

**STATE OF NEW HAMPSHIRE
Dept. of Administrative Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301**

Date: March 1, 2016

NOTICE OF CONTRACT

COMMODITY: JANITORIAL SERVICES

CONTRACT NO.: 8001801

NIGP: 910-0000

VENDOR: EDSCO Property Services **VENDOR #:** 256157

CONTACT PERSON: Ed Tyler
603/369-6184
ed@edscopropertyservices.com

EFFECTIVE FROM: July 1, 2015 **Through:** June 30, 2018

TERMS: Net 30

SCHEDULE & PRICING:

Scheduled days per week:

TROOP G 5
TROOP D 5

FY16 shall be from JULY 1, 2015 to JUNE 30, 2016
FY17 shall be from JULY 1, 2016 to JUNE 30, 2017
FY18 shall be from JULY 1, 2017 to JUNE 30, 2018

LOCATION	DAILY RATE			PER OCCURRENCE (Rate for all Fiscal Years)		
	FY16	FY17	FY18	Carpet Cleaning	Floor Refinishing	Window Washing (Inside Only)
TROOP G	\$15.00	\$15.00	\$15.00	\$75.00	\$50.00	\$50.00
TROOP D	\$25.00	\$25.00	\$25.00	\$450.00	\$100.00	\$60.00

Hourly Rate for Emergency Cleaning

LOCATION	EMERGENCY RATE
TROOP G	\$20.00
TROOP D	\$20.00

INVOICING & PAYMENTS

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

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

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

QUESTIONS: Laura Ingram, Purchasing Agent
603/271-2009 Laura.Ingram@nh.gov

COMPLEX 15
Maintenance Schedule & Specifications
State Police Troop G

91 Airport Road, Concord, NH 03301

Captain Wagner (603) 223-8778 christopher.wagner@dos.nh.gov

Nightly Maintenance: 5 days per week (Monday - Friday) 5:00 P.M. to 11:00 P.M.

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
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
As Required	
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 (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

Additional / Special Instructions

- Additional Information: Square Footage = 4,000 for 87 Employees (based out of facility but not there full time) Carpet 85%; tile/linoleum/ceramic 15%
- Bathrooms 4 (2 open to the public) 1 with shower facility
- Alarm System to be activated / deactivated.
- All Lights to be turned off upon completion.
- Criminal / Background check is required for any and all employees that will be entering the facility.
- 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, all other consumables are to be supplied by the janitor.

COMPLEX 35
 Maintenance Schedule & Specifications
State Police Troop D: Section 1
 139 Iron Works Road; Concord, NH 03301
 Lt. Greg Ferry (603) 223-8496
 Nightly Maintenance (5 nights) 5:00 P.M. to 11:00 P.M.

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
As Required	
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 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 Instructions

- Approximately 12,135 Square feet; 34 staff based out of facility but not there full time Carpet 80%; tile/linoleum/ceramic 20%
- Bathrooms 4 (2 open to the public)
- Light to be turned off
- A fingerprint based criminal background check will be required for any and all employees that will be entering the facility.
- Emergency daytime cleaning of areas on a per event basis as requested
- Empty trash containers from garage
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot
- Janitor shall empty Floor Standing Cigarette Receptacle
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor
- Key card/access cards will be given and will only work in designated areas.
- Restricted Areas are not included