

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: July 5, 2016

NOTICE OF CONTRACT

COMMODITY: Window Washing Services

CONTRACT NO.: 8002045

NIGP: 910-8100

VENDOR: Janitech, Inc. VENDOR #: VC # 174598

CONTACT PERSON(S): George Burke
Tel. No.: 978-687-4113
Fax No.: 978-689-8038
E-Mail: Gburke3@NEJanitech.Com

EFFECTIVE FROM: June1, 2016 Through: May 31, 2019

TERMS: Net 30 Days if using ACH*. If using Procurement Card (P-Card), card will be charged upon delivery/shipment.

PAYMENT: Payments shall be made via ACH*. Use the following link to enroll with the State Treasury: <http://www.nh.gov/treasury/Divisions/DocsForms/Tforms.htm?inc=P>

*If the agency is enrolled in the P-Card program, payments shall be made via P-Card.

QUESTIONS: Direct any questions to Matt Johnson, 603-271-3146 or Matthew.Johnson@NH.Gov

PRICING:

Agency	Location name	STREET	CITY (NH)	County	(5/1/2016-4/30/2017)	(5/1/2017-4/30/2018)	(5/1/2018 - 4/30/2019)	Extended Totals
COUNTY I HILLSBOROUGH:								
Courts-Ext only	Hillsborough County Superior Court (North)	300 Chestnut Street	Manchester	Hillsborough	\$395.00	\$395.00	\$395.00	\$1,185.00
Courts-Ext only	Manchester Circuit Court	35 Amherst Street	Manchester	Hillsborough	\$630.00	\$630.00	\$630.00	\$1,890.00
Courts-Ext only	Merrimack Circuit Court	4 Baboosic Lake Road	Merrimack	Hillsborough	\$265.00	\$265.00	\$265.00	\$795.00
Courts-Ext only	Hillsborough County Superior Court (South)	30 Spring Street	Nashua	Hillsborough	\$375.00	\$375.00	\$375.00	\$1,125.00
County 1: Hillsborough Totals:					\$1,665.00	\$1,665.00	\$1,665.00	\$4,995.00
COUNTY III ROCKINGHAM:								
Courts-Ext only	Rockingham County Court	10 Route 125	Brentwood	Rockingham	\$1,353.00	\$1,353.00	\$1,353.00	\$4,059.00
Courts-Ext only	Derry Circuit Court	10 Courthouse Lane	Derry	Rockingham	\$290.00	\$290.00	\$290.00	\$870.00
Courts-Ext only	Portsmouth Circuit Court	111 Parrott Avenue	Portsmouth	Rockingham	\$265.00	\$265.00	\$265.00	\$795.00
County III: Rockingham Totals:					\$1,908.00	\$1,908.00	\$1,908.00	\$5,724.00
COUNTY IV STRAFFORD:								
Courts-Ext only	Dover Circuit Court	25 St. Thomas Street	Dover	Strafford	\$285.00	\$285.00	\$285.00	\$855.00
Courts-Ext only	Rochester Circuit Court	76 North Main Street	Rochester	Strafford	\$345.00	\$345.00	\$345.00	\$1,035.00
County IV: Strafford Totals:					\$630.00	\$630.00	\$630.00	\$1,890.00
COUNTY V BELKNAP:								
Courts-Ext only	Laconia Circuit Court	26 Academy Street	Laconia	Belknap	\$575.00	\$575.00	\$575.00	\$1,725.00
NHES	NH Employment Security	426 Union Avenue, Ste 3	Laconia	Belknap	\$200.00	\$200.00	\$200.00	\$600.00
County V: Belknap Totals:					\$775.00	\$775.00	\$775.00	\$2,325.00
COUNTY VI CARROLL:								
Courts-Ext only	Conway Circuit Court	35 East Conway Road	North Conway	Carroll	\$350.00	\$350.00	\$350.00	\$1,050.00
Courts-Ext only	Carroll County Courthouse	96 Water Village Road	Ossipee	Carroll	\$365.00	\$365.00	\$365.00	\$1,095.00
County VI: Carroll Totals:					\$715.00	\$715.00	\$715.00	\$2,145.00
COUNTY VII GRAFTON:								
Courts-Ext only	Lebanon Circuit Court	38 Centerra Parkway	Lebanon	Grafton	\$365.00	\$365.00	\$365.00	\$1,095.00
Courts-Ext only	Plymouth Circuit Court	26 Green Street	Plymouth	Grafton	\$365.00	\$365.00	\$365.00	\$1,095.00
County VII: Grafton Totals:					\$730.00	\$730.00	\$730.00	\$2,190.00
COUNTY VIII COOS:								
DES	Dept. Environmental Svc	80 Glen Road	Gorham	Coos	\$450.00	\$450.00	\$450.00	\$1,350.00
Courts-Ext only	Coos Superior Court Lancaster District Court	Lancaster District Court 55 School Street, Suite 301	Lancaster	Coos	\$475.00	\$475.00	\$475.00	\$1,425.00
County IX: Coos Totals:					\$925.00	\$925.00	\$925.00	\$2,775.00
COUNTY VIII CHESHIRE:								
Courts-Ext only	Jaffrey/Peterborough Circuit Court	84 Peterborough St.	Jaffrey	Cheshire	\$435.00	\$435.00	\$435.00	\$1,305.00
County X: Cheshire Totals:					\$435.00	\$435.00	\$435.00	\$1,305.00
COUNTY VIII SULLIVAN:								
DAS	Monadnock Mill	17 Water Street	Claremont	Sullivan	\$975.00	\$975.00	\$975.00	\$2,925.00
County XI: Sullivan Totals:					\$975.00	\$975.00	\$975.00	\$2,925.00

INVOICING:

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.

Contractor shall be paid by Procurement Card when invoice is received.

The invoice shall be sent to the address of the using agency under agreement.

The invoice shall be sent to the following address:

Courts	DAS
Bureau of Court Facilities 25 Capitol Street, Room 115 Concord, NH 03301 Attn. Dylan Mckloklin	Administrative Services 25 Capitol Street, Room 408 Concord, NH 03301 Attn. General Services
NHES	DES
NH Employment Security 45 Fruit Street, Concord, NH 03301 Attn. Audrey Robidoux	Department of Environmental Services PO Box 95, Concord, NH 03301 Attn. Fund Accounting

SCOPE OF SERVICES:

This service is optional to Agencies and is not guaranteed.

Windows shall be considered washed clean and free of streaks, smears, visible soap residue, accumulated dirt, stains tarnish or other foreign debris and has a uniform clean appearance. Frames shall be scrubbed to all dried dirt, insects, debris and other materials so as to be considered clean by a representative of the State. Any permanent stains will be considered when determining the cleanliness of a window. The Contractor shall not be responsible for any permanent stains that currently exist on windows. The Contractor shall be responsible to notify the State regarding any permanent stains as the work is being accomplished.

Window cleaning shall be accomplished using a cleaning agent formulated for use on the surfaces being cleaned. Spills, splashes, drips, etc. shall be wiped dry. Adjacent surfaces shall be included in the cleaning process.

Window cleaning shall be completed in a reasonable time frame as mutually agreed upon with agency and Contractor. The Contractor shall submit a proposed schedule to the state agency requesting cleaning all windows at each facility at least twenty (20) days prior to each cleaning period. Each facility will be cleaned annually.

The movement of any furniture is entirely the responsibility of the Contractor. All water and cleaning solution drippings shall be thoroughly removed and wiped dry before returning items to their original locations. Contractor shall not stand on furniture or windowsills.

The Contractor shall supply all of the equipment and chemicals necessary to complete the job. All equipment and chemicals must be in strict compliance with O.S.H.A. and other regulatory agencies. The State of New Hampshire is interested incorporating the use of environmentally preferable, or "green" cleaning products into their cleaning service operations wherever possible. In order for such products to be considered green, they must be certified by either the Green Seal or EcoLogo appropriate standard. Such independent, third-party certifications verify compliance with the environmental criteria indicated in the standard as well as the product's cleaning performance. Contractor may visit the website for Green Seal at www.greenseal.org, and EcoLogo at www.ecologo.org to obtain more information on the process, existing standards and lists of certified

products.

All window ledges and sills are to be cleaned. Any other surface that the Contractor may need to stand on or use to perform the job must also be cleaned.

The Contractor shall protect all roof systems at all times. If a building does not have built in catwalks or walkways, the Contractor must supply and use 4' x 8' x ¾" plywood. No equipment can be affixed to any part of a building without prior approval from the Contracting Officer or his/her designee.

If staging or ground equipment is used, the Contractor must protect all surfaces. The Contractor is responsible for any damage to sidewalks, grass or subsurface structure. Prior approval is required before using staging or other heavy ground level equipment.

All equipment is to be secured at the end of each workday. The State shall not be responsible for any damage, vandalism or theft of Contractor supplies and equipment.

The Contractor shall furnish all safety devices, equipment, barriers and barricades as required insuring against damage to buildings, grounds and / or injuries to visitors or employees. Said equipment shall comply with all State and federal safety regulations.

The Contractor must coordinate access to roofs and water supply with the State.

The Contractor agrees that any damage or injury to buildings, materials, equipment or to other property during the performance of this service will be repaired at their own expense.

The State shall require correction of defective work or damages to any part of the building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall place in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Contractor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Contractor.

The Contractor must immediately report any damage or breakage that occurs to the Contracting Officer.

The Contractor shall be responsible for any roof damage in the areas he/she has walked on or staged equipment for fulfillment of the Contract. Roofs will be inspected prior, during and after work is performed by a representative of the State.

The work staff shall consist of qualified persons completely familiar with the products and equipment they must use. The Contracting Officer may require the Contractor to dismiss from the work such employees as he deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work deemed by him to be contrary to the public interest or inconsistent with the best interest of security.

The Contractor shall not commence work until a conference is held with each agency, at which representatives of the Contractor and the State are present. The conference will be arranged by the requesting agency (State).

In the event that some scheduled work activity in various parts of a building interferes with the normal scheduled window cleaning in an area, the cleaning schedule shall be rearranged to complete the window cleaning after such operation is over.

The Contractor or their personnel shall not represent themselves as employees or agents of the State.

While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All personnel must observe all regulations or special restrictions in effect at the State Agency where the work is being performed.

The Contractor shall furnish all personnel with uniforms, which must be neat and clean in appearance with picture identification that is visible at all times.

The Contractor's personnel shall be allowed only in areas where work is being performed. The use of State telephones is prohibited.

All services performed under this Contract shall be performed between the hours of 8:00 A.M. and 4:00 P.M. unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges will be paid for any off-hour work.

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If sub-contractors are to be utilized, please include information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing.

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