

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 Claremont  
CONTRACT NO.: 8002047  
NIGP: 910-0000  
VENDOR: GFS Building Maintenance, Inc. VENDOR #: 156884  
CONTACT PERSON: Lisa Bourbeau  
603-668-6612 x 122  
[lboubeau@gfsservices.com](mailto:lboubeau@gfsservices.com)  
EFFECTIVE FROM: July 1, 2016 Through: September 30, 2019  
TERMS: Net 30

SCHEDULE & PRICING:

	DAILY RATE \$
FY17	\$ <u>28.84</u>
FY18	\$ <u>29.71</u>
FY19	\$ <u>30.60</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.

<b>Carpet</b> - Per occurrence	
	FY17/18/19 \$ <u>780.00</u>
<b>Floor Refinishing</b> - Per occurrence	
	FY17/18/19 \$ <u>220.00</u>
<b>Window Washing (Inside only)</b> - Per occurrence	
	FY17/18/19 \$ <u>105.00</u>

Emergency Cleaning Rate/HR All FY \$ 18.00

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](mailto:Laura.Ingram@nh.gov)

**COMPLEX 3 Maintenance Frequency Schedule**  
**NHES Claremont**  
404 Washington Street, Claremont, NH 03743-0180  
**Contact Jesse Propri – 603-419-9757 [jesse.b.propri@nhes.nh.gov](mailto:jesse.b.propri@nhes.nh.gov)**

<b>Nightly Maintenance - 3 days</b>	<b>(Monday-Wednesday- Friday) 5:00PM – 11:00PM</b>
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
<b>As Required</b>	
Burnishing	All Floors
Fluorescent lights (All Floors including lavatories)	Dust covers, change fluorescent light bulbs as needed and notify office manager when supply is low
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)
<b>Every Other Night Maintenance</b>	
Low Dust	All ledges, furniture, pictures and window sills
<b>Weekly Maintenance</b>	
All Restrooms	Scrub, Clean, Disinfect; grout, all partitions, counters, tile walls/floors, waste can interiors, sanitary disposal containers
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
<b>Quarterly Maintenance</b>	
Clean Ceiling Diffusers	All Floors
<b>As Required with written Agency approval</b>	
Carpet	All Floors
Floor Stripping / Refinishing (per occurrence)	All Floors
Window Washing (per occurrence)	All Floors

**Special / Additional Information:**

- Alarm System to be activated/deactivated
- All Lights to be turned off upon completion
- Approximate SQ FT = 5,300, 9 employees; Carpet 90%; tile/linoleum/ceramic 10%
- Bathrooms 3 (1 open to the public)
- Change fluorescent light bulbs and notify office manager when supply is low
- Criminal / Background check & Agency Confidentiality forms are required
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Janitors are not responsible for cleaning storage and mechanical/electrical equipment rooms
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the sidewalk, parking lot or landscaped areas of the parking lot
- Janitor shall empty Floor Standing Cigarette Receptacle
- Janitor shall supply all consumables except for trash can liners and paper products (paper towels, toilet paper, etc)
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners