

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: May 11, 2020

NOTICE OF CONTRACT

COMMODITY: Janitorial Services

CONTRACT NO.: 8002325

NIGP: 910*

CONTRACTOR: Concord Compassionate Cleaners, LLC
163 Concord Street
Concord, NH 03301

VENDOR # : 283267

CONTACT PERSON(S): Biram Saidybah
Tel. No.: 718-473-2115
E-Mail: biramsaidybah@gmail.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.

DMV- Manchester
DMV- Dover
State Library
HHS- South Street
DHHS- Berlin (2019)
Lottery Commission
DOE- Laconia
Comm. for Human Rights
Merrimack County Superior Court

DMV - Manchester	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$25.10	\$25.10	\$25.10
Floor Refinishing	\$1,000.00	\$1,000.00	\$1,000.00
Burnishing	\$75.12	\$75.12	\$75.12
Metal Polishing	\$16.48	\$16.48	\$16.48
Emergency Rate	\$25.10	\$25.10	\$25.10

DMV Manchester Manchester Commons, Building B, Suites 2 & 3 377 South Willow Street, Manchester	
Arthur Garlow (603) 227-4050 arthur.gralow@dos.nh.gov	
Nightly Maintenance 5 Nights 5 PM - 11 PM One (1) Cleaning (Restrooms only) 5 days - 11 AM - 1 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 – daily; all other areas - 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
Recycling	All floors, place recyclables into proper container/dumpster
Lights	All floors, dust covers, 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)
Every Other Night Maintenance	
Low Dust	All ledges, furniture, pictures and window sills
Weekly Maintenance	
High Dust	All areas
Vacuum Upholstered Chairs	All areas
Detail Clean	All Floors, edges, corners and thresholds
Monthly Maintenance	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors
As Scheduled by the DMV	
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
Special Additional Information	
<ul style="list-style-type: none"> • Alarm System to be activated/deactivated. • All Lights to be turned off upon completion. • Approximate SQ. FT = 5,100 for 10 Employees, Carpet 80%; tile/linoleum/ceramic 20% • Bathrooms 3 (1 open to the public) • 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. 	

DMV - Dover	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$25.42	\$25.42	\$25.42
Floor Refinishing	\$1,000.00	\$1,000.00	\$1,000.00
Burnishing	\$95.12	\$95.12	\$95.12
Metal Polishing	\$16.98	\$16.98	\$16.98
Emergency Rate	\$65.00	\$65.00	\$65.00

DMV Dover Point 50 Boston Harbor Road, Dover Point	
Arthur Garlow (603) 227-4050 arthur.gralow@dos.nh.gov	
Nightly Maintenance 5 Nights 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 – daily; all other areas - 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
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)
Every Other Night Maintenance	
Low Dust	All ledges, furniture, pictures and window sills
Weekly Maintenance	
High Dust	All areas
Vacuum Upholstered Chairs	All areas
Detail Clean	All Floors, edges, corners and thresholds
Monthly Maintenance	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors
As Scheduled by the DMV	
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
Special Additional Information	
<ul style="list-style-type: none"> • Approximate Sq. Ft = 7,600 for 10 Employees, 45% VT, 45% Rubber, 10% Carpet) • Bathrooms 4 (2 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. • Experience with Rubber flooring required. • 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. • 5 Day schedule will be determined by Agency and Contractor. 	

Excluded Areas

All storage, mechanical, and electrical equipment rooms

General Services State Library	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$45.00	\$45.00	\$45.00
Floor Refinishing	\$400.00	\$400.00	\$400.00
Burnishing	\$88.04	\$88.04	\$88.04
Metal Polishing	\$16.98	\$16.98	\$16.98
Emergency Rate	\$50.00	\$50.00	\$50.00

State Library

20 Park Street, Concord

Dennis Bresslin

(603) 271-5559

dennis.bresslin@nh.gov

Nightly Maintenance (5 days) 3 PM to 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
Sweeping	All floors
Every Other Day Maintenance	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures, and window sills)
Per Occurrence	
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)
Weekly Maintenance	
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
Monthly Maintenance	
Stairwells	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
Submit monthly recycle bag (35 lb.)	Estimate number of pounds recycled
Vacuum elevator tracks	All floors
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors
Special Additional Information	
<ul style="list-style-type: none"> • Approximate SQ. FT = 40,000 (including stairwells / mezzanines) for 25 employees. • Bathrooms 6 (3 open to the public) • Alarm System to be activated / deactivated. • ALL FLOORS shall include mezzanines and sub-basement, etc. • All Lights to be turned off upon completion. • Arches and columns are considered to be parts of walls for cleaning purposes. • Book / document storage areas require special care; so that no damage will occur to them, especially when spray buffing and damp mopping. No Damp Mopping book areas - vacuum only. • Elevators shall be swept clean and damped mopped monthly • Janitor shall empty Floor Standing Cigarette Receptacles. • Key card/access cards will be given and will only work in designated areas. Contractor will be required to lock and unlock specific doors. • Marble stair case is to be vacuumed or dry mopped ONLY. No wet mop. The risers have metal on them and years of web mopping have caused permanent rust stains on the marble. If needed, a wet spot clean can be done for very dirty places. 	

- Mosaic tile on the second floor map gallery shall only be cleaned with a very damp mop.
- Stairwells can be Marble, steel, rubber etc. and need to be cleaned appropriately.
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.
- Suggested Staffing noted below:
 - o 2 – Cleaner (4+ hours)

Excluded Areas

- The following are NOT part of the contract
- o All mechanical equipment and electrical rooms in the basement and subbasement;
 - o The domed ceiling in the second floor gallery
 - o The ceiling in the second floor meeting room.
 - o Deleted areas from specifications: All storage, mechanical and electrical equipment rooms

General Services Health & Human Services (South Street)	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$52.00	\$52.00	\$52.00
Floor Refinishing	\$400.00	\$400.00	\$400.00
Burnishing	\$88.04	\$88.04	\$88.04
Metal Polishing	\$16.98	\$16.98	\$16.98
Emergency Rate	\$54.00	\$54.00	\$54.00

Health & Human Services (South Street) 64 South Street, Concord	
Dennis Bresslin (603) 271-5559 dennis.bresslin@nh.gov	
Nightly Maintenance (5 days) 5 PM to 11 PM	
Nightly Maintenance	
Clean Mats/Runners	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

Per Bid # 2087-18

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
Sweeping	All floors
Every Other Day Maintenance	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures, and window sills)
Per Occurrence	
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)
Weekly Maintenance	
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
Monthly Maintenance	
Stairwells	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
Submit monthly recycle bag (35 lb.)	Estimate number of pounds recycled
Vacuum Elevator Tracks	All floors
Quarterly Maintenance	

Clean Ceiling Diffusers	All Floors
Special Additional Information	
<ul style="list-style-type: none"> • Approximate Square footage total 21,210. • Bathrooms 6 (2 open to public) o Contractor will be required to lock and unlock specific doors and to place signs at designated areas. • 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. • Elevators shall be swept clean daily and damped mopped monthly • Janitor shall empty exterior Cigarette Receptacle as needed • 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. • 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. • Suggested Staffing noted below: <ul style="list-style-type: none"> o 1 – Working building Supervisor (2-4hrs) o 1 – Part time Janitorial Staff (4 hours) 	
Excluded Areas	
All storage, mechanical and electrical equipment rooms.	

Lottery Commission

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

Current photographs are required for each employee of the Contractor.

Lottery Commission-Concord	Year One Daily Rate	Year Two Daily Rate	Year Three Daily Rate
Daily Rate	\$21.50	\$21.50	\$21.50
Floor Refinishing	\$400.00	\$400.00	\$400.00
Burnishing	\$74.95	\$74.95	\$74.95
Metal Polishing	\$16.98	\$16.98	\$16.98
Emergency Rate	\$38.00	\$38.00	\$38.00

Lottery Commission 14 Integra Drive, Concord	
Carmela Nolin (603) 271-7107 carmela.nolin@lottery.nh.gov	
Nightly Maintenance - 5 days (Monday-Friday) 5 PM - 8 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
Stairwells	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
Per Occurrence	
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)
Every Other Night Maintenance	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)
Weekly Maintenance	
High Dust	All floors
Vacuum Upholstered Chairs	All floors
Detail Clean	All floors, edges, corners, and thresholds
Monthly Maintenance	
All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile urinals, toilers, walls/floors, waste can liners, sanitary disposal containers
Quarterly Maintenance	

Clean Ceiling Diffusers	All Floors
Special Additional Information	
<ul style="list-style-type: none"> • Approximate Square footage 12,000, for 50 staff; Carpet 85%; tile/linoleum/ceramic 15%. • Bathrooms 3 (1 open to the public) • In the event that the cleaning cannot occur due to an emergency or severe weather, notification should be made to the Lottery and the Lottery shall not incur a cost for the absence. • Alarm System to be activated/de-activated. • All Light to be turned off when completed • Glass <ul style="list-style-type: none"> o Clean front entry way glass doors and all other glass in vestibule area, o Clean security glass and sales counter in sales office. o Glass cleaning shall be both sides o Sales office. o Waiting area (103) • Clean janitor's closet • Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested • Key card/access cards shall be given and shall only work in designated areas. • 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. • State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor. 	

Department of Safety - Division of Emergency Services

Confidentiality Form must be printed and signed.

Department of Emergency Services - Laconia	Year One Daily Rate	Year Two (2019) Daily Rate	Year Three (2020) Daily Rate
Daily Rate	NA	\$44.00	\$44.00
Carpet Cleaning	NA	\$900.00	\$900.00
Floor Refinishing	NA	\$300.00	\$300.00
Upholstery Cleaning	\$45.02	\$45.02	\$45.02
Emergency Rate	\$54.00	\$54.00	\$54.00

Division of Emergency Services/E 911
 50 Communications Drive, Laconia
 Service at location begins 10/1/2019

Margaret Joyce
 mjoyce@e911.nh.gov

Daily Maintenance 3 days per week (M, W, F)

Daily Maintenance

Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All hard surface floors
Lavatory/Kitchen Cleaning/Staff Lounge	All, clean and sanitize toilet bowls, 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 and sink
Receptacle Emptying - Internal & External	Collect and lawfully dispose of all rubbish and recycle in large trash cans, deposited into the onsite dumpster.
Spot Clean lavatory walls	All -Tile
Vacuum Carpets/ Hard Surfaces	All carpeted areas/ Floors

Twice a Year Maintenance

Clean Ceiling Diffusers	All
Machine Scrubbing/Floor Recoating	All Tiled Floor Area including lavatories

Monthly Maintenance - 2nd Thursday each month

Light Fixtures	All Dust, remove bugs/debris from interior, notify office manager of any bulbs needing replacement
Clean Wall and Ceiling Diffusers	All

Yearly Maintenance

Carpet Cleaning	All (Except PSAP area)
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As Required With Written Agency Approval

Upholstery / Partition Cleaning	All pieces
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Special Additional Information

- Approximate Sq. Ft = 15,000; 40-50 Employees
- Carpet 90%; tile/vinyl/epoxy/rubber 10%
- Bathrooms 5 employee restrooms
- Lights to be turned off in areas other than Public Service Answering Point (PSAP) Area
- State supplies Paper Towels, Toilet Paper, Hand Soap and trash can liners
- Quiet vacuum for Public Service Answering Point (PSAP) area

Excluded Areas

All storage, mechanical and electrical equipment rooms

Commission for Human Rights - Concord	Year One Daily Rate	Year Two Daily Rate	Year Three Daily Rate
Daily Rate	\$20.00	\$25.04	\$29.50
Carpet Cleaning	\$240.00	\$240.00	\$240.00
Floor Refinishing	\$285.00	\$285.00	\$285.00
Upholstery Cleaning	\$45.02	\$45.02	\$45.02
Window Washing	\$89.00	\$89.00	\$89.00
Burnishing	\$48.00	\$48.00	\$48.00
Metal Polishing	\$16.98	\$16.98	\$16.98
Steam Cleaning of Chairs	\$46.50	\$46.50	\$46.50
Emergency rate	\$22.50	\$22.50	\$22.50

Commission for Human Rights 2 Industrial Park Drive Concord, NH 03301	
Ahni Malachi 603-271-6838 Ahni.Malachi@nh.gov	
1 Weekday Night (Wednesday) After 4 PM 1 Weekend Day/Night Maintenance	
Nightly Maintenance -	
Clean Mats	All entrances
Vacuum Carpets	Vacuum all carpeted areas paying special attention to all corners, edges, under desks and other hard to reach places
Sweeping	all hard surface flooring pay special attention to edges and corners
Damp Mopping (with cleaner/disinfecting solution)	all hard surface flooring pay special attention to edges and corners
Low Dust	Dust all the surfaces up to 8 feet taking care to dust sill and base boards.

Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Kitchen Cleaning	Clean all surfaces, microwave (inside and out), outside of refrigerator, inside/outside trash cans and recycling receptacle, table top and chairs.
Lavatory	Clean and sanitize all toilets and sinks every visit. Polish all bright work. Refill all dispensers (hand soap, bath tissue and paper towels – to be provided by client) Dust all air vents. Clean all mirrors Remove trash liners and replace with each visit taking care to clean receptacle and transport trash to designated area. Wash inside/outside trash cans. restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	Remove all trash liners taking care to reline barrels with each service. All trash to be transported to designated area.
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
Drinking Fountains	Disinfect Daily
As Required	
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)
Every Other Night Maintenance	
Low Dust	All ledges, furniture, pictures and window sills
Weekly Maintenance	
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
Monthly Maintenance	
Light Fixtures	All Dust
Per Occurrence	
Upholstery / Partition Cleaning	All pieces
Carpet Cleaning	All Floors
Floor Stripping / Refinishing (per occurrence)	All Floors
Burnishing	All Tiled Floors
Clean Ceiling Diffusers	All Floors
Machine Scrubbing/Floor Recoating	All Tiled Floor Area including lavatories
Window Washing	All Floors
Steam Cleaning of Chairs	All
Special Additional Information	
<p>Approximate Sq. Ft = 2800 square feet - 98% carpet 2% tile in restrooms and kitchen Bathrooms 2 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</p>	

Merrimack Superior Courthouse	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$90.00	\$90.00	\$90.00
Emergency Rate	\$75.00	\$75.00	\$75.00

MERRIMACK COUNTY SUPERIOR COURT 5 Court Street, Concord, NH 03301 Nightly Maintenance / 5 Days: Monday through Friday (4 pm – 9 pm)	
Nightly Maintenance	
Clean Mats	All entrances

Floors, 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 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
Receptacle (trash) Emptying	All floors, clean and replace liner
Spot Clean Floors	All floors
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 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
Elevator(s)	All, vacuumed and stainless steel wiped down
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) NO STAFF DESKS
Weekly Maintenance	
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
Courtroom Pews	Wipe and disinfectant all tops and hand rails, clean to remove grease residues, oils and grimes; polish
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors

I. Building Specifications:

The Contractor shall be responsible for the provision of janitorial services for the Merrimack County Superior Court, which consists of:

Per Bid # 2087-18

Square Footage: approximately 35,000

Stairwells: 4

Employees: 25 +/-

Flooring: 75% carpet; 25% tile/linoleum

Bathrooms: 17 total

Cell Block toilets: 7 (in holding cell area) & 3 (2nd floor holding area)

II. Additional Requirements:

The provisions below are additional requirements to be performed by the Contractor:

- 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 in the building. Record Release Forms shall be provided to and kept on file with the Bureau of Court Facilities.
- Contractor shall activate/deactivate the building's alarm system. The alarm shall be activated nightly upon completion.
- Contractor shall collect and remove trash; place in outside dumpster nightly
- State shall collect recycling (blue tubs) and bag separately for disposal
- State shall supply all consumables (trash can liners and paper products (paper towels, toilet paper, etc.))
- Contractor shall ensure all lights are turned off nightly upon completion (all lights are on sensors with the exception of the lobby and cell block area)

III. Nightly Maintenance for Holding Cell Area:

The courthouse includes a cellblock area which provides for conference areas, holding cells (7) and a control room for security staff. There are toilets in each cell with the exception of the mass holding cell. Cellblock area must be kept sanitized using cleaning products and techniques to ensure a healthy environment free of unwanted substances, pollutants, bacteria and odors. The following describes the nightly maintenance requirements:

- Dry mop floors and wash with a disinfectant
 - Mop cells daily, no exceptions
 - Note: mop circle area, minimum 2x per week
- Clean and disinfect holding cells
 - Wipe down all benches with a disinfectant
 - Clean, scrub, disinfect toilet bowls
- Spot clean walls, doors, light switches
- Wipe down counter surfaces in conference areas
- Clean glass in control room, minimum 1x per week
 - Note: exterior glass only of command center, minimum 1x per week
- Remove trash

In addition to the cellblock area, there are three holding cells on the 2nd floor.

The above provisions are not intended to replace the requirements provided in the Maintenance Frequency Schedule; those provisions shall remain in full force and effect. The above provisions are being provided to ensure the area is cleaned adequately.

IV. Exceptions to the Nightly Maintenance Frequency Schedule:

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 “minimum” frequency maintenance schedule as stated below.

First Floor:

- Court file rooms (2) – floors only, minimum 1x per week
- Jury Assembly room – floors minimum 1x per week

Second Floor:

- Jury Deliberation rooms (3) – floors minimum 2x per week

V. Exclusions:

The following areas and/or equipment are not included as part of the bid. Such areas shall be the responsibility of the State:

First Floor, Bid EXCLUDES:

- Emergency Exit Stairwell (located on the back left corner of building)
- Elevator control room
- Mechanical room
- Electrical room
- Server (IT) room
- Maintenance office
- Evidence room
- e-court work stations (located on the 1st floor public lobby)
- court security equipment, mag and x-ray machine

Second Floor, Bid EXCLUDES:

- Security room
- Telephone/data room

Other BID EXCLUSIONS:

- Command center
- sally port
- exterior cigarette receptacles

QUESTIONS: Direct any questions to Jeff Haley, 603-271-2202 or Jeffrey.Haley@das.nh.gov