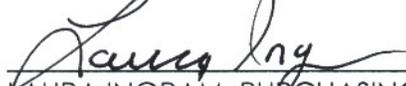


STATE OF NEW HAMPSHIRE
BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX - ROOM 102
25 CAPITOL ST
CONCORD NH 03301-6398

DATE: 6/14/16
CONTRACT #: 8002038
CONTRACT FOR: Janitorial Cleaning Services
NIGP CODE: 910-0000
CONTRACTOR: Pro City Facilities Services, Inc. VENDOR CODE #: 226114

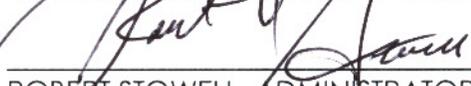
SUBMITTED FOR ACCEPTANCE BY:



LAURA INGRAM, PURCHASING AGENT
BUREAU OF PURCHASE AND PROPERTY

DATE 6/14/16

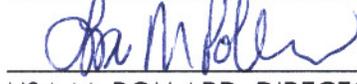
RECOMMENDED FOR ACCEPTANCE BY:



ROBERT STOWELL, ADMINISTRATOR
BUREAU OF PURCHASE AND PROPERTY

DATE 6/20/16

ENDORSED FOR ACCEPTANCE BY:



LISA M. POLLARD, DIRECTOR
DIVISION OF PROCUREMENT & SUPPORT SERVICES

DATE 6-20-16

ACCEPTED FOR THE STATE OF NEW HAMPSHIRE UNDER THE AUTHORITY GRANTED TO ME BY NEW HAMPSHIRE REVISED STATUTES, ANNOTATED 21-I:14, XII.



VICKI QUIRAM, COMMISSIONER
DEPARTMENT OF ADMINISTRATIVE SERVICES

DATE 6/21/16

Subject: Janitorial Services

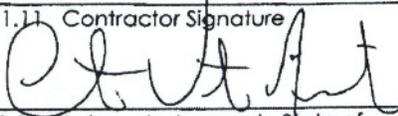
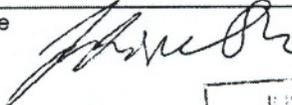
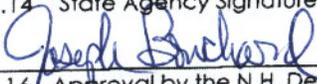
Notice: This agreement and all of its attachments shall become public upon approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

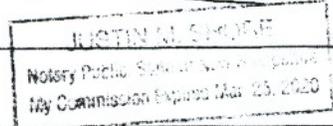
AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name State of New Hampshire Administrative Services		1.2 State Agency Address State House Annex, Room 102 25 Capitol Street Concord, NH 03301	
1.3 Contractor Name Pro City Facilities Services, Inc.		1.4 Contractor Address 100 Willow St, Suite #9 Manchester NH 03102	
1.5 Contractor Phone Number 603-518-5869	1.6 Account Number	1.7 Completion Date 09/30/2019	1.8 Price Limitation \$150,000
1.9 Contracting Officer for State Agency Laura Ingram, Purchasing Agent		1.10 State Agency Telephone Number 603-271-2009	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory CHRISTIAN U. AUGUSTO PRESIDENT	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>HILLSBOROUGH</u> On <u>06/10/16</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace 			
1.13.2 Name and Title of Notary or Justice of the Peace Justin M Stone Notary			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Vicki V. Galtram, Commissioner Joseph Bouchard, Asst. Comm.	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: _____ On: _____			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			



2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/ PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("Workers' Compensation").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

19. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

EXHIBIT A

PURPOSE

Pro City Facilities Services Inc., (hereinafter referred to as the "Contractor") hereby agrees to provide the State of New Hampshire (hereinafter referred to as the "State"), Department of Administrative Services, with Janitorial Services in accordance with the bid submission in response to State Bid # 1875-16 and described herein.

TERM

This contract shall commence on the date approved by the Commissioner of Administrative Services, and terminates on September 30, 2019. The Contract may be extended for an additional two (2) years thereafter under the same terms, conditions and pricing structure upon the mutual agreement between the Contractor and State, and with the approval of the Commissioner of the Department of Administrative Services. The maximum term of the Contract (including all extensions) cannot exceed five (5) years.

The State of New Hampshire has the right to terminate the contract at any time by giving the Contractor thirty (30) days advance written notice.

DAMAGE

The Contractor shall agree to hold the State of NH harmless from liability arising out of injuries or damage caused while performing this work. The Contractor shall agree that any damage to building(s), materials, equipment or other property during the performance of the service shall be repaired at its expense.

DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

The Contractor certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

CONFIDENTIALITY & CRIMINAL RECORD

If requested by the using agency, the Contractor and their employees, and Sub-Contractors (if any), shall be required to sign and submit a Confidential Nature of Department Records Form and a Criminal Authorization Records Form. These forms shall be submitted to the individual using agency prior to the start of any work.

INSURANCE

Certificate of insurance amounts must be met and maintained throughout the term of the contract and any extensions as per the P-37, section 14 (as modified in Exhibit C) and cannot be cancelled or modified until the State receives a 10 day prior written notice.

SCOPE OF WORK

COMPLEX 24 Maintenance Frequency Schedule

DMV Keene

15 Ash Brook Court Keene, NH 03431

Contact: Arthur Garlow 603-227-4050

Nightly Maintenance - 5 days	5:00PM – 11:00PM
Clean Mats	All entrances
Damp Mopping	All Floors in wintertime or during inclement weather; not to exceed every other day in good weather
Glass/Mirror Cleaning	All glass partitions/doors and Entrance/View window doors
Lavatory / Kitchen Cleaning	All, includes counters, Refill Hand Towels/TP/Soap dispensers
Passenger Elevator(s)	Clean all Interior Surfaces of Elevator Cabs Polish Metal and Saddles entering Elevators
Receptacle Emptying	All Floors, Clean/replace liner
Spot Clean Carpeting	All Floors
Spot Clean Floors	All Floors
Spot Clean Furniture	All Floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Doors & Light Switches	All Floors
Sweeping	All Floors
Vacuum Carpets	All Floors; All Areas
Receptacle Emptying	All Floors, Clean/replace liner
As Required	
Burnishing	All Floors
Fluorescent lights (All Floors including lavatories)	Dust covers, change fluorescent light bulbs as needed and notify office manager when supply is low
Machine Scrubbing/Floor Recoating	All Floors 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
Weekly Maintenance	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
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 Floors

AS REQUIRED WITH WRITTEN AGENCY APPROVAL	
Carpet/Upholstery Cleaning	All Floors
Floor Stripping / Refinishing (per occurrence)	All Floors
Window Washing (per occurrence)	All Floors
Move and replace furniture and fixtures	All Floors

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

Complex 24 Maintenance Frequency Schedule

DOT BUREAU OF TURNPIKES HOOKSETT FACILITY
 36 Hackett Hill Road, Hooksett, NH 03106
Lisa Cummings 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 Floors 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
Passenger Elevator(s)	Clean all Interior Surfaces of Elevator Cabs Polish Metal and Saddles entering Elevators
Receptacle Emptying	All Floors, Clean/replace liner
Spot Clean Carpeting	All Floors
Spot Clean Floors	All Floors
Spot Clean Furniture	All Floors (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 Floors
Sweeping	All Floors
Vacuum Carpets	All Floors; All Areas
As Required	
Burnishing	All Floors
Machine Scrubbing/Floor Recoating	All Floors including lavatories

Metal Polishing	All interior & exterior door hardware, interior handrails, kick plates & drinking Fountains (brass, stainless & aluminum)
Every Other Night Maintenance	
Low Dust	All ledges, furniture, pictures and window sills
Water cooler overflow tray to be emptied and wiped clean	All floors
Weekly Maintenance	
Clean and disinfect lunchroom kitchen area	Downstairs
High Dust (to include Window Blinds)	All Floors
Recycle bins to be emptied	All Floors
Vacuum Upholstered Chairs	All Floors (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 Floors
Vacuum upholstered Chairs	All Floors
AS REQUIRED WITH WRITTEN AGENCY APPROVAL	
Carpet/Upholstery Cleaning	All Floors
Floor Stripping / Refinishing (per occurrence)	All Floors
Window Washing (per occurrence)	All Floors

Special / Additional Instructions

- Alarm System to be deactivated / activated
- All Lights to be turned off upon completion
- Approximate SQ FT = 7,400 for 50 Employees; Carpet 90%; tile/linoleum/ceramic 10%
- Bathrooms 4 (2 open to the public)
- 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)

Complex 24 Maintenance Frequency Schedule
Fish and Game Keene
Region 4 Building 15 Ash Brook Court Keene
Contact Patricia Hersom 603-352-9669
Reg4@wildlife.nh.gov

Nightly Maintenance 2 nights (Tuesday & Friday)	5:00pm to 11:00 pm
Clean Mats	All entrances

Damp Mopping	All Floors in wintertime or during inclement weather; not to exceed every other day in good weather
Glass/Mirror Cleaning	All glass partitions/doors and View window doors
Lavatory / Kitchen Cleaning	All, includes Refill Hand Towels/TP/Soap dispensers
Receptacle Emptying	All Floors, Clean/replace liner Remove all trash from facility to dumpster
Spot Clean Carpeting	All Floors
Spot Clean Floors	All Floors
Spot Clean Furniture	All Floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Doors/Light Switches	All Floors
Sweeping	All Floors
Vacuum Carpets	All Floors; All Areas
As Required	
Burnishing	All Floors
Machine Scrubbing/Floor Recoating	All Floors including lavatories
Metal Polishing Drinking fountains	All interior/exterior door hardware & interior handrails, kick plates (brass, stainless & aluminum)
Every Other Week	
All Floors including lavatories	Mop and buff all resilient floor surfaces and tile floors Scrub resilient floors, apply new wax finish and buff
Weekly Maintenance	
Drinking fountains	All Floors Clean and disinfect all drinking fountains
Dust all horizontal surfaces.	All floors all areas, dust all horizontal surfaces (blinds, shelving, sills, heating elements, vents etc.)
Exterior doors.	Clean inner and outer area surfaces of all exterior doors.
Restrooms (all)	Scrub, Clean and disinfect Toilets, urinals, sinks, TP/PT dispensers. Damp mop/disinfect floors
Sweep/dry all resilient floor surfaces	All Floors
Vacuum carpeted areas	All Floors / areas including under desks, chairs and tables.
Monthly Maintenance	
All Restrooms	Scrub, Clean, Disinfect; grout, all partitions, counters, tile walls/floors, waste can interiors, sanitary disposal containers
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors
Semi-Annual Maintenance at a minimum, more often if required	
Woodwork walls and doors: spot clean all woodwork, horizontal surfaces, doors and walls where necessary.	All Floors
Wash all windows, inside and out	All Floors
Carpet shampooing and shampoo traffic as needed. Clean carpet stains	All Floors

AS REQUIRED WITH WRITTEN AGENCY APPROVAL	
Carpet/Upholstery Cleaning	All Floors

Special / Additional Information:

- All Lights to be turned off upon completion.
- Approximate Square Footage = 1,724 for 10 Employees, tile/linoleum/ceramic =20%; Carpet = 80%
- Bathrooms 2 (2 open to the public)
- Criminal / Background check is 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 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 (Hand soap container is on floor of Janitor Closet – near water fountain.)

Complex 24 Maintenance Frequency Schedule
NHSP Troop C
 15 Ash Brook Court Keene, NH 03431
Contact: (603) 223-8494 joseph.dirusso@dos.nh.gov

Daily Maintenance - 5 days	<u>7:00 A.M. to 2:00 P. M. (Monday – Friday)</u>
Clean Mats	All entrances
Damp Mopping	All Floors in wintertime or during inclement weather; not to exceed every other day in good weather
Garage	Sweep / Empty trash containers
Glass/Mirror Cleaning	All glass partitions/doors and Entrance/View window doors
Lavatory / Kitchen Cleaning	All, includes counters, Refill Hand Towels/TP/Soap dispensers, sink, stove and water faucets includes sanitizing
Low Dust	Desktops, table tops, filing cabinets All ledges, furniture, pictures and window sills, includes Day Room
Receptacle Emptying	All Floors, Clean/replace liner
Spot Clean Carpeting	All Floors
Spot Clean Floors	All Floors
Spot Clean Furniture	All Floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Doors & Light Switches	All Floors
Sweeping/dry mop	All Floors
Vacuum Carpets	All Floors; All Areas
As Required	
Burnishing	All Floors
Machine Scrubbing/Floor Recoating	All Floors including lavatories
Metal Polishing	All interior & exterior door hardware, interior handrails, kick plates & drinking Fountains (brass, stainless & aluminum)
Weekly Maintenance	
All Restrooms	Scrub, Clean, Disinfect the following grout, all partitions, counters, tile walls/floors, waste can interiors, sanitary disposal containers

High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors
Semi-Annual Maintenance at a minimum, more often if required	
Floor Stripping / Refinishing	All Floors
Wash all walls/doors	All Floors
Wash all windows, inside and out	All Floors
AS REQUIRED WITH WRITTEN AGENCY APPROVAL	
Carpet/Upholstery Cleaning	All Floors

Special / Additional Information:

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

EXHIBIT B

CONTRACT PRICE

The Contractor hereby agrees to provide Janitorial services in complete compliance with the terms and conditions specified in Exhibit A for an amount up to and not to exceed price of \$150,000; this figure shall not be considered a guaranteed or minimum figure, however it shall be considered a maximum figure from the effective date of through the expiration date set as September 30, 2019.

DAILY RATE \$	DMV Keene	DOT-Hooksett Facility	Fish & Game Keene	NHSP Troop C
FY17	\$ <u>21.00</u>	\$ <u>37.00</u>	\$ <u>21.00</u>	\$ <u>33.00</u>
FY18	\$ <u>21.50</u>	\$ <u>37.99</u>	\$ <u>21.50</u>	\$ <u>34.00</u>
FY19	\$ <u>22.00</u>	\$ <u>38.99</u>	\$ <u>22.00</u>	\$ <u>34.00</u>

CARPET CLEANING AND FLOOR REFINISHING

CARPET CLEANING AND FLOOR REFINISHING, SHALL BE PROVIDED UPON REQUEST OF THE FACILITY CONTACT PERSON. ALL WORK MUST BE PREAPPROVED BY THE FACILITY CONTACT, OR THEIR DESIGNEE, IN WRITING.

	DMV Keene	DOT-Hooksett Facility	Fish & Game Keene	NHSP Troop C
Carpet - Per occurrence				
FY17/18/19	\$ <u>300.00</u>	\$ <u>1,400.00</u>	\$ <u>200.00</u>	\$ <u>500.00</u>
Floor Refinishing - Per occurrence				
FY17/18/19	\$ <u>150.00</u>	\$ <u>200.00</u>	\$ <u>160.00</u>	\$ <u>400.00</u>
Upholstery Cleaning - Per occurrence				
FY17/18/19	\$ <u>100.00</u>	\$ <u>400.00</u>	\$ <u>200.00</u>	\$ <u>300.00</u>
Window Washing (Inside only) - Per occurrence				
FY17/18/19	\$ <u>80.00</u>	\$ <u>400.00</u>	\$ <u>100.00</u>	\$ <u>300.00</u>

Emergency Cleaning Rate/HR

	DMV Keene	DOT-Hooksett Facility	Fish & Game Keene	NHSP Troop C
FY17/18/19	\$ <u>40.00</u>	\$ <u>40.00</u>	\$ <u>40.00</u>	\$ <u>40.00</u>

INVOICE

Itemized invoices shall be submitted after the completion of job/services and shall include: a brief description of the work done along with the location of work, to the individual agency.

Contractor shall be paid within 30 days after receipt of properly documented invoice and acceptance of the work to the state satisfaction.

The invoice shall be sent to the address of the using agency under agreement.

Contractor Initials CA
Date 06/19/16

EXHIBIT C

SPECIAL PROVISIONS

No special Provisions



Pro City Facility Services

100 Willow St. Suite 9 Manchester, NH 03103 Phone: 603-518-5869 Fax: 603-218-3838. Info@procityfacilitieservices.com
www.procityfacilitieservices.com

I, Cristian V Augusto the undersigned President of Pro City Facilities Services Inc.
A New Hampshire Incorporated business and Paula L Benedito, Vice President of the same company,
certify that we are authorized do bind the company pursuant to provision in corporation operating.

Agreement: We understand that the State of New Hampshire will rely on the certification as evidence that
we have full authority to bind the company.

In witness whereof, we have set hands as the President and Vice President of Pro City Facilities Services
Inc.

June, 10 2016

President
Cristian V Augusto

Vice President
Paula L Benedito

State of New Hampshire, County of Merrimack

On June 10 2016, before me, Christoph V. Asselin the undersigned officer personally appeared the
person identified in the foregoing certificate known to me (or satisfactory proven) to be the owner of the
business in the foregoing certificate and acknowledged that she/he executed the foregoing certificate

JUSTIN M. SHORE
Notary Public, State of New Hampshire
My Commission Expires Mar. 25, 2020

6/10/16