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State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603)-271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603)-271-3204

June 29, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services enter into contract with Arcomm Communications Corporation, (VC 156643), of Hillsboro, NH, for the provision of Communication Systems Repair, Maintenance, and Cabling Services. This contract shall begin on August 1, 2017, or upon Governor and Executive Council approval, whichever is later, and end on July 31, 2020. The price limitation of this contract is \$125,000.00.

Funding shall be provided through individual agency expenditures, none of which shall be permitted unless there are sufficient appropriated funds to cover the requested service.

EXPLANATION

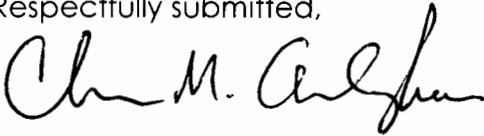
In order to provide for the continuation of these essential services, the Department of Administrative Services, through the Bureau of Purchase and Property, released RFB 1991-17 for bid on May 8, 2017, with responses due on May 23, 2017. The bid was advertised on the Purchase and Property website. Attached are the results of the RFB. The communications systems repair and maintenance services are important to the operation of traditional telephone switching equipment used throughout State agencies.

It is the Department of Administrative Services' intent to enter into this contract in order to ensure optimal coverage for the utilizing State agencies. The proposed contract is being awarded to the low bidder meeting the minimum requirements to cover communication systems with certified technicians. There were two compliant bids received with award being made to the lowest cost vendor meeting specifications.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
June 29, 2017
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Based on the foregoing, I am respectfully recommending approval of the contract with
Arcomm Communications Corporation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ch. M. Arlinghaus". The signature is fluid and cursive, with a large initial "C" and "A".

Charles M. Arlinghaus
Commissioner

STATE OF NEW HAMPSHIRE

DATE:	BID #	REQUISITION:	DESCRIPTION:	VENDOR:	ARCOMM		TWINSTATE	
					COMMUNICATION	TECHNOLOGIES		
					Evaluation hours	Technician rate per hour	Technician rate per hour	Evaluation hours x Technician rate
					(A)	(B)	(B)	A X B = C
					40	90.00	150.00	6,000.00
					1	135.00	225.00	225.00
					400	68.00	130.00	52,000.00
					4	102.00	195.00	780.00
					100	68.00	130.00	13,000.00
					1	102.00	195.00	195.00

NO BID: HB COMMUNICATION

38,245.00

72,200.00



JUL 31 2017

STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doit

Denis Goulet
Commissioner

June 30, 2017

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
State of New Hampshire
25 Capitol Street
Concord, NH 03301

Dear Commissioner Arlinghaus,


This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a contract with Arcomm Communications Corporation, of Hillsboro, NH as described below and referenced as DoIT No. 2017-088.

The Department of Administrative Services request to enter into statewide contract for Interconnect Communications Services. This contract will provide a source for agency telephone systems, data station cabling infrastructure installations, and maintenance services.

The amount of the contract is not to exceed \$125,000.00, and shall become effective upon Governor and Council approval through July 31, 2020.

A copy of this letter should accompany the Department of Administrative Services submission to the Governor and Executive Council for approval.

Sincerely,


for Denis Goulet

DG/kaf
DoIT #2017-088

cc: Wendy Pouliot, IT Manager, DoIT

Subject: COMMUNICATION SYSTEMS REPAIR, MAINTENANCE AND CABLING SERVICES


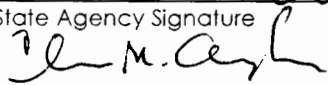
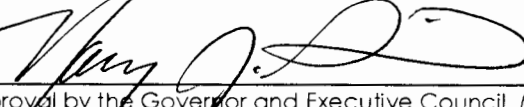
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

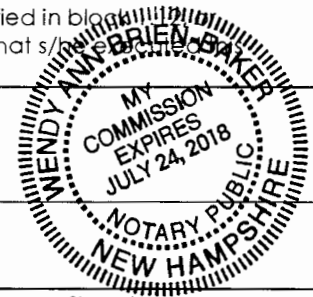
AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name State of New Hampshire Administrative Services		1.2 State Agency Address State House Annex, Room 102 25 Capitol Street Concord NH 03301	
1.3 Contractor Name Arcomm Communications Corporation		1.4 Contractor Address 462 West Main Street, Unit 3 Hillsboro NH 03244	
1.5 Contractor Phone No. 1-800-992-7266	1.6 Account Number N/A	1.7 Completion Date July 31, 2020	1.8 Price Limitation \$125,000.00
1.9 Contracting Officer for State Agency Alan Hofmann, Purchasing Manager		1.10 State Agency Telephone Number 603-270-2550	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Alan Nixa, President	
1.13 Acknowledgement: State of <u> NH </u> , County of <u> Hillsborough </u> On <u> June 22, 2017 </u> , before the undersigned officer, personally appeared the person identified in block 1.11, and acknowledged that s/he satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he is the person whose name is signed in the document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] <u> Wendy Ann Brien-Baker </u>			
1.13.2 Name and Title of Notary or Justice of the Peace <u> Wendy Ann Brien-Baker - Notary </u>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Vicki V. Quiram, Commissioner <u> CHARLES M. ARLINGHAUS </u>	
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) (if applicable) By:  On: <u> 6/30/2017 </u>			
1.18 Approval by the Governor and Executive Council (if applicable) 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("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. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. 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.

Contractor Initials
Date 6/23/17

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 notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and 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 \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form 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 thirty (30) 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 provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) 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 unless no such approval is required under the circumstances pursuant to State law, rule or policy.

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
SCOPE OF SERVICES**

Introduction

Arcomm Communications (hereinafter referred to as the "Contractor") hereby agrees to provide the State of New Hampshire (hereinafter referred to as the "State"), Department of Administrative Services, with Communication Systems Repair, Maintenance and Cabling Services in accordance with the bid submission in response to State Request for Bid 1991-17 and as described herein.

Contract Documents

This Contract consists of the following documents ("Contract Documents") in order of precedence:

- a. State of New Hampshire Terms and Conditions, General Provisions Form P-37
- b. EXHIBIT A Scope of Services
- c. EXHIBIT B Payment Terms
- d. EXHIBIT C Special Provisions
- e. EXHIBIT D RFB 1991-17

Term of Contract

This Contract shall commence upon the approval of Governor and Executive Council and shall terminate on July 31, 2020, a period of approximately three (3) years, unless extended for additional terms.

The Contract may be extended for an additional two (2) one-year terms thereafter under the same terms, conditions and pricing structure upon the mutual agreement between the Contractor and State, and with the approval of the Governor and Executive Council.

The maximum term of the Contract (including all extensions) cannot exceed five (5) years.

Scope of Work

Contractor shall provide all labor, tools, transportation, materials, equipment and permits as necessary to provide the required level of services as described herein. The scope of work shall include communication cabling, system repair and maintenance services as needed throughout geographic State of New Hampshire offices. Locations with a higher quantity of numbers will require a greater number of services (Moves, Adds and Changes, MAC) than those with lower number counts.

All services performed under this Contract shall be performed between the hours of 8:00 A.M. and 4:30 P.M. local time, unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer.

The Contractor agrees that any damage or injury to buildings, materials, equipment or to other property caused by the Contractor during the performance of this Contract will be repaired at Contractor's expense.

The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall replace in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Contractor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Contractor.

While on State property, all Contractor personnel (including any State authorized sub-contractors of the Contractor) shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All Contractor personnel (including any State authorized sub-contractors of the Contractor) shall observe all regulations or special restrictions in effect at any State Agency, and applicable local, State, federal or industry laws and practices, while performing under the Contract.

The Contractor's personnel (including any State authorized sub-contractors of the Contractor) shall be allowed only in areas where the work required under the Contract is being performed, and only with proper authorization. The use of State telephones, photocopiers, facsimiles, and other office equipment, not specifically required to carry out the work in performance of the contract is prohibited. All personnel shall observe all regulations or special restrictions in effect at the State Agency.

If sub-contractors are to be utilized, please include information regarding the proposed sub-contractors including the name of the company, address, contact person and three (3) references for clients for whom the sub-contractor is currently providing service.

Service Requirements:

Telecommunications Service Requests

All services shall be requested by and coordinated directly through the Department of Information Technology (DoIT), Bureau of Statewide Telecommunications. Contractor shall be responsible for performing all work requested through written Telecommunications Service Requests (TSRs) identifying the required actions. The Contractor shall accept only TSRs initiated from the Department of Information Technology Statewide Telecommunications. Work submissions from any other source shall not be honored by the Contractor under any resulting contract. The Contractor shall also provide emergency services upon receipt of a verbal telephone request from the Contracting Officer or his/her designee. The Contractor shall submit a verification of service request and schedule date to the Bureau of Statewide Telecommunications within three (3) business days of requested receipt of a Telecommunications Service Request (TSR) for each TSR forwarded to the Contractor.

Major Service Call

The Contractor shall respond on site to a Major Service Call within four (4) business hours (8:00 a.m. through 4:30 p.m.) of report of occurrence on State business days (typically 5 days per week). A Major Service Call is defined as a loss of twenty-five percent (25%) of trunks or stations, total system down, loss of service to a department, or loss of attendant console operation or associated Automated Attendant System. Contractor shall make every effort to complete major service orders prior to leaving service site. All such services may be requested via telephone call, e-mail or fax. Any minor service call may be upgraded to a Major Service Call at any time at the discretion of the State.

Minor Service Call

Contractor shall respond to a Minor Service Call within five (5) State business days (8:00 a.m. through 4:30 p.m., 5 days per week negating State holidays of request for service. A Minor Service Call is defined as any service call not defined as a Major Service Call. All Minor Service Call requests for service shall be provided on a written Telephone Services Request (TSR) or a service trouble ticket e-mailed or faxed to the Contractor. TSRs or service trouble tickets shall define the scope of work, contact person, site location and associated details of the issues or services required. The State reserves the right to escalate any Minor Service Call to a Major Service Call at any time.

Emergency Services

Contractor shall provide emergency service twenty-four hours per day, seven days per week (24x7) including holidays upon emergency situations. Contractor shall maintain adequate (certified and experienced) staff and materials to comply with all terms of service agreements stated under the Contract.

The State shall pay alternate rates for work required to complete service as specified under an emergency basis on non-standard business hours and business days. All requests must be approved by the State's Statewide Communications Office representative, Contracting Officer or his/her designee, prior to any Emergency Service work being performed. The Contractor must record on the Daily Time and Material Work Completion Form the names and contact numbers of individuals approving any such work.

General Facilities Service Work

Contractor shall provide routine Move, Add and Change (MAC) services involving analog and digital communication lines, legacy key telephone and PBX equipment, and LAN/WAN passive hardware and facility installation or repair abiding by current applicable BICSI and TIA/EIA standards. Inclusive are equipment repair,

Contractor Initials llr
Date 6/22/17

hardware equipment card installations, IDC block installation (66, 110, Krone, etc.), copper and fiber cable installation, cross wire, software updates, local or remote programming and system software backup. The Contractor services may be expanded based upon additional Contractor capabilities.

Fiber Optic Cable Installation

Contractor shall supply, install, test and repair multi-mode and single-mode fiber optic cable as directed by the State. Installation shall include mechanical and fusion cable splicing, fiber termination and related equipment.

Ethernet LAN Cabling

Contractor shall install Ethernet LAN Cabling per current TIA/EIA standards.

Data Network Components

Contractor may be called upon to service or install data network components under the direction of the Office of Information Technology. Installation shall be limited to relay rack provisioning and installation, physical mounting of routers and/or switches, UPS mounting and pre-charging, and patching of station cable or carrier cable. Active data equipment shall be provided by the State.

Warranty Requirements:

Contractor shall warranty any and all equipment installed or provided by the Contractor for a minimum of twelve (12) months, or the manufacturer's standard USA warranty, whichever is greater, from time of State installation acceptance without additional charge. The warranty period shall start after product delivery, installation, and acceptance by the State. If the Contractor's equipment and programming fails to operate as specified within thirty (30) days of complete installation, the State shall have the right to declare the Contractor's product or service work unacceptable, and the Contractor in default. Warranty shall cover all parts, shipping, and labor. All workmanship shall be guaranteed for the duration of the Contract. The warranty shall cover 100% of all parts, shipping, labor, travel, lodging and expenses.

Defective Equipment

The Contractor warrants that all items supplied are new and in good working order, and will conform to the manufacturer's official published specifications and all applicable ANSI, TIA/EIA standards. Only the most current compatible model and version of hardware and software platforms shall be used. If the State finds any Contractor provided product found to be defective, incompatible, or non-current, in any way, for any reason, the Contractor shall replace it at Contractor's expense within five (5) business days of receiving notice from the State. The State shall not be responsible for transportation or shipping of equipment and/or related costs, including costs incurred for equipment returns and/or replacement of any defective equipment, or installation costs for equipment replaced due to unsatisfactory operation.

New Equipment

All materials provided shall be new and of current manufacture. During the warranty period, the State may inspect any work to insure strict compliance with codes and requirements stated within the contract. Any workmanship proven deficient, and reported to the Contractor by the State, shall be corrected within forty-eight (48) hours of report at no cost to the State. If the work jeopardizes or disrupts service, work to make corrections shall begin within a four (4) business hour period. If the Contractor does not correct the problem in the allotted timeframe, unless the original timeframe is extended by the State, the State may, at its option, request services from an alternate Contractor at the Contractor's expense.

The Contractor shall pay all transportation costs for equipment returned due to unsatisfactory operation or for equipment shipped to replace said returned equipment after installation throughout the warranty period.

Contractor Employee Security Review

Prior to providing service to the State and entering any State facility, each Contractor and/or subcontractor employee must obtain a criminal history record review from the Department of Safety, Division of State Police, Criminal Records Unit. (See <https://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/index.html> for details.) The State reserves the right to deny any Contractor employee with a criminal history to be allowed on a job site.

These terms are inclusive of any subcontractor or other personnel providing services at State facilities. Employee agreements allowing background checks and any associated costs to obtain the review will be exclusively the responsibility of the Contractor. The Contractor must provide proof of no records found to the Department of Information Technology, Office of Statewide Telecommunications five (5) days prior to the employee arrival at any worksite.

- The State may require that a Contractor's employee be precluded from entry into any facility. The Contractor shall replace any employee working at such locations when directed by the State.
- The Contractor shall provide written notice to the Telecommunications Section of any changes of Contractor employee criminal record status.
- All Contractor personnel must comply with the individual State facility security requirements in which they are performing services under this contract including signing required log in/out forms.
- Should installation personnel be rejected by the State, the Contractor must provide replacement personnel immediately in order to meet assigned installation dates.
- Any current contractor receiving a contract as a result of this RFB shall provide current evidence of "no records found" documentation within thirty (30) days of contract award.

Contractor Employee Precluded from Building Access

The State may require that a Contractor employee be precluded from entry into any facility. The Contractor shall replace any such employee working at such locations with alternate personnel as directed by the State. Should installation personnel be rejected by the State, the Contractor must provide replacement personnel immediately in order to meet assigned installation dates.

Notice of Employee Changes

The Contractor shall provide written notice to the State of any changes of Contractor employees providing service to the State, and obtain authorization from the State for acceptance prior to service provisioning by such employee.

Security Requirement Compliance

All Contractor personnel shall comply with the individual State facility security requirements in which they are performing services under this contract including signing required log in/out forms.

ID Badges

Contractor shall provide employee photo ID badges, which list the company name and company contact telephone number for each employee (and, if applicable, for each sub-contractor) servicing the State account. All Contractor employees (and, if applicable, all sub-contractors) shall dress appropriately, presenting a neat appearance wearing the ID while servicing the State. The State shall retain the right to disallow service and site access to any employee (and, if applicable, to any sub-contractor) not displaying a photo ID badge issued by the Contractor. All costs for acquiring photo IDs shall be borne by the Contractor.

Work Reports

Complete work reports shall be supplied via e-mail directed to the Contracting Officer, or his/her designee, on a daily basis, and listing each job performed during the previous work day and the status of the job along with an estimated completion date. The report will be used to close out service requests and trouble tickets. Reports must be provided in .xls (or current MS Excel format) or .csv format. Invoiced services without close out reports will be rejected as incomplete.

Dispatch

The Contractor must provide office dispatch personnel, accessible by dialing a single toll free telephone number. Dispatch personnel shall have direct access to technicians. Personnel shall be knowledgeable of service requests, scheduling, technician activity and customer billing. Said personnel shall be available at all times during the business hours of 7:30 a.m. to 4:30 p.m. local time, Monday through Friday, excluding State holidays. In addition, the Contractor must provide the State with an emergency number to request services during non-standard work times. When called, the State contact shall receive a Contractor return call within fifteen (15) minutes of initial call.

E-mail Availability

The Contractor shall maintain e-mail availability throughout the term of the Contract, with e-mail being reviewed and addressed every hour of operation. The State may communicate with the Contractor in all respects through e-mail as desired by the State. Contractor systems must be capable of receiving and interpreting current version Adobe, MS Word, Excel, Visio and AutoDesk/AutoCAD files.

Contractor Staff

Both the State and the Contractor shall provide a contract manager and associated staff for the administration of the Contract.

Contracting Officer

Contractor shall provide a primary contracting officer for all services provided to the State. In addition, a single Contractor Project Manager shall be provided, who is responsible to ensure continuation of services as defined within.

Project Manager:

The Contractor shall assign and identify a Project Manager who shall have full authority to make binding decisions under the Contract, and shall function as the Contractor's representative for all administrative and management matters. The Contractor shall identify the Project Manager. The Project Manager must be available from 8:00 A.M. to 4:30 P.M. Eastern Standard Time of each State business day to promptly respond questions and address service issues. The Project Manager or alternate shall respond to any calls within two (2) hours of inquiries from the State, and be at the State site as needed. The Project Manager must provide complete oversight of service requests inclusive of best industry practice implementation, schedule development, site surveys, reporting, organization of weekly status meetings and cutover coordination of each and every circuit installation. The Project Manager must be qualified to perform the obligations required of the position under the Contract. The Contractor's selection of a Project Manager will be subject to the prior written approval of the State. The State reserves the right to require removal or reassignment of the Contractor's Project Staff found unacceptable to the State.

Account Management:

Order provisioning personnel for the acceptance of State service and repair requests must be completely aware of Contractor services, and fully capable of relating such services to State needs. The Contractor must interpret State Telecommunications Service Request (TSRs) or repairs, speak with State contacts to define service needs and complete any documentation necessary for the Contractor in order to complete service implementation. All requested circuits shall be installed within 30 days of individual circuit request.

Financial Representative:

The Contractor shall provide dedicated financial representatives knowledgeable in the Contractor invoicing systems, associated input, and corrective activities to resolve billing, call detail, equipment programming, and data discrepancies. The Financial Representative will cooperate with the State to resolve billing, payment or report and invoice accuracy problems that may occur during the course of the Contract.

The Contractor shall provide within five (5) working days, any corrective data requested by the State. This is inclusive of itemized balances and credits owed the State. The Contractor shall provide daily reports indicating the completion or continuation of any service requested by the State.

Field Installation Staff:

The Contractor shall provide all labor required to complete service requests. Technicians shall be skilled and experienced, manufacturer certified, working in accordance with the most modern engineering and trade practices, and be BICSI (Building Industry Consulting Services International) trained or certified.

Proof of technician training or certification must be provided any time during the Contract period when requested by the State. All workers shall present a neat appearance and shall adhere to applicable industry standards.

Contractor Initials dlm
Date 6/22/17

The Contractor shall provide a list of technical education achievements for each Technician utilized for State jobs. Those employees listed may be changed throughout the duration of the Contract. All technicians working on State job assignments shall be approved by the State prior to commencing work.

The Contractor shall request State approval and acceptance of Technicians one week prior to dispatch to any site. Acceptable requirements shall include one or more of the following:

1. Associate degree in electronics or communications from a recognized college or university with one (1) year of experience;
2. A certificate of achievement of applicable subject matter from a recognized technical school with two (2) years' experience;
3. Technician certification provided through a telecommunication equipment manufacturer that provides a structured certification program and two (2) years' experience;
4. An Installer 2 (or higher) certificate of achievement from BICSI.

Account Team Access

The Contractor shall provide telephone, facsimile, and Internet e-mail addresses for each individual on the Contractor account team. General toll free numbers shall be provided for telephone and facsimile services on a statewide basis.

Licenses, Permits, and Inspections

The Contractor shall give all notices and comply with all codes, laws, ordinances, rules and regulations of any public authority having jurisdiction, which bears on the performance of its work or provisioned equipment. The Contractor shall pay for all licenses, permits, and inspection fees required for its work. The Contractor shall furnish copies of all approved inspection certificates and approvals from authorities having jurisdiction in a timely fashion upon completion of the work. The equipment and installation shall conform in all respects to Local and State codes and relevant FCC rules and regulations (BICSI, TIA/EIA, and industry standards).

State Agency Project/Status Meetings

The Contractor shall participate in project and/or status meetings with State employees (or designees) during the term the Contract, as required by the State. Meetings shall include the State Project Manager (or designee) and the Contractor Project Manager. Other State staff or project members will attend as mutually agreed upon by the State and Contractor Project Managers. State Senior Management will be kept informed on the project status via attending the meetings or, in the event of a major decision, by scheduling a Senior Management meeting.

Meetings will cover Contractor schedules and resource aspects of services. Emphasis should be placed on the accomplishments for the concluded reporting period, the planned activity for the future reporting period, and identification and resolution of all issues and problems. The review shall be conducted at a time and location to be determined jointly by the State. The agenda and minutes of each meeting shall be produced and distributed as mutually agreed by the State and Contractor Project Managers.

Interfacing with other Contractors

During and after installation, Contractors may be required to contact alternate Contractors to resolve problems if they occur. The State will mediate in the event of unresolved conflicts. Contractors shall attend any meetings called by the State to resolve conflicts without additional charges being imposed on the State.

Attendance shall follow the timeframes as defined in the repair definitions within this document. Contractors shall abide by State resolution of all such conflicts, and perform services as directed by the State.

Safety and Security Procedures and Standards

All installations shall be conducted in a manner equal to or better than the normal safety and security procedures and standards established by the local, State, individual State Agency, federal or industry authorities and shall at no time place State facilities or its occupants in jeopardy.

Debris

The Contractor shall remove, on a daily basis, all materials and debris associated with installations or services relating to the terms of this Contract. Contractor shall provide refuse containers for collecting and disposing of all refuse associated with Contractor installations. Contractor shall not use refuse containers belonging to the State or other Contractors working on sites. Each technician shall have as part of their equipment inventory a broom, dust pan and vacuum.

The Contractor shall be called back to any location, requiring "clean-up" if the work site is found untidy with scrap materials immediately following service. All such return service shall be at the Contractor's expense.

Immediately following any buried facility installation ("cable plowing"), the Contractor shall provide the associated clean-up per industry standards and to the satisfaction of the State.

In compliance with RSA 277-A known as the Workers Right to Know Act, the Contractor shall provide Material Safety Data sheets (MSD) with the delivery of any and all products covered by said law. Copies of MSD sheets shall be forwarded to the Bureau of Statewide Communications prior to job completion.

Termination

The State of New Hampshire has the right to terminate the Contract at any time by giving the Contractor thirty (30) days advance written notice.

Obligations and Liability of the Contractor

The Contractor shall provide all services strictly pursuant to, and in conformity with, the specifications described in State RFB #1991-17, as described herein, and under the terms of this Contract.

The Contractor shall agree to hold the State of NH harmless from liability arising out of injuries or damage caused while performing this work. The Contractor shall agree that any damage to building(s), materials, equipment or other property during the performance of the service shall be repaired at its own expense, to the State's satisfaction.

Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

The Contractor certifies, by signature of this Contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

Insurance

Certificate of insurance amounts must be met and maintained throughout the term of the Contract and any extensions as per the P-37, section 14 and cannot be cancelled or modified until the State receives a 10 day prior written notice.

Contractor Initials dm
Date 6/20/17

**EXHIBIT B
PAYMENT TERMS**

Contract Price

The Contractor hereby agrees to provide Communication Systems Repair, Maintenance and Cabling Services in complete compliance with the terms and conditions specified in Exhibit A for an amount up to and not to exceed a price of \$125,000.00; this figure shall not be considered a guaranteed or minimum figure; however it shall be considered a maximum figure from the effective date of through the expiration date set as July 31, 2020.

Pricing Structure

DESCRIPTION	TECHNICIAN RATE
	PER HOUR
REGION 1	
M-F 8-4:30 PM	\$90.00
EMERGENCY SERVICES (All other times)	\$135.00
REGION 2	
M-F 8-4:30 PM	\$68.00
EMERGENCY SERVICES (All other times)	\$102.00
REGION 3	
M-F 8-4:30 PM	\$68.00
EMERGENCY SERVICES (All other times)	\$102.00

Not to Exceed Quotations

The Contracting Officer or his/her authorized designee may, whenever he/she believes the size or complexity of a project so warrants, request a "not to exceed" dollar amount for the project. All quotes shall be completely itemized, including individual materials required to complete the specific job, individual item cost, labor hours, total cost of hours and timeframe to complete services. The quote and subsequent order shall contain a cost figure based upon a good faith estimate. The Contractor shall not exceed such estimate. Resulting service orders originating from "not to exceed" quotes do not relinquish the Contractor from providing the documentation as required for any other job. Charges shall be the lesser of the actual cost of service and materials, or the maximum "not to exceed" dollar cost.

Contractor must provide "not to exceed" quotations for any extensive service when requested. Complete quotes including all associated costs must be provided within five (5) business days of requests. Quotes must be honored for a minimum of 90 days, unless there are special circumstances which have been disclosed in writing to and agreed in writing to by the Contracting Officer or his/her designee. Special exceptions must be clearly noted as part of any quotation. All quotes are to be submitted on the Contractor's stationary/letterhead and sent electronically, via e-mail delivery.

Cost Considerations:

Materials and Equipment

All materials provided by the Contractor shall be new of original equipment manufacturer (OEM). The Contractor shall be responsible for obtaining materials at the best possible price and charge the State no more than cost +10%. The Contractor shall supply copies of itemized invoices with its billing to the State for verification of costs. Lack of itemized invoices may result in the State's refusal to accept Contractor bills. Items shall be defined by the requirement of each individual job. Items shall be limited only to the extent of the Contractor's prospective product line. Items may be added to or deleted from the product line at any time.

Contractor Initials *fm*
Date 6/22/17

Detailed Invoices

Invoices shall be submitted after completion of work to the Department of Information Technology, Statewide Telecommunications. Delivery to any other office may result in non-payment. If properly delivered, payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance of the work to the State's satisfaction.

It is the responsibility of the Contractor to present detailed Time and Material (T&M) work completion forms in duplicate for each service performed on a per job, per day basis. Contractor invoices shall not be accepted without the appropriate material invoices and complete T&M work form(s). Only invoices delivered to the Department of Information Technology, Statewide Telecommunications will be honored. Detailed invoices must be provided within thirty (30) days of completed and State accepted work.

Signed Time and Material Documents

Both copies of the Time and Material (T&M) document shall be signed by the State's representative on site at the time of job completion verifying that the job activity or full completion has taken place for the time stated on the T&M. One copy of the T&M shall remain with the site contact. A second copy shall be returned to the Bureau of Statewide Communications with the actual Contractor invoice. Final invoices without accompanying signed T&M shall be rejected back to the Contractor.

Time & Material Document Items

Each T&M work order shall be forwarded to the Bureau of Statewide Communications along with, or prior to, billing and office payment.

Contractor shall report hours worked per technician (from and to time of day) and the total hours worked at the reported site on the reported day. Hours worked shall be listed in ½ hour increments (rounded up) per employee on job site, from the actual time of arrival to the time of departure, with a minimum billing allowance of one (1) hour. Time to travel to and from a site shall not be included in the labor hours charged. Travel time and mileage charges shall not be accepted. Overextending job requirements to utilize two technicians where one could perform a task in a reasonable manner shall not be accepted. Efficiency of personnel is a major concern. The State, at its own discretion, may refuse any invoice based on inefficient use of labor.

Travel

Contractor shall be responsible for the transportation of personnel to the job site. The State shall not be charged mileage or labor during travel time including that time required to acquire or deliver supplies.

Payment

Payments shall be made via ACH. Use the following link to enroll with the State Treasury for ACH payments: <https://www.nh.gov/treasury>

Payment shall be due the Contractor within 30 business days of delivery of invoice and associated documentation as defined within this document.

Itemized invoices shall be submitted to the individual agency after the completion of the job/services and shall include a brief description of the work done along with the location of work.

Contractor Initials EM
Date 6/22/17

**EXHIBIT C
SPECIAL PROVISIONS**

There are no special provisions of this contract.

Contractor Initials MM
Date 6/20/17

EXHIBIT D

RFB #1991-17 is incorporated here within.

Contractor Initials DM
Date 6/22/17

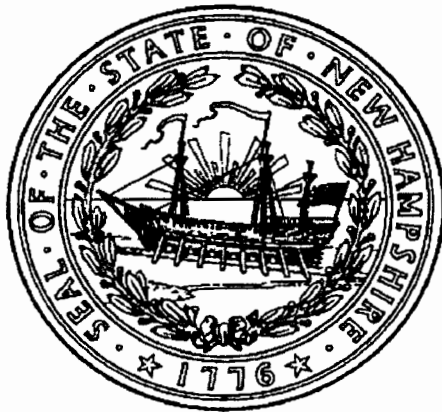
State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ARCOMM COMMUNICATIONS CORPORATION is a New Hampshire Profit Corporation registered to transact business in New Hampshire on February 01, 1989. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 139615



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 22nd day of June A.D. 2017.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



Arcomm Communications Corporation
462 W. Main Street • Hillsboro, NH 03244
Phone: (603) 464-4600 • Fax: 603-478-5655
www.arcomm1.com

I, Fawn Nixa, hereby certify that I am duly elected secretary of Arcomm Communications Corporation.

I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors of the organization, duly called and held on June 22nd, 2017 at which a quorum of the Board was present and voting.

VOTED:

To authorize Alan Nixa, president of Arcomm Communications Corporation, to execute and have delivered to the State of NH a contract between Arcomm Communications Corp. of Hillsboro, NH and the State of NH for Communications Systems Repair, Maintenance, and Cabling Services and further authorizing said officer to execute any documents which may in his judgment be desirable to effect the purpose of this vote.

I hereby certify that the said vote has not been amended or repealed and remains in full force and effect as of June 22nd, 2017 and that Alan Nixa is the duly elected president of Arcomm Communications Corporation.

ATTEST: *Fawn Nixa* Fawn Nixa, Secretary
Date: 6-22-17

(SEAL OF THE CORPORATION)



ARCOCOM-01

BMERRITT

CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
06/23/2017

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Knapton Reade & Woods Agency, Inc. 22 School Street Hillsboro, NH 03244	CONTACT NAME: PHONE (A/C, No, Ext): (603) 464-3422 FAX (A/C, No): (603) 464-4066	
	E-MAIL ADDRESS:	
INSURED Arcomm Communications Corp. 462 West Main St, Unit 3 Hillsboro, NH 03244	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Acadia Insurance Company	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
INSURER F :		
NAIC # 31325		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			CPA5242648-11	03/15/2017	03/15/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CAA5242649-11	03/15/2017	03/15/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUA5242650-11	03/15/2017	03/15/2018	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input checked="" type="checkbox"/> Y N/A If yes, describe under DESCRIPTION OF OPERATIONS below			WCA5242651-11	03/15/2017	03/15/2018	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Workers Comp Info: Excluded Officer: Alan Nixa, President. States Included: NH, MA, VT

CERTIFICATE HOLDER**CANCELLATION**

State of NH, Administrative Services Bureau of Purchase and Property 25 Capitol Street, Room 102 Concord, NH 03301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Elizabeth Merritt</i>
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