

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.: 8001915
NIGP: 910-0000
VENDOR: Northern Human Services VENDOR # : 177222
CONTACT PERSON(S): Janet Nickerson
Tel. No.: 603-752-5400
E-Mail: jnickerson@northernhs.org
EFFECTIVE FROM: October 23, 2015 Through: June 30, 2018

TERMS: Net 30 Days

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>

PRODUCTS & PRICING:
Scheduled days per week:
DMV GORHAM 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

DAILY RATE			PER OCCURRENCE (Rate for all Fiscal Years)		
FY16	FY17	FY18	Carpet Cleaning	Floor Refinishing	Window Washing (Inside Only)
\$ 50.00	\$ 50.00	\$ 50.00	\$ 400.00	\$ 1,300.00	\$ 0.00

INVOICING: 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

Maintenance Schedule & Specifications

DMV Gorham

Mountain Valley Plaza

491 Main Street, Gorham NH 03581

Arthur Garlow 603-227-4050

Nightly Maintenance 3 Nights per Week (exact days 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
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:

- Alarm System to be activated / deactivated.
- All Lights to be turned off upon completion.
- Criminal/Background checks will be required for any and all employees that will be entering areas using the card access system.
- Deleted areas from specifications: All storage, mechanical and electrical equipment rooms
- Janitor shall report and recycle trash (paper/plastic, etc.) in appropriate containers if available.
- Janitor shall remove trash and place in the outside dumpster
- 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 to be supplied by Janitor, for janitorial tasks (not to stock agency supplies).