

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

REVISED

COMMODITY: JANITORIAL SERVICES

CONTRACT NO.: 8001803

NIGP: 910-0000

VENDOR: Pro City Facilities Services **VENDOR #:** 226114

CONTACT PERSON: Christian Augusto
 603/518-5869
caugosto@procityfacilitieservices.com

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

TERMS: Net 30

SCHEDULE & PRICING:

Scheduled days per week:

DOS - BELMONT	2
NHARNG CST FACILITY	5
NHARNG JOINT FACILITY	5
LOTTERY BUILDING	5
GRAPHICS / SURPLUS	5
ADMIN HISTORICAL SOCIETY	5
DMV/DOT/ EZPASS - NASHUA	5
DHHS - HAZEN DR	5
PLAISTOW CIRCUIT COURTHOUSE	5
SEABROOK CIRCUIT COURTHOUSE	5
LIQUOR ADMINISTRATIVE BUILDING	5
LIQUOR WAREHOUSE	5
DMV EPPING	5
TROOP A	5
DOC EXETER	1
DMV MANCHESTER	5
DOT D5 / TROOP B	3
DOC NASHUA	1
DMV MILFORD	1
NHES NASHUA	3
NHES KEENE	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)
DOS - BELMONT	\$22.00	\$24.00	\$31.83	\$126.00	\$210.00	\$60.00
NHARNG CST FACILITY	\$52.50	\$52.50	\$52.50	\$400.00	\$400.00	\$400.00
NHARNG JOINT FACILITY	\$95.00	\$95.00	\$95.00	\$3,000.00	\$2,400.00	\$1,500.00
LOTTERY BUILDING	\$19.99	\$19.99	\$19.99	\$1,300.00	\$0.00	\$300.00
GRAPHICS / SURPLUS	\$19.99	\$19.99	\$19.99	\$125.00	\$1,000.00	\$0.00
ADMIN HISTORICAL SOCIETY	\$19.99	\$19.99	\$19.99	\$500.00	\$500.00	\$0.00
DMV/DOT/ EZPASS - NASHUA	\$19.99	\$19.99	\$19.99	\$500.00	\$500.00	\$0.00
DHHS - HAZEN DR	\$570.00	\$570.00	\$570.00	\$5,000.00	\$0.00	\$0.00
PLAISTOW CIRCUIT COURTHOUSE	\$24.00	\$24.00	\$24.00	\$700.00	\$100.00	\$0.00
SEABROOK CIRCUIT COURTHOUSE	\$28.00	\$28.00	\$28.00	\$700.00	\$500.00	\$0.00
LIQUOR - ADMIN	\$16.50	\$16.50	\$16.50	\$0.00	\$0.00	\$1,000.00
LIQUOR - WAREHOUSE	\$34.50	\$34.50	\$34.50	\$0.00	\$0.00	\$0.00
DMV - EPPING	\$15.46	\$15.46	\$15.46	\$75.00	\$0.00	\$75.00
STATE POLICE - TROOP A	\$22.45	\$22.45	\$22.45	\$300.00	\$0.00	\$0.00
DOC - EXETER	\$22.00	\$22.00	\$22.00	\$600.00	\$0.00	\$0.00
DMV - MANCHESTER	\$26.32	\$26.32	\$26.32	\$125.00	\$450.00	\$0.00
DOT - DISTRICT 5 / STATE POLICE - TROOP B	\$37.95	\$37.95	\$37.95	\$390.00	\$700.00	\$0.00
DOC - NASHUA	\$42.85	\$42.85	\$42.85	\$520.00	\$0.00	\$0.00
DMV - MILFORD	\$14.82	\$14.82	\$14.82	\$100.00	\$0.00	\$60.00
NHES NASHUA *	\$29.99	\$29.99	\$29.99	\$900.00	\$150.00	\$100.00
NHES KEENE *	\$32.00	\$32.00	\$32.00	\$600.00	\$200.00	\$75.00

* Upholstery Cleaning (Per Occurrence)

NHES KEENE \$245.00

NHES NASHUA \$245.00

Hourly Rate for Emergency Cleaning

LOCATION	EMERGENCY RATE
DOS - BELMONT	\$30.00
NHARNG CST FACILITY	\$60.00
NHARNG JOINT FACILITY	\$88.00
LOTTERY BUILDING	\$20.00
GRAPHICS / SURPLUS	\$24.00
ADMIN HISTORICAL SOCIETY	\$28.50
DMV/DOT/ EZPASS - NASHUA	\$24.00
DHHS - HAZEN DR	\$150.00
PLAISTOW CIRCUIT COURTHOUSE	\$24.00
SEABROOK CIRCUIT COURTHOUSE	\$28.00
LIQUOR - ADMIN	\$16.50
LIQUOR - WAREHOUSE	\$10.00
DMV - EPPING	\$15.46
STATE POLICE - TROOP A	\$22.45
DOC - EXETER	\$22.00
DMV - MANCHESTER	\$26.32
DOT - DISTRICT 5 / STATE POLICE - TROOP B	\$37.95
DOC - NASHUA	\$42.85
DMV - MILFORD	\$14.82
NHES NASHUA	\$29.99
NHES KEENE	\$32.00

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 1
Maintenance Schedule & Specifications
DOS Belmont Safety Services Building
3 Higgins Drive, Belmont NH 03220
Betsy Haslett (603) 293-2037
Twice Weekly Maintenance (TBD) after 4:15 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
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)
Monthly Maintenance	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors

Special / Additional Instructions

- Approximate Sq Ft 2,100; 5 – 7 staff; Carpet 60%; tile/linoleum/ceramic 40%.
- Bathrooms 4 (2 open to the public).
- All Lights to be turned off upon completion.
- Building key shall be given and shall only work in designated areas.
- A fingerprint based criminal background check shall be required for any and all employees that shall be entering the facility.
- Facility shall supply hand towels, paper towels, hand soap, sanitary paper and trash liners.
- Janitor shall remove trash and place in the outside "dumpster"
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.
- Janitor to schedule work days with the facility.

COMPLEX 2
Maintenance Schedule & Specifications
The Adjutant General's Department Joint Force Headquarters
Building 1

Concord, NH 03301
Paul Annis (603)225-1357
Nightly Maintenance 5 days (Monday through Friday) Time - TBD

Nightly Maintenance	
Clean Mats	All entrances
Lavatory / Kitchen/ Showers/ Changing Rooms/ Locker Rooms/ Drinking Fountains	All, clean partitions, counters, tiled walls, interior of waste cans, and sanitary disposal containers. Clean and sanitize toilet bowls and urinals, washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
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
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
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, locker rooms, showers and gymnasium
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Every Other Night Maintenance	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Monthly Maintenance	
Gymnasium	Scrub, clean disinfect all partitions, tile walls/floors, waste can interiors, sanitary disposal containers.
All Restrooms, locker rooms, showers	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
Quarterly Maintenance	
Clean Walls, Door, Light switches	All Floors
Clean Ceiling Diffusers	All Floors

Areas Not Included in Contract:

“Restricted Access Rooms” / “Areas not to be Cleaned” are **not** included. These areas are identified and shall be discussed with the Contractor upon acceptance of contract.

- The vehicle bays in Building Two (2)
- Weapons Vaults and Supply areas
- “Restricted Access Rooms” / “Areas not to be Cleaned” are NOT included in the numbers below

Additional Requirements:

- Approximately SQ FT = 56,605
 - Facilities
 - Building 1
 - Building 2
- In Square Feet (actual cleaning areas)
- Carpet 35,647
 - VCT 6,241
 - Ceramic 4,416
 - Rolled Rubber 1,736
 - Rubber 891

- Epoxy 7,684
- Bathrooms 14 (0 open to the public), Shower rooms 4, Locker rooms 4.
- Material Safety Data Sheets (MSDS) shall be provided for each cleaning material used in the cleaning of these buildings. MSDS shall be kept current and placed in the closet where materials are stored. If stored in multiple areas multiple MSDS shall be kept. Janitor shall be held responsible for any costs associated due to non-compliance.
- All Lights to be turned off upon completion.
- All janitorial staff are required to sign in/out at security desk and show picture ID.
- Criminal / Background check is required for any and all contracted employees that shall be entering the facility. This is a secure facility and ALL staff require pre-authorization to enter premises. NO EXCEPTIONS. All staff shall have positive ID to enter the main gate and must be on the authorized list. The janitor supervisor shall sign in and out at the front Desk. *Enhanced security check may be 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.
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.

COMPLEX 2
Maintenance Schedule & Specifications
The Adjutant General's Department Civil Support Team (CST) Building
Building 2
 Concord, NH 03301
 Paul Annis (603)225-1357
 Nightly Maintenance 5 days (Monday through Friday) Time - TBD

Nightly Maintenance	
Clean Mats	All entrances
Lavatory / Kitchen/ Showers/ Changing Rooms/ Locker Rooms/ Drinking Fountains	All, clean partitions, counters, tiled walls, interior of waste cans, and sanitary disposal containers. Clean and sanitize toilet bowls and urinals, washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
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
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
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, locker rooms, showers and gymnasium
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Every Other Night Maintenance	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Monthly Maintenance	
Gymnasium	Scrub, clean disinfect all partitions, tile walls/floors, waste can interiors, sanitary disposal containers.
All Restrooms, locker rooms, showers	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers

Quarterly Maintenance	
Clean Walls, Door, Light switches	All Floors
Clean Ceiling Diffusers	All Floors

Areas Not Included in Contract:

"Restricted Access Rooms" / "Areas not to be cleaned" are **not** included. These areas are identified and shall be discussed with the Contractor.

- The vehicle bays in Building Two (2)
- Weapons Vaults and Supply areas
- "Restricted Access Rooms" / "Areas not to be Cleaned" are NOT included in the numbers below

Additional Requirements:

- Approximately SQ FT = 21,737
 In Square Feet (actual cleaning areas)
 - Carpet 5,032
 - VCT 7,854
 - Ceramic 8,251
 - Rubber 600
- Bathrooms 5 (0 open to the public), Shower / Locker rooms 3.
- Material Safety Data Sheets (MSDS) shall be provided for each cleaning material used in the cleaning of these buildings. MSDS shall be kept current and placed in the closet where materials are stored. If stored in multiple areas multiple MSDS shall be kept. Janitor shall be held responsible for any costs associated due to non-compliance.
- All Lights to be turned off upon completion.
- All janitorial staff shall sign in/out at security desk and show picture ID.
- Criminal / Background check is required for any and all contracted employees that shall be entering the facility. This is a secure facility and ALL staff require pre-authorization to enter premises. NO EXCEPTIONS. All staff shall have positive ID to enter the main gate and must be on the authorized list. The janitor supervisor shall sign in and out at the front Desk. *Enhanced security check may be required.*
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.
- 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.

COMPLEX 3
 Maintenance Schedule & Specifications
Lottery Building
 14 Integra Drive Concord, NH 03301
Diane Campbell 603-271-3391 or 603-271-7107
 Nightly Maintenance 5 days 5:00 P.M. to 8:00 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, all vestibule area glass, security glass and sales counter
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)
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 Square footage 12,000, for 50 staff; Carpet 85%; tile/linoleum/ceramic 15%.
- Bathrooms 3 (1 open to the public)
- Current NH criminal record/background checks for any and all employees that shall be entering the facility.
- Current photograph of each Contractor employee.
- In the event that the cleaning cannot occur due to an emergency or severe weather, notification should be made to the Lottery and the Lottery shall not incur a cost for the absence.
- Alarm System to be activated/de-activated.
- All Light to be turned off when completed
- Glass
 - Clean front entry way glass doors and all other glass in vestibule area,
 - Clean security glass and sales counter in sales office.
 - Glass cleaning shall be both sides
 - Sales office.
 - Waiting area (103)
- Clean janitor's closet
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Key card/access cards shall be given and shall only work in designated areas.
- 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 shall be supplied by janitor.

COMPLEX 6
Maintenance Schedule & Specifications
Graphics Services / Federal Surplus Food

12 Hills Avenue Concord, NH 03301

John Boulet 603-271-5559

Nightly Maintenance 5 days 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, 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	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste cans, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Weekly Maintenance	
Detail Clean	All Floors, edges, corners, thresholds
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors

Special / Additional Information:

- Approximate Square Footage = 5,200 for 50 Employees, Tile =2360; Carpet 2,350 and ceramic 490

	Graphic Services	Federal Surplus	Totals Area
Carpet	805	1,555	2,360
Tile	1,520	830	2,350
Ceramic	250	240	490

- Bathrooms 8 (0 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 shall 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
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.

COMPLEX 5
Maintenance Schedule & Specifications
Administrative Services – Historical Society
19 Pillsbury Street, Concord NH 03301
John Boulet 603-271-5559

Nightly Maintenance 5 days 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, 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	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Monthly Maintenance	
Detail Clean	All Floors, edges, corners, thresholds
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors

Special / Additional Information:

- Approximate SQ FT = 6,938 for 60 employees; Carpet 60%; tile/linoleum/ceramic 40%
- Bathrooms 4 (4 open to the public)
- Alarm System to be activated / deactivated.
- All Lights to be turned off upon completion.
- Criminal / Background check is required for any and all employees that shall be entering 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
- Freight Elevators (if equipped and useable) shall be swept clean daily and damped mopped monthly
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.
- Janitor shall empty Floor Standing Cigarette Receptacle
- Key card/access cards shall be given and shall only work in designated areas.
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.
- Suggested Staffing noted below:
 - 1 – Cleaner (4 hours)

COMPLEX 6
Maintenance Schedule & Specifications
DMV / DOT / EZ-Pass Building

Exit 6 Route 3; Nashua, NH

Arthur Garlow 603-227-4050, arthur.garlow@dos.nh.gov

Andrew O'Sullivan AO'Sullivan@dot.state.nh.us

Nightly Maintenance 5 Nights: TBD

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
Recycle	All floors, place recycles 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:

- Approximately 4,250 sq ft for 15 - 20 employees; Carpet 32%; tile/linoleum/ceramic 68%
- 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 shall be required for any and all employees that shall be entering the facility.
- Agency Confidentiality forms shall be required.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Janitor shall empty Floor Standing Cigarette Receptacle
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.
- **Must not interfere** with
 - Motorcycle Rider Training classes on Friday evenings from 5:00 p.m.-9:00p.m. (April to October)
 - Motorcycle Rider Training classes on Saturday and Sunday 7:00 a.m. – 5:00p.m. (April – October)
 - Randomly Scheduled driver testing on Saturday mornings
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.

COMPLEX 7
Maintenance Schedule & Specifications
Health & Human Services
 27-29 Hazen Drive-Concord NH 03301
John Boulet – 603-271-5559
 Nightly Maintenance (5 nights) 5:00 PM to 11:00 PM
 Day Porter (5 days) 8:30 AM to 5:00 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)	Cleans all interior surfaces of elevator cabs, polish metal and saddles entering elevators
Receptacle Emptying - Internal & External	All floors, clean and replace liner

Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
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
Remove Recycling	All Floors, place in designated dumpsters
Monthly Maintenance	
Vacuum Elevator Tracks	All Floors
Submit monthly recycle bag (35 lb)	Estimate # of pounds recycled
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors

Additional Information:

Administrative Services Data Center HHS Computer Room (adjacent to room 300C)	<ul style="list-style-type: none"> Floors shall be vacuumed daily (not swept or dry mopped) and shall be damp mopped daily, using the LEAST water possible No water shall be brought into the raised floor area. All computer room complex floors shall be dry buffed using a nylon pad only twice weekly. No floor finish shall be applied To be cleaned between 5:00 P.M. – 11:00 P.M. Monday through Friday. Contractor must coordinate cleaning schedule with State Agency personnel for work required during time intervals not included above.
BSL-2 Designated Laboratories No escort required	<ul style="list-style-type: none"> Daily <ul style="list-style-type: none"> Remove Trash Dust mopped Weekly <ul style="list-style-type: none"> Damp mop
BSL-3 Designated Laboratories ESCORT REQUIRED*	<ul style="list-style-type: none"> Daily <ul style="list-style-type: none"> Remove Trash Dust & mopped Weekly <ul style="list-style-type: none"> Damp mop
Computer room Lower Level West Health & HHS Building,	<ul style="list-style-type: none"> Vacuum once a week, trash out daily.
Health & Human Services Computer Room, adjacent to Room 300 C	<ul style="list-style-type: none"> Floors shall be vacuumed daily (not swept or dry mopped) and shall be damp mopped daily, using the LEAST water possible No water shall be brought into the raised floor area. All computer room complex floors shall be dry buffed using a nylon pad only twice weekly. No floor finish shall be applied
Lower Level Cafeteria	<ul style="list-style-type: none"> Vacuum, remove spots/spills, daily. No other services required.
Lower Level West, Vital Records Areas	<ul style="list-style-type: none"> Rooms 011W and 009W, two outer vaults and file area to be cleaned weekly at 4:00 P.M. Center vault to be cleaned annually
Room 112	<ul style="list-style-type: none"> Once a week before 4:00 P.M.
Room 215C	<ul style="list-style-type: none"> Clean on Tuesday and Friday only at 4:00 P.M.

Rooms 210C, 211C, 212C	• Shall be cleaned Tuesdays and Fridays, at 3:30 P.M. ONLY
Data Center First Floor	• Nightly-Clean kitchen, sweep / wash floors, wipe counters and sinks,

Deleted Areas	Areas identified below are <u>NOT</u> part of this contract:																				
State Laboratory:	Rabies Lab and all storage, mechanical and electrical equipment rooms located in the basement.																				
Health & Human Services Area:	<p>Rooms</p> <table> <tr> <td>006C</td> <td>006E</td> <td>007C</td> <td>007E</td> </tr> <tr> <td>008C</td> <td>09C</td> <td>010C</td> <td>012W</td> </tr> <tr> <td>013C</td> <td>014W</td> <td>015C</td> <td>102C</td> </tr> <tr> <td>103C</td> <td>200C</td> <td>202C</td> <td>203C</td> </tr> <tr> <td>204C</td> <td colspan="3">food service kitchen</td> </tr> </table> <p>All mechanical equipment and electrical rooms.</p>	006C	006E	007C	007E	008C	09C	010C	012W	013C	014W	015C	102C	103C	200C	202C	203C	204C	food service kitchen		
006C	006E	007C	007E																		
008C	09C	010C	012W																		
013C	014W	015C	102C																		
103C	200C	202C	203C																		
204C	food service kitchen																				
Health & Human Services Area:	<table> <tr> <td>Rooms 006C</td> <td>006E</td> <td>007C</td> <td>007E</td> <td>008C</td> <td>009C</td> <td>010C</td> </tr> <tr> <td>012W</td> <td>013C</td> <td>014W</td> <td>015C</td> <td>102C</td> <td>103C</td> <td>200C 204C</td> </tr> </table> <p>Food service kitchen All mechanical equipment and electrical rooms.</p>	Rooms 006C	006E	007C	007E	008C	009C	010C	012W	013C	014W	015C	102C	103C	200C 204C						
Rooms 006C	006E	007C	007E	008C	009C	010C															
012W	013C	014W	015C	102C	103C	200C 204C															
Administrative Services Data Center:	Closets 9, 18, 21 and all mechanical and electrical rooms.																				

- Approximate Square footage 316,230
- Bathrooms unknown
- 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 shall be entering the facility.
- Deleted areas from specifications: All storage, mechanical and electrical equipment rooms.
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.
- Janitor shall empty exterior Cigarette Receptacle when needed.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Key card/access cards shall be given and shall only work in designated areas.
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, janitor shall supply all other consumables.
- Suggested Minimum Staffing below:
 - 1 - Supervisor / Assistant Supervisor (8 hours)
 - 1 - Full Time Floor Person (8 hours)
 - 1 - Part Time Floater (4 hours)
 - 6 - Part Time Janitorial Staff (4 hours)

COMPLEX 8
Maintenance Schedule and Specifications
PLAISTOW CIRCUIT COURTHOUSE
14 Elm Street, Plaistow, NH 03865
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:

- Two Floors / Approximate SQ FT = 3,784 for 5 employees; approx. 95% Rug/Carpet; 5% tile/linoleum
- Bathrooms 3; 1 public restroom & 2 staff restrooms
- Criminal / Background check & Agency Confidentiality forms are required for any and all staff that shall 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; Contractor shall collect recycling (blue tubs) and bag separately. Contractor shall place barrels outside at night for curbside pick-up and barrels shall need to be recovered the following night. 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

Exceptions to the Nightly Maintenance Frequency Schedule:

The areas below are infrequently utilized and therefore may not require the nightly maintenance as outlined in the schedule. The Contractor shall monitor the areas on a nightly basis and maintain/clean as necessary with a "not to exceed" frequency maintenance schedule as stated below:

- Second Floor: Frequency of two days per week
 - Nightly maintenance required on Monday and Friday
 - Approximate SQ FT = 1,384 (second floor)

COMPLEX 9

Maintenance Schedule & Specifications

SEABROOK CIRCUIT COURTHOUSE

130 Ledge Road, Seabrook, NH 03874

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 &	All floors, clean and replace liner

External	
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 = 4,859 for 6 employees; approx. 65% Rug/Carpet; 35% tile/linoleum**
- **Bathrooms 2; 1 public restroom & 1 staff restroom**
- Criminal / Background check & Agency Confidentiality forms are required for any and all staff that shall 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

Exceptions to the Nightly Maintenance Schedule:

The areas below are infrequently utilized and therefore may not require the nightly maintenance as outlined in the schedule. The Contractor shall monitor the areas on a nightly basis and maintain/clean as necessary with a "not to exceed" frequency maintenance schedule as stated below:

- Record Storage Room (as needed, not to exceed weekly)

COMPLEX 12
Maintenance Schedule & Specifications
State Liquor Commission – Administrative Office
50 Storrs Street, Concord, NH 03301
Diane Goodwin (603) 230-7084
Nightly (5 days) Maintenance after 5:00 PM

Computer Room Maintenance Monday at 5:30 AM

Nightly Maintenance	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory / Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Passenger Elevator(s)	Cleans all interior surfaces of elevator cabs, polish metal and saddles entering elevators
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	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

Computer Room (Monday) at 5:30am

- If Monday is a holiday then the next business day (normally Tuesday).
- All other days the trash shall be left outside the room for pickup.
- Located on the second floor of the Administrative Offices).
 - All floors in the computer room shall be cleaned as follows:
 - Vacuumed and damp mopped using the **smallest amount** of water possible.
 - **NO WATER** shall be brought into the computer room area.
 - All floors in the computer room shall be dry buffed using a nylon pad only.
 - No floor finish shall be applied to floors in the computer room
 - Vacuum All Carpets toughly

Special Instructions

- Square footage total 9,755 (approximately); Carpet 90%; tile/linoleum/ceramic 10%
- Bathrooms 5 (0 open to the public)
- Approximately 54 staff
- Alarm System to be activated/deactivated.
- All Lights to be turned off
- Background/Criminal check is required for any and all staff that shall be entering the facility. Additional security clearance may be required.
- Access keys shall be given out.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Agency shall supply Paper towels, Toilet paper, Trash can liners & hand soap, all other consumables to

be supplied by Janitor.

- The janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot (Administrative Office area only).

COMPLEX 12
Maintenance Schedule & Specifications
Liquor Commission, Warehouse
50 Storrs Street, Concord, NH 03301
Mark Stordall (603) 270-7011
3 days Maintenance 7:30 AM to 2:30 PM (M, W, F)

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

Special Instructions

- Approximately SQ FT = 2,000 for 10 employees; Carpet 0%; tile/linoleum/ceramic 100%
- Criminal/Background check is required for any and all employees that shall 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.
- Janitor shall supply all consumables except for trash can liners and paper products (paper towels, toilet paper, etc).
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.

COMPLEX 19
Maintenance Schedule & Specifications
State Police Troop A

315 Calef Highway; Epping, NH 03042
 Lt. Chris Vetter (603) 223-8490
 Daily Maintenance (5 days) 7:00 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)
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 5,102 Sq ft; 5 - 7 staff, Carpet 50%; tile/linoleum/ceramic 50%
- Bathrooms 4 (0 open to the public)
- A fingerprint based criminal background check shall be required for any and all employees that shall 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
- Make beds in Troopers Barracks number of beds 3 (when needed)
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables to be provided by Janitor.

COMPLEX 20
 Maintenance Schedule & Specifications
DOC Exeter
 8A Continental Drive-Exeter NH 03833
 Keith Phillips – 603-772-4730 x101 (kphelps@nhdoc.nh.us)
 Weekly Maintenance 1 day (Friday) 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 = 3,432 for 14 employees; Carpet 90%; tile/linoleum/ceramic 10%.
- Bathrooms 2 (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.
- Criminal / Background check is required for any and all employees that shall be entering the facility.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested.
- Janitor shall empty Floor Standing Cigarette Receptacle.
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.
- If Friday is a holiday; services shall be done the preceding work day.

COMPLEX 26
Maintenance Schedule & Specifications
DMV Manchester

Manchester Commons, Building B, Suites 2 & 3, 377 South Shallow Street, Manchester, NH 03101
Arthur Garlow (603)227-4050

Nightly Maintenance 5 Nights - 5:00 P.M to 11:00 P.M.
1 Cleaning (Restrooms only) 5 Days – 11:00 A.M. to 1:00 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
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

- Alarm System to be activated/deactivated.
- All Lights to be turned off upon completion.
- Approximate SQ FT = 5,100 for 10 Employees, Carpet 80%; tile/linoleum/ceramic 20%
- Bathrooms 3 (1 open to the public)
- Criminal / Background check & Agency Confidentiality forms are required for any and all employees that shall be entering the facility.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.

COMPLEX 27
Maintenance Schedule & Specifications
DOT District 5 / NHSP Troop B

16 East Point Drive, Bedford NH

Gary S. Clifford 666-3336 - gclifford@dot.state.nh.us

Nightly Maintenance 3 Nights (M, W, F) 5:00 P.M to 11:00 P.M. or other approved schedule

Nightly Maintenance	
Clean Mats/Runners	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,	All floors

Doors, Light Switches	
Vacuum Carpets	All floors
Sweeping	All floors
Every other Day Maintenance	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)
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)
Weekly Maintenance	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
Monthly Maintenance	
Stairwells	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
Vacuum Elevator Tracks	All Floors
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors

Special / Additional Information:

- Approximately 11,200 sq ft for 23 employees; Carpet 33%; tile/linoleum/ceramic 67%
- Bathrooms 5 (0 open to the public)
- A fingerprint based criminal background check shall be required for any and all employees that shall be entering the facility.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Empty trash containers in 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.
- Trash shall be placed in the dumpster.

COMPLEX 28
Maintenance Frequency Schedule
NH DOC (Field Services) Nashua
 5-I Pine Street Ext, #6 Mill South-Nashua NH 03060
 Paul Jacques 603-886-3444 pjacques@nhdoc.state.nh.us
 Nightly Maintenance: 1 night a week (TBD) 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)
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

- Approximate Sq ft 5,500 for 12 employees; Carpet 82%; tile/linoleum/ceramic 18%
- Bathrooms 4 (2 open to the public)
- All Lights to be turned off
- 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.
- Criminal / Background check is required for any and all employees that shall 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
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.
- Janitor shall legally dispose of the trash, no dumpsters.

COMPLEX 29
Maintenance Schedule & Specifications
DMV Milford
 4 Meadow Brook Drive, Milford, NH 03055
Arthur Garlow 603-227-4050
 Nightly Maintenance 1 Night (TBD) - 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
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 SQ FT = 2,004 for 3 employees; Carpet 50%; tile/linoleum/ceramic 50%
- Bathrooms 2 (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 shall be required for any and all employees that shall be entering the facility.
- Emergency cleaning of restrooms on a per event basis as requested
- Janitor shall empty Floor Standing Cigarette Receptacle
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.

COMPLEX 39
Maintenance Schedule & Specifications
NHES Nashua

6 Townsend West, Nashua, NH 03063-1217

Helen A. Dinsmore – 603-228-4158 Helen.A.Dinsmore@nhes.nh.gov (Primary Contact)

Jesse Propri – 603-228-4027 Jesse.B.Propri@nhes.nh.gov (Secondary Contact)

Nightly Maintenance 5 Nights (Mon-Fri) - 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 / Drinking Fountains	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors
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	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors

Vacuum Upholstered Chairs	All Floors
Monthly Maintenance	
Clean Ceiling Diffusers	All Floors

Special / Additional Information:

- Approximate Square footage 12,000; Carpet 90%; tile/linoleum/ceramic 15%
- Bathrooms 4 (2 open to the public)
- Alarm System to be activated/deactivated
- All Lights to be turned off upon completion
- Criminal / Background check & Agency Confidentiality forms are required for any and all employees that shall be entering the facility.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Janitors are not responsible for cleaning storage and mechanical/electrical equipment rooms
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot
- Janitor shall empty all Cigarette Receptacles
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.

COMPLEX 43
Maintenance Schedule & Specifications

NHES Keene

109 Key Road, Keene, NH 03431-3926

Helen A. Dinsmore – 603-228-4158 Helen.A.Dinsmore@nhes.nh.gov (Primary Contact)

Jesse Propri – 603-228-4027 Jesse.B.Propri@nhes.nh.gov (Secondary Contact)

Nightly Maintenance 5 Nights (Mon-Fri) - 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 / Drinking Fountains	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors
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	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Monthly Maintenance	
Clean Ceiling Diffusers	All Floors

Special / Additional Information:

- Approximate Square footage 4,800 Carpet 95%; tile/linoleum/ceramic 5%

- Bathrooms 3 (1 open to the public)
- Alarm System to be activated/deactivated
- All Lights to be turned off upon completion
- Criminal / Background check & Agency Confidentiality forms are required for any and all employees that shall be entering the facility.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Janitors are not responsible for cleaning storage and mechanical/electrical equipment rooms
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot
- Janitor shall empty all Cigarette Receptacles
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor.