

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 – NHES Laconia
CONTRACT NO.: 8002037
NIGP: 910-0000
VENDOR: Jay McKenna Cleaning VENDOR #: 167567
CONTACT PERSON: Jay McKenna
603-345-5187
jmcke52403@aol.com
EFFECTIVE FROM: July 1, 2016 Through: September 30, 2019
TERMS: Net 30

SCHEDULE & PRICING:

FY17	\$	<u>30.95</u>
FY18	\$	<u>30.95</u>
FY19	\$	<u>30.95</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 \$ 950.00

Floor Refinishing - Per occurrence

FY17/18/19 \$ 275.00

Upholstery Cleaning - Per occurrence

FY17/18/19 \$ 325.00

Window Washing (Inside only) - Per occurrence

FY17/18/19 \$ 195.00

Emergency Cleaning Rate/HR All FY \$ 17.00

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

Maintenance Schedule and Specifications
Complex 21 Maintenance Frequency Schedule

NHES Laconia

426 Union Avenue, Ste 3 Laconia, New Hampshire 03246-2894

Contact Jesse Propri – 603-419-9757 jesse.b.propri@nhes.nh.gov

Nightly Maintenance - 3 days	(Monday-Wednesday- Friday) 5:00PM – 11:00PM
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
Passenger Elevator(s)	Clean all Interior Surfaces of Elevator Cabs Polish Metal and Saddles entering Elevators
Receptacle Emptying - Internal & External	All floors, clean and replace liner
Spot Clean Carpeting	All floors
Spot Clean Floors	All floors
Spot Clean Furniture	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
Drinking Fountains	Disinfect Daily
As Required	
All Light Fixtures	Dust
Damp Mopping	Stairways
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, furniture, pictures and window sills
Weekly Maintenance	
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
Monthly Maintenance	
Light Fixtures	All Dust
Quarterly Maintenance	
Burnishing	All Tiled Floors
Clean Ceiling Diffusers	All Floors
Machine Scrubbing/Floor Recoating	All Tiled Floor Area including lavatories
Metal Polishing, Drinking fountains	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking Fountains (brass, stainless & aluminum)
Stairways and Landings	Damp Mop and Clean
As required with written Agency approval	
Upholstery / Partition Cleaning	All pieces
Carpet Cleaning	All Floors
Floor Stripping / Refinishing (per occurrence)	All Floors
Window Washing (per occurrence)	All Floors

Special / Additional Information:

- Approximate Sq Ft = 6,080; 9 Employees, Carpet 90%; tile/linoleum/ceramic 10%
- Bathrooms 5 - 1 open to the public downstairs, 2 employee upstairs, 2 employee downstairs
- Lounge area upstairs
- Change fluorescent light bulbs and notify office manager when supply is low
- Criminal / Background check is required for each person who will work within this building (see Attachment A)
- Confidentiality Form must be printed and signed

- Deleted areas from specifications: All storage, mechanical and electrical equipments rooms
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Lights to be turned off and Alarm System to be activated/de-activated
- State supplies Paper Towels, Toilet Paper, Hand Soap and trash can liners
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk and/or around dumpsters