

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

Date: March 1, 2016

NOTICE OF CONTRACT

REVISED

COMMODITY: JANITORIAL SERVICES

CONTRACT NO.: 8001810

NIGP: 910-0000

VENDOR: JCM Business Solutions **VENDOR #:** 263477

CONTACT PERSON: Patrick Trevino
516/826-6644
Ptrevino@jcmlc.net

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

TERMS: Net 30

SCHEDULE & PRICING:

Scheduled days per week:

LIQUOR ENFORCEMENT	5
STATE LIBRARY	5
DHHS – SOUTH STREET	5

LOCATION	DAILY RATE			PER OCCURRENCE (Rate for all Fiscal Years)		
	FY16	FY17	FY18	Carpet Cleaning	Floor Refinishing	Window Washing (Inside Only)
LIQUOR ENFORCEMENT	\$14.80	\$14.80	\$14.80	\$1,900.00	\$300.00	\$25.00
STATE LIBRARY	\$45.33	\$45.33	\$45.33	\$500.00	\$300.00	\$25.00
DHHS – SOUTH STREET	\$53.93	\$53.93	\$53.93	\$425.00	\$200.00	\$125.00

Hourly Rate for Emergency Cleaning

LOCATION	EMERGENCY RATE
LIQUOR ENFORCEMENT	\$25.00
STATE LIBRARY	\$25.00
DHHS – SOUTH STREET	\$25.00
NHES SALEM	\$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 11
 Maintenance Schedule & Specifications
Liquor Commission – Enforcement Division
 57 Regional Drive, Suite 8, Concord NH
 Michael Galvin 603-271-8525

Daily Maintenance 5 Days Monday through Friday - 8:00 AM to 4:00 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
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/Additional Information

- Approximate Sq ft 8,230 for 40 staff; Carpet 95%; tile/linoleum/ceramic 5%
- Bathrooms 2 (2 open to the public)
- The Evidence Room (150 SF) in not included above and is not to be accessed.
- Agency shall supply Paper towels, Toilet paper, Trash can liners & hand soap, all other consumables to be supplied by Janitor.
- Background/Criminal check is required for any and all staff that will be entering the facility.
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested

COMPLEX 13
 Maintenance Schedule & Specifications
State Library
 20 Park Street Concord NH 03301
 John Boulet 603-271-5559
 Nightly Maintenance (5 days): 3:00 P.M. to 11:00 P.M.

Nightly Maintenance	
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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
Public Areas (desks, tables, front desks)	Clean all desks, tables, etc. Note: Wood tables are historic and require WAXING only, not spraying
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
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
Monthly Maintenance	
Stairwells	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
Submit monthly recycle bag (35 lb)	Estimate # of pounds recycled
Vacuum Elevator Tracks	All Floors
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors

Special / Additional Information:

- Approximate SQ FT = 40,000 (including stairwells / mezzanines) for 25 employees.
- Bathrooms 6 (3 open to the public)
- Alarm System to be activated / deactivated.
- ALL FLOORS shall include mezzanines and sub-basement, etc.
- All Lights to be turned off upon completion.
- Arches and columns are considered to be parts of walls for cleaning purposes.
- Book / document storage areas require special care; so that no damage will occur to them, especially when spray buffing and damp mopping. No Damp Mopping book areas - vacuum only.
- Criminal / Background check is required for any and all employees that will be entering the facility.
- Elevators shall be swept clean and damped mopped monthly
- Janitor shall empty Floor Standing Cigarette Receptacles.
- Key card/access cards will be given and will only work in designated areas. Contractor will be required to lock and unlock specific doors.
- Marble stair case is to be vacuumed or dry mopped ONLY. No wet mop. The risers have metal on them and years of web mopping have caused permanent rust stains on the marble. If needed, a wet spot clean can be done for very dirty places.
- Mosaic tile on the second floor map gallery shall only be cleaned with a very damp mop.
- Stairwells can be Marble, steel, rubber etc. and need to be cleaned appropriately.
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables shall be supplied by janitor.
- Suggested Staffing noted below:

- o 2 – Cleaner (4+ hours)

Excluded areas

The following are **NOT** part of the contract

- o All mechanical equipment and electrical rooms in the basement and subbasement;
- o The domed ceiling in the second floor gallery
- o The ceiling in the second floor meeting room.
- o Deleted areas from specifications: All storage, mechanical and electrical equipment rooms

COMPLEX 14
Maintenance Schedule & Specifications
Health & Human Services (South Street)
 64 South 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/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, Doors, Light Switches	All floors
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.
Submit monthly recycle bag (35 lb)	Estimate # of pounds recycled
Vacuum Elevator Tracks	All Floors
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors

Special / Additional Information:

- Approximate Square footage total 21,210.
- Bathrooms 6 (2 open to public)
 - o Contractor will be required to lock and unlock specific doors and to place signs at designated areas.

- 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.
- 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.
- Elevators shall be swept clean daily and damped mopped monthly
- Janitor shall empty exterior Cigarette Receptacle as needed
- 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.
- 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.
- Suggested Staffing noted below:
 - 1 – Working building Supervisor (2-4hrs)
 - 1 – Part time Janitorial Staff (4 hours)

COMPLEX 41
Maintenance Schedule & Specifications
NHES SALEM

29 South Broadway, Salem, NH 03079-3026

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 5,504; Carpet 85%; 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 will 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.