

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 – Candia Courthouse
CONTRACT NO.: 8002041
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:

	Candia Courthouse
FY17	\$ <u>65.00</u>
FY18	\$ <u>65.00</u>
FY19	\$ <u>65.00</u>

Emergency Cleaning Rate/HR

	Candia Courthouse
FY 17/18/19	\$ <u>28.00</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

CANDIA COURTHOUSE

110 Raymond Road, Candia, NH 03034

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

Nightly Maintenance / 5 Days: Monday through Friday (4 pm to 8 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
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 Candia Courthouse, which consists of:

Square Footage: approximately 8,000

Stairwells: 0

Employees: +/- 7

Flooring: approximately 80% Carpet; 20% vinyl/tile

Bathrooms: 5 total; 2 public restrooms, 2 staff restrooms, 1 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 located near front entrance
- Contractor shall collect and remove trash; place in outside dumpsters

- Contractor shall collect recycling (blue tubs) and bag separately; place in outside recycling dumpster
- Contractor shall supply all consumables (*except as noted below*)
- State shall supply all paper products, hand soap and can liners; Contractor shall notify State when paper products are needed
- Emergency daytime cleaning of restrooms/public areas on a per event basis
- Clean up of papers, cans, butts, and/or other items not belonging on the sidewalk surrounding the building

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.

On Thursday and Friday, the courtrooms and holding cell area are infrequently used and may not require the nightly maintenance as noted in the frequency schedule. The areas shall be thoroughly checked on a nightly basis and cleaned per the specifications above if necessary.

V. 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 the mechanical/electrical equipment room

QUESTIONS:

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