

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: October 12, 2015

NOTICE OF CONTRACT

COMMODITY: JANITORIAL CLEANING

CONTRACT NO.: 8001906

NIGP: 910-3900

VENDOR: GFS Building Maintenance **VENDOR # :** 156884
 20 Blaine Street
 Manchester, NH 03102

CONTACT PERSON(S): Lori Koester
Tel. No.: 603-668-6612
E-Mail: lkoester@gfsservices.com

EFFECTIVE FROM: October 1, 2015 through June 30, 2018

TERMS: Net 30

PRICING:
 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) | | | Window Washing (Inside Only) |
|------------------|------------|---------|---------|--|-------------------|---------------------|------------------------------|
| | FY16 | FY17 | FY18 | Carpet Cleaning | Floor Refinishing | Upholstery Cleaning | |
| DOC - OSSIPEE | \$36.00 | \$37.08 | \$38.20 | \$111.28 | \$48.00 | NA | \$60.00 |
| NHES - CLAREMONT | \$28.00 | \$28.84 | \$29.71 | \$776.00 | \$162.00 | \$465.00 | \$60.00 |
| NHES - CONWAY | \$44.00 | \$45.32 | \$46.70 | \$720.00 | \$238.00 | \$325.00 | \$60.00 |
| NHES - SALEM | \$36.00 | \$37.08 | \$38.19 | \$748.00 | \$248.00 | \$420.00 | \$60.00 |

Hourly Rate for Emergency Cleaning

| LOCATION | EMERGENCY RATE |
|------------------|----------------|
| DOC - OSSIPEE | \$16.00 |
| NHES - CLAREMONT | \$16.00 |
| NHES - CONWAY | \$16.00 |
| NHES - SALEM | \$16.00 |

INVOICING: Itemized invoices shall be submitted after the completion of job/services and shall include: a brief description of the work done along with the location of work, to the individual agency.

Contractor shall be paid within 30 days after receipt of properly documented invoice and acceptance of the work to the state satisfaction.

The invoice shall be sent to the address of the using agency under agreement.

PAYMENT:
 Payments shall be made via ACH. Use the following link to enroll with the State Treasury:
<http://www.nh.gov/treasury/Divisions/DocsForms/Tforms.htm?inc=P>

QUESTIONS: Direct any questions to Katie Daley, 603-271-3135 or Kathleen.Daley@NH.Gov.

LOCATION SPECIFICATIONS:

Maintenance Schedule & Specifications

NHES Claremont

404 Washington Street, Claremont, NH 03743-0180

Helen 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 (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 / 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) |
| 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 | |
| Clean Ceiling Diffusers | All Floors |

Special / Additional Information:

- Alarm System to be activated/deactivated
- All Lights to be turned off upon completion
- Approximate SQ FT = 5,300, 9 employees; Carpet 90%; tile/linoleum/ceramic 10%
- Bathrooms 3 (1 open to the public)
- Change fluorescent light bulbs and notify office manager when supply is low
- Criminal / Background check & Agency Confidentiality forms are required.
- 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 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, for janitorial tasks (not to stock agency supplies).

Maintenance Schedule & Specifications

NHES CONWAY

518 White Mountain Highway, Conway, NH 03818-4205

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 (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 / 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) |
| 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 | |
| Clean Ceiling Diffusers | All Floors |

Special / Additional Information:

- Approximate Square footage 5,307; Carpet 85%; tile/linoleum/ceramic 15%
- 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 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, for janitorial tasks (not to stock agency supplies).

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 3 Nights (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 / 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) |
| | |
| 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 | |
| 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, for janitorial tasks (not to stock agency supplies).

Maintenance Schedule & Specifications

DOC (Field Services) Ossipee

19 Old Rte 28, Ossipee, NH 03864

Jason Smith (603) 539-4137

Weekly Maintenance Thursday from 9:00 AM through 3:00 PM
(If Thursday is a holiday; services shall be done the preceding work day)

| | |
|---|---|
| Weekly Maintenance | |
| Clean Mats (vacuum only) | All entrances |
| 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 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 |

| | |
|------------------------------|---|
| High Dust | All Floors |
| Low Dust | All ledges (includes furniture, pictures and window sills) |
| Monthly Maintenance | |
| Vacuum Upholstered Chairs | All Floors |
| 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 = 1,368 for 4 employees; Carpet 90%, VCT 10%
- 1 bathroom
- 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 will be entering the facility
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested.
- Janitor shall removal and dispose of all Trash (All trash shall be disposed of in accordance with all State/local laws)
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners, all other consumables are to be supplied by Janitor, for janitorial tasks (not to stock agency supplies).