

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

CONTRACT NO.: 8002039

NIGP: 910-0000

VENDOR: Richen Management. **VENDOR #:** 221650

CONTACT PERSON: Richard McCue
(T)207-270-3141
(E)richen.management@aol.com

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

TERMS: Net 30

SCHEDULE & PRICING:

	COOS Courthouse	DHHS, Berlin Office
FY17	\$ <u>195.00</u>	\$ <u>80.00</u>
FY18	\$ <u>195.00</u>	\$ <u>80.00</u>
FY19	\$ <u>195.00</u>	\$ <u>80.00</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.

	COOS Courthouse	DHHS, Berlin Office
Carpet - Per occurrence		
FY17/18/19	\$ <u>900.00</u>	\$ <u>500.00</u>
Floor Refinishing - Per occurrence		
FY17/18/19	\$ <u>900.00</u>	\$ <u>500.00</u>
Upholstery Cleaning - Per occurrence		
FY17/18/19	\$ <u>500.00</u>	\$ <u>375.00</u>
Window Washing (Inside only) - Per occurrence		
FY17/18/19	\$ <u>500.00</u>	\$ <u>75.00</u>

Emergency Cleaning Rate/HR

	COOS Courthouse	DHHS, Berlin Office
FY17/18/19	\$ <u>17.00</u>	\$ <u>17.00</u>

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.

Maintenance Schedule and Specifications
COOS COUNTY SUPERIOR COURTHOUSE
 55 School Street, Lancaster, NH 03584
 Tammy Nelson: Tammy.Nelson@nh.gov P: 603-271-7977

Nightly Maintenance / 5 Days: Monday through Friday (4 pm – 10 pm)

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	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.
As Required	
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
Every Other Night Maintenance	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills) NO STAFF DESKS
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
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors

I. Building Specifications:

The Contractor shall be responsible for the provision of janitorial services for the Coos County Superior Court, which consists of:

Square Footage: approximately 34,000

Stairwells: 3

Employees: +/- 30

Flooring: 75% Carpet; 25% vinyl/tile

Bathrooms: 21 total; 6 public restrooms, 12 staff restrooms, 3 prisoner holding cell area

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
- Clean up of papers, cans, butts and/or other items not belonging on the sidewalk surrounding the building

III. Exclusions:

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

- Bid EXCLUDES the sally port garage
- Contractor not responsible for cleaning storage and/or mechanical/electrical equipment rooms

Recommendation Statement:

The Coos County Superior Court is a large courthouse located in the northern part of the State. On average, 100 people from the general public enter/use the building daily. The courthouse also provides a staff area for approximately 30 employees. Care for this building consists of maintaining **over 30,000 square feet** of office and public space, a holding cell area, along with 21 restrooms, spanning three levels. Historically, the State employed a staff of three part time cleaners to care for the building providing between 45 – 50 hours of cleaning per week. Based on this information, the State recommends the awarded Contractor be prepared to staff accordingly. Further, the expectation is that the staff shall be trained in appropriate custodial best practices and supervised by a competent management team member. The State shall conduct quality control inspections on a weekly basis, identifying deficiencies and requiring immediate corrective actions. Inadequate or insufficient cleaning of the courthouse will be grounds for default in accordance with Section 8 of the P-37 Agreement.

Complex 2 Maintenance Frequency Schedule DHHS, Berlin District Office 650 Main Street, Second Floor Berlin, NH 03570	
Nightly Maintenance - 5 Nights	5:00PM – 11:00PM
Clean Mats	All entrances
Damp Mopping	All Floors in wintertime or during inclement weather; not to exceed every other day in good weather
Glass/Mirror Cleaning	All glass partitions/doors and Entrance/View window doors
Lavatory / Kitchen Cleaning	All, includes counters, Refill Hand Towels/TP/Soap dispensers
Passenger Elevator(s)	Clean all Interior Surfaces of Elevator Cabs Polish Metal and Saddles entering Elevators
Receptacle Emptying	All Floors, Clean/replace liner
Spot Clean Carpeting	All Floors
Spot Clean Floors	All Floors
Spot Clean Furniture	All Floors
Spot Clean Kitchens / Lavatory	All partitions, counters, toilets/urinals, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Doors & Light Switches	All Floors
Sweeping	All Floors
Vacuum Carpets	All Floors; All Areas
As Required	
Burnishing	All Floors
Machine Scrubbing/Floor Recoating	All Floors including lavatories
Metal Polishing	All interior/exterior door hardware & interior handrails, kick plates (brass, stainless & aluminum) & drinking fountains

Every Other Night Maintenance	
Low Dust	All ledges, furniture, pictures and window sills
Weekly Maintenance	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Monthly Maintenance	
All Restrooms	Scrub, Clean, Disinfect the following grout, all partitions, counters, tile walls/floors, waste can interiors, sanitary disposal containers
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors
As required with written Agency approval	
Carpet/Upholstery Cleaning	All Floors
Floor Stripping / Refinishing (per occurrence)	All Floors
Window Washing (per occurrence)	All Floors

Special / Additional Instructions

- All Lights to be turned off upon completion
- Bathrooms 5 (2 open to the public)
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Contractor shall clean up papers, cans, butts and/or other items not belonging on the entranceways/sidewalks
- Contractor shall empty Floor Standing Cigarette Receptacle
- Responsible for 2nd floor common areas including elevator and stairwells
- Contractor to supply all consumables -

QUESTIONS:

Laura Ingram, Purchasing Agent
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