.gov
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Nightly Maintenance - 5 nights, 5 PM - 11 PM
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<b>Nightly Maintenance</b>
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Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory / Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Sweeping	All floors

<b>Every Other Night Maintenance</b>
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Low Dust	All ledges, furniture, pictures and windowsills
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<b>Weekly Maintenance</b>
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Lights	All floors, dust covers, change light bulbs as needed, notify office manager when
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	supply is low
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
<b>Monthly Maintenance</b>	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>Special Additional Information</b>	
<ul style="list-style-type: none"> <li>• Approximately 12,135 Square feet; 34 staff based out of facility but not there full time</li> <li>• Carpet 80%; tile/linoleum/ceramic 20%</li> <li>• Bathrooms 4 (2 open to the public)</li> <li>• Light to be turned off</li> <li>• Emergency daytime cleaning of areas on a per event basis as requested</li> <li>• Empty trash containers from garage</li> <li>• Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot</li> <li>• Janitor shall empty Floor Standing Cigarette Receptacle</li> <li>• State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor</li> <li>• Key card/access cards will be given and will only work in designated areas.</li> <li>• Restricted Areas are not included</li> </ul> <p style="text-align: center;"><b>All cleaning services not covered in these specifications will be quoted by the cleaning contractor at the request of the State Police Troop D. These services may include, but are not limited to items such as floor stripping and waxing, burnishing, carpet cleaning etc.</b></p>	

NH DOC FIELD SERVICES WOLFEBORO	Year One Daily Rate	Year Two Daily Rate	Emergency Rate/Hourly
Daily Rate	\$50.00	\$51.50	\$25.00
<b>NH DOC FIELD SERVICES WOLFEBORO</b>			
This location requires one (1) cleaning per week (1 day/week x 52 = 52 cleanings per year)			
Total square footage is approximately 2200 sq. ft.			

<b>NH DOC (Field Services) 10 Center Street, Wolfeboro, NH 03894</b>	
Seifu Ragassa (603) 539-3093 <a href="mailto:seifu.ragassa@doc.nh.gov">seifu.ragassa@doc.nh.gov</a>	
Weekly Maintenance Thursdays 9 AM - 3 PM (If Thursday is a holiday; services shall be done that preceding workday)	
Weekly Maintenance	
Clean Mats (vacuum only)	All entrances
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory/Kitchen Cleaning	All, Clean and sanitize toilet bowls, urinals, sinks, counters, floors, and fixtures, restock toilet paper, paper towels. Spot clean walls and receptacles
Receptacle Emptying	All areas clean and replace liner
Spot Clean Carpeting	All areas
Spot Clean Furniture	All areas
Spot Clean Walls, Doors & Light Switches	All areas
Stairwell	Swept and mopped
Vacuum Carpets	All areas
Low Dust	All ledges, furniture, pictures and window sills
High Dust	All areas
Monthly Maintenance	
Vacuum Upholstered Chairs	All areas
All restrooms	Scrub, clean, disinfect grout, all partitions, tile, walls/floors, waste can, sanitary disposal containers
Quarterly Maintenance	
Clean Ceiling Diffusers	All areas
Special Additional Information	

- Approximately SQ. FT = 2,200 square feet for 4 employees: Carpet 90%, VCT 10%
- 2 bathrooms
- Contractor shall comply with all NH DOC (Department of Corrections) Policies not to have any persons affiliated with probation, parole, or criminal police records employed for this service.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested.
- Janitor shall removal and dispose of all Trash (All trash shall be disposed of in accordance with all State/local laws)
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor, for janitorial tasks (not to stock agency supplies).