

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: May 31, 2016

NOTICE OF CONTRACT

COMMODITY: JANITORIAL SERVICES - Manchester  
CONTRACT NO.: 8002031  
NIGP: 910-0000  
VENDOR: Jay McKenna Cleaning VENDOR #: 167567  
CONTACT PERSON: Jay McKenna  
603-345-5187  
[jmcke52403@aol.com](mailto:jmcke52403@aol.com)  
EFFECTIVE FROM: June 1, 2016 Through: September 30, 2019  
TERMS: Net 30

SCHEDULE & PRICING:

FY16 shall be from JUNE 1, 2016 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  
FY19 shall be from JULY 1, 2018 TO SEPTEMBER 30, 2019

LOCATION	DAILY RATE			PER OCCURRENCE (Rate for all Fiscal Years)
	FY16/17	FY18	FY19	Emergency Cleaning Rate/hr
Manchester District Courthouse	\$145	\$145	\$145	\$16

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](mailto:Laura.Ingram@nh.gov)

Maintenance Schedule and Specifications  
**MANCHESTER CIRCUIT COURTHOUSE**  
 35 Amherst Street, Manchester, NH 03101  
 Tammy Nelson: [Tammy.Nelson@nh.gov](mailto:Tammy.Nelson@nh.gov) P: 603-271-7977  
 Nightly Maintenance / 5 Days: Monday through Friday

<b>Nightly Maintenance</b>	
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	High traffic areas – Foyers, clerks’ office, courtrooms, All other floors daily as needed (or a minimum of once per week)
Sweeping	All floors
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped, etc.
<b>As Required</b>	
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)
Courtroom Pews	Wipe down, clean to remove grease residues, oils and grimes; polish
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills) <b>NO STAFF DESKS</b>
<b>Weekly Maintenance</b>	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors

I. Building Specifications:

The Contractor shall be responsible for the provision of janitorial services for the Manchester Circuit Court, which consists of:  
 Square Footage: approximately 50,688  
 Stairwells: 4  
 Employees: 50 +/-  
 Flooring: 75% Rug / Carpet; 25% tile / linoleum  
 Bathrooms: 25 total; 12 public restrooms, 13 staff restrooms (includes the holding cell area restroom)

On average, 400 people from the general public enter/use the building on a daily basis.

II. Additional Requirements:

The provisions below are additional requirements to be performed by the Contractor:

- A Criminal Records Release Authorization Form (State of NH, Department of Safety, Division of State Police) shall be required for each employee prior to working in the

building. Record Release Forms shall be provided to and kept on file with the Bureau of Court Facilities.

- Contractor is welcome to park in the State's parking lot, adjacent to the building. The lot shall be secured nightly via a cable link and locked upon completion.
- Contractor shall activate/deactivate the building's alarm system. The alarm shall be activated nightly upon completion.
- Contractor shall ensure all lights are turned off nightly upon completion
- Contractor shall ensure the dumpster is locked nightly upon completion
- Contractor shall empty external (employee entrance) cigarette receptacle nightly (stainless steel mounted to building); clean/wipe down at least once per week
- Contractor shall empty external free standing cigarette receptacle and garbage barrel daily and bring in at night (place in front foyer)
- Contractor shall collect and remove trash; place in outside dumpster
- Contractor shall collect recycling (blue tubs) and bag separately; place in outside dumpster
- State shall supply all consumables (trash can liners and paper products (paper towels, toilet paper, etc.))

### III. Nightly Maintenance for Holding Cell Area:

The courthouse includes a sizeable cellblock area which provides for conference areas (3), holding cells (6), and a control room for security staff. There are toilets in each cell and one restroom adjacent to the control room. Cellblock area must be kept sanitized using cleaning products and techniques to ensure a healthy environment free of unwanted substances, pollutants, bacteria and odors. The following describes the nightly maintenance requirements:

- Dry mop floors and wash with a disinfectant
- Clean and disinfect holding cells
  - Wipe down all benches with a disinfectant
  - Clean, scrub, disinfect toilet bowls
- Spot clean walls, doors, light switches
- Wipe down counter surfaces in conference areas and cell block control room
- Clean control room glass
- Remove trash
- Scrub, clean, disinfect the control room restroom, sink, walls/floors

The above provisions are not intended to replace the requirements provided in the Maintenance Frequency Schedule; those provisions shall remain in full force and effect. The above provisions are being provided to ensure the area is cleaned adequately.

### IV. Exceptions to the Nightly Maintenance Frequency Schedule:

The areas below are infrequently utilized and therefore may not require the nightly maintenance as outlined in the schedule.

The Contractor shall monitor the areas on a nightly basis and maintain/clean as necessary with a "minimum" frequency maintenance schedule as stated below.

#### Floor Two

- Offices (3) / (as needed / minimum of 1x per week)
- Room 211 (as needed / minimum of 1x per week)
- Room 212 (as needed / minimum of 1x per week)

#### Floor Three

- Lounge w/sink (counter tops, sink, tables, floors) (as needed / minimum of 1x per week)

- Law Library (only as needed / minimum of 1x per month)
- Room 314 w/ (1) restroom (as needed / minimum of 1x per week)
- Room 316A & 316B w/ (3) restrooms (as needed / minimum of 1x per week)

V. Exclusions:

The following areas are not included as part of the square footage. Such areas shall be the responsibility of the State:

- Bid EXCLUDES basement area
- Bid EXCLUDES the garages
- Contractor not responsible for cleaning storage and/or mechanical/electrical equipment rooms