

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: June 13, 2016

**NOTICE OF CONTRACT**

**COMMODITY:** JANITORIAL SERVICES – BERLIN COURT AND VOC-ED CENTER

**CONTRACT NO.:** 8002036

**NIGP:** 910-0000

**VENDOR:** Barreira Cleaning Services **VENDOR #:** 257104

**CONTACT PERSON:** Thomas Addario  
603-752-4538  
[Mtsbtommy@yahoo.com](mailto:Mtsbtommy@yahoo.com)

**EFFECTIVE FROM:** July 1, 2016 **Through:** September 30, 2019

**TERMS:** Net 30

**SCHEDULE & PRICING:**

FY17	\$	<u>58.00</u>
FY18	\$	<u>59.00</u>
FY19	\$	<u>60.00</u>

**CARPET CLEANING AND FLOOR REFINISHING**

CARPET CLEANING AND FLOOR REFINISHING, SHALL BE PROVIDED UPON REQUEST OF THE FACILITY CONTACT PERSON. ALL WORK MUST BE PREAPPROVED BY THE FACILITY CONTACT, OR THEIR DESIGNEE, IN WRITING.

**Carpet - Per occurrence**

FY17/18/19 \$ 400.00

**Floor Refinishing - Per occurrence**

FY17/18/19 \$ 1,000.00

**Upholstery Cleaning - Per occurrence**

FY17/18/19 \$ 10.00

**Window Washing (Inside only) - Per occurrence**

FY17/18/19 \$ 10.00

**Emergency Cleaning Rate/HR** All FY \$ 25.00

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

Maintenance Schedule and Specifications

**BERLIN COURT and VOC-ED CENTER**

650 Main Street, Berlin, NH 03570

**First Floor**

Tammy Nelson: [Tammy.Nelson@nh.gov](mailto:Tammy.Nelson@nh.gov) P: 603-271-7977

Nightly Maintenance / 5 Days: Monday through Friday (5 pm – 10 pm)

<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>	
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)
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 Berlin Circuit Court, which consists of:

Square Footage: approximately 12,680

Stairwells: 0

Employees: +/- 10

Flooring: 60% Rug / Carpet; 40% tile / linoleum

Bathrooms: 6 total; 4 public restrooms, 2 staff restrooms (includes the holding cell area restroom)

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 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 empty external free standing cigarette receptacle
- Contractor shall collect and remove trash; place in outside dumpster
- Contractor shall collect recycling (blue tubs) and bag separately; place in outside dumpster
- Contractor shall supply all consumables (*except as noted below*)
- State shall supply all paper products, hand soap and can liners
- Contractor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk
- Emergency daytime cleaning of restrooms/public areas on a per event basis

III. Exclusions:

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

- Contractor not responsible for cleaning storage and/or mechanical/electrical equipment rooms