

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

Date: October 1, 2015

NOTICE OF CONTRACT

COMMODITY: JANITORIAL SERVICES

CONTRACT NO.: 8001816

NIGP: 910-0000

VENDOR: Twinns Janitorial **VENDOR #:** 158527

CONTACT PERSON: Cheryl Wood
603/742-8840
cwood10050@aol.com

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

TERMS: Net 30

SCHEDULE & PRICING:

Scheduled days per week:

NHES PORTSMOUTH	3
NHES SOMERSWORTH	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		
	FY16	FY17	FY18
NHES PORTSMOUTH	\$36.36	\$36.36	\$36.36
NHES SOMERSWORTH	\$40.91	\$40.91	\$40.91

Hourly Rate for Emergency Cleaning

LOCATION	CARPET CLEANING	FLOOR REFINISHING	WINDOW WASHING	UPHOLSTERY CLEANING	EMERGENCY RATE
NHES PORTSMOUTH	\$375.00	\$0.00	\$0.00	\$2.25 per chair	\$0.00
NHES SOMERSWORTH	\$500.00	\$0.00	\$0.00	\$2.25 per chair	\$0.00

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: Katie Daley, Purchasing Agent
603/271-3135
kathleen.daley@nh.gov

COMPLEX 40
Maintenance Schedule & Specifications

NHES Portsmouth

2000 Lafayette Road, Portsmouth NH 03801-5673

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 3 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 / 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 7,500; Carpet 90%; tile/linoleum/ceramic 10%
- 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.

COMPLEX 42
Maintenance Schedule & Specifications

NHES Somersworth

6 Marsh Brook Drive, Somersworth, NH 03878-1595

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 3 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 / 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 10,000; Carpet 90%; tile/linoleum/ceramic 10%
- 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
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