

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.: 8001805

NIGP: 910-0000

VENDOR: Goodwill Industries **VENDOR #:** 177131

CONTACT PERSON: William Gobin
603/223-0603
William.Gobin@goodwillnne.org

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

TERMS: Net 30

SCHEDULE & PRICING:

Scheduled days per week:

SERVICES TO PERSONS WITH DISABILITIES 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)
SERVICES TO PERSONS WITH DISABILITIES	\$25.09	25.09	25.09	\$0.00	\$500.00	\$0.00

Hourly Rate for Emergency Cleaning

LOCATION	EMERGENCY RATE
SERVICES TO PERSONS WITH DISABILITIES	\$50.00

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 44
Maintenance Schedule & Specifications
Services to Persons with Disabilities
117 Pleasant Street, Concord, NH 03301
Linda Cilley (603) 271-2401

Nightly Maintenance 3 Nights (M, W, F): 5:00 PM –11:00 PM

Nightly Maintenance	
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory / Kitchen Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Passenger Elevator(s)	Clean all interior surfaces of elevator cabs, polish metal and saddles entering elevators
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture, Cubicle Panels & Chairs	All floors
Spot Clean Kitchens / Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All floors
Sweeping	All floors
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
As Required	
Burnishing	All floors
Lights	All floors, change light bulbs as needed, notify office manager when supply is low
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Every Other Night Maintenance	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills)
Weekly Maintenance	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
Monthly Maintenance	
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors

Special / Additional Information:

- Approximate SQ FT = 7,233 ; 5 staff, Carpet NONE; tile/linoleum/ceramic 100%
- Bathrooms 3 (0 open to the public)
- All Lights to be turned off upon completion.
- Criminal / Background check is required.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested.
- Freight Elevators shall be swept clean daily and damped mopped monthly
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot.
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.