

REQUEST FOR BID PROPOSALS

Proposal for Janitorial Services at New Hampshire State Liquor Commission Administrative Offices, 50 Storrs Street and Enforcement Division, 10 Commercial Street in Concord NH

GENERAL INFORMATION:

RFP Issue Date: Friday, September 22, 2006

Proposal Number: RFP – Janitorial 2007-2010

Deadline for Bid Submission: Thursday, October 12, 2006 at 9:00am

Date of Bid Opening: Thursday, October 12, 2006 Time of Bid Opening: 9:30 am

All potential bidders are invited to attend a tour of the buildings on Tuesday, October 3, 2006 at the following times: 10:00 am at 50 Storrs Street, Concord, and 11:00 am at 10 Commercial Street, Concord, please RSVP to Tina at 271-1724 if you plan to attend

Bids must be received at the New Hampshire State Liquor Commission Main Office before Thursday, October 12, 2006 at 9:00am. Bids received after this time will **NOT** be accepted.

Bids must be made on the enclosed bid form and must be typed or clearly printed in ink, and signed. Corrections must be initialed.

Bids that are not complete or are unsigned will not be considered.

Faxed Bids will **NOT** be accepted.

Bids will be made public at the time of the opening. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped business-size envelope.

PLEASE NOTE: For bid opening return:

Return the Completed Bid Package with the **"Bidder's Response"** sheet signed and completed, and all attached documents as requested are enclosed in a sealed manila envelope with the following indicated on the exterior of the envelope:

"Proposal for Janitorial Services; RFP – Janitorial 2007-2010"

Send through the regular mail to: NHSLC, P.O. Box 503, Concord, NH 03302-0503

Send via another carrier (FedEx/UPS) to: NHSLC, 50 Storrs Street, Concord, NH 03301

PLEASE DIRECT ANY QUESTIONS REGARDING THIS PROPOSAL TO: John Tower, Maintenance Engineer, PHONE: 271-1710

PROPOSAL FOR: Proposal for Janitorial Services at the NH State Liquor Commission Administrative Offices and Enforcement Division

Unless specifically deleted by the N.H. State Liquor Commission, the following General Terms and Conditions apply to this Proposal and any resulting Contract.

GENERAL CONDITIONS FOR BIDDING AND CONTRACTS FOR MATERIALS, EQUIPMENT AND SUPPLIES

NATURE OF PROPOSAL AND ELIGIBILITY TO BID.

The proposal is submitted in accordance with Chapter 21-I and Chapter 8, and rules promulgated thereunder, and constitutes a firm and binding offer. The determination of whether a bid proposal may be withdrawn is solely at the discretion of the N.H. State Liquor Commission. However, in no event shall a proposal be withdrawn unless the request for withdrawal is filed within five days of the date of bid opening, and the bidder establishes that the bid contains a material mistake, and that the mistake occurred despite the exercise of reasonable care.

Proposals may be Issued only by the N.H. State Liquor Commission to authorized vendors and are not transferable.

SAMPLES AND DEMONSTRATIONS. When samples are required they must be submitted free of costs and will not be returned.

Items left for demonstrations purposes shall be delivered and installed free of charge and shall be removed by the vendor at no cost to the State. Said demonstrations units shall not be offered to the State as new equipment.

BIDS. Bids must be received at the N.H. Liquor Commission before the date and time specified for the opening. Bids must be made on the official bid proposal and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Excise Tax and no charge for handling. Bids that are not complete or unsigned will not be considered.

Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped business-size envelope.

SPECIFICATIONS. Vendors must bid on items as specified. Any proposed changes must be detailed in writing and received at the N.H. Liquor Commission at least five (5) days prior to the bid opening. Vendors shall be notified in writing if any changes to bid specifications are made. Verbal agreements or instructions from any source are not authorized.

AWARD. The award will be made to the responsible bidder meeting specifications at the lowest cost unless other criteria are noted in the proposal. Unless other criteria are noted in the proposal, the award may be made by individual items. The State reserves the right to reject any or all bids or any part thereof.

If there is a discrepancy between the unit price and the extension, the unit price will prevail.

When identical low bids are received with respect to price, award will be made by drawn lot.

Discounts will not be considered in making award but may be offered on the invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of invoice, whichever is later. On orders specifying split deliveries, discounts will apply on the basis of each delivery or receipt of invoice, whichever is later.

DELIVERY. If the vendor fails to furnish items and/or service in accordance with all requirements, including deliver, the State may re-purchase similar items from any other source without competitive bidding, and the original vendor may be liable to the State for any excess costs. If a vendor is unable to complete delivery by the date specified, he must contact the using agency. However, the agency is not required to accept a delay to the original delivery date. All deliveries are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered

accepted until compliance with these rules has been established. State personnel signatures on shipping documents shall signify only the receipt of shipment.

INVOICING. All invoices must be in triplicate showing Order number, Unit and Extension Prices and Discounts Allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the proposal or purchase order, payment will not be due until thirty (30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received at the agency business office, whichever is later.

PATENT INFRINGEMENT: Any bidder who has reason to believe that any other bidder will violate a patent should such bidder be awarded the contract shall set forth in writing, prior to the date and time of bid opening, the grounds for his belief and a detailed description of the patent.

ASSIGNMENT PROVISION. The bidder/vendor hereby agrees that it will assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which affect the price of goods or services obtained by the State under this contract if so requested by the State of New Hampshire.

TOXIC SUBSTANCES. In compliance with RSA 277-A known as the Workers Right to Know Act, the vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

SPECIFICATION COMPLIANCE. The vendor may be required to supply proof of compliance with bid specifications. When requested, the vendor must immediately supply the N.H. State Liquor Commission with certified test results or certificates of compliance. When none are available, the State may require independent laboratory testing. All costs for such testing, certified test results or certificate of compliance shall be the responsibility of the vendor.

FORM OF CONTRACT. The terms and conditions set forth on the following pages are part of the proposal and will apply to any contract awarded the bidder unless specific exceptions are taken and accepted by the N.H. State Liquor Commission.

OFFER. The undersigned hereby offers to sell to the State of New Hampshire the commodities or services indicated in the following page(s) of this Proposal at the price(s) quoted in complete accordance with all conditions of this Proposal.

Bidder: _____

Address: _____

Telephone #: _____

Fax #: _____

By: _____

**THIS BID IS NOT VALID UNLESS SIGNED BY A PERSON
AUTHORIZED TO LEGALLY BIND THE BIDDER.**

Type or Print Name and Title

EXHIBIT A - PART ONE
SCOPE OF SERVICES (cont'd.)

A. SCOPE OF SERVICES:

1. The State of New Hampshire Liquor Commission proposes to enter into an agreement with a contractor to provide professional janitorial services at 50 Storrs Street and 10 Commercial Street in Concord NH.

THIS PROJECT CONSISTS OF FURNISHING ALL MATERIALS, EQUIPMENT, LABOR AND TRANSPORTATION NECESSARY TO PROVIDE JANITORIAL SERVICES AT LOCATION LISTED AND DESCRIBED HEREIN.

NOTE: IT IS NOT A REQUIRMENT THAT ONE BIDDER MUST SERVICE BOTH LOCATIONS LISTED IN EXHIBIT B. FEEL FREE TO BID ON THE LOCATION YOU FEEL BEST SUITED TO HANDLE.

2. A walk through has been set up for the following times:
 - a. Tuesday, October 3, 2006 at 10:00 at the Administrative Offices located at 50 Storrs Street.
 - b. Tuesday, October 3, 2006 at 11:00 at the Enforcement Division located at 10 Commercial Street.Please call Tina Demers at 271-1724 if you plan to attend.
3. The following are particular specifications which must be offered by any potential Vendor bidding to provide such services:
 - a. A working supervisor **MUST** be on premise during the hours the cleaning crews are in the building.
 - b. At the end of each cleaning shift, the working supervisor will be required to make a copy of all checklists used and leave the copies in the Maintenance mailbox.
 - c. The Bidder shall provide all supplies, equipment and cleaning materials necessary for its employees to perform their respective duties and shall submit a list of items to be provided as part of this contract. Only items approved by the Liquor Commission shall be used in performing this contract.
 - d. The Bidder shall provide and maintain daily work schedules and checklists for employees and must submit the checklist to a Liquor Commission representative with the work schedule for that month.
 - e. The Bidder will be allowed sixty (60) days from the date of commencement of the contract to achieve the high standard of sanitation required by the State of New Hampshire. This standard shall be established to the sole satisfaction of the Liquor Commission and their decision as to the acceptance shall be final.
4. **Caution to Offers:** The janitorial services called for by this solicitation are highly critical to the needs of the State of New Hampshire. All contractual requirements will be strictly enforced. Any Bidder receiving an award hereunder will be held fully responsible for proper performance of contract requirements. It is expected that an initial extra effort on the part of the Bidder and its personnel will be provided to create and maintain a condition of excellence meeting the requirements of the Liquor Commission and their representative who shall be the sole judge of the level of cleanliness. Any failure to uphold such standard for a period of fifteen (15) days, whether, consecutive or not, will be a basis for termination of the agreement.
5. The Contractor shall conduct his work so as to interfere as little as possible with State business, determine the State's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner. All work must be performed in such a manner as not to inconvenience building occupants. A schedule must be pre-approved by a Liquor Commission representative before any work is performed.
6. The Contractor shall secure and pay for all permits, inspections and licenses necessary for the execution of his work.

EXHIBIT A - PART ONE
SCOPE OF SERVICES (cont'd.)

7. The Contractor shall do all the work and furnish all the materials, tools, equipment and safety devices necessary to perform in the manner within the time specified. The Contractor shall complete the entire work to the satisfaction of the State and in accordance with the specifications herein mentioned, at the price herein agreed upon. All the work,
8. labor, and equipment to be done and furnished under this contract, shall be done and finished strictly pursuant to, and in conformity with the specifications described herein and any directions of the State representatives as given from time to time during the progress of the work, under the terms of this contract.
9. The Contractor shall at his own expense, wherever necessary or required, furnish safety devices and take such other precautions as may be necessary to protect life and property.
10. The Contractor shall bear all losses resulting to him or to the Owner on account of the amount or character of the work, or because of the nature of the area in or on which the work being done is different from what was estimated or expected, or account of the weather, elements or other causes.
11. Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract.
12. The Liquor Commission reserves the right to terminate this contract at any given time with a 30 day written notice.

B. INVOICING:

1. All invoices must include detail of work performed, dates and location of service and prices. Please include one original invoice and one copy. Payment will not be due until thirty (30) days after the invoice has been received at the New Hampshire State Liquor Commission business office.
2. Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.
3. A check will be issued through the State Treasurer and forwarded to the Vendor within fourteen (14) days after processing begins at the agency level. Payments will be for only what has been agreed to in the P-37/final contract. The State of New Hampshire Liquor Commission **will not** pay late charges or interest.

C. INSURANCE:

1. The Contractor shall furnish to the Contracting Officer, prior to the start of any work, insurance certificates for comprehensive general liability, automobile liability and worker's compensation in accordance with the following:
 - a. Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident; and
 - b. Fire and extended coverage insurance covering all property which has been received from the State or purchased with funds provided for that purpose under this agreement.
 - c. The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 10 days after written notice thereof has been received by the State.

EXHIBIT A - PART ONE
SCOPE OF SERVICES (cont'd.)

D. BIDS

1. **If** sub contractors are to be utilized, please include information regarding the proposed subcontractors including the name of the company, their address and three references with contact personnel for each sub-contractor.
2. Contractors shall take careful note that only material contained in their proposal shall be criteria for contract award consideration. Bids should encompass all criteria set forth in this RFP.
3. Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall only be given by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.
4. The time and effort expended in bid preparation is entirely the responsibility of the Contractor.
5. Before submitting a bid, each vendor is encouraged to visit the sites and be familiar with the equipment and pertinent local conditions, such as location, accessibility and general character of the buildings. The act of submitting a bid is to be considered full acknowledgement that the vendor has inspected the sites and is familiar with the conditions and requirements of these specifications.
6. All Contractor correspondence and submittal shall be sent to :

State of New Hampshire
Liquor Commission
P. O. Box 503
Concord, NH 03302-503
Attn: Tina Demers

Questions can also be sent via e-mail to tdemers@liquor.state.nh.us.

E. NON-COMMITMENT OF THE STATE:

1. The solicitation of bids by this RFP does not commit the State of New Hampshire Liquor Commission to award a contract or to pay costs incurred in the preparation of a bid proposal.
2. The State of New Hampshire Liquor Commission reserves the right to accept, reject any or all proposals received in response to this RFP, or to cancel this RFP entirely if it is in the best interest of the State.
3. The State of New Hampshire Liquor Commission reserves the right to waive any informality in bid proposal content. However, failure to furnish all information requested may disqualify the bid.

F. TERMINOLOGY:

1. "Contractor" refers to any individual, partnership or agency which responds, in writing, to this RFP. "State refers to the State of New Hampshire; "NHSLC" refers to the New Hampshire State Liquor Commission.
2. "Contract" is the resulting contract entered into between the NHSLC and the successful Contractor.

G. TERM:

1. The term of the contract shall be effective upon Governor and Executive Council Approval through December 31, 2009 for the Administrative offices and through January 31, 2010 for the Enforcement Division. Upon completion of the terms this contract could be extended at the option of the State for an additional two-year term upon approval of the Governor and the Executive Council of the State of New Hampshire.

EXHIBIT A - PART ONE
SCOPE OF SERVICES (cont'd.)

H. EVALUATION CRITERIA:

1. The Liquor Commission will evaluate the bid proposals received in response to the RFP. The bid proposals must include specific responses for each item.
2. The Liquor Commission will select the bid proposal most advantageous to the State for award; the resulting contract to be executed by the Commission subject to approval by the Attorney General's Office and Governor and Executive Council, as required.
3. Failure of the Contractor to provide any information requested by the RFP may result in disqualification of the bid.
4. The criteria to be used in the evaluation of the bid proposals is as follows:
 - a. The ability of the Contractor to meet the minimum specified requirements contained in Exhibit A – Part 1.
 - b. The overall costs of the proposal satisfying the requirements contained in Exhibit A.
5. Bids will only be considered from Contractors that have a minimum of three years of successful experience providing large building janitorial and sanitation services. The Contractor shall be required to demonstrate that they have successfully completed these type services for clients of the same size and magnitude for a minimum of three years. Failure to demonstrate this experience will be grounds for bid rejection.
6. The Commission will make the decision for selection of a Contractor. Proposals will be evaluated for purpose of award by the New Hampshire Liquor Commission. The selected Contractor will be notified in writing.
7. NHSLC may cancel this RFP, or reject proposals at any time prior to an award.
8. Bid award for the services requested under these specifications will be based upon capacity to perform, capacity of the state to monitor and enforce performance, availability of resources to perform services, and price.
9. The State reserves the right to reject any or all bids or any part thereof as deemed to be in the best interest of the state.
10. Any agreement that may result from this proposal shall not be binding on either party until it has been approved by the New Hampshire Attorney General Office and Governor and Executive Council.

I. AWARD:

1. The bid shall be awarded to the lowest Contractor meeting all the specifications listed within. The gross bid must be the exact additive total of the bid for all requirements, no partial bids will be considered. The State reserves the right to remove one or more locations from the project at the price quoted in the bid with the remaining locations serviced at the individually quoted prices.

EXHIBIT A - PART ONE
SCOPE OF SERVICES (cont'd.)

- J. Contractor's Representatives:** The Contractor shall be required to supply the Contracting Officer with the name and telephone number of the Contractor's representative who will be on call incase of emergency twenty-four (24) hours a day.

Name, address, and telephone number of Contractor's agent who is on twenty-four-(24) hour call.

Name: _____

Address: _____

Telephone #: _____

- K. References:** Please list three references and contact persons that your firm has performed similar work for.

1. _____

2. _____

3. _____

EXHIBIT A - PART TWO

DEFINITION OF WORK AND FREQUENCY SCHEDULE

Definition of Work:

1. **General Cleaning** – All work performed under this contract shall be accomplished in accordance with the following definitions. The accompanying standard shall be used to evaluate the work to determine its acceptance or rejections.
2. **Carpet Vacuuming** - shall be accomplished with a commercial type vacuum with a rotary brush or brush/beater bar and shall not cause damage to furniture, doors, trim, or other objects. A carpet is considered properly vacuumed when it is free of all dust, grit, dirt, lint, and debris (except embedded dirt and grit), including corners, edges and under furniture.
3. **Sweeping** - shall be accomplished with a brush, broom, or chemically treated dry mop and a sweeping compound to minimize airborne dust and bacteria. A floor is considered properly swept when it is free of all dust, dirt, grit, lint and debris, including corners, edges, and under furniture.
4. **Damp Mopping** - shall be accomplished with an appropriate stain removal agent, hot water and detergent. The smallest amount of water possible shall be used to perform this work. A floor is considered properly damp mopped when all dirt, dust, marks, film, streaks, debris and standing water has been removed.
5. **Dusting** - shall be accomplished with a rag or cloth and dusting compound to minimize airborne dust and bacteria.
 - a. **Low Level** - Dust all low level ledges, furniture and fittings to a height of 6 feet from the floor. Dust telephones in offices and corridors. Low level dusting is considered properly complete when all dust, lint, litter and dry soil shall be removed from surfaces of ledges, furniture and fittings to a line six feet from the floor.
 - b. **High Level** - Dust all high level areas including furniture, ledges and fittings above 6 feet from the floor. High level dusting is considered properly complete when all dust, lint, litter and dry soil shall be removed from surfaces of ledges, furniture and fittings to a line above six feet from the floor.
7. **Spot Cleaning** - shall be accomplished by using cleaning agents suitable for the stain being removed and compatible with the surface of material being cleaned. A surface or material is considered spot cleaned when it is free of all stains, tarnish, streaks, lint, cleaning marks and has a uniform clean appearance.
8. **Cleaning of Walls, Doors, Ducts, Door Grills, Ledges, Metal Surfaces, Furniture, Cabinets** - shall be accomplished by damp cleaning of all surfaces using a germicidal detergent solution. A surface is considered properly cleaned when it is free of film, dirt, stains, tarnish, streaks, lint, cleaning marks and has a uniform clean appearance.
9. **Cleaning of Windows, Glass Entrances, Glass or Plexiglass Cases, Mirrors, and all other Miscellaneous Glass** - shall be accomplished using a cleaning agent formulated for the object being cleaned and shall include adjacent surfaces. Scouring powder shall not be used. A window or glass surface is considered clean when the surface is entirely free of steaks, film, deposits, and stains and has a uniformly bright, clean appearance.
10. **Ceiling Diffuser Maintenance** - shall be accomplished using a detergent solution suitable for the job and compatible with the material being cleaned. A ceiling diffuser is considered clean when it is free of dust, dirt, stains, tarnish, streaks, film, lint, cleaning marks and has a uniform clean appearance.
11. **Receptacle Emptying and Cleaning** - includes emptying all sand urns, recycle paper containers, and waste receptacles as follows:
 - a. **Contents of Standup and Wall Smoking Urns** - shall be emptied every other day. Standup and Wall urns shall be wiped on the exteriors. The contents of these receptacles shall not be mixed the contents of waste receptacles.
 - b. **Waste Receptacles** - shall be emptied daily in plastic liners and placed in the on-site dumpster. Replace all receptacles with new liners.

EXHIBIT A - PART TWO

DEFINITION OF WORK AND FREQUENCY SCHEDULE

12. Lavatory Cleaning: Shall be accomplished as follows:
- a. Toilets and Urinals - shall be washed using a sanitary toilet bowl cleaner with a toilet brush, both inside and out. Toilet seats shall be washed with a germicidal detergent solution and polished with a compound especially prepared for the metal being polished. Scouring powder may be used only on ceramic fixtures to remove stubborn stains. Wipe down bathroom stall partitions on a daily basis.
 - b. Wash Basins and Wash Fountains - shall be washed using a germicidal detergent solution. All exposed pipes shall be washed with a germicidal detergent solution and polished with a compound especially prepared for the metal being polished. Scouring powder may be used only on ceramic fixtures to remove stubborn stains. Plumbing fixtures shall be considered clean when they are free of all stains, soil, dirt, spots, tarnish, streaks, cleaning marks, lint, and have a uniform clean, bright appearance and are free from offensive odors.
 - c. Sink Drain Plugs - shall be removed and cleaned. These shall be considered clean when all dirt, grit, hair and debris is removed and water runs smoothly through the drains.
 - d. Lavatory Entry Doors - All doors must be wiped clean of all dust and debris.
 - e. Lavatory Floors - shall be dry swept and then washed using a germicidal detergent solution suitable for the floor material being washed on a daily basis. A lavatory floor is considered clean when it is free of all soil, dirt, stains, streaks, debris, offensive odors and standing water has been removed.
 - f. Dispenser Servicing and Maintenance - shall be accomplished using supplies provided by the Liquor Commission and shall include all dispenser types. (Soap, deodorizers, etc.)
- ★ 13. Carpet Cleaning - shall be accomplished by using a commercial steam or hot water extractor type machine and a detergent compatible with the carpet being cleaned. All furniture must be removed prior to the start of work and replaced when the carpet is dry. A carpet is considered clean when all soil and embedded dirt and grit has been removed, it is free of all stains and has been restored to its original appearance, as wear and tear will allow. Immediately after cleaning, the carpet should only be slightly damp to the touch. Twenty-four (24) hour notice must be given to Maintenance Supervisor at 271-1710.
- ★ 14. Machine Scrubbing - shall be accomplished by applying stain removal agent, hot water and detergent which is compatible with the floor material and then utilizing mechanical agitation as required with an appropriate type brush followed by removal of the dirty water with the use of an extractor type machine. A floor is considered properly machine scrubbed when it is free of all dust, dirt, grit, marks, film, streaks, debris and standing water has been removed.
- ★ 15. Spray Buffing - shall be accomplished with a spray application of a floor finish (the same as exists on the floor being spray buffed) followed by a thorough machine buffing with a cylindrical or pad type machine. A floor is considered properly spray buffed when it has a uniform clean and maximum glossy appearance.
- ★ 16. Floor Refinishing - shall be accomplished by first stripping all floor finish using a product especially prepared for removing the specific finish compatible with the floor material and mechanical agitation as required, followed by rinsing with plain water. The floor shall be allowed to dry thoroughly, then two coats of a floor finish (acceptable to the Liquor Commission) shall be applied, with thorough machine buffing after each coat. All furniture must be removed prior to the start of work and replaced when the floor is dry. Stripping is considered proper done when all dirt, stains, old floor finish and debris has been completely removed down to the original flooring material. Refinishing is considered properly done when the floor has a uniform clean and maximum glossy appearance, including corners and edges. Twenty-four (24) hour notice must be given to Maintenance Supervisor at 271-1710.
- ★ 17. Check List - The Vendor will be required to present a weekly check list of work performed as outlined above.
- ★ **Note: These are not part of daily janitorial requirements; refer to Exhibit A – Part 2 – Maintenance Frequency Schedule.**

EXHIBIT A - PART TWO

DEFINITION OF WORK AND FREQUENCY SCHEDULE

A. Daily Maintenance:

1. Front Entrance and Reception Area:

- a. Sweep exterior entrance landing.
- b. Thoroughly clean entrance door glass.
- c. Dust all reception furniture and work surface.
- d. Sweep and mop tile floors.
- e. Vacuum carpeted floors, spot clean carpet as needed

2. Office Areas:

- a. Dust all desks and work surfaces. Paperwork, etc. on desks will be disturbed as little as possible.
- b. Dust file cabinets, equipment, machines and other horizontal surfaces
- c. Spot wash desks, file cabinets and work surfaces.
- d. Empty and reline waste containers. Clean waste containers as needed.
- e. Vacuum all carpeted floors.
- f. Sweep and mop all tile floors
- g. Sport clean carpets as necessary.

3. Restrooms:

- a. Empty, wash and reline trash containers.
- b. Toilet bowls to be swabbed with a non-corrosive disinfectant cleaner
- c. Clean and sanitize all toilet bowls, sinks, fixtures and walls around fixtures.
- d. Fill soap, towel and toilet paper dispensers.
- e. Empty and reline sanitary napkins disposers.
- f. Wash mirrors
- g. Sweep and mop floors.

4. All trash will be removed from the building and deposited in the on-site dumpster daily

B. Weekly Maintenance:

1. Front Entrance and Reception Area:

- a. Thoroughly wash all entrance foyer glass.
- b. Polish wood furniture.
- c. Clean chair bases and baseboards
- d. Vacuum all edges.

2. Office Areas:

- a. Spot wash doors and door frames.
- b. Polish wood furniture. Desk tops that have been cleaned off will be polished
- c. Clean and sanitize telephones
- d. Spot wash walls
- e. Vacuum all edges.

3. Restrooms:

- a. Spot wash doors and frames.
- b. Spot wash walls and stalls.

EXHIBIT A - PART TWO
DEFINITION OF WORK AND FREQUENCY SCHEDULE

C. Monthly Maintenance:

1. Clean inside of all exterior windows

D. Quarterly Maintenance:

1. High level dusting
2. Cleaning of air ducts
3. Machine wash and Spray buff tile corridors, waiting areas, offices, and other vinyl tile
4. Clean walls and doors

E. Semi-Annual Maintenance (March and September):

1. Machine scrub all floors
2. Floor refinishing
3. Carpet cleaning
4. Thoroughly wash all tile walls and toilet enclosures.
5. Wash all exterior windows

Deleted Areas and Specific Instructions for Special Areas

F. Deleted Areas:

1. The areas in these buildings specifically deleted from this proposal are all mechanical, equipment and electrical rooms, and the warehouse storage areas.

G. Special Areas:

1. Computer Room: (located on the second floor of the Administrative Offices)

All floors in the computer room shall be cleaned as follows:

Vacuumed daily and shall be damp mopped daily using the smallest amount of water possible. **NO WATER** shall be brought into the computer room area. All floors in the computer room shall be dry buffed using a nylon pad only, twice weekly. No floor finish shall be applied to floors in the computer room.

2. Warehouse Office and Lunch room Floors: (located in rear of Administrative Office building with a separate entrance)

Floors must be done on the same refinishing, cleaning schedule as the rest of the Administrative Office building. This area cannot be accessed on Weekends.

EXHIBIT B
BIDDER'S RESPONSE SHEET

A. Facilities:

New Hampshire State Liquor Commission
ADMINISTRATIVE OFFICES AND WAREHOUSE
50 Storrs Street
Concord, NH 03301

Approximately 9,755 sq. ft.

This is an estimate; the bidder is responsible for confirming all square footage.

B. Cost Breakdown:

January 1, 2007 to December 31 2007:

Janitorial (daily): \$ _____ x 12 = \$ _____

Tile Floor Cleaning Sq. Ft.: _____ \$ _____ x 4 = \$ _____
(Quarterly)

Carpet Cleaning Per Sq. Ft.: _____ \$ _____ x 2 = \$ _____
(Semi-Annually)

Sub-Total for First Year: \$ _____

January 1, 2008 to December 31, 2008:

Janitorial (daily): \$ _____ x 12 = \$ _____

Tile Floor Cleaning Sq. Ft.: _____ \$ _____ x 4 = \$ _____
(Quarterly)

Carpet Cleaning Per Sq. Ft.: _____ \$ _____ x 2 = \$ _____
(Semi-Annually)

Sub-Total for Second Year: \$ _____

January 1, 2009 to December 31, 2009:

Janitorial (daily): \$ _____ x 12 = \$ _____

Tile Floor Cleaning Sq. Ft.: _____ \$ _____ x 4 = \$ _____
(Quarterly)

Carpet Cleaning Per Sq. Ft.: _____ \$ _____ x 2 = \$ _____
(Semi-Annually)

Sub-Total for Third Year: \$ _____

Administrative Offices Three Year Total: \$ _____

The Bidder hereby agrees to provide cleaning materials, equipment and labor necessary for the successful completion of the work required and to perform said work in complete compliance with the terms and conditions of the proposal as indicated in Exhibit A - Part One and Two.

EXHIBIT B
BIDDER'S RESPONSE SHEET

C. Facilities:

New Hampshire State Liquor Commission
ENFORCEMENT DIVISION
10 Commercial Street
Concord, NH 03301

Approximately 9,755 sq. ft.

This is an estimate; the bidder is responsible for confirming all square footage.

D. Cost Breakdown:

February 1, 2007 to January 31, 2008:

Janitorial (daily): \$ _____ x 12 = \$ _____

Tile Floor Cleaning Sq. Ft.: _____ \$ _____ x 4 = \$ _____
(Quarterly)

Carpet Cleaning Per Sq. Ft.: _____ \$ _____ x 2 = \$ _____
(Semi-Annually)

Sub-Total for First Year: \$ _____

February 1, 2008 to January 31, 2009:

Janitorial (daily): \$ _____ x 12 = \$ _____

Tile Floor Cleaning Sq. Ft.: _____ \$ _____ x 4 = \$ _____
(Quarterly)

Carpet Cleaning Per Sq. Ft.: _____ \$ _____ x 2 = \$ _____
(Semi-Annually)

Sub-Total for Second Year: \$ _____

February 1, 2009 to January 31, 2010:

Janitorial (daily): \$ _____ x 12 = \$ _____

Tile Floor Cleaning Sq. Ft.: _____ \$ _____ x 4 = \$ _____
(Quarterly)

Carpet Cleaning Per Sq. Ft.: _____ \$ _____ x 2 = \$ _____
(Semi-Annually)

Sub-Total for Third Year: \$ _____

Enforcement Division Three Year Total: \$ _____

The Bidder hereby agrees to provide cleaning materials, equipment and labor necessary for the successful completion of the work required and to perform said work in complete compliance with the terms and conditions of the proposal as indicated in Exhibit A - Part One and Two.

EXHIBIT C
SPECIAL PROVISIONS

There are no special Provisions

ATTACHMENTS TO BE INCLUDED WITH BID RESPONSE

A. Sample Packet of Documents:

1. **Certificate of Insurance:** This certificate is obtained from the Bidder's Insurance Company. One Original and two copies should be returned with Bidder's Response Sheet. The amount of insurance should reflect the requested levels of the RFP.
2. **Certificate of Authorization/Good Standing:** This document may be obtained through the Secretary of State's Office located in the State House, 107 North Main Street, Concord, NH 03301, 603-271-3242. One Original and two copies should be returned with the Bidder's Response Sheet.
3. **Certificate of Authority/Existence:** This is merely a notarized form on your company's letterhead stating the individual signing the contract is authorized to enter into contracts on behalf of the company. Make sure this form is notarized and that the person that signs this form is not the same person that signs the contract. Standard forms available upon request. One Original and two copies should be returned with the Bidder's Response Sheet.

NOTE: These forms will be **REQUIRED** during contract signing. We ask that you provide them during the bid submission if possible, or be prepared to furnish them during contract signing.