

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: March 1, 2016

NOTICE OF CONTRACT

COMMODITY: JANITORIAL SERVICES

CONTRACT NO.: 8001802

NIGP: 910-0000

VENDOR: GFS Building Maintenance **VENDOR #:** 156884

CONTACT PERSON: Lisa Bourbeau
 603/668-6612 x122
lboubeau@gfsservices.com

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

TERMS: Net 30

SCHEDULE & PRICING:

Scheduled days per week:

HILLSBOROUGH CIRCUIT COURTHOUSE	5
DMV – DOVER POINT	5
DOT – DISTRICT 2	3
DOT – DISTRICT 3	2
DOC – KEENE	1
DRED – LANCASTER	2
DOT – DISTRICT 6	3
F&G – DURHAM	2
DMV – SALEM	5
DOT – SWANZEY	5
DMV – TAMWORTH	5
STATE POLICE – TROOP E	5
STATE POLICE – WINDHAM WEIGH STATIONS	3

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)
HILLSBOROUGH CIRCUIT COURTHOUSE	\$32.00	\$32.96	\$33.95	\$293.30	\$276.54	\$72.00
DMV - DOVER POINT	\$24.00	\$24.72	\$25.46	\$76.00	\$640.00	\$60.00
DOT - DISTRICT 2	\$24.00	\$24.72	\$25.46	\$0.00	\$1,126.00	\$60.00
DOT - DISTRICT 3	\$36.00	\$37.08	\$38.19	\$34.50	\$1,030.16	\$60.00
DOC - KEENE	\$20.00	\$20.60	\$21.21	\$226.10	\$25.00	\$80.00
DRED - LANCASTER	\$56.00	\$57.68	\$59.41	\$539.33	\$266.49	\$80.00
DOT - DISTRICT 6	\$36.00	\$37.08	\$38.19	\$0.00	\$1,337.00	\$90.00
F&G - DURHAM	\$32.00	\$32.96	\$33.94	\$450.00	\$330.00	\$36.00
DMV - SALEM	\$20.00	\$20.60	\$21.22	\$209.30	\$355.27	\$32.00
DOT - SWANZEY	\$34.00	\$35.02	\$36.07	\$0.00	\$1,242.00	\$144.00
DMV - TAMWORTH	\$12.00	\$12.36	\$12.73	\$50.00	\$145.89	\$30.00
STATE POLICE - TROOP E	\$36.00	\$37.08	\$38.19	\$186.15	\$781.83	\$90.00
STATE POLICE - WINDHAM WEIGH STATIONS	\$20.00	\$20.60	\$21.22	\$138.72	\$0.00	\$20.00

Hourly Rate for Emergency Cleaning

LOCATION	EMERGENCY RATE
HILLSBOROUGH CIRCUIT COURTHOUSE	\$16.00
DMV - DOVER POINT	\$16.00
DOT - DISTRICT 2	\$16.00
DOT - DISTRICT 3	\$16.00
DOC - KEENE	\$16.00
DRED - LANCASTER	\$16.00
DOT - DISTRICT 6	\$16.00
F&G - DURHAM	\$16.00
DMV - SALEM	\$16.00
DOT - SWANZEY	\$16.00
DMV - TAMWORTH	\$16.00
STATE POLICE - TROOP E	\$16.00
STATE POLICE - WINDHAM WEIGH STATIONS	\$16.00

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 10
Maintenance Schedule and Specifications
HILLSBOROUGH CIRCUIT COURTHOUSE
15 Antrim Road, Hillsborough, NH 03244
Tammy Nelson: Tammy.Nelson@nh.gov P: 603-271-7977
Nightly Maintenance / 5 Days: Monday through Friday

Nightly Maintenance	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory / Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner

Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	High traffic areas – Foyers, clerks' office, All other floors daily as needed (not to exceed once per week)
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)
Courtroom Pews	Wipe down, clean to remove grease residues, oils and grimes; polish
Every Other Night Maintenance	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills) NO STAFF DESKS
Weekly Maintenance	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
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:

- **Single Level / Approximate SQ FT = 4,190 for 7 employees; approx. 70% Rug/Carpet; 30% tile/linoleum**
- **Bathrooms 3; 2 public restrooms & 1 staff restroom**
- Criminal / Background check & Agency Confidentiality forms are required for any and all staff that will be entering the facility.
- Alarm system to be activated/deactivated
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- All lights to be turned off nightly upon completion
- Contractor shall empty external cigarette receptacle(s)
- Contractor shall collect and remove trash; place in outside dumpster
- Contractor shall collect recycling (blue tubs) and bag separately; place in outside dumpster. Contractor shall provide a monthly report to the Bureau of Court Facilities that identifies the type of waste recycled or recycled waste products by type and quantity.
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.
- Contractor not responsible for cleaning storage and/or mechanical/electrical equipment rooms

COMPLEX 17
Maintenance Schedule & Specifications
DMV Dover Point
50 Boston Harbor Road, Dover Point, NH 03866
Arthur Garlow 603-227-4050
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
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
As Required	
Burnishing	All floors
Recycling	All floors, place recyclables into proper container/dumpsters
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 = 7,600 for 10 Employees, 45% VCT, 45% Rubber, 10% Carpet)
- Bathrooms 4 (2 open to the public)
- Alarm System to be activated / deactivated.
- All Lights to be turned off upon completion.
- A fingerprint based criminal background check will be required for any and all employees that will be entering the facility.
- Deleted areas from specifications: All storage, mechanical and electrical equipment rooms.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested.
- Experience with Rubber flooring 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 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 are to be supplied by the Janitor.
- 5 Day schedule will be determined by Agency and Contractor.

COMPLEX 18
Maintenance Schedule & Specifications
DOT, District Two
 8 Eastman Hill Road Enfield, NH 03748
Chris Turgeon, PE-603-448-2654
Nightly Maintenance 3 nights a week after 4:00 PM

Nightly Maintenance	
Clean Mats (vacuum only)	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)
Monthly Maintenance	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
Mop and Buff	First Floor, all resilient floor surfaces and tile
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
Quarterly Maintenance	
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)
Clean Ceiling Diffusers	All Floors

Special / Additional Information:

- Approximately SQ FT = 5,120 for 20 employees; tile/linoleum/ceramic 100%
- Bathrooms 2 (0 open to the public).
- All Lights to be turned off when completed.
- A fingerprint based criminal background check will be required for any and all employees that will be entering the facility.
- **Employee Desks to be cleaned by occupants only.**
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- 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.
- 3 night schedule will be determined by Agency and Contractor.

Per Occurrence Information:

- Floor Refinishing
 - A minimum of three coats of wax shall be required.
 - Floor wax shall be Confidence Floor Finish or equivalent.
 - Floor stripper shall be Liberty stripper or Airkem Lift-Off NA or equivalent.
 - Wash, Strip and Seal all ground level tile floors and clean mop boards.

COMPLEX 21
Maintenance Schedule & Specifications
DOT District 3

2 Sawmill Road, Gilford, NH 03249

Alan Hanscom (603) 524-6667

Twice Weekly Maintenance (TBD) 5:00 PM to 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
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
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)
Monthly Maintenance	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, 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:

- Approximate Sq ft 4,929; 15 staff, Carpet 5%; tile/linoleum/ceramic 95%
- Bathrooms 4 (2 open to the public)
- 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.
- 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.
- Survey Room **not** to be cleaned

COMPLEX 24

Maintenance Frequency Schedule

DOC Keene

28 Mechanic Street Keene, NH 03431

Scott Langevin 352-4139 slangevin@nhdoc.state.nh.us

Weekly Maintenance - 1 day (Thursday) from 8:00 A.M. – 4:00 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
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)
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)
Monthly 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
Detail Clean	All Floors, edges, corners and thresholds
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors

Special / Additional Instructions

- Approximately SQ FT = 1,700 for 5 - 7 employees; Carpet 95%; tile/linoleum/ceramic 5%
- Bathrooms 1 (open to the public)
- Contractor shall comply with all NH DOC (Department of Corrections) Policies not to have any persons affiliated with probation, parole, or criminal police records employed for this service.
- Janitor shall empty Floor Standing Cigarette Receptacle
- Removal/disposal of Trash (vendor shall dispose of all trash in accordance with all State/Local laws)
- 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.
- 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.
- Contractor shall supply **all** necessary supplies required to perform their duties. State will not supply (paper products, hand soap etc.)
- If Workday is a holiday; services shall be done the preceding work day

COMPLEX 23
Maintenance Schedule & Specifications
DRED Lancaster

Rte 3, 629B Main Street Lancaster, NH 035843612

John Accardi (603) 788-4157

Nightly Maintenance 2 days (Wednesday / 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
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
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)
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
Lights	All floors, change light bulbs as needed, notify office manager when supply is low
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
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors

Special / Additional Information:

- Approximate SQ FT = 6,345 for 35 Employees Carpet 85%; tile/linoleum/ceramic 15%
- Bathrooms 4 (4 open to the public)
- 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.
- Janitors are not responsible for cleaning storage and mechanical/electrical equipment rooms
- 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 are to be supplied by Janitor.
- Key card/access cards will be given and will only work in designated areas
- If Workday is a holiday; services shall be done the preceding work day

COMPLEX 24
Maintenance Schedule & Specifications
DOT, District Six

271 Main Street Durham, NH 03824

Brian Schutt (603)868-1133

Nightly Maintenance Three Days (M, W, F) 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
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)
Monthly Maintenance	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
Quarterly Maintenance	
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)
Clean Ceiling Diffusers	All Floors

Special / Additional Instructions

- Approximate SQ FT 7,431 for 46 staff; tile/linoleum/ceramic 100%
- Bathrooms 3 (2 open to the public)
- Alarm System to be activated / deactivated.
- All Lights to be turned off
- 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

- Freight Elevators (if equipped and useable) shall be swept clean daily and damped mopped monthly
- 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.
- **Survey room not to be part of the contract.**

COMPLEX 25
Maintenance Schedule & Specifications
F&G Region 3, Marine Fisheries
225 Main Street, Durham, NH 03824
Contact Doug Grout 603-868-1095

Twice Weekly Maintenance (Monday and Thursday) 8:00 A.M. to 5:00 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
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)
Spot Clean Woodwork	All Floors, all woodwork, horizontal surfaces, doors, walls.
Every Other Night Maintenance	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)
Weekly Maintenance	
Dust Horizontal Surface	All Floors, all areas (blinds, shelving, sills, heating elements, vents, etc.)
Exterior Doors	All, Clean inner and outer surfaces
All Restrooms	Scrub, clean, disinfect toilets, urinals, sinks, counters, tile, TP/PT dispensers. Damp mop and disinfect floors.
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
Monthly Maintenance	
All Restrooms	Scrub, clean, disinfect grout, all partitions, walls/floors, waste can liners, sanitary disposal containers
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors

Special / Additional Instructions

- Approximately 6,000 Sq Ft for 10 staff; Carpet 75%; tile/linoleum/ceramic 25%
- Bathrooms 4 (2 open to the public)
- 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

- 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.
- Contractor shall supply **all** supplies required to perform their duties. *State will not supply (paper products, hand soap etc.)*
- Holidays when a holiday falls on a work day janitor shall make arrangements with agency to clean another day.

COMPLEX 30
Maintenance Schedule & Specifications
DMV Salem

154 Main Street, Salem, NH 03079

Arthur Garlow- 603-227-4050

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
Recycling	All floors, place recyclables into proper container/dumpsters
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 Information:

- Approximate SQ FT = 4,590 for 6 employees; Carpet 57%; tile/linoleum/ceramic 43%
- Bathrooms 2 (1 open to the public)
- Alarm System to be activated / deactivated.
- All Lights to be turned off upon completion.
- A fingerprint based criminal background check will be required for any and all employees that will be entering the facility.
- Emergency cleaning of restrooms 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 are to be

supplied by Janitor.

COMPLEX 31
Maintenance Schedule & Specifications
DOT District 4 Office Building
 19 Base Hill Road, Swanzey, NH 03446
 John Kallfelz 603-352-2302

Nightly Maintenance Schedule 5 Nights (4:00 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
Receptacle Emptying - Internal & External	All floors, clean and replace liner
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
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
Recycle Bins	All Floors, empty
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
Semi-Annual Maintenance	
Wash blinds, finished walls, doors	All Floors

Special / Additional Instructions

- Approximate SQ FT = 6,900 for 20 Employees; tile/linoleum/ceramic/concrete 100%
- Bathrooms 3 (3 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. No substitution of personnel without clearance from office contact person.
- 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
- Janitors are not responsible for cleaning storage and mechanical/electrical equipment rooms other than floors and dust, but are required to keep janitor room tidy.
- Key card/access cards/codes 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 Janitor

COMPLEX 32
Maintenance Schedule & Specifications
DMV Tamworth

1864 White Mountain Highway Tamworth, NH 03886
Arthur Garlow 603-227-4050

Nightly Maintenance 5 Nights (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
As Required	
Burnishing	All floors
Recycling	All floors, place recyclables into proper container/dumpsters
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

- Approximate SQ FT = 1,226 for 3 Employees Carpet 15%; tile/linoleum/ceramic 85%
- Bathrooms 2 (1 open to the public)
- Alarm System to be activated / deactivated.
- All Lights to be turned off upon completion.
- A fingerprint based criminal background check will be required for any and all employees that will be entering the facility.
- Deleted areas from specifications: All storage, mechanical and electrical equipment rooms
- 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
- Key card/access cards will be given and will only work in designated areas.
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by the Janitor.

State Police Troop E

1864 White Mountain Highway; Tamworth, NH 03886

Lt. Duffy (603) 223-8382

Nightly Maintenance 5 days Monday thru 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
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

- Approximate SQ FT = 6,205 for 34 Employees (based out of facility but not there full time) Carpet 30%; tile/linoleum/ceramic 70%
- Bathrooms 3 (1 open to the public) 1 with shower facility
- All Lights to be turned off upon completion.
- A fingerprint based criminal background check will be 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 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.
- Janitor 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 are to be supplied by Janitor.

COMPLEX 34

Maintenance Schedule & Specifications

State Police, Windham Weigh Stations (2 facilities)

1 Mile South of Exit 3, Northbound and Southbound

LT. Nicole Armaganian or Sgt. Bill Burke or Sgt. Nate Boothby at 223-8778
Nightly Maintenance 3 Nights - 5:00 P.M to 7:00 P.M. or as agreed upon

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 Information:

- Approximately 3 staff (shifts and days vary, no full time staff)
- Square footage 867 ft. (approximately) per building.
- 2 bathrooms per building.
- A fingerprint based criminal background check will be 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
- Lights to be turned off when completed.
- Vendor shall legally dispose of the trash - no dumpsters.
- Contractor shall supply **all** supplies required to perform their duties. *State will not supply (paper products, hand soap etc.)*