

STATE OF NEW HAMPSHIRE
BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX
25 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6398

ADDENDUM # 2 TO BID INVITATION # 1743-15

DATE OF BID OPENING: MAY 18, 2015

TIME OF BID OPENING: 2:00PM (EST)

FOR: STATEWIDE JANITORIAL SERVICES

DATE POSTED: MAY 14, 2015

BID OPENING:

Presently Reads: May 18, 2015 @ 2:00 PM (EST)

Amend to Read: May 21, 2015 @ 2:00 PM (EST)

CLARIFICATIONS:

Q: If the minimum wage is raised during the life of the contract, can the contractor request an increase to the daily rate?

A: No, the same rate will apply for the term of the contract.

Q. A state employee mentioned that his employees handle the carpet shampooing and that we should put N/A under the cost for carpet cleaning for his buildings, I just want to confirm this is allowed and will not disqualify us?

A: You MUST enter a price for all "per occurrence" cleaning (other than NHES locations). Do Not put down a "N/A".

Q. On the offer sheet Section B (Carpet Cleaning, Floor Refinishing, Inside – Window Cleaning) it has Per Occurrence but then rate for all Fiscal Years. Are you looking for the total for the 3 years?

A: No, the price you enter shall be a one-time price, that will hold for the term of the contract.

Q. The instruction on the Bid Transmittal Letter indicates that vendor must complete the company information on the "General Conditions and Instructions" page, which I could not locate. Could you please inform me where can find this?

A: Disregard that please. The pages that must be filled out are the Bid Transmittal Letter (page 1), the Vendor Contact Information (page 13), the Offer Sheet and all addendums.

ADD THE FOLLOWING LOCATION (NOT LISTED PREVIOUSLY):

Complex 44; Contact Kathy Stanic at (603) 271-2400 for a walk-through no later than May 19, 2015.

If you are interested in bidding on this location, please fill out the offer section below (follows same requirements as Bid 1743-15).

COMPLEX 44
Maintenance Schedule & Specifications
Services to Persons with Disabilities
117 Pleasant Street, Concord, NH 03301

Linda Cilley (603) 271-2401
 Nightly Maintenance 3 Nights (M, W, F): 5:00 PM –11:00 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
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
As Required	
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)
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, toilets, walls/floors, waste can liners, sanitary disposal containers
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors

Special / Additional Information:

- Approximate SQ FT = 7,233 ; 5 staff, Carpet NONE; tile/linoleum/ceramic 100%
- Bathrooms 3 (0 open to the public)
- All Lights to be turned off upon completion.
- Criminal / Background check is required.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested.
- Freight Elevators 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.
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.

COMPLEX	LOCATION	SECTION A			SECTION B			SECTION C
		DAILY RATE			PER OCCURRENCE (Rate for all Fiscal Years)			EMERGENCY CLEANING RATE
		FY16	FY17	FY18	Carpet Cleaning	Floor Refinishing	Window Washing (Inside Only)	
44	Services to Persons with Disabilities	\$	\$	\$	\$	\$	\$	\$

PURCHASING AGENT: Katie Daley
 TEL. NO.: (603) 271-3135

NOTE: IN THE EVENT THAT YOUR BID INVITATION HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.

BIDDER _____ ADDRESS _____

BY _____
 (this document must be signed)

_____ TEL. NO. _____ (please type or print name)