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New Hampshire Fish and Game Department

HEADQUARTERS: 11 Hazen Drive, Concord, NH 03301-6500
(603) 271-3421
FAX (603) 271-1438

www.WildNH.com
e-mail: info@wildlife.nh.gov
TDD Access: Relay NH 1-800-735-2964

May 9, 2013

His Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the New Hampshire Fish and Game Department (NHFG) to enter into a contract with Whisprie, Inc d/b/a The Parcel Room (vendor #156123), Portsmouth, NH in the amount \$14,360.00 for packing and mailing course materials for Hunter Education traditional courses, Bowhunter Education courses and online course Field Days upon Governor and Council approval through June 30, 2015. Funding is 100% Federal.

Funding for this contract service is available in the Hunter Education account contingent upon availability and continued appropriations for State Fiscal Year 2014 and 2015 with authority to adjust encumbrances in each of the state fiscal years through the budget office if needed and justified as follows:

03-75-75-751020-2121 – Public Information and Conservation Education – Hunter Education		
20-07500-21210000-020-500252, Current Expense	<u>FY2014*</u>	<u>FY2015*</u>
	\$7,180.00	\$7,180.00
	*Pending Budget Approval	

EXPLANATION

The purpose of this contract is to save the Hunter Education Program money by contracting this service out instead of having staff pack and mail these courses. The programmatic cost for staff time associated with this activity, tracking inventory and storing the materials would be greater than contracting these services. Staff time spent packing course materials reduces the time spent on more critical and skilled duties needed for the efficient operation of the Hunter Education Program, such as responding to public and instructor inquiries, managing online Hunter Education courses, and conducting important input in Hunter Education databases. This shift in staff duties improves the Department's customer service and increases the efficiency of the Hunter Education Program.

Respectfully submitted,

Glenn Normandeau
Executive Director

Kathy Ann LaBonte
Chief, Business Division

REGION 1
629B Main Street
Lancaster, NH 03584-3612
(603) 788-3164
FAX (603) 788-4823
email: reg1@wildlife.nh.gov

REGION 2
PO Box 417
New Hampton, NH 03256
(603) 744-5470
FAX (603) 744-6302
email: reg2@wildlife.nh.gov

REGION 3
225 Main Street
Durham, NH 03824-4732
(603) 868-1095
FAX (603) 868-3305
email: reg3@wildlife.nh.gov

REGION 4
15 Ash Brook Court
Keene, NH 03431
(603) 352-9669
FAX (603) 352-8798
email: reg4@wildlife.nh.gov

BID PAGE

The following bid request was submitted on the state web site; only one bid was submitted for this request.

**Whisprue Inc., dba The Parcel Room
1465 Woodbury Ave.
Portsmouth, NH 03801**

The bid is outlined based on Exhibit A of this contract and is in the amount of \$14,360. \$7,180.00 for Fiscal Year 2014 and \$7,180 for Fiscal Year 2015

Subject: Whisprue Inc., dba The Parcel Room

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 NH Fish and Game Department		1.2 State Agency Address 11 Hazen Drive, Concord, NH 03301	
1.3 Contractor Name Whisprue, Inc. dba The Parcel Room		1.4 Contractor Address 1465 Woodbury Avenue, Portsmouth NH 03801	
1.5 Contractor Phone Number 603-431-0718	1.6 Account Number 20-07500-21210000-020-500252	1.7 Completion Date 6/30/2015	1.8 Price Limitation \$14,360.00
1.9 Contracting Officer for State Agency Glenn Normandeau, Executive Director		1.10 State Agency Telephone Number 603-271-3212	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Jeffrey Balantyne, President	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>5/14/13</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal]		LISA M. LaCHAPELLE, Justice of the Peace My Commission Expires November 4, 2014	
1.13.2 Name and Title of Notary or Justice of the Peace Lisa m. Lachapelle, Justice of the Peace			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Glenn Normandeau, Executive Director	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: On: 6-6-13			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 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.

6.2 During the term of this Agreement, 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 and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. 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 this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

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

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

EXHIBIT A

Whisprue, Inc. dba The Parcel Room will receive course orders from the New Hampshire Fish and Game Department's Hunter Education program via e-mail and will fulfill course orders by packing the following contents into student packets and shipping full courses in boxes directly to instructor's address. In addition, Whisprue, Inc. dba The Parcel Room will keep a running inventory of materials and send a list of inventory to Fish and Game on a weekly basis. The cost of the contract is based on the number of packets, courses, and storage of inventory. Packet contents and course materials are listed below.

Total number of courses shipped annually = 155

Each Course includes: Student packets, answer sheets, hearing protection, targets, and student, patches.

Hunter Education Student Packet Materials

Contents of the Student Packet Envelope:

- 1 Hunter Education Student Manual
- 2 IHEA Hunter Handbook
- 3 Outsmart in the Outback Guide
- 4 Wildlife I.D. Guide
- 5 NHWF One year membership Offer (until supplies are exhausted)
- 6 Track Card
- 7 Hunting Digest (current year)

Bowhunter Education Student Packet Materials

Contents of the Student Packet Envelope:

- 1 Bowhunter Student Manual
- 2 Outsmart Guide
- 3 NHWF One year membership Offer (until supplies are exhausted)
- 4 Track Card
- 5 Hunting Digest (current year)
- 6 Wildlife I.D. Guide
- 7 Tree Stand Safety Brochure

Contractor Initials JS
Date 5/14/13

Hunter Education Field Day Student Packet Materials

Contents of the Student Packet Envelope:

- 1 IHEA Hunter Handbook
- 2 Outsmart in the Outback Guide
- 3 Wildlife I.D. Guide
- 4 NHWF One year membership Offer (until supplies are exhausted)
- 5 Track Card
- 6 Hunting Digest (current year)

Pallet storage 48x40x48 fee per month per pallet - \$35.00
Fee to pull, sort and create student packets, charged per packet (envelope) - \$1.00
Fee to pack, box, label and handle courses - \$3.00/shipment
Fee to pack and ship single packets to students- \$4.00/packet
Fee per cardboard shipping box- \$1.50

The Fish and Game Department will provide course boxes and envelopes for student packets.

Monthly Pallet storage is based on max of 2 on any given month.

Pallet Storage: 2 Max @ \$35.00/month	
\$35.00/month X 12 months	\$840.00
Bowhunter Education-	
40 courses @ \$3.00/course	\$120.00
1200 students @ 1.00/packet	\$1200.00
Hunter Education-	
75 courses @ \$3.00/course	\$225.00
2800 students @ 1.00/packet	\$2800.00
Online Hunter Education Field Day-	
40 courses @ \$3.00/course	\$120.00
1200 students @ 1.00/packet	\$1200.00
Cardboard Shipping Boxes	
450 boxes @ \$1.50/box	\$675.00
Total/year	\$7180.00

Contractor Initials

Date

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5/14/13

Whisprue, Inc. dba The Parcel Room will use a UPS shipping account provided by The Fish and Game Department and UPS will bill Fish and Game directly for each shipment. There will be no Shipping fees from Whisprue, Inc. dba The Parcel Room billed to the Fish and Game Department.

Upon request instructors can come directly to Whisprue, Inc. dba The Parcel Room in Portsmouth to pick up courses instead of shipping. Parcel Room must be notified of time and date of pick-up in advance.

Parcel Room will supply via e-mail a list of inventory to Fish and Game weekly. As a state agency the New Hampshire Fish and Game Department is exempt from state sales tax.

Whisprue Inc., dba The Parcel Room fulfillment services	\$ 13,010.00
Cardboard Shipping Boxes	\$ 1,350.00

Money is available in the following account:

Hunter Education Funds	<u>FY2014</u>
020-07500-212100000-020-500252 Current Expense	\$7,180.00
Hunter Education Funds	<u>FY2015</u>
020-07500-212100000-020-500252 Current Expense	\$7,180.00

The Hunter Education Program funding is 100% federal funds.

Cost of Contract through June 30, 2015 - \$14,360.00

EXHIBIT B

Fees invoiced weekly will be on company letterhead with name of company, invoice number for reference and date. Payment will be made within 30 days of approved invoice. Invoices will be sent via e-mail.

Invoices will show break down of each shipment with number of boxes per shipment, name and address shipment was sent to and date of shipment.

Contractor Initials JS
Date 5/14/13

EXHIBIT C

The New Hampshire Fish and Game Department agrees to waive the provisions of Paragraph 14.1.1 reducing the amount required for insurance coverage per incident to \$1,000,000.

Contractor Initials SB
Date 5/14/17

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 WHISPRUE, INC. is a New Hampshire corporation duly incorporated under the laws of the State of New Hampshire on June 23, 1986. 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 6th day of June, A.D. 2013

A handwritten signature in cursive script, appearing to read "William Gardner".

William M. Gardner
Secretary of State



1465 Woodbury Ave Portsmouth, NH 03801

Tel 603-431-4205

Fax 603-431-3502

CERTIFICATE OF VOTE

I, John K. Bosen, Secretary of Whisprue, Inc., do hereby certify that:

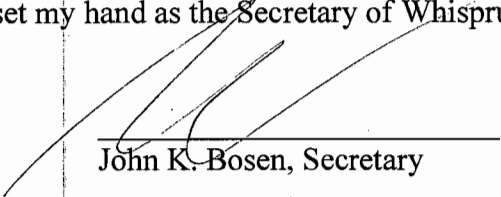
1. I am the duly elected Secretary of Whisprue, Inc.
2. The following resolutions were duly adopted at a meeting of the Board of Directors of Whisprue Inc., duly held on July 11th 2012.

RESOLVED that this organization enters into a contract with the State of New Hampshire, acting through its Fish and Game Department.

RESOLVED that the President is hereby authorized on behalf of this Organization to enter into a contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions or modifications thereto, as he may deem necessary or desirable to effect the purpose of these resolutions.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of April 2nd, 2013.
4. Jeffrey Ballantyne is the duly appointed President of the Organization.

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of Whisprue Inc., this 2nd day of April, 2013.



John K. Bosen, Secretary

State of New Hampshire
County of Rockingham

On this the 2nd day of April, 2013, before me, Meagan Curry, the undersigned officer, personally appeared John K. Bosen, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.



MEAGAN E. CURRY, Notary Public
My Commission Expires August 8, 2017

