

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: June 12, 2020

NOTICE OF CONTRACT

COMMODITY: Janitorial Services

CONTRACT NO.: 8002335

NIGP: 910*

CONTRACTOR: Pro City Facilities Inc
100 Willow Street Suite 9
Manchester, NH 03103

VENDOR #: 226114

CONTACT PERSON(S): Cristian Augusto
Tel. No.: 603-854-0641
E-Mail: caugosto@profacilitieservices.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.

Locations

NHES Salem
NHES Portsmouth
DOS Fire Standards
Troop A
DMV Epping
Liquor – Enforcement and Marketing
Liquor – Administrative Office
Liquor – Warehouse
DMV - Milford
Gen Services – Historical Society
Gen Services – HHS Hazen Drive
DOT – District 3
DOE – Manchester
DOE – Vocational Rehabilitation
DOT-Turnpikes Hookset Facility

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

Employment Security

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

NHES – Salem	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$36.00	\$37.50	\$38.00
Floor Refinishing	\$250.00	\$250.00	\$250.00
Steam Cleaning of Chairs	\$400.00	\$400.00	\$400.00
Emergency Rate	\$36.00	\$36.00	\$36.00

NHES Salem 29 South Broadway, Salem, 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 & 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

Per Occurrence	
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
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	
Clean Ceiling Diffusers	All Floors
Special Additional Information	
<ul style="list-style-type: none"> • Approximate Square footage 5,504; Carpet 85%; tile/linoleum/ceramic 15% • 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 • 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). 	

NHES – Portsmouth	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$38.00	\$39.00	\$40.00
Floor Refinishing	\$250.00	\$250.00	\$250.00
Steam Cleaning of Chairs	\$400.00	\$400.00	\$400.00
Emergency Rate	\$36.00	\$36.00	\$36.00

NHES Portsmouth 2000 Lafayette Road, Portsmouth	
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

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
Every Other Night 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	
Clean Ceiling Diffusers	All Floors
Special Additional Information	
<ul style="list-style-type: none"> • Approximate Square footage 7,500; Carpet 90%; tile/linoleum/ceramic 10% • 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 • 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. 	

Division of Fire Standards & Training and Emergency Medical Services

Nickolas Antonucci
603-419-9444 or 603-223-4200
nickolas.antonucci@dos.nh.gov

DOS – Division of Fire Standards Service at location begins 10/1/2019	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate		\$61.00	\$62.00
Floor Refinishing		\$200.00	\$200.00
Emergency Rate		\$60.00	\$60.00

660 Trudeau Road, Bethlehem, NH

Service at location begins 10/1/2019

Weekly Maintenance - 1 day (TBD) from 9 AM - 4 PM

Weekly 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
Wipe Down Tables	All floors
High Dust	All floors
Vacuum Upholstered Chairs	All floors
Detail Clean	All floors

Per Occurrence

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)

Monthly Maintenance

All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
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Special Additional Information

- Approximate Square footage total 1,800; Carpet 90%; tile/linoleum/ceramic 10%
- Bathrooms 2 (open to the public)
- All Lights to be turned off
- Criminal / Background check is required for any and all employees that will be entering the facility.
- Contractor 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 to be supplied by Contractor.

State Police

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

DOS - State Police Troop A	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$25.00	\$26.00	\$27.00
Floor Refinishing	\$250.00	\$250.00	\$250.00
Emergency Rate	\$25.00	\$25.00	\$25.00

<p align="center">State Police Troop A 315 Calef Highway, Epping</p>	
<p align="center">Lt. Chris Vetter (603) 223-8490</p>	
<p align="center">Daily Maintenance (5 days) 7 AM - 5 PM</p>	
Daily 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
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 5,102 Sq. ft.; 5 - 7 staff, Carpet 50%; tile/linoleum/ceramic 50% • Bathrooms 4 (0 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 sidewalk, parking lot or landscaped areas of the parking lot. • Janitor shall empty Floor Standing Cigarette Receptacle • Make beds in Troopers Barracks number of beds 3 (when needed) • State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables to be provided by Janitor. 	

Liquor Commission

Criminal/Background check is required for any staff that shall be entering the facility. Additional security clearance may be required.

Liquor Commission Enforcement and Marketing Office Area	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$36.00	\$36.50	\$37.00
Floor Refinishing	\$250.00	\$250.00	\$250.00
Emergency Rate	\$36.00	\$36.00	\$36.00

Enforcement and Marketing Office Area 50 Storrs Street, Concord, NH	
Mike Galvin (603) 271-8525 michael.galvin@liquor.nh.gov	
Nightly (5 days) - Maintenance to occur after 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>Showers/Changing Rooms/Locker Rooms/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 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
Stairwells	All, shall be cleaned, vacuumed, and/or swept, wet mopped, etc.
Per Occurrence	
Burnishing	All floors

Per Bid # 2087-18

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	
Light Fixtures	All areas - dust
All restrooms, locker rooms, showers	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"> • Approximate Sq. Ft = 10,928; Carpet 75%; tile/linoleum/ceramic/VCT 25% • Bathrooms 4, Showers 2, Locker Rooms 2 • 37 +/- Employees • Alarm System to be activated/deactivated • All Lights to be turned off • Access keys shall be given out. • Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested • Agency shall supplies Paper Towels, Toilet Paper, Hand Soap and trash can liners & hand soap, all other consumables to be supplied by the Janitor. • Janitor shall clean up the entrance area of papers, cans, cigarette butts and other items not belonging. 	
Areas not included in contract:	
<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. Cleaning crew will NOT access at any time.</p> <ul style="list-style-type: none"> • Evidence Room • Equipment Room • File Room 	

Liquor Commission State Liquor Commission – Administrative Office	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$36.00	\$36.50	\$37.00
Floor Refinishing	\$400.00	\$400.00	\$400.00
Emergency Rate	\$36.00	\$36.00	\$36.00

State Liquor Commission - Administrative Office 50 Storrs Street, Concord, NH	
Linda Duval (603) 230-7028 linda.duval@liquor.nh.gov	
Nightly (5 days) Maintenance after 5 PM Computer Room Maintenance Monday at 5:30 AM	
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	High traffic areas – daily; all other areas - daily as needed or a minimum of once per week
Sweeping	All floors
Stairwells	All, shall be cleaned, vacuumed, and/or swept, wet mopped, etc.

Per Occurrence	
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)
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
Computer Room (Monday) at 5:30 AM	
<ul style="list-style-type: none"> • If Monday is a holiday then the next business day (normally Tuesday). • All other days the trash shall be left outside the room for pickup. • Located on the second floor of the Administrative Offices). <ul style="list-style-type: none"> o All floors in the computer room shall be cleaned as follows: o Vacuumed o NO WATER shall be brought into the computer room area. 	
Special Additional Information	
<ul style="list-style-type: none"> • Square footage total 9,755 (approximately); Carpet 90%; tile/linoleum/ceramic 10% • Bathrooms 7 - 4 bathrooms with multiple stalls and 3 single stall bathrooms (0 open to the public) • Approximately 54 staff • Alarm System to be activated/deactivated. • All Lights to be turned off • Access keys shall be given out. • Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested • Agency shall supply Paper towels, Toilet paper, Trash can liners & hand soap, all other consumables to be supplied by Janitor. • 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 (Administrative Office area only). 	

Liquor Commission Warehouse	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$29.00	\$29.00	\$30.00
Floor Refinishing	\$100.00	\$100.00	\$100.00
Emergency Rate	\$30.00	\$30.00	\$30.00

Liquor Commission, Warehouse 50 Storrs Street, Concord	
Victoria Tanguay (603) 230-7072 victoria.tanguay@liquor.nh.gov	
3 days maintenance (M,W,F) 7:30 AM - 2:30 PM	
Daily 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
Stairwells	All, shall be cleaned, vacuumed, and/or swept, wet mopped, etc.
Per Occurrence	
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)
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
Special Additional Information	
<ul style="list-style-type: none"> • Approximately SQ. FT = 2,000 for 10 employees; Carpet 0%; tile/linoleum/ceramic 100% • 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.). • State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall 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.

Location: Department of Motor Vehicles 4 Meadow Brook Drive Milford NH, 03055	Section A		SECTION C
	Daily Rate		Emergency Cleaning
	Sept 2019 - June 2020	July 2020 - June 2021	Emergency Rate Per Hour
Agency - DNCR This location requires five (5) cleanings per week (5 days/week x 52 = 260 cleanings per year)			
Service at location begins 9/1/2019	\$33.00	\$33.00	\$25.00

Department of Motor Vehicles 4 Meadowbrook Drive Milford NH, 03055	
Arthur Garlow (603) 227-4050 arthur.garlow@dos.nh.gov	
5 Days a Week	
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
Thoroughly Clean and Mop all Rubber 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
Recycling	All floors, place recyclables into proper container/dumpster
Scrub Rubber Floors	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
Special Additional Information	
<ul style="list-style-type: none"> • 2,200 Square Feet Alarm System to be activated/deactivated. • All Lights to be turned off upon completion. • Emergency cleaning of restrooms on a per event basis as requested • 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 are to be supplied by Janitor. 	

DMV Epping	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$25.99	\$26.99	\$27.99
Floor Refinishing	\$300.00	\$300.00	\$300.00
Carpet Cleaning	\$300.00	\$300.00	\$300.00
Upholstery Cleaning	\$150.00	\$150.00	\$150.00
Emergency Rate	\$30.00	\$30.00	\$30.00

DMV Office 315 Calef Highway, Epping	
Michelle Osterhuber (603) 227-4000	
Daily Maintenance (5 days) 7 AM - 5 PM or other hours acceptable to the DMV	
Daily 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
Mop Rubber Floors	All floors
Spot Clean Furniture, Counter & Chairs, greeting station	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
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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 2,594 Sq. ft.; 5 - 7 staff, rubber floor lobby, carpet approx 30% • Bathrooms 1 (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 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 to be provided by Janitor. 	

Department of Transportation

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

Department of Transportation District 3	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$36.00	\$36.00	\$38.00
Floor Refinishing	\$250.00	\$250.00	\$250.00
Emergency Rate	\$38.00	\$38.00	\$38.00

DOT, District 3
2 Sawmill Road, Gilford

Alan Hanscom
 (603) 524-6667
 ahanscom@dot.state.nh.us

Twice Weekly Maintenance (TBD) 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	All floors
Sweeping	All floors
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)

Weekly Maintenance

High Dust	All Floors
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Per Occurrence

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)

Monthly Maintenance

All restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile urinals, toilers, walls/floors, waste can liners, sanitary disposal containers
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds

Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors
Special Additional Information	
<ul style="list-style-type: none"> • Approximate Sq. ft. 4,929; 15 staff, Carpet 5%; tile/linoleum/ceramic 95% • Bathrooms 4 (2 open to the public) <p>Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested.</p> <ul style="list-style-type: none"> • 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 and keys will be given and will only work in designated areas • Lights to be turned off when completed. Do not touch the heat • State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor. 	
Excluded Areas	
Survey Room	

Department of Education

Confidentiality Form must be printed and signed.

Department of Education Vocational Rehabilitation - Manchester	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate		\$36.50	\$36.99
Floor Refinishing		\$200.00	\$200.00
Emergency Rate		\$37.00	\$37.00

Vocational Rehabilitation 1 Sundial Ave., Suite 201N, Manchester Service at location begins 7/1/2019 Lisa Hinson-Hatz Lisa.Hatz@doe.nh.gov	
Daily Maintenance 3 days per week	
Daily Maintenance	
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, 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	Collect and lawfully dispose of all rubbish and recycle in large trash cans, deposited into the onsite dumpster.
Spot Clean Carpeting	All
Spot Clean Floors	All
Spot Clean Furniture	All
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All
Vacuum Carpets	All carpeted areas
Sweeping	All hard surface floors
Per Occurrence	
All Light Fixtures	Dust
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Upholstery / Partition Cleaning	All pieces
Carpet Cleaning	All
Floor Stripping / Refinishing (per occurrence)	All
Weekly Maintenance	
Low Dust	All ledges, furniture, pictures and window sills
High Dust	All
Detail Clean	All Floors, edges, corners and thresholds
Clean interview room work surfaces with disinfecting cleaner	All
All Restrooms	Scrub, clean, disinfect grout, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
Monthly Maintenance	
Light Fixtures	All Dust
Quarterly Maintenance	
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)
Special Additional Information	

- Approximate Sq. Ft = 7,004; 17-20 Employees
- Carpet 95%; vinyl 5%
- Bathrooms 2 employee restrooms
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Lights to be turned off
- State supplies Paper Towels, Toilet Paper, Hand Soap and trash can liners

Excluded Areas

All storage, mechanical and electrical equipment rooms

Department of Education Vocational Rehabilitation – Keene	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate		\$32.75	\$32.89
Floor Refinishing		\$200.00	\$200.00
Emergency Rate		\$33.00	\$33.00

Bureau of Vocational Rehabilitation - Keene

149 Emerald Street, Suite T, Keene
Service at location begins 10/1/2019

Lisa Hinson-Hatz
Lisa.Hatz@doe.nh.gov

Nightly Maintenance - 3 days (M,W,F) 5 PM - 11 PM

Nightly Maintenance

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, 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 Carpeting	All
Spot Clean Floors	All
Spot Clean Furniture	All
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All
Vacuum Carpets	All carpeted areas

Sweeping	All hard surface floors
Per Occurrence	
All Light Fixtures	Dust
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Upholstery / Partition Cleaning	All pieces
Carpet Cleaning	All
Floor Stripping / Refinishing (per occurrence)	All
Window Washing (per occurrence)	All
Every Other Night Maintenance	
Low Dust	All ledges, furniture, pictures and window sills
Weekly Maintenance	
High Dust	All
Detail Clean	All Floors, edges, corners and thresholds
Vacuum Upholstered Chairs	All
All Restrooms	Scrub, clean, disinfect grout, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
Monthly Maintenance	
Light Fixtures	All Dust
Quarterly Maintenance	
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)
Special Additional Information	
<ul style="list-style-type: none"> • Approximate Sq. Ft = 3,536; 10 Employees, Carpet 90%; tile/linoleum/ceramic 10% • Bathrooms 3 - 1 open to the public, 2 employee • Lounge area Change fluorescent light bulbs and notify office manager when supply is low • Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested • Lights to be turned off 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 landscaped areas of the parking lot immediately in Front of suite T • Janitor shall empty all cigarette receptacles. 	
Excluded Areas	

All storage, mechanical and electrical equipment rooms

General Services

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

General Services – Administrative Services Historical Society	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$28.00	\$28.50	\$29.00
Floor Refinishing	\$500.00	\$500.00	\$500.00
Emergency Rate	\$30.00	\$30.00	\$30.00

Administrative Services - Historical Society 19 Pillsbury Street, Concord	
Dennis Bresslin (603) 271-5559 dennis.bresslin@nh.gov	
Nightly Maintenance (5 days) 5 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
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
Per Occurrence	
Burnishing	All Floors
Lights	All floors, change light bulbs as needed, notify officer manager when supply is low

Per Bid # 2087-18

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	
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
Weekly Maintenance	
Detail Clean	All floors, edges, corners, and thresholds
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors
Special Additional Information	
<ul style="list-style-type: none"> • Approximate SQ. FT = 6,938 for 60 employees; Carpet 60%; tile/linoleum/ceramic 40% • Bathrooms 4 (4 open to the public) • Alarm System to be activated / deactivated. • All Lights to be turned off upon completion. • Freight Elevators (if equipped and useable) shall be swept clean daily and damped mopped monthly • 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 shall be given and shall only work in designated areas. • State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor. • Suggested Staffing noted below: 1 – Cleaner (4 hours) 	
Excluded Areas	
All storage, mechanical and electrical equipment rooms.	

General Services Health & Human Services (Hazen Drive)	Year One Cost	Year Two Cost	Year Three Cost
Daily Rate	\$650.00	\$650.00	\$700.00
Floor Refinishing	\$500.00	\$500.00	\$500.00
Emergency Rate	\$600.00	\$600.00	\$600.00

Health & Human Services

27-29 Hazen Drive, Concord

Dennis Bresslin
(603) 271-5559
dennis.bresslin@nh.gov

Nightly Maintenance (5 days) 5 PM to 11 PM

Day Porter (5 days) 8:30 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	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
Stairwell(s)	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 floors
Weekly Maintenance	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Remove Recycling	All Floors, place in designated dumpsters
Detail Clean	All floors, edges, corners, and thresholds
Monthly Maintenance	
Vacuum Elevator Tracks	All Floors
Submit monthly recycle bag (35 lb.)	Estimate # of pounds recycled
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	
Administrative Services Data Center HHS Computer Room (adjacent to room 300C)	<ul style="list-style-type: none"> Floors shall be vacuumed daily (not swept or dry mopped) and shall be damp mopped daily, using the LEAST water possible. No water shall be brought into the raised floor area. All computer room complex floors shall be dry buffed using a nylon pad only twice weekly. No floor finish shall be applied To be cleaned between 5:00 P.M. – 11:00 P.M. Monday through Friday. Contractor must coordinate cleaning schedule with State Agency personnel for work required during time intervals not included above.
BSL-2 Designated Laboratories No escort required	<ul style="list-style-type: none"> Daily - remove trash, dust mopped Weekly - damp mop
BSL-3 Designated Laboratories ESCORT REQUIRED*	<ul style="list-style-type: none"> Daily - remove trash, dust mopped Weekly - damp mop
Computer room Lower Level West Health & HHS Building,	Vacuum once a week, trash out daily.

Health & Human Services Computer Room, adjacent to Room 300 C	<ul style="list-style-type: none"> Floors shall be vacuumed daily (not swept or dry mopped) and shall be damp mopped daily, using the LEAST water possible No water shall be brought into the raised floor area. All computer room complex floors shall be dry buffed using a nylon pad only twice weekly. No floor finish shall be applied
Lower Level Cafeteria	<ul style="list-style-type: none"> Vacuum, remove spots/spills, daily. No other services required.
Lower Level West, Vital Records Areas	<ul style="list-style-type: none"> Rooms 011W and 009W, two outer vaults and file area to be cleaned weekly at 4:00 P.M. Center vault to be cleaned annually
Room 112	Once a week before 4:00 P.M.
Room 215C	Clean on Tuesday and Friday only at 4:00 P.M.
Rooms 210C, 211C, 212C	Shall be cleaned Tuesdays and Fridays, at 3:30 P.M. ONLY
Data Center First Floor	Nightly-Clean kitchen, sweep / wash floors, wipe counters and sinks,
<ul style="list-style-type: none"> Approximate Square footage 316,230 Bathrooms unknown Alarm System to be activated / deactivated. All Lights to be turned off upon completion. 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 exterior Cigarette Receptacle when needed. 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. State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, janitor shall supply all other consumables. Suggested Minimum Staffing below: <ul style="list-style-type: none"> 1 - Supervisor / Assistant Supervisor (8 hours) 1 - Full Time Floor Person (8 hours) 1 - Part Time Floater (4 hours) 6 - Part Time Janitorial Staff (4 hours) 	
Excluded Areas	
<p>State Laboratory: Rabies lab and all storage, mechanical and electrical equipment rooms located in the basement.</p> <p>Health & Human Services Areas, the following rooms: 006C, 006E, 007C, 007E, 008C, 09C, 010C, 012W, 013C, 014W, 015C, 102C, 103C, 200C, 202C, 203C, 204C, food service kitchen and all mechanical and electrical rooms.</p> <p>Administrative Services Data Center: Closets 9, 18, 21, and all mechanical and electrical rooms.</p>	

Fire Academy Administration Building

Maintenance Schedule and Specifications
Department of Safety, Division of Fire Standards and Training and EMS
 98 Smokey Bear Blvd, Concord, NH 03301
 Contact: Heather Clough 603-223-4229 heather.clough@dos.nh.gov
Nightly Maintenance / 5 Days: Monday through Friday (After 4 PM)

	Section A Daily Rate		SECTION C Emergency Cleaning
	July 2019 - June 2020	July 2020 - June 2021	Emergency Rate Per Hour
Agency – DOS Division of Fire Standards and Training This location requires five (5) cleanings per week (5 days/week x 52 = 260 cleanings per year)			
	\$120.00	\$120.00	\$20.00

Fire Academy Administration Building

Maintenance Schedule and Specifications
Department of Safety, Division of Fire Standards and Training and EMS
 98 Smokey Bear Blvd, Concord, NH 03301
 Contact: Heather Clough 603-223-4229 heather.clough@dos.nh.gov
Nightly Maintenance / 5 Days: Monday through Friday (After 4 PM)

Nightly Maintenance	
Clean Mats	All entrances
Sweep Floors	All
Damp mopping (with cleaner/disinfecting solution)	All hard surface floors
Glass / Mirror Cleaning	All mirrors, glass partition, doors, entrances, and view window doors / receptionist window
Lavatory/Kitchenette Cleaning	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
Spot Clean Walls, Doors, Light Switches	All
Trash and Recycling Receptacle Emptying - Internal & External	Collect and lawfully dispose of all office, classroom and common area rubbish, bagged and deposited into the onsite dumpster and replace waste bin liners as needed
Vacuum Carpets	All high traffic areas and conference rooms; all other areas daily as needed (or a minimum 1x per week)
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Weekly Maintenance	

Low Dust	All, ledges, furniture, pictures and window sills (all areas except for offices and employee desk)
High Dust	All including all furniture, ledges, ceilings, walls, and structural components above six (6) feet from the floor.
Detail Clean	All floors, edges, corners and thresholds
All Restrooms and locker rooms	Scrub, clean, disinfect grout, counters, tile, urinals, toilets, walls/floors, trash can liners, sanitary disposal containers
Drinking Water Fountains	All, clean and disinfect
Monthly Maintenance	
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Upholstery / Partition Cleaning	Vacuum all pieces
Quarterly Maintenance	
Dust Ceiling Diffusers	All
Special Additional Information	
<ul style="list-style-type: none"> • Approximate Sq. Ft = 27,000; 40 - 50 Employees during day time hours <ul style="list-style-type: none"> ◦ Carpet 65%; ceramic tile/vinyl/epoxy 35% • Bathrooms 6 - 4 open to the public, 2 employee restrooms • 2 Locker rooms with shower facilities • Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested • Lights to be turned off • 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 landscaped areas immediately in front of building • There are classrooms that get used from 7:00am to 10:30pm every day of the week. Some of these classrooms may not be available for cleaning until after the classes are complete. The availability of these classrooms will be dictated by the Division schedule. Coordination of the schedule shall take place with the Division point of contact 	

Fire Academy Aircraft Training Building Maintenance Schedule and Specifications Department of Safety, Division of Fire Standards and Training and EMS 98 Smokey Bear Blvd, Concord, NH 03301 Contact: Heather Clough 603-223-4229 heather.clough@dos.nh.gov Bi-weekly and on an as needed basis based on training schedule			
	Section A		SECTION C
	Daily Rate		Emergency Cleaning
	July 2019 - June 2020	July 2020 - June 2021	Emergency Rate Per Hour
Agency – DOS Division of Fire Standards and Training Bi-weekly and on an as needed basis based on training schedule			
	\$29.00	\$29.00	\$20.00

Fire Academy Aircraft Training Building Maintenance Schedule and Specifications Department of Safety, Division of Fire Standards and Training and EMS 98 Smokey Bear Blvd, Concord, NH 03301 Contact: Heather Clough 603-223-4229 heather.clough@dos.nh.gov Bi-weekly and on an as needed basis based on training schedule	
Nightly Maintenance	
Clean Mats	All entrances
Sweep Floors	All
Damp mopping (with cleaner/disinfecting solution)	All hard surface floors
Glass / Mirror Cleaning	All mirrors, glass partition, doors, entrances, and view window doors / receptionist window
Lavatory/Kitchenette Cleaning	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
Spot Clean Walls, Doors, Light Switches	All
Trash and Recycling Receptacle Emptying - Internal & External	Collect and lawfully dispose of all office, classroom and common area rubbish, bagged and deposited into the onsite dumpster and replace waste bin liners as needed
Vacuum Carpets	All high traffic areas and conference rooms; all other areas daily as needed (or a minimum 1x per week)
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors

Weekly Maintenance	
Low Dust	All, ledges, furniture, pictures and window sills (all areas except for offices and employee desk)
High Dust	All including all furniture, ledges, ceilings, walls, and structural components above six (6) feet from the floor.
Detail Clean	All floors, edges, corners and thresholds
All Restrooms and locker rooms	Scrub, clean, disinfect grout, counters, tile, urinals, toilets, walls/floors, trash can liners, sanitary disposal containers
Drinking Water Fountains	All, clean and disinfect
Monthly Maintenance	
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Upholstery / Partition Cleaning	Vacuum all pieces
Quarterly Maintenance	
Dust Ceiling Diffusers	All
Special Additional Information	
<ul style="list-style-type: none"> • Approximate Sq. Ft = 2,800; There are no employees assigned to this building <ul style="list-style-type: none"> ◦ Carpet 95%; ceramic tile/vinyl/epoxy 5% • Due to the nature of this building it will need to be additionally cleaned on an as needed basis. Request for service in this building shall be made by the Division point of contact. Typically request for service shall be made during the training season. The typical training season is between April – June and September – November. • Bathrooms 2 - 2 open to the public • Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested • Lights to be turned off • 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 landscaped areas immediately in front of building • There are classrooms that get used from 7:00am to 10:30pm every day of the week. Some of these classrooms may not be available for cleaning until after the classes are complete. The availability of these classrooms will be dictated by the Division schedule. Coordination of the schedule shall take place with the Division point of contact 	

**Fire Academy Dormitory Building
COMMON AREAS**

Maintenance Schedule and Specifications
Department of Safety, Division of Fire Standards and Training and EMS
 98 Smokey Bear Blvd, Concord, NH 03301
 Contact: Heather Clough 603-223-4229 heather.clough@dos.nh.gov
Nightly Maintenance / 5 Days: Monday through Friday (After 4 PM)

	Section A		SECTION C
	Daily Rate		Emergency Cleaning
July 2019 - June 2020	July 2020 - June 2021		Emergency Rate Per Hour
Agency - DOS Division of Fire Standards and Training			
Nightly Maintenance / 5 Days: Monday through Friday (After 4 PM)			
	\$49.00	\$49.00	\$25.00

**Fire Academy Dormitory Building
COMMON AREAS**

Maintenance Schedule and Specifications
Department of Safety, Division of Fire Standards and Training and EMS
 98 Smokey Bear Blvd, Concord, NH 03301
 Contact: Heather Clough 603-223-4229 heather.clough@dos.nh.gov
Nightly Maintenance / 5 Days: Monday through Friday (After 4 PM)

Nightly Maintenance	
Clean Mats	All entrances
Sweep Floors	All
Damp mopping (with cleaner/disinfecting solution)	All hard surface floors
Glass / Mirror Cleaning	All mirrors, glass partition, doors, entrances, and view window doors / receptionist window
Lavatory/Kitchenette Cleaning	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
Spot Clean Walls, Doors, Light Switches	All
Trash and Recycling Receptacle Emptying - Internal & External	Collect and lawfully dispose of all office, classroom and common area rubbish, bagged and deposited into the onsite dumpster and replace waste bin liners as needed
Vacuum Carpets	All high traffic areas and conference rooms; all other areas daily as needed (or a minimum 1x per week)

Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Weekly Maintenance	
Low Dust	All, ledges, furniture, pictures and window sills (all areas except for offices and employee desk)
High Dust	All including all furniture, ledges, ceilings, walls, and structural components above six (6) feet from the floor.
Detail Clean	All floors, edges, corners and thresholds
All Restrooms and locker rooms	Scrub, clean, disinfect grout, counters, tile, urinals, toilets, walls/floors, trash can liners, sanitary disposal containers
Drinking Water Fountains	All, clean and disinfect
Monthly Maintenance	
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Upholstery / Partition Cleaning	Vacuum all pieces
Quarterly Maintenance	
Dust Ceiling Diffusers	All
Special Additional Information	
<ul style="list-style-type: none"> • Approximate Sq. Ft = 8,000; there are no employees assigned to this building. This building consist of three classrooms, two bathrooms, 2 kitchenettes, gym and common dormitory hallways <ul style="list-style-type: none"> ◦ Carpet 90%; ceramic tile 10% • Bathrooms 2 - 2 open to the public • Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested • Lights to be turned off • 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 landscaped areas immediately in front of building • There are classrooms that get used from 7:00am to 10:30pm every day of the week. Some of these classrooms may not be available for cleaning until after the classes are complete. The availability of these classrooms will be dictated by the Division schedule. Coordination of the schedule shall take place with the Division point of contact 	

**Fire Academy Dormitory Building
INDIVIDUAL ROOMS**

Maintenance Schedule and Specifications
Department of Safety, Division of Fire Standards and Training and EMS
 98 Smokey Bear Blvd, Concord, NH 03301
 Contact: Heather Clough 603-223-4229 heather.clough@dos.nh.gov
**Rooms to be cleaned on an as needed basis
 Except for Quarterly maintenance**

	Section A		SECTION C
	Daily Rate		Emergency Cleaning
	July 2019 - June 2020	July 2020 - June 2021	Emergency Rate Per Hour
Agency – DOS Division of Fire Standards and Training Rooms to be cleaned on an as needed basis Except for Quarterly maintenance			
	\$18.00	\$18.00	\$25.00

**Fire Academy Dormitory Building
INDIVIDUAL ROOMS**

Maintenance Schedule and Specifications
Department of Safety, Division of Fire Standards and Training and EMS
 98 Smokey Bear Blvd, Concord, NH 03301
 Contact: Heather Clough 603-223-4229 heather.clough@dos.nh.gov
**Rooms to be cleans on an as needed basis
 Except for Quarterly maintenance**

Individual Dormitory Rooms use (schedule to be coordinated with Division Point of Contact) It is estimated to take approximately 20 minutes to reset a dormitory room	
Glass / Mirror Cleaning	All mirrors, glass partition, doors, entrances, and view window doors / receptionist window
Lavatory	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 wash and disinfect shower stalls
Spot Clean Walls, Doors, Light Switches	All
Trash and Recycling Receptacle Emptying - Internal & External	Collect and lawfully dispose of all office, classroom and common area rubbish, bagged and deposited into the onsite dumpster and replace waste bin liners as needed
Vacuum Carpets	All high traffic areas and conference rooms; all other areas daily as needed (or a minimum 1x per week)
Spot Clean Carpeting	All table tops and straighten chairs
Spot Clean Floors	All floors
Remove used linens and towels and place in	Used rooms

central location	
Remake used beds with fresh linens and towels	Used rooms
All Light Fixtures	Dust
All Restrooms	Scrub, clean, disinfect grout, counters, tile, urinals, toilets, walls/floors, trash can liners, sanitary disposal containers
Quarterly Maintenance	
Low Dust	All, ledges, furniture, pictures and window sills
High Dust	All
Detail Clean	All floors, edges, corners and thresholds
Light Fixtures	All
Dust Ceiling Diffusers	All
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates (brass, stainless & aluminum)
Special Additional Information for Dormitory Common Space	
<ul style="list-style-type: none"> • Cost will be broken out on a per room basis • Coordination of the schedule shall take place with the Division point of contact • Dorm rooms will be turned over after an individual has stayed in the room. Clean service is not requested while a room is occupied • Individual Dorm room usage per year: 250 to 300 turn overs • Beds <ul style="list-style-type: none"> ○ 76 beds (52 dorm rooms) ○ Change linen on beds and remake ○ Towels ○ Facecloths ○ Number of bathrooms 40 ○ The Division is responsible for taking the used linens and towels and getting them cleans and restocked in each of the linen closets 	

DOT – Turnpikes Hookset Facility	Year One Cost	Year Two Cost	Emergency Rate/Hourly
Daily Rate	\$40.00	\$41.00	\$25.00
Agency – DOT Bureau of Turnpikes			
This location requires five (5) cleanings per week (5 days/week x 52 = 260 cleanings per year)			
Total square footage is approximately 9500 sq. ft.			

Complex 24 Maintenance Frequency Schedule
DOT BUREAU OF TURNPIKES HOOKSET FACILITY
36 Hackett Hill Road, Hooksett, NH 03106
Jennifer Anderson or Margaret S. Blacker (603) 485-3806

Nightly Maintenance - 5 days	Monday through Friday 5:00PM – 11:00PM
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All Areas in wintertime 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, includes counters, Refill Hand Towels/TP/Soap dispensers
Receptacle Emptying	All Areas, Clean/replace liner
Spot Clean Carpeting	All Areas
Spot Clean Floors	All Areas
Spot Clean Furniture	All Areas (public area only)
Spot Clean Kitchens / Lavatory	All partitions, toilets/urinals, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Doors & Light Switches	All Areas
Sweeping	All Areas
Vacuum Carpets	All Areas; All Areas
Clean and Disinfect Water Bubblers and Bottle Filling Stations	All Areas
As Required	
Burnishing	All Areas
Machine Scrubbing/Floor Recoating	All Areas including lavatories
Metal Polishing	All 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
Water cooler overflow tray to be emptied and wiped clean	All Areas
Weekly Maintenance	
Clean and disinfect lunchroom kitchen area	Downstairs
High Dust (to include Window Blinds)	All Areas
Recycle bins to be emptied	All Areas
Vacuum Upholstered Chairs	All Areas (public area only)

Monthly Maintenance	
All Restrooms	Scrub, Clean, Disinfect the following grout, all partitions, counters, tile walls/floors, waste can interiors, sanitary disposal containers
Quarterly Maintenance	
Clean Ceiling Diffusers	All Areas
Vacuum upholstered Chairs	All Areas
As required with written Agency approval	
Carpet/Upholstery Cleaning	All Areas
Floor Stripping / Refinishing (per occurrence)	All Areas
Window Washing (per occurrence)	All Areas

Special / Additional Instructions

- One floor building approximately 9500 sq. ft.
- Alarm System to be deactivated / activated
- All Lights to be turned off upon completion
- Approximate SQ FT = 9,500 for 35-40 Employees; Carpet 90% and 10% rubber floor
- Bathrooms 2 Bathrooms
- Criminal / Background check is required
- 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
- Janitor shall remove trash and place in the outside dumpster
- Janitor to supply all consumables (other than paper products, hand soap and can liners)

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