

ADMINISTRATIVE OFFICE 32 South Main Street Concord, NH 03301-4857



GEORGE N. COPADIS, COMMISSIONER

March 20, 2013

Her Excellency, Governor Margaret Wood Hassan and the Honorable Council State House Concord, NH 03301

#### **Requested Action**

To authorize New Hampshire Employment Security (NHES) to enter into a contract with RWN Property Services (VC# 206769), North Conway, NH in the amount not to exceed \$27,075.00 for lawn care and landscape services at NHES Local Offices located at 518 White Mountain Highway, Conway and 151 Pleasant Street, Berlin, NH. This contract is from the date of Governor and Council approval through October 31, 2015. 100% Federal funds.

Federal funds available for these services will be expended as follows, contingent upon availability and continued appropriations for fiscal years 2013 forward with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified:

02 - 27 - 27 - 270010 - 8040 DEPT OF EMPLOYMENT SECURITY

FY 2013 FY 2014 FY 2015 FY 2016

10 - 02700 - 80400000 - 048 - 500226 Contractual Repairs,
Building & Grounds

Vendor Code: 206769 RWN Property Services

RO#: 136089

#### Explanation

NHES is requesting approval of the attached contract for lawn care and landscape services. The contract total of \$27,075.00 (\$9,025.00 per year pro-rated by season) is for the period beginning with the date of Governor and Council approval and terminating on October 31, 2015.

A competitive bid process was undertaken for lawn care and landscape services at the following NHES Local Offices: Berlin, Claremont, Conway, Nashua, Portsmouth, Salem and Somersworth. A "Request For Proposal" (RFP) was sent to sixteen (16) vendors, eight (8) of which responded to our various advertisements and eight (8) were obtained from an agency database. Of those sixteen (16) vendors, nine (9) vendors submitted a total of sixteen (16) bids for various locations. A review of the submitted bids resulted in the selection of the lowest responding bidder for the Berlin and Conway locations. An RFP list with bid and non-bid responses is attached.

Respectfully submitted,

George N. Copadis

Commissioner
GNC/idr

Attachments

Subject:

**Conway & Berlin Landscaping Services** 

FORM NUMBER P-37 (version 1/09)

#### **AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

#### **GENERAL PROVISIONS**

1. IDENTIFICATION.	
1.1 State Agency Name	1.2 State Agency Address
NH Employment Security	32 South Main Street, Concord, NH 03301
1.3 Contractor Name	1.4 Contractor Address
RWN Property Services - VC #206769	6 Whitehorse Lane, North Conway, NH, 03860
1.5 Contractor Phone 1.6 Account Number	1.7 Completion Date 1.8 Price Limitation
Number 603-356-4759 (c) 290-8231 010-027-8040-048-0226	October 31, 2015 \$27,075.00
1.9 Contracting Officer for State Agency	1.10 State Agency Telephone Number
George N. Copadis, Commissioner	603-228-4000
1.11 Contractor Signature	1.12 Name and Title of Contractor Signatory
Emballa.	ROBERT W. NELSON, PRES.
	ly appeared the person identified in block 1.12, or satisfactorily
indicated in block 1.12.  1.13.1 Signature of Notary Publicor Justice of the Peace  [Seal]	ANN-MICHELE AMES, Justice of the Peace My Commission Expires December 20, 2015
indicated in block 1.12.  1.13.1 Signature of Notary Publicor Justice of the Peace  [Seal]  1.13.2 Name and Title of Notary or Justice of the Peace	
indicated in block 1.12.  1.13.1 Signature of Notary Publicor Justice of the Peace  [Seal]	
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indicated in block 1.12.  1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]  1.13.2 Name and Title of Notary or Justice of the Peace  [PNN-MICHELE AMES]	ANN-MICHELE AMES, Justice of the Peace My Commission Expires December 20, 2015  1.15 Name and Title of State Agency Signatory  George N. Copadis, Commissioner
indicated in block 1.12.  1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]  1.13.2 Name and Title of Notary or Justice of the Peace  PNN-MICHELE AMES  1.14 State Agency Signature  Manna M	ANN-MICHELE AMES, Justice of the Peace My Commission Expires December 20, 2015  1.15 Name and Title of State Agency Signatory  George N. Copadis, Commissioner
indicated in block 1.12.  1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]  1.13.2 Name and Title of Notary or Justice of the Peace  PNN-HICHELE AMES  1.14 State Agency Signature  1.16 Approval by the N.H. Department of Administration, Division	ANN-MICHELE AMES, Justice of the Pasce My Commission Expires December 20, 2015  1.15 Name and Title of State Agency Signatory  George N. Copadis, Commissioner  on of Personnel (if applicable)  Director, On:
indicated in block 1.12.  1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]  1.13.2 Name and Title of Notary or Justice of the Peace  [Seal]  1.14 State Agency Signature  1.16 Approval by the N.H. Department of Administration, Division By:	ANN-MICHELE AMES, Justice of the Pasce My Commission Expires December 20, 2015  1.15 Name and Title of State Agency Signatory  George N. Copadis, Commissioner  on of Personnel (if applicable)  Director, On:
indicated in block 1.12.  1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]  1.13.2 Name and Title of Notary or Justice of the Peace  1.14 State Agency Signature  1.16 Approval by the N.H. Department of Administration, Division By:  1.17 Approval by the Attorney General (Form, Substance and Exception 1.15).	ANN-MICHELE AMES, Justice of the Psace My Commission Expires December 20, 2015  1.15 Name and Title of State Agency Signatory  George N. Copadis, Commissioner  on of Personnel (if applicable)  Director, On:

#### 8. EVENT OF DEFAULT/REMEDIES.

- 8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):
- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or 8.1.3 failure to perform any other covenant, term or condition of this Agreement.
- 8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
  8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
  8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

### 9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

- 9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.
- 9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.9.3 Confidentiality of data shall be governed by N.H. RSA
- chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.
- 10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

#### 11. CONTRACTOR'S RELATION TO THE STATE. In

the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

#### 12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

#### 14. INSURANCE.

- 14.1 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, the following insurance:
- 14.1.1 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 occurrence; and
- 14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property. 14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.
- 14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

#### **EXHIBIT A**

#### **SCOPE**

This document defines specific services, materials, products, labor, tools, equipment and/or transportation necessary to provide all phases of landscape maintenance at NH Employment Security facilities as listed: 151 Pleasant Street, Berlin, 404 Washington Street, Claremont, 518 White Mountain Highway, Conway, NH, 03818; 6 Townsend West, Nashua, NH, 03063; 2000 Lafayette Road, Portsmouth, NH, 03801; 29 South Broadway, Salem, NH, 03079; 6 Marsh Brook Drive, Somersworth, NH, 03878.

Exhibit A defines services for all offices. Specific offices per contractor are defined in P37 and in Exhibit B.

#### **DESCRIPTION OF WORK**

RWN Property Services, Inc., henceforth referenced as Contractor, will provide landscaping services for NHES Berlin & Conway offices. Landscaping services include all phases of tree, shrub and lawn care and weekly mowing, edging, weeding around bushes and other plantings, and raking grass to keep it free of leaves, clippings and other debris. Raked materials must be disposed of properly. No debris will be swept, raked or dumped into storm drains.

- In addition to normal landscaping duties, Claremont landscaper will maintain hillside behind building once monthly to ensure brush is always kept to a minimum. Hillside is too steep to mow and will be weed whacked/trimmed back from June through October. Contractor will police parking lot, lawn, bank on North and East side of property, and wooded area to assure that it is kept clean and free of debris. Contractor will rake all areas including banking in autumn and clean up each spring. Contractor will clean dead limbs and sprouting bushes from wooded area monthly or as needed.
- In addition to normal landscaping duties, Conway landscaper will maintain hillside on left side of building, leading down to Saco River, once monthly to ensure brush is always kept to a minimum... Hillside is too steep to mow and will be weed whacked/trimmed back from June through October.
- Lawn care will include mowing all grassed areas at least once a week, including swales, trim edging, including areas abutting walkways, driveways, and mulched areas, weeding around bushes, walkways and other plantings. Lawn will be kept free of leaves, clippings and other debris. Raked material will be disposed of properly. No grass clippings, trimmings and debris will be swept, raked or dumped into storm drains or dumpster.
- Regarding Nashua property, cofferdam spillway and retention ponds must be cut and free of debris.
- Contractor will mow, edge and rake grass to keep it free of leaves, clippings and other debris. Raked
  material must be disposed of properly. No debris will be swept, raked or dumped into storm drains.
- FERTILIZING: Contractor will fertilize lawn, all shrubs and plantings with a four-step plan, to include labor and materials, for spring, summer and fall.

Step One: Apply late April through early May, contractor will apply a combination of slow release lawn food with trace elements and pre-emergent crabgrass preventer. This should provide a minimum of eight (8) weeks of control. DO NOT seed for at least eight (8) weeks after this application.

Step Two: Apply late May through early June, contractor will apply a lawn fertilizer and a product to prevent weeds from growing.

Step Three: Apply mid August, contractor will apply lawn food that provides nutrients for six (6) to eight (8) weeks.

Step Four: Apply late September through October, contractor will apply winterizer.

Contractor will apply lime to lawn in spring and fall, as soil condition requires.

- PLANTING: Plantings to replace shrubs, trees, and flowers for those that die will be done as needed. NH Employment Security will be billed Contractor's cost for plantings. Cost of replacement or additional repairs will be invoiced in the month work was done. Estimates for repair/replacement work will be approved by NHES prior to work being done.
- Contractor will perform diagnostic services to grass areas, to soil around base of birches, firs, maples, young trees and shrubs, to determine fertilizing needs.
- Contractor will apply fertilizer as necessary based upon diagnostic services.
- Contractor will prune all shrubs to maintain size, shape, and structure as needed.
- Contractor will refresh the stone each spring as necessary to clean-up beds around office.
- Contractor will perform lawn care, including watering, to prevent browning or burning of landscape.
- Contractor will bark mulch flower and shrub beds in springtime only.
- Contractor will add and refresh mulched areas to proper levels utilizing an ant and bug resistant mulch.
- Contractor will weed mulched, fenced, bank and stoned areas.
- Contractor will clean up storm damage or any debris created by minor construction.
- Contractor will police entire landscaping area and parking lot for debris, and properly dispose of debris.
- Contractor will police entire landscaping area and parking lot for debris, and properly dispose of debris. This includes the bank on south side of Portsmouth property between wooded area and Route 1, which will be raked and cleaned spring and fall, and as needed. Please ensure drainage area in Portsmouth, across the parking lot from main entrance, is free of debris at all times.
- Contractor will clean dead limbs and sprouting bushes from wooded areas, preventing wooded area from encroaching landscaped areas, monthly or as needed.
- Contractor will keep generator area free of weeds and growth.

#### **SAFETY**

Safety and protection of NH Employment Security personnel and property is of utmost concern. All work will be conducted to interfere as little as possible with NH Employment Security business. Contractor will, at his expense wherever necessary or required, furnish safety devices and take necessary precautions to protect life and property.

Work performed will be compliant with existing State and Federal safety regulations and standards including, but not limited to, OSHA and U.S. Department of Labor to ensure safety of worker, NH Employment Security staff and the general public.

#### **MSDS SHEETS**

Upon contract award, and prior to performance of any service, Contractor must provide copies of Material Safety Data Sheets for all chemicals/materials that will be used at NH Employment Security to NHES Project Manager Jesse Propri or NHES Administrative Services Supervisor Ernie Liakas.

#### **EXHIBIT B**

#### **INVOICING**

Contractor agrees to provide NH Employment Security with services indicated in RFP and in Exhibit A of this agreement, according to accepted bid for request for proposal at prices outlined in that proposal and shown below. Contractor agrees to perform services in a professional manner and in accordance with specifications.

FY 1:	3-14	FY 14	-15	FY 1	5-16	3 Seasons
		BERLIN (	OFFICE			
April	\$425.16	April	\$425.16	April	\$425.16	
May	\$425.14	May	\$425.14	May	\$425.14	
June	\$425.14	June	\$425.14	June	\$425.14	
July	\$425.14	July	\$425.14	July	\$425.14	
August	\$425.14	August	\$425.14	August	\$425.14	
September	\$425.14	September	\$425.14	September	\$425.14	
October	\$425.14	October	\$425.14	October	\$425.14	
TOTAL	\$2,976.00		\$2,976.00		\$2,976.00	\$8,928.00
		CONWAY	OFFICE			
April	\$507.00	April	\$507.00	April	\$507.00	
May	\$507.00	May	\$507.00	May	\$507.00	
June	\$507.00	June	\$507.00	June	\$507.00	
July	\$507.00	July	\$507.00	July	\$507.00	
August	\$507.00	August	\$507.00	August	\$507.00	
September	\$507.00	September	\$507.00	September	\$507.00	
October	\$507.00	October	\$507.00	October	\$507.00	
TOTAL	\$3,549.00		\$3,549.00		\$3,549.00	<b>\$10,647.00</b>

Annual Seeding/Planting/Special Projects = \$1,000.00 for Berlin & \$1,500.00 for Conway

BERLIN = \$11,928.00 CONWAY = \$15,147.00

TOTAL CONTRACT NOT TO EXCEED:

\$27,075.00

Contractor will invoice NH Employment Security on a monthly basis, after services have been provided. Invoice must include a brief description of work done and location of work. NHES will make payment through normal state payment process that is up to 30 days following receipt of approved invoice.

Invoices will be sent to: Helen A.

Helen A. Dinsmore

**NH Employment Security** 

32 South Main St Concord, NH, 03301

#### EXHIBIT C

#### **TERM & EXTENSION**

This agreement will begin upon Governor and Council approval and terminate October 31, 2015. This agreement may be extended for up to two (2) additional one-year (1) periods providing there are no changes in rates, terms or conditions.

#### **TERMINATION**

If Contractor fails to perform services as required, this agreement will without notice, become void and of no effect, with no liability on the part of NH Employment Security beyond the date on which Contractor fails to perform required services. Either party may terminate this agreement at any time. The party requesting termination must give the other party written notice, by certified mail, to so terminate at least thirty (30) days prior to effective date of termination.

#### CONFIDENTIALITY, CRIMINAL RECORD & NH CERTIFICATE OF GOOD STANDING

Contractor and his employees will be required to sign and submit a STATEMENT OF CONFIDENTIALITY OF RECORDS FORM (DES 1726), and a CRIMINAL RECORDS FORM (DES 2135), to be provided by NH Employment Security, if applicable, prior to any work being done. There is a \$25 fee for each check required. During the course of this agreement any personnel scheduled to enter NH Employment Security must be reported to a NH Employment Security official and a STATEMENT OF CONFIDENTIALITY OF RECORDS FORM and a CRIMINAL RECORDS FORM submitted for processing prior to entrance to NHES. Contractor must provide a Certificate of Good Standing from NH Secretary of State. A \$5 fee is required for Certificate of Good Standing.

#### **DAMAGE**

Contractor will agree that any damage to building(s), materials, equipment or other property during performance of service will be repaired at his expense. Contractor agrees to return all buildings, materials, equipment or property to its original or better condition and acceptance by a representative of NH Employment Security. Contractor agrees to obtain approval of NH Employment Security representative assigned to project for any sub-contractor performing such repair work.

#### **INSURANCE**

Contractor will furnish a Certificate of Insurance as evidence of the existence of 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. Contractor agrees to maintain workers' compensation and employer's liability insurance for all Contractor employees engaged in the performance of the agreement.

#### **SUB-CONTRACTING**

Contractor will not assign, subcontract or otherwise transfer any duty obligation, or written performance required by this agreement without prior consent of NH Employment Security. All subcontractors must be listed on the bid page of this document for pre-approval.

#### **ACCEPTANCE OR REJECTION BY NH EMPLOYMENT SECURITY**

NH Employment Security reserves the right to accept or reject any or all proposals submitted for consideration. All proposals will be kept sealed and safe until the date, time and place of public opening.

#### <u>CERTIFICATION REGARDING DEBARMENT, SUSUPENSION AND OTHER</u> RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

Contractor certifies that primary participant, and its principals, to the best of its knowledge and belief, are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency. Contractor will inform NH Employment Security of any changes in the status regarding this statement.

#### **DAVIS-BACON ACT**

Davis-Bacon and Related Acts apply to contractors and subcontractors performing on federally funded/assisted contracts in excess of \$2,000 for construction, alteration, or repair (including painting and decorating) of public buildings or public works. Under these Acts contractors and subcontractors must pay laborers/mechanics prevailing wages/fringe benefits for corresponding work on similar projects in the area, as determined by Department of Labor.

#### **AMERICANS WITH DISABILITIES ACT**

The undersigned agrees to comply with all Federal, State and Local ADA rules and regulations.

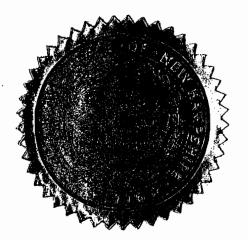
#### PAYMENT BOND/MILLER ACT

Contractor agrees to comply with The Miller Act bond requirement and NHRS 447:16. A Payment Bond, with a surety satisfactory for protection of all persons supplying labor and material in carrying out work provided for in the contract. Amount of payment bond will equal total amount payable by terms of contract unless officer awarding contract determines, in a writing supported by specific finds, that a payment bond in that amount is impractical, in which case contracting officer will set amount of payment bond. Amount of bond will not be less than total amount of contract. A payment bond is required for contract of \$35,000 - 99,999 Dollars. A Performance Bond is required for contracts totaling \$100,000 Dollars or more.

## State of New Hampshire Department of State

#### **CERTIFICATE**

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that RWN Property Services, Inc. is a New Hampshire corporation duly incorporated under the laws of the State of New Hampshire on October 14, 2009. I further certify that all fees and annual reports required by the Secretary of State's office have been received and that articles of dissolution have not been filed.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 12<sup>th</sup> day of October, A.D. 2012

William M. Gardner Secretary of State



## MEETING OF BOARD OF DIRECTORS BY WRITTEN CONSENT

We, the undersigned, being all the directors of RWN Property Services, Inc., hereby consent in writing to the following action:

#### **VOTED:**

This written consent will take the place of the meeting of directors and will constitute a written waiver of notice hereof.

#### **FURTHER VOTED:**

From October 8, 2009 to the present, Robert W. Nelson,

President of RWN Property Services, Inc. is hereby authorized to execute, submit, deliver and amend, on behalf of RWN Property Services, Inc. any and all documents or contracts in connection with NH Employment Security, 518 White Mountain Highway, Conway, NH, 03813, and 151 Pleasant Street, Berlin, NH 03570, Landscaping services.

Intended Effective Dates applied April 2013 through October 31, 2015.

Directors name

Acknowledgement: State of New Hampshire, County of Carroll, on January 16, 2013, Before the undersigned officer, personally appeared Robert W. Nelson identified as Robert W. Nelson, or satisfactorily proven to be the person whose name is signed above, and acknowledge that he executed this document in the capacity indicated.

**≰**Signature of Justice of Peace

ANN-MICHELE AMES, Justice of the Peace My Commission Expires December 20, 2015

Name and Title of Justice of Peace

**Commission Expires** 



#### **CERTIFICATE OF LIABILITY INSURANCE**

03/20/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

	e terms and conditions of the policy, entificate holder in lieu of such endors								-and to the
RO	Insurance Savers Agency Inc				NAME:				
	PO Box 684				PHONE (A/C, No	Ext): (603)	726-8198	FAX (A/C, No): (603) 7	26-3606
	Campton			NH 03223	E-MAIL ADDRE	ss:			
	oumpton.						URER(S) AFFOR	DING COVERAGE	NAIC#
_					INSURE				
NSU	RED				INSURE	RB; Main St A	Amer Assur C	0	29939
	RWN Property Services, Inc.				INSURE	R C :Merchani	ts Mutual Insu	rance Co	23329
	66 Emery Lane				INSURE	RD:			
	Conway			NH 03818-	INSURE	RE:			
					INSURE	RF:			
				NUMBER:				REVISION NUMBER:	101/ 05-11-
IN	IIS IS TO CERTIFY THAT THE POLICIES DICATED. NOTWITHSTANDING ANY RE ERTIFICATE MAY BE ISSUED OR MAY R ICLUSIONS AND CONDITIONS OF SUCH I	PERT	REME	NT, TERM OR CONDITION THE INSURANCE AFFORD	OF AN	Y CONTRACT	T OR OTHER I S DESCRIBEI	DOCUMENT WITH RESPECT TO	WHICH THIS
ISR	TYPE OF INSURANCE	ADDL	SUBR			POLICY EFF	POLICY EXP	LIMITS	
1R.	GENERAL LIABILITY	INSR.		MPT3559G			12/15/2013	EACH OCCURRENCE \$	2,000,000
	X COMMERCIAL GENERAL LIABILITY						2.23.0	DAMAGE TO RENTED PREMISES (Fa occurrence)	500,000
	CLAIMS-MADE X OCCUR							MED EXP (Any one person) \$	10,000
								PERSONAL & ADV INJURY \$	2,000,000
								GENERAL AGGREGATE \$	6,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMP/OP AGG \$	6,000,000
	X POLICY PRO- LOC							\$	
;	AUTOMOBILE LIABILITY			CAPI047224		12/15/2012	12/15/2013	COMBINED SINGLE LIMIT (Ea accident) \$	1,000,000
	ANY AUTO							BODILY INJURY (Per person) \$	
	ALL OWNED X SCHEDULED							BODILY INJURY (Per accident) \$	
	X HIRED AUTOS X NON-OWNED AUTOS							PROPERTY DAMAGE (Per accident) \$	
	AUTOS							\$	
	UMBRELLA LIAB OCCUR					`		EACH OCCURRENCE \$	
	EXCESS LIAB CLAIMS-MADE							AGGREGATE \$	
	DED RETENTION \$							\$	
4	WORKERS COMPENSATION			051751616		05/16/2012	05/16/2013	X WC STATU- TORY LIMITS OTH- ER	
	AND EMPLOYERS' LIABILITY  ANY PROPRIETOR/PARTNER/EXECUTIVE  Y  N	N/A						E.L. EACH ACCIDENT \$	500,000
	OFFICER/MEMBER EXCLUDED?	"'A						E.L. DISEASE - EA EMPLOYEE \$	500,000
	if yes, describe under DESCRIPTION OF OPERATIONS below				•			E.L. DISEASE - POLICY LIMIT \$	500,000
>	CRIPTION OF OPERATIONS / LOCATIONS / VEHIC	LES (A	ttach	ACORD 101, Additional Remarks	Schedule	, If more space is	required)	,	
10	perty Services								
₹ot	pert Nelson is excluded from Worker's C	omp	ensal	ion coverage in accordan	ce with	New Hampsh	ire law.		
CE	RTIFICATE HOLDER				CAN	CELLATION			AI 0238
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	NHES							DESCRIBED POLICIES BE CANCEL EREOF, NOTICE WILL BE DE	
	Helen A. Dinsmore							CY PROVISIONS.	
	32 South Main Street								
	Concord			NH 03301-4857	AUTHO	ORIZED REPRESE	ENTATIVE 🔨	, <i>I</i> I	
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Fax: (603)228-4145

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# NH Employment Security Landscaping Services

BID OPENING: 5/21/12 @ 2:00 PM

16 Bids Submitted from 9 Contractors: 3 Ad; 2 Internet; 8 NHES Database Responses, 1 Word of Mouth, 2 Job Board 16 RFPs Distributed

Vendor Bid Ascertained Via	Vendor Information	Yr 1	BID YR 2	D Yr 3 Total	Office Location Reason for not bidding
Angerami Property Services Mike Angerami NHES Database	185 Jobin Drive, Manchester, NH, 03103 603-634-5130 <u>cardnl95@comcast.net</u>	\$3,600 \$6,800	\$3,600 \$6,800	\$3,600 = \$10,800 \$6,800 = \$20,400	Salem Office Nashua Office
Barreira Cleaning Services Tom Addario NHES Database	60 Bemis St, Berlin, NH, 03570 603-752-4538 MTSBTOMMY@yahoo.com	\$3,493	\$3,493	\$3,493 = \$10,479	Berlin Office
Brian Costello Individual, Brian Costello Somersworth Job Board	27 Riverlawn Ave, Rochester, NH, 03868 603-781-1256 <u>brian.costello59@gmail.com</u>		NO BID	BID	Could not provide timely bid.
CMI Property Solutions Robert Bellavance Construction Summary	3510 Lafayette #5, Portsmouth, NH, 03801 603-319-1661 robert@cmipropertysolutions.com		ONO BID	BID	Could not provide timely bid.
Edmonds Landscaping Daniel Edmonds NHES Database	9 Clay St, Merrimack, NH, 03054 603-674-1878 edmondslandscaping97@yahoo.com		NO BID	BID	Could not provide competitive bid.
Elf's Landscaping, Inc. Sue Fosse & Melissa Keene NHES Database	PO Box 7266, Rochester, NH, 03839 603-332-8324 melissa@elfslandscaping.com	\$3,895 \$3,895 \$3,520	\$4,045 \$4,045 \$3,670	\$4,195 = \$12,135 \$4,195 = \$12,135 \$3,820 = \$11,010	Portsmouth Office Salem Office Somersworth Office
Family Tree Lndscpng & Excvtn Jason Miller & sister Lisa Leveque Salem Job Board	6 Coventry Ln, Derry, NH, 03038 603-432-2433 familytreelandscapingnh@yahoo.com	\$3,395	\$3,395	\$3,395 = \$10,185	Salem Office
Giant Landscaping Katie Pollard, Jeff Lavigne NHES Database	PO Box 5695, Manchester, NH, 03108 603-625-0094 <u>Katie@giantlandscaping.net</u>	\$3,800 \$3,585	\$3,900 \$3,675	\$3,950 = \$11,650 \$3,725 = \$10,985	Nashua Office - WINNING BID Salem Office
Granite State Lawncare Andrew Campbell NHES Database	6 Sunset Street, Clarmeont, NH, 03743 603-542-7200 <u>granitestatelawns@yahoo.com</u>	\$3,500	\$3,500	\$3,500 = \$10,500	Claremont Office - WINNING BID
Jungle Jims Dan Morgan Union Leader	2100 Dover Rd., Epsom, NH, 03234 603-736-8896 dmorganjunglejims@metrocast.com		ON	NO BID	Could not provide competitive bid.

NHES Job Board; NHES Database: All bidders previously responding to similar NHES projects advertised in Newspaper or on Internet. Ads: Union Leader; NH-PTAP, Construction Summary, Onvia, MyBid, Reed Business, IsQft, McGraw-Hill, Works In Progress, etc.

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Vendor Bid Ascertained Via	Vendor Information	ıtion	Yr 1	BID YR 2	Yr 3	Total	Office Location Reason for not bidding	ocation lot bidding
P & L Landscaping Roland Duvall Union Leader	79 DW Hwy, Merrimack, NH, 03054 603-595-2802 <u>RolandDuval@PLLandscaping.com</u>	, NH, 03054 2 scaping.com		NO BID	ЭID		Could not provide competitive bid.	competitive bid.
Piscataqua Landscaping Co, Inc. Justin Gamester Construction Summary	26 Maclellan Ln, Eliot, ME, 03903 207-439-2241 x217 jgamester@piscataqualandscaping.com	ME, 03903 217 dscaping.com		NO BID	3ID		Could not provide timely bid	de timely bid.
RWN Property Services, Inc. Bob Nelson & Ann-Michele Ames NHES Database	6 White Horse Rd., N Conway, NH, 03 603-356-4759 robert@rwnpropertyservices.com	way, NH, 03860 9 rvices.com	\$2,976 \$3,549	\$2,976 \$3,549	\$2,976 = \$ 8,928 \$3,549 = \$10,647	,928 ),647	Berlin Office - WINNING BID Conway Office - WINNING BID	MINNING BID WINNING BID
Salmon Falls Nursery Landscaping Stuart Stevens NHES Database	511 Portland St., Berwick, ME, 0390 207-252-3568 <u>Stuart@SalmonFallsNursery.com</u>	k, ME, 03901 8 ursery.com	\$3,595 \$3,345	\$3,595 \$3,345	\$3,595 = \$10,785 \$3,345 = \$10,035	),785 ),035	Portsmouth Office - WINNING BID Somersworth Office - WINNING BID	e - WINNING BID
Trugreen Ben Wojciechowski Union Leader	15 Delta Dr, Londonderry, NH, 03053 603-234-0440 Benjamin.Wojciechowski@trugreenmail.com	y, NH, 03053 t0 rugreenmail.com		ONO BID	SID		Could not provide competitive bid	competitive bid.
Veteran's Mowing & Plowing Ed O'Neill NHES Database	7 Normandy Way, Nashua, NH, 03063 603-475-4416 <u>veteransmp@comcast.net</u>	ıa, NH, 03063 6 cast.net	\$3,819 \$3,240	\$3,933 \$3,337	\$4,047 = \$11,799 \$3,434 = \$10,011	1,799 0,011	Nashua Office Salem Office - WINNING BID	Office WINNING BID
Quick Cost Breakdown Bidders Angerami Property Svcs Barreira Cleaning Svcs Elf's Landscaping Family Tree Giant Landscaping Granite State Lawncare RWN Property Svcs Salmon Falls Nursery	Berlin Claremont 2 Bids 1 Bid 50 50 50 50 50 50 50 50 50 50 50 50 50	aremont Conway Nashua Portsmouth Sale 3 Bids 2 Bids 5 Bi 5 \$20,400 \$0 \$10, 5 \$0 \$0 \$0 \$10, 5 \$0 \$0 \$12,135 \$12,135 5 \$10,500 \$0 \$11,650 \$0 \$10, 5 \$0 \$0 \$0 \$10, 5 \$0 \$0 \$0 \$10, 5 \$0 \$0 \$0 \$10,785 \$0 5 \$0 \$11,799 \$0 \$10, 5 \$10,647 \$0 \$0 \$10,785 \$0 5 \$10,647 \$0 \$0 \$10,785 \$0 5 \$10,647 \$0 \$0 \$10,785 \$0 5 \$10,647 \$0 \$0 \$10,785 \$0 5 \$10,647 \$0 \$10,785 \$0 5 \$10,647 \$0 \$10,785 \$0 5 \$10,785 \$0 5 \$10,785 \$0 5 \$10,785 \$0 5 \$10,647 \$0 \$10,785 \$0 5 \$10,785 \$0 5 \$10,647 \$0 \$10,785 \$0 5 \$10,647 \$0 \$10,785 \$0 5 \$10,647 \$0 \$10,785 \$0 5 \$10,647 \$0 \$10,785 \$0 5 \$10,647 \$0 \$10,785 \$0 5 \$10,647 \$0 \$10,785 \$0 5 \$10,647 \$0 \$10,785 \$0 5 \$10,647 \$0 \$10,785 \$0 5 \$10,647 \$0 \$10,785 \$0 5	Nashua 3 Bids \$20,400 \$0 \$0 \$11,650* \$0 \$0 \$11,650* \$0 \$11,799 ds are not per year \$	ed with as	Portsmouth 2 Bids \$0 \$0 \$12,135 \$0 \$0 \$0 \$10,785* \$0 \$0 \$0 \$c ecial planting ecial planting	Sal \$10 \$11 \$11 \$10 \$0 \$0 \$10 \$10 \$10 \$10 \$	ds 800 135 185 985 011*	Somersworth 2 Bids 50 50 511,010 50 50 50 50 50 50 50 50 50 50 50

Ads: Union Leader; NH-PTAP, Construction Summary, Onvia, MyBid, Reed Business, IsQft, McGraw-Hill, Works In Progress,etc. NHES Job Board; NHES Database: All bidders previously responding to similar NHES projects advertised in Newspaper or on Internet.