

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.: 8002040
NIGP: 910-0000
VENDOR: SJ Services Inc. **VENDOR #:** 162080
CONTACT PERSON: David Shea
 (T) 978-360-1229
 (F) 978-750-8159
 (E) dshea@sjservices.com

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

TERMS: Net 30

SCHEDULE & PRICING:

	Cheshire Courthouse	Dover Court	NHDOE - Keene
FY17	\$ <u>114.50</u>	\$ <u>85.50</u>	\$ <u>33.00</u>
FY18	\$ <u>114.50</u>	\$ <u>85.50</u>	\$ <u>33.00</u>
FY19	\$ <u>114.50</u>	\$ <u>85.50</u>	\$ <u>33.00</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.

	Cheshire Courthouse	Dover Court	NHDOE - Keene
Carpet - Per occurrence			
FY17/18/19	\$ <u>3,000.00</u>	\$ <u>1,200.00</u>	\$ <u>200.00</u>
Floor Refinishing - Per occurrence			
FY17/18/19	\$ <u>2,000.00</u>	\$ <u>600.00</u>	\$ <u>200.00</u>
Upholstery Cleaning - Per occurrence			
FY17/18/19	\$ <u>300.00</u>	\$ <u>300.00</u>	\$ <u>50.00</u>
Window Washing (Inside only) - Per occurrence			
FY17/18/19	\$ <u>750.00</u>	\$ <u>400.00</u>	\$ <u>50.00</u>

Emergency Cleaning Rate/HR

	Cheshire Courthouse	Dover Court	NHDOE - Keene
FY17/18/19	\$ <u>20.00</u>	\$ <u>20.00</u>	\$ <u>20.00</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
CHESHIRE COUNTY SUPERIOR COURTHOUSE
 33 Winter Street, Keene, NH 03431
 Tammy Nelson: Tammy.Nelson@nh.gov P: 603-271-7977

Nightly Maintenance / 5 Days: Monday through Friday (5 pm – 11 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
As Required with Written Agency Approval	
Carpet/upholstery cleaning, floor stripping/refinishing, and window washing (inside only)	All Floors

I. Building Specifications:

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

Square Footage: approximately 32,150

Stairwells: 3

Employees: +/- 36

Flooring: 75% Carpet; 25% vinyl/sheet flooring/VCT

Bathrooms: 15 total; 6 public restrooms, 5 staff restrooms, 4 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
- Emergency daytime cleaning of restrooms/public areas on a per event basis
- Contractor shall clean up 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 garages
- Contractor not responsible for cleaning storage, server and/or mechanical/electrical equipment rooms

Recommendation Statement:

The Cheshire County Superior Court is a large courthouse located in the south western part of the State. On average, there are approximately 180 people from the general public enter/use the building daily. The courthouse also provides a staff area for approximately 36 employees. Care for this building consists of maintaining **over 30,000 square feet** of office and public space, a holding cell area, along with 15 restrooms, spanning three levels. The expectation is that the contracted cleaning 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.

Maintenance Schedule and Specifications

DOVER CIRCUIT COURTHOUSE

25 St. Thomas Street, Dover, NH 03820

Tammy Nelson: Tammy.Nelson@nh.gov P: 603-271-7977

Nightly Maintenance / 5 Days: Monday through Friday

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

III. Building Specifications:

The Contractor shall be responsible for the provision of janitorial services for the Dover Circuit Court, which consists of:

Square Footage: approximately 24,000

Stairwells: 2 (public stairwell and restricted/staff stairwell)

Employees: +/- 20

Flooring: 75% Rug / Carpet; 25% tile / linoleum

Bathrooms: 10 total; 4 public restrooms, 6 staff restrooms (includes the two toilets in the holding cell area)

On average, 125 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 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 daily
- Contractor shall clean and sanitize the two public water/drinking fountains daily; metal polishing per the maintenance schedule
- Contractor shall collect and remove trash; place in outside dumpster(s)
- Contractor shall collect recycling (blue tubs) and bag separately; place in outside recycling dumpster
- Contractor shall supply all consumables except for trash can liners and paper products (paper towels, toilet paper, etc.). Contractor shall be responsible for notifying the State when can liners and paper products are needed; the State shall be responsible for the purchase of such products.

III. 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.

- Second floor, lobby area. During the summer months, this area shall be vacuumed a minimum of 2x per week. During winter months, or at times when the weather warrants, the area should be vacuumed daily.
- Stairwell, restricted/staff side only. During the summer months, this stairwell shall be vacuumed a minimum of every other day, or three times per week. During winter months, or at times when the weather warrants, the stairwell shall be vacuumed daily.

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 (maintenance/electrical equipment room, storage, record rooms, etc.)
- Bid EXCLUDES the garage/sally port

Complex 21 Maintenance Frequency Schedule NHDOE, Bureau of Vocational Rehabilitation-Keene 149 Emerald Street, Suite T, Keene, New Hampshire 03431 Contact Sharon DeAngelis – 603-271-3806 sharon.deangelis@doe.nh.gov	
Nightly Maintenance - 3 days	(Monday-Wednesday- Friday) 5:00PM – 11:00PM
Clean Mats	All entrances
Damp Mopping (with cleaner/disinfecting solution)	All hard surface floors
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors / receptionist window
Lavatory / Kitchen Cleaning / staff lounge	All, clean and sanitize toilet bowls and urinals, sanitize washbasin, interior of waste cans / sanitary disposal containers and polish fixtures, restock toilet paper, paper towels and hand soap dispensers; clean kitchen counters, tables, microwave oven inside and out, and sink
Receptacle Emptying - Internal & External	Collect and lawfully dispose of all office rubbish, bagged and deposited into the onsite dumpster and replace waste bin liners as needed
Spot Clean Carpeting	All
Spot Clean Floors	All
Spot Clean Furniture	All
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All
Vacuum Carpets	All carpeted areas
Sweeping	All hard surface floors
As Required	
All Light Fixtures	Dust
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
Vacuum Upholstered Chairs	All
Detail Clean	All Floors, edges, corners and thresholds
All Restrooms	Scrub, clean, disinfect grout, 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
Machine Scrubbing/Floor Recoating	All Tiled Floor Area including lavatories
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates (brass, stainless & aluminum)
As required with written Agency approval	
Upholstery / Partition Cleaning	All pieces
Carpet Cleaning	All
Floor Stripping / Refinishing (per occurrence)	All
Window Washing (per occurrence)	All

Special / Additional Information:

- Approximate Sq. Ft = 3,536; 10 Employees, Carpet 90%; tile/linoleum/ceramic 10%
- Bathrooms 3 - 1 open to the public, 2 employee
- Lounge area Change fluorescent light bulbs and notify office manager when supply is low
- Confidentiality Form must be printed and signed
- Deleted areas from specifications: All storage, mechanical and electrical equipment rooms
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Lights to be turned off 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 landscaped areas of the parking lot immediately in Front of suite T
- Janitor shall empty all cigarette receptacles.

QUESTIONS:

Laura Ingram, Purchasing Agent
603/271-2009
Laura.Ingram@nh.gov