



REQUEST FOR PROPOSALS

FOR

**Commercial Cleaning Services**

At

NHTI - Concord's Community College

Issued by the

Community College System of New Hampshire

RFP #CON26-01

Date of Issue: March 13, 2026

Proposals must be received no later than  
3:00 PM on April 3, 2026

All questions related to the RFP should be submitted via e-mail to:

Sean Fitzpatrick, System Office Procurement at [sfitzpatrick@ccsnh.edu](mailto:sfitzpatrick@ccsnh.edu)

The full content of this Request for Proposals, Attachments, Appendices, Response to Questions and all Addenda via CCSNH website located at:

<https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

The RFP contains specific protocols relating to discussion and other communications regarding this RFP. Any violations of these provisions may result in immediate disqualification of a firm's submission.

Prospective firms are encouraged to promptly notify CCSNH of any apparent inconsistencies, problems, or ambiguities in the RFP.

**PURPOSE:**

The purpose of this REQUEST FOR PROPOSAL is to provide NHTI with Commercial Cleaning Services for a **three-year** period from July 1, 2026, through June 30, 2029 **with the option to extend the contract with two additional one-year extensions**, if agreed upon by both parties. Details for the buildings included in this RFP are below:

<b>Building</b>	<b>Scope</b>	<b>Address</b>	<b>Scope Sqft.</b>	<b>Carpet vs Tile %</b>
Langley Hall	Entire Building	21 Institute Drive	~20,500	90/10
South Hall	Entire Building	15 Fan Road	~23,640	90/10
Library	Entire Building	20 College Drive	~26,000	90/10
Student Center	Restrooms Only	31 College Drive	~500	100% Tile
Sweeney Hall	Restrooms Only	4 Institute Drive	~500	100% Tile
Wellness Center	Restrooms Only	4 Institute Drive	~500	100% Tile
Little Hall Cafeteria	Deep Clean Twice Yearly	31 College Drive	~9,000	100% Tile
CCSNH System Office	Entire Building	26 College Drive	8,400	90/10
Farnum Hall	Entire Building	28 College Drive	8,600	80/20

**BIDDER QUESTIONS:**

Questions regarding the meaning and interpretation of the RFP, attachments, specifications, etc., shall be requested via email. Answers will be provided by an RFP addendum posted to <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>. Please direct all questions or correspondence regarding this RFP to:

Sean Fitzpatrick, Procurement Manager  
CCSNH System Office  
(781) 572-1076  
sfitzpatrick@ccsnh.edu

**VENDOR CERTIFICATIONS:**

The vendor who is awarded the contract must comply with the terms of the CCSNH Contract for Services. The vendor must either be duly registered as a vendor authorized to conduct business in the State of New Hampshire or if not, will need to submit a completed Alternate W-9 form (no fee) with the contract and must be willing to comply with all terms and conditions of the State of New Hampshire.

**NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION:**

A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'foreign' (out-of-state). See the following website to find out more about the requirements and filing fees for both classifications: <http://www.sos.nh.gov/corporate>.

**SUBCONTRACTORS:**

Services within the scope of work may only be subcontracted by the winning bidder with the prior written consent of NHTI. Any intent to utilize subcontractors must be clearly disclosed within the bidder’s proposal.

**CONTRACT TERM:**

The term of any resulting contract shall end on or before June 30, 2029. The contract may be extended with two additional one-year extensions, if agreed upon by both parties.

NHTI shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

**PAYMENT AND COMPENSATION:**

Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by NHTI.

**SCHEDULE OF KEY EVENTS:**

Request for Proposal Issued	Friday, 3/13/26
Proposal Due Date	Friday, 4/3/26 @ 3:00 PM
Award and Notification to Successful Bidder	Friday, 4/24/26
Contract Start Date	Monday, 7/1/26

**SCOPE OF SERVICES:**

Work within this request for proposal (RFP) shall include the following:

**Cleaning Schedule:**

Campus buildings are to be cleaned year-round. Residence halls are traditionally used for (12) month housing, with several rentals throughout the summer.

Buildings are available to be cleaned between the hours of:

- CCSNH System Office
  - 5:00pm to 6:00am Sunday - Thursday
- Farnum Hall
  - 5:00pm to 6:00am Sunday, Tuesday and Thursday (3 days only)
- Langley Hall & South Hall
  - 10:30am to 7:00pm Monday - Sunday
- Little Hall Cafeteria
  - Deep Clean Twice Yearly
- All other buildings
  - 10:30am to 7:00pm Sunday - Thursday

Bidders may propose their own hourly schedule and number of staff on site to perform tasks. Cleaning staff does not need to remain on site during the entire period of available cleaning hours. Vendor must ensure adequate coverage of staff in the event of an employee’s failure to report for their assigned shift.

**Building Access and Security Requirements:**

Access to college facilities will be granted only to individuals previously identified by the vendor as their employees and have been approved with the Building Maintenance Supervisor or designated college representative. No guest(s), children or pets will be permitted to accompany vendor employee(s) on site.

Cleaning personnel will be issued identification/access cards by the Campus Safety Office and must display the valid ID or have easily accessible at all times while on college property.

The vendor is required to unlock/lock all areas to include doors/windows within the scope of the RFP. Expenses related to the loss or damage to keys, locks, door hardware, etc. will be the responsibility of the vendor and invoiced for replacement through the Campus Safety Office. Lost and/or damaged ID Cards will be charged at a rate of \$25 per card. Sharing or piggy-backing of ID cards will not be tolerated. Authorization of key and/or card access privileges is at the sole discretion of the College. These privileges will be granted or removed based on business requirements and always in the best interest of the College.

Shirts are required to be worn at all times on the work site, smoking is allowed only in designated smoking areas, no radios or headsets are allowed and parking for vehicles and equipment must be cleared through the Building Maintenance Supervisor or designated college representative. Use of cell phones and radios are prohibited while vehicles are in motion. Posted speed limits are to be obeyed. Infractions of rules can result in the offender being asked to leave the campus.

All work shall be performed in such a manner as not to inconvenience building occupants. The Contractor shall take into consideration CCSNH's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.

All lighting is to be turned off and windows to be closed and secured nightly for areas outlined within the scope of this RFP upon completion.

Employees of vendor are only permitted in campus buildings listed in the scope of this RFP. Should an employee of the vendor be found in an area outside that of the scope within this RFP, NHTI can request that individual not be allowed to return to the campus for work.

**TASK LIST FOR EACH BUILDING:**

**Langley Hall, South Hall & Library**

Duties to be performed are listed below.

**Restrooms-**

Daily:

- Clean all sinks, counters, faucets, mirrors, urinals, toilets, stall walls, showers, vinyl shower curtains, floors, windows (interior), heaters, and product dispensers
- Remove sanitary napkin disposal bags, wash box and replace liner
- Restock all paper products as needed
- Remove trash & reline cans

Weekly:

- High dusting, wipe walls

**Lounges, Kitchens, Hallways, Lobby, Foyer, Meeting Room, Porch, Entryways-**

Daily:

- Empty all trash and recycling, replace liners in cans
- Sweep and wet mop where hard floors are present
- Vacuum rooms with carpet
- Wipe down countertops, tables, chairs etc.
- Dust all surfaces
- Clean all walls/doors/windows & sills (interior)/including hardware

**Stairwells-**

Daily:

- Clean stair treads, risers, landings, walls, windows & sills (interior), handrails and lighting

**Elevator-**

Daily:

- Wipe down walls & buttons, wash floor, check & refill sanitizer if needed, vacuum and clean grates as needed.

**Laundry Rooms-**

Daily:

- Empty all trash, replace liners in trash cans
- Wipe down washer & dryers
- Check & vacuum behind all washer & dryers if needed
- Sweep and wet mop all floors
- Dust all surfaces
- Clean all walls/doors/windows & sills (interior)

## **Student Center, Sweeney Hall & Wellness Center**

**Duties to be performed are listed below.**

### **Restrooms-**

#### Daily:

- Clean all sinks, counters, faucets, mirrors, urinals, toilets, stall walls, showers, vinyl shower curtains, floors, windows (interior), heaters, and product dispensers
- Remove sanitary napkin disposal bags, wash box and replace liner
- Restock all paper products as needed
- Remove trash & reline cans

#### Weekly:

- High dusting, wipe walls

### **Restroom Breakdown by Building:**

<b>Building</b>	<b>Restrooms</b>	<b>Sinks</b>	<b>Toilets</b>	<b>Urinals</b>	<b>Showers</b>
Student Center	2	4	5	1	0
Sweeney Hall	2	8	7	4	10
Wellness Center	2	4	4	2	11

## **Little Hall Cafeteria**

**Duties to be performed are listed below.**

### Deep Clean – Twice Yearly

#### **Serving Area-**

(NHTI staff will shut off gas and move equipment away from the wall to allow GDI crew access to the walls)

- Vacuum all ceiling tiles and wipe clean / wash ceiling vents and ceiling grid.
- Deep clean and degreasing of all line stainless steel cookline walls.
- Deep clean and degreasing of the outside of all cookline stainless steel hoods.
- Deep clean hood filters by running them through the dishwasher.
- Clean, degrease and polish outside of all stainless-steel refrigerators.
- Deep clean and degrease all tile flooring under all serving stations.
- Deep clean all baseboards.
- Machine scrub and degrease all serving area tile flooring.
- Clean all exterior windows both inside and out.
- Deep cleaning and degreasing of rollup door.

#### **Dish Room-**

- Dust and wipe cleaning all ceiling vents, ceiling tiles and ceiling grid.
- Clean, degrease and polish outside of all stainless-steel dishwasher.
- Deep clean and degreasing of all FRP walls.
- Deep clean all baseboards.
- Machine scrub and degrease all serving area tile flooring.

**Kitchen Area-**

(NHTI staff will shut off gas and move equipment away from the wall to allow GDI crew access to the walls)

- Dust and wash all ceiling vents, ceiling tiles and ceiling grid.
- Deep clean and degreasing of all line stainless steel cookline walls.
- Deep clean and degreasing of the outside of all cookline stainless steel hoods.
- Deep clean and degreasing of all FRP walls.
- Deep clean hood filters by running them through the dishwasher.
- Clean, degrease and polish outside of all stainless-steel refrigerators.
- Deep clean and degreasing of all FRP walls.
- Deep clean all baseboards.
- Machine scrub and degrease all serving area tile flooring.

**Kitchen backrooms / Office Area-**

- Machine scrub and degrease all serving area tile flooring.
- Deep clean and degrease open wall areas.
- Strip and re-coat all VCT tile flooring
- Deep cleaning of office Bathroom.

**Cadet Area-**

- Dust and wipe cleaning all ceiling vents, ceiling tiles and ceiling grid.
- Dust and clean all walls as needed to remove dust and cobwebs.
- Deep clean of serving line.
- Deep clean all baseboards.
- Clean all exterior windows both inside and out.

**Main Dining Area-**

- Dust and wipe cleaning all ceiling vents, ceiling tiles and ceiling grid.
- Dust and clean all walls as needed to remove dust and cobwebs.
- Deep clean all baseboards.
- Clean all exterior windows both inside and out.

**Main Entrance Area-**

- Dust and clean all walls as needed to remove dust and cobwebs.
- Deep clean all baseboards.
- Strip and re-coat all VCT tile flooring
- Clean all exterior windows both inside and out.

## CCSNH System Office

Duties to be performed are listed below.

### Daily:

- Empty trash receptacles and replace liners in all areas of the building **daily** as needed
  - Offices that are left unlocked/open, communal areas, restrooms, etc.
- Empty recycling bins in the kitchenette area and main reception area **daily** as needed
- Vacuum all accessible carpeted areas, including vestibule, offices, conference rooms, and common areas **daily**
  - Offices that are left unlocked/open, communal areas, restrooms, etc.
- Clean and disinfect restrooms – fixtures, door handles, knobs, sinks, counters **daily**
- Re-stock any restroom supplies that are out or running low **daily**
  - Toilet paper, paper towels, soap, etc.
- Sweep and mop restroom floors using a disinfectant **daily**
- Sweep and mop the kitchenette floor using a disinfectant **daily**
- Clean and disinfect kitchenette counters and sink **daily**
- Clean all glass doors **daily**

### Monthly:

- Dust all windowsills, tops of filing cabinets, corners of ceiling, tables without having to move any personal items **monthly**
  - 1<sup>st</sup> Monday – dust all windowsills and ceiling corners (sweep or vacuum cobwebs) unless office is locked
  - 2<sup>nd</sup> Tuesday – dust IT area including office, cubicles and open space
  - 3<sup>rd</sup> Wednesday – dust offices 1 – 8
  - 1<sup>st</sup> Thursday – dust offices 9 – 17
  - 2<sup>nd</sup> Friday – dust conference room, copier areas, and open workstations (including filing cabinets)
- Clean sidelight glass as needed but no less than **monthly**
  - If a schedule is needed, we can break up the building to do a few per day

### **Building specific requirements:**

\*Chemicals are not to be used on employee workstation desks

## **Farnum Hall**

**Duties to be performed are listed below.**

### Daily:

- Empty all trash in offices and open areas, replace liners in trash cans as needed
- Vacuum all carpeted areas
- Clean and disinfect restroom fixtures, and re-stock all supplies
- Sweep and wet mop restroom floors using a disinfectant detergent
- Sweep and wet mop kitchenette floors using a disinfectant detergent
- Clean all glass doors
- Sweep and wet mop main entry way
- Clean/disinfect kitchen counters & sink

### Weekly:

- Dust all horizontal surfaces without moving personal items
- Dusting of any cobwebs throughout office

### As Needed:

- Empty recycling bin in kitchen area
- Clean sidelight glass

### **Other work that may be assigned...**

**Please note that other assignments may be assigned as needed. None of these duties or special assignments will be above or beyond the duties listed above (an example of this would be vacated room cleaning and disinfecting)**

All work shall be performed in such a manner as not to inconvenience building occupants. The Contractor shall take into consideration NHTI's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.

If the college is closed for a whole day due to extenuating circumstances (weather, electrical outage, etc.), the cleaning will be cancelled for that day and the contractor will be informed by the relevant college contact listed on the contract. **All items will be billed at the end of each month as they are incurred and will be reviewed before approval of payment. Any additions to services listed in the contract must be approved by a properly executed amendment.**

## **SCOPE OF SERVICES DEFINITIONS & PROCEDURES:**

Vacuuming- Carpeted Areas (to include runner mats): Run vacuum to remove debris from all carpeted surfaces to include corners, under, around and between furniture and other objects such as trash cans, plants, etc.

Vacuuming- Hard Surface Floors- Same as above.

Scrape floors: Use scraper tool to remove items stuck onto floor surfaces such as gum, etc.

Sweeping/Dry Mopping/Wet Mopping- all hard floor surfaces: Using a broom or dust mop, sweep all hard surfaces to remove dust and debris under, around and between furniture and other objects such as trash cans, plants, etc. Wet mopping requires the use of mop, bucket and prescribed cleaning solution. All flooring surfaces are to be wet mopped to remove all stains, marks and debris. Move objects and/or put items and chairs on desks as needed to sweep/mop behind and between them. Return items to their original locations after all prescribed tasks are complete. Utilizing floor scrape tool remove any debris unable to be removed from normal sweeping or mopping.

Dusting: Use microfiber duster to remove dust, cobwebs and debris on windowsills, cabinets, clocks, doorframes, light fixtures, blinds/shades, etc. Vents and diffusers and similar HVAC components will be cleaned by either dusting or vacuuming based on configuration.

Clean Computer Keyboards: Utilizing compressed air can, place spray nozzle on air can then spray compressed air through nozzle directly into keyboard and repeat until debris is removed. Any debris not removed, stuck to keyboard, etc., spray prescribed cleaning solution for the building and application onto cloth, wipe entire surface clean with cloth to remove all marks, dust and debris.

Clean Computer Monitors: Use prescribed cleaning solution for the building and application, wipe entire surface clean with cloth to remove all marks, dust and debris.

Clean Walls: Spray prescribed cleaning solution for the building and application onto wall areas where dirt is visible.

Clean Stall Walls in Restrooms: Spray prescribed cleaning solution for the building and application onto wall areas where dirt is visible, including stall hardware and dispensers.

Clean Sinks: Spray prescribed cleaning solution for the building and application onto entire sink surface to include countertop, faucets and handles.

Clean Toilets and Urinals: Spray prescribed cleaning solution for the building and application onto entire surface including any handles, sensors, fixtures, etc. Use Jonny mop to remove any debris.

Clean Handrails: Spray prescribed cleaning solution for the building and application onto handrail areas where dirt is visible, wipe wall with clean cloths.

Clean Glass and Mirrors: Spray prescribed cleaning solution for the building and apply onto entire interior surface, wipe clean.

Clean Windows: Pressure wash all exterior windows with cleaning solution provided by vendor and approved by Building Maintenance Supervisor and dry cleaned with a squeegee. Interior windows to be

cleaned as outlined under clean glass definition.

Entry Ways and Stairwells: Include all doors (interior and exterior), walls, handrails, windows, sills, lighting and flooring surfaces including stair treads and risers to be cleaned as outlined under Sweeping/Dry Mopping/Wet Mopping.

Replenish Consumables: Ensure all consumables (paper goods, trash bags, etc.) are replenished daily from stock supplied by the College. Vendor is responsible for inventory control and requests for supply replenishment. Vendor will complete and deliver supply request forms at least one week before restocking is required.

Maintain Custodial Closets: Empty & rinse mop buckets, rinse and wring out mop, drape over ringer of mop bucket to dry. Return all equipment to proper place in closet. Remove trash from cans, reline cans with new bags. Keep cleaning cart neat, organized and restock any products used. Place all dust mop heads and wet mop heads in appropriate laundry bags.

Trash Removal: All collected trash should be disposed into location assigned dumpsters. Trash cans must be relined with a new bag and secured properly so the bag doesn't fall into the can. Trash can lid's are to be cleaned.

Recycling: Recycling containers must be emptied and cleaned by vendor into appropriate recycling container within hallways or lobbies for NHTI pickup.

## **NHTI PROVIDED MATERIALS LIST & PURPOSE:**

### Prescribed cleaning solutions and applications:

All buildings and all applications, per product usage instructions and/or training by Building Maintenance Supervisor. Other designated NHTI approved product may be substituted and relayed to the vendor and provided for use.

### Consumables:

Paper towels- All buildings, general purpose rolled paper towel  
Trash bags- All buildings, general purpose plastic bags, varying sizes (small, medium, large/clear or black)  
Soap/Sanitizer- All buildings, general purpose  
Compressed Air with nozzle- All buildings, general purpose

### Wet mops:

Wet mops- All buildings, general purpose string wet mop, with removable mop head. All dirty mop heads to be placed in appropriate laundry bags by vendor and cleaned by NHTI.  
Mop bucket- All buildings, general purpose plastic bucket with wringer on wheels, to be utilized with appropriate cleaning solution.

### Brooms:

Dry mop- All buildings, general purpose dry mop, with removable mop head. All dirty mop heads to be placed in appropriate laundry bags by vendor and cleaned by NHTI.  
Corn brooms- All buildings, general purpose  
Dust brooms/butlers- All buildings, general purpose

Spray Bottles:

All buildings, general purpose plastic bottles with spray nozzle, varying in size, for usage with cleaning chemicals provided by NHTI.

Cleaning Cart:

All buildings, rolling custodial cart, to contain cleaning supplies for ease of transportation.

Duster:

All buildings, general purpose microfiber duster with extendable handle.

Scraper:

All buildings, general purpose razor blade tool for removal of debris from surfaces when needed.

Step Stool:

All buildings, general purpose ladder style stool.

**VENDOR SUPPLIED MATERIALS:**

Vendor will provide and maintain any their own vacuum cleaners. HEPA filter vacuums are required.

College owned equipment (such as floor machines, etc.) may be provided for specific jobs. No specialty equipment is needed for everyday duties. If vendor is found misusing college owned materials & equipment, the College may invoice the vendor for the replacement costs of such materials & equipment and/or the College may require vendor to remove staff member found using college owned materials from the site.

**PERSONNEL:**

Contractor must assign a supervisor to NHTI to act as a single point of contact for NHTI staff regarding all aspects of service.

Vendor is responsible for the on-campus behavior of all its employees. Contractor's employees will abide by all rules and regulations which govern the campuses' employees. Infraction of those rules and regulations may result in NHTI requesting that the individual no longer be employed at the account.

**SITE VISITATION:**

In-person facility tours will not be offered at this time. Instead, a virtual walkthrough video of the facility will be made available to all interested bidders. Bidder may request a link to the video by emailing Sean Fitzpatrick at purchasing@ccsnh.edu.

After viewing the virtual walkthrough, any questions about the facility can be submitted in writing to purchasing@ccsnh.edu and answers will be provided in writing via an RFP addendum.

NHTI may hold on-site interviews with bidders after bid submission.

Bidders are responsible for having ascertained pertinent local conditions, such as equipment, conditions, locations, accessibility, and general character of the site, knowledge of conditions affecting the work. The act of submitting a bid is to be considered as full acknowledgment that the bidder has viewed the virtual walkthrough video of the site and is familiar with the conditions and requirements of the below specifications.

**Visiting the campus unannounced is not recommended. Surprise visits to the facility or the offices of other college staff are not recommended.**

**ADDITIONAL INFORMATION**

NHTI reserves the right to make a written request for additional information from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

Required Material Safety Data Sheets (MSDS) for material brought on site by the successful bidder must be available on site at all times.

All local, state and federal regulations are to be followed. Any fines assessed to NHTI due to the lack of these regulations being followed will be the responsibility of the successful bidder.

The Contractor who is awarded the contract will need to complete a CCSNH standard contract (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so. The Contractor will also need to supply a current Certificate of Good Standing from the Secretary of State dated after April 1, 2015.

Workers' Compensation requirements as outlined in the CCSNH standard contract and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers' compensation insurance coverage for all of its employees on this site. The Contractor awarded the work is also to submit information as required under RSA 21-I:81 B. This law requires, among other things, the Contractor to provide timely information on employee and subcontractor identity, including all CFOs and principals on a log for this purpose, and for the College to potentially post this information on a publicly accessible website. **(Note: Any exemptions demonstrated by the Contractor can be noted in the contract at Exhibit C.)**

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractors' employees, and other related personnel who will be physically required to work at NHTI, providing the following information for each person:

Name  
Employer's Company Name

NHTI reserves the right to request a criminal background check on any employee of Contractor. NHTI also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

**COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS – EQUAL EMPLOYMENT OPPORTUNITY:**

In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws. During the term of any contract, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of a proposed contract.

**INSURANCE:**

The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, for the benefit of NHTI, the following insurance: 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 \$3,000,000 per incident.

This insurance is in addition to the workers’ compensation insurance requirements outlined above in this document. The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to NHTI, and authorized to do business in the State of New Hampshire.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by NHTI. The certificates are required to name NHTI – Concord’s Community College as additional insured.

**ADDENDUM:**

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, NHTI will email addenda to all who have already submitted bids and post any changes to its website. Before your submission, always check for any addenda or other materials that may have been issued, which would affect the RFP.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed.

**SUBMISSION OF RFP RESPONSE:**

Proposals are due **April 3, 2026, at 3:00 p.m.** If any Addenda to the RFP are issued, please acknowledge in your bid.

Proposals should be emailed to [Procurement@ccsnh.edu](mailto:Procurement@ccsnh.edu). Confirmation of receipt will be sent within 24 hours.

**Bid responses must include the following documents:**

- Completed Exhibit A – Bid Form
- Completed Exhibit B – References Form
- Completed Exhibit C – Planned Execution Statement
- Bidder’s W9
- Bidder’s certificate of insurance

**AWARD:**

Bids will be evaluated and awarded on the basis of price, completeness of proposal, planned execution of work and references from similar sized organizations. NHTI may hold on-site interviews with bidders after bid submission. Bids will be evaluated and awarded on a percentage basis as follows:

<b>RFP EVALUATION CATEGORIES</b>	<b>PERCENTAGE</b>
<b>1. Completeness of Proposal</b>	<b>10%</b>
<b>2. Qualifications, Experience, and Past Performance</b>	<b>20%</b>
<b>3. Planned Execution</b>	<b>30%</b>
<b>4. Cost for Services</b>	<b>40%</b>
<b>TOTAL PERCENTAGE</b>	<b>100%</b>

NHTI reserves the right to accept or reject any or all proposals. NHTI reserves the right to waive any and all informalities in its best interest.

**EXHIBIT A**

**PROJECT: Commercial Cleaning Services**

**COLLEGE NAME: NHTI – Concord’s Community College**

**BID FORM**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Total cost for services itemized by building by month:**

<b>Building</b>	<b>Cleaning Services Monthly Cost 2026-2027</b>	<b>Cleaning Services Monthly Cost 2027-2028</b>	<b>Cleaning Services Monthly Cost 2028-2029</b>
Langley Hall	\$	\$	\$
South Hall	\$	\$	\$
Library	\$	\$	\$
Student Center	\$	\$	\$
Sweeney Hall	\$	\$	\$
Wellness Center	\$	\$	\$
Little Hall Cafeteria	\$	\$	\$
CCSNH System Office	\$	\$	\$
Farnum Hall	\$	\$	\$
<b>Monthly Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Hourly rate for extra services  
outside of above scope**

\$ \_\_\_\_\_/hr

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Acknowledging Inclusion of Addendum:**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**This bid must be signed by a person authorized to legally bind the bidder.**

**EXHIBIT B**

**PROJECT: Commercial Cleaning Services**

**COLLEGE NAME: NHTI**

**REFERENCES**

Bidders are to provide evidence of qualifications with the bid. List three examples of experience with full responsibility for work of a similar size within the New England region.

NAME OF REFERENCE PROJECT \_\_\_\_\_

Location of Project \_\_\_\_\_

Date work performed \_\_\_\_\_

Name of Owner  
Contact Name & Phone number \_\_\_\_\_

Description of Project \_\_\_\_\_

Approx. sqft. serviced \_\_\_\_\_

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NAME OF REFERENCE PROJECT \_\_\_\_\_

Location of Project \_\_\_\_\_

Date work performed \_\_\_\_\_

Name of Owner  
Contact Name & Phone Number \_\_\_\_\_

Description of Project \_\_\_\_\_

Approx. sqft. serviced \_\_\_\_\_

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NAME OF REFERENCE PROJECT \_\_\_\_\_

Location of Project \_\_\_\_\_

Date work performed \_\_\_\_\_

Name of Owner  
Contact Name & Phone Number \_\_\_\_\_

Description of Project \_\_\_\_\_

Approx. sqft. serviced \_\_\_\_\_

**EXHIBIT C**

**PROJECT: Commercial Cleaning Services**

**COLLEGE NAME: NHTI**

**PLANNED EXECUTION STATEMENT**

**Please attach a separate answer sheet**

1. The work, if awarded to you, will have the resident personal supervision of whom? State their name, title, and their special qualifications.
  
2. (a) Provide a brief history of your firm. (b) Demonstrate that your firm has provided satisfactory work on similar projects.
  
3. Please describe your staffing and operation plan. i.e., number of personnel per shift for each building
  
4. How many hours per day do you plan to have staff on site? What time do you plan to begin and end services each day?
  
5. Please describe your contingency plan to ensure adequate coverage of staff in the event of an employee's failure to report for their assigned shift.
  
6. Please include any additional information related to your planned execution that you feel may be helpful to NHTI while evaluating your bid.