

STATE OF NEW HAMPSHIRE
Dept. of Administrative Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: September 22, 2016

NOTICE OF CONTRACT

COMMODITY: JANITORIAL SERVICES – DMV Newport & NHDOS Gilford

CONTRACT NO.: 8002083

NIGP: 910-0000

VENDOR: GFS Building Maintenance, Inc. **VENDOR #:** 156884

CONTACT PERSON: Lisa Bourbeau
603-668-6612 x 122
lboubeau@gfsservices.com

EFFECTIVE FROM: September 26, 2016 **Through:** September 30, 2019

TERMS: Net 30

SCHEDULE & PRICING:

	DMV – Newport	NHDOS Gilford
FY17	\$ <u>24.00</u>	\$ <u>56.00</u>
FY18	\$ <u>24.72</u>	\$ <u>57.68</u>
FY19	\$ <u>25.46</u>	\$ <u>59.98</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.

	DMV – Newport	NHDOS Gilford
Carpet - Per occurrence		
FY17/18/19	\$ <u>78.00</u>	\$ <u>1,161.88</u>
Floor Refinishing - Per occurrence		
FY17/18/19	\$ <u>788.80</u>	\$ <u>995.90</u>
Window Washing (Inside only) - Per occurrence		
FY17/18/19	\$ <u>60.00</u>	\$ <u>120.00</u>
Emergency Cleaning Rate/HR	All FY \$ <u>16.00</u>	\$ <u>16.00</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.

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

COMPLEX 24 Maintenance Frequency Schedule

DMV Newport

20 North Main Street, suite B

Newport NH 03773

Contact: Arthur Garlow 603-227-4050

Nightly Maintenance - 5 days	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)	n/a
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, 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
Receptacle Emptying - recycling	All Floors, Clean/replace liner
As Required	
Burnishing	All Floors
Fluorescent lights (All Floors including lavatories)	Dust covers
Machine Scrubbing/Floor Recoating	All Floors including lavatories
Metal Polishing	All interior & exterior door hardware, interior handrails, kick plates (brass, stainless & aluminum)
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
Move and replace furniture and fixtures	All Floors

- All Lights to be turned off upon completion
- Approximate SQ FT = 2,900 for 4 Employees carpet 15%; tile/linoleum/ceramic 85%
- Bathrooms 2 (1 open to the public)
- Criminal / Background check is required
- Emergency daytime cleaning of Restrooms/Public area on a per event basis as requested
- Janitor shall clean up papers, cans, butts and/or other items not belonging on the entrance sidewalk
- 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)
- Key card/access cards will be given and will only work in designated areas
- State supplies Paper Towels, Toilet Paper, Hand Soap and Trash Can liners

Maintenance Frequency Schedule
NHDOS, Marine Patrol
 31 Dock Road, Gilford, New Hampshire 03249
 Contact Lt. Crystal McLain – crystal.mclain@dos.nh.gov

Daily Maintenance - 3 days per week from April 1-Sept 30; 2 days per week from Oct 1 – March 30	Weekdays
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)
Sweep Sallyport	
Weekly Maintenance	
Low Dust	All ledges, furniture, pictures and window sills
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 = 10,374; 20-25 Employees during summer months / 19 during winter months, Carpet 70%; ceramic tile/vinyl/epoxy 30%
- Bathrooms 10 - 3 open to the public, 7 employee restrooms
- 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 immediately in front of building
- Janitor shall empty all cigarette receptacles.