

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 15, 2020

NOTICE OF CONTRACT

COMMODITY: Janitorial Services

CONTRACT NO.: 8002329

NIGP: 910*

CONTRACTOR: Edsco Property Services, LLC
PO Box 3524
Concord, NH 03302

VENDOR #: 256157

CONTACT PERSON(s): Ed Tyler
Tel. No.: 603-369-6184
E-Mail: Ed@EDSCOPROPERTYSERVICES.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.

State Police Troop G	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$11.75	\$11.75	\$11.75
Floor Refinishing	\$50.00	\$50.00	\$50.00
Burnishing	\$20.00	\$20.00	\$20.00
Metal Polishing	\$20.00	\$20.00	\$20.00
Emergency Rate	\$10.00	\$10.00	\$10.00
Interior Glass	\$50.00	\$50.00	\$50.00
Carpet Cleaning	\$75.00	\$75.00	\$75.00

State Police - Hanger
91 Airport Road, Concord, NH

Cynthia Hagerty
(603)223-8437
Cynthia.hagerty@dos.nh.gov

Nightly Maintenance - 5 days per week (Monday - Friday), 5 PM - 11 PM

Nightly Maintenance – First Floor Only

Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors on first level 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	First floor only, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers and sanitary disposal containers.
Receptacle Emptying - Internal & External	First floor only, clean and replace liner
Spot Clean Carpeting	First floor only
Spot Clean Floors	First floor only
Spot Clean Furniture, Cubicle Panels & Chairs	First floor only
Spot Clean Kitchenette	First floor only - Counters, sink, floor and interior of waste cans
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	First floor only
Vacuum Carpets	First floor only - high traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Sweeping	First floor only
Per Occurrence	
Burnishing	First floor only
Machine Scrubbing/Floor Recoating	First floor only - all tiled floor area including lavatories
Metal Polishing	First floor only - all light fixtures, interior & exterior door hardware, interior handrails, kick plates (brass, stainless & aluminum)
Every Other Night Maintenance	
Low Dust	First floor only - all ledges, furniture, pictures and window sills

Weekly Maintenance	
High Dust	First floor only
Vacuum Upholstered Chairs	First floor only
Detail Clean	First floor only - all Floors, edges, corners and thresholds
Monthly Maintenance	
Restrooms – First floor	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilers, walls/floors, waste can liners, sanitary disposal containers
Quarterly Maintenance	
Burnishing	First floor only - all tiled floors
Clean Ceiling Diffusers	First floor only
Special Additional Information	
<ul style="list-style-type: none"> • Additional Information: Square Footage = 2,000; Carpet 85%; tile/linoleum/ceramic 15% • Bathrooms 2 • 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 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, all other consumables are to be supplied by the janitor. 	

State Police Troop D – Section	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$23.00	\$23.00	\$23.00
Floor Refinishing	\$100.00	\$100.00	\$100.00
Burnishing	\$20.00	\$20.00	\$20.00
Metal Polishing	\$20.00	\$20.00	\$20.00
Emergency Rate	\$10.00	\$10.00	\$10.00
Interior Glass	\$60.00	\$60.00	\$60.00
Carpet Cleaning	\$450.00	\$450.00	\$450.00

State Police Troop D Section 1 139 Iron Works Road, Concord, NH	
Lt. Michael Commerford (603) 223-8790 michael.commerford@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
Per Occurrence	
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)
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
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
Special Additional Information	
<ul style="list-style-type: none"> • Approximately 12,135 Square feet; 34 staff based out of facility but not there full time Carpet 80%; tile/linoleum/ceramic 20% • Bathrooms 4 (2 open to the public) • Light to be turned off • Emergency daytime cleaning of areas 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 • State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor • Key card/access cards will be given and will only work in designated areas. • Restricted Areas are not included 	

Location: Division of Personnel 54 Regional Drive Concord NH, 03301	Section A Daily Rate		SECTION C Emergency Cleaning
	April 2020 - June 2021	July 2021 - June 2022	Emergency Rate Per Hour
Agency - DOP This location requires five (5) cleanings per week (5 days/week x 52 = 260 cleanings per year)			
Service at location begins April 2020	\$26.00	\$26.00	\$10.00

Division of Personnel 54 Regional Drive Concord, NH 03301
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FREQUENCIES OF SERVICE

<i>SERVICE</i>	<i>DAILY</i>	<i>2X WEEK</i>	<i>WEEKLY</i>	<i>MONTHLY</i>	<i>QUARTERLY</i>	<i>ANNUAL</i>
Floors (Resilient)						
Sweep/Dust Mop		X				
Damp Mop		X				
Damp Mop Entrances		X				
Walls						
Spot clean (as required)			X			
Woodwork and Doors						
Clean					X	
Light Fixtures						
Damp Wipe				X		
Diffusers: Damp Clean						
Drinking Fountains: Clean	X					
Dust horizontal surfaces of all fixtures, ledges, woodwork, doors, etc.				X		
Waste Bins: Empty and Replace Liners		X				
Recycling Bins: Empty		X				
Mat Cleaning		X				
Exterior Doors						
Glass Cleaning, Other		X				
Metal Cleaning and Polishing			X			
Rest Rooms						
Clean Water Closets	X					
Clean Urinals	X					
Clean Wash Basins	X					
All Paper Dispensers, fill and clean	X					
Mirrors	X					
Mop floors with disinfectant	X					
Vacuum Carpets (spot clean)	X					
Vacuum Carpets		X				
Window Cleaning - Interior		X				
Carpet Cleaning: Hot Water Extraction Method The price for this service should be included in your daily rate, any carpet cleaning needed in addition shall be quoted as a per occurrence.						X

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