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State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER

33 HAZEN DR. CONCORD, NH 03305

603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

March 28, 2014

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

Retroactive

Requested Action

Authorize the Department of Safety, Division of Fire Standards Training and Emergency Medical Services, to **retroactively** pay an invoice in the amount of \$2,353.62 to Eckhardt & Johnson, Inc., 896 Goffs Falls Road, Manchester, NH (VC# 154179-B001) for repairs to the heating system at the Fire Academy Dormitory. This will be paid upon Governor and Council approval. Funding source: 100% Fire and EMS Fund.

The funds are available in the SFY2014 operating budget as follows:

| | | |
|-------------------------|------------------------------------------------------------------------|-----------------------|
| 02-23-23-237010-4065000 | Dept. of Safety – Fire Standards-Trng-EMS – Fire Standards & EMS Admin | <u>SFY2014</u> |
| 103-500736 | Contracts for Op Services – Contract Repairs;Bldg. Grounds | \$2,353.62 |

Explanation

This request is **retroactive** due to a misunderstanding among the Department of Safety (DOS) Divisions regarding checking all funding types prior to scheduling work with a vendor. Eckhardt & Johnson performed repair work on the heating systems at multiple locations for several DOS divisions during the month of December. Prior to hiring the vendor, each division checked the respective funding type that they usually charge in order to ensure the G&C approval threshold was not exceeded. As the invoices were being processed, it was discovered that work completed by this vendor was charged to two separate funding types. Governor and Council approval is being sought as the amount paid for the repair work completed in other DOS divisions during SFY2014 plus the cost of this invoice yields an accumulative amount that is over the Governor and Council approval threshold for personal services. To prevent a future recurrence, the DOS Business Office has established a point of contact through which all vendor work requests will be submitted. This will allow all funding types to be checked and accumulated vendor costs confirmed prior to hiring a vendor.

Respectfully submitted,

John J. Barthelmes *Earl M. Sweeney*
Commissioner

Asst

FSTEMS

Eckhardt & Johnson, Inc.

MECHANICAL CONTRACTORS

896 Goffs Falls Road, Manchester, NH 03103-3288
Tel 603-622-7493 • Fax 603-647-4618
Email: info@eckhardtjohnson.com



Invoice

Invoice No.: 13710

Date: 1/20/2014

Bill to: NH Department of Safety
Equipment Control Warehouse
Safety Business Office
33 Hazen Drive

Service at: NH Dept of Safety Dormatory
98 Smokey Bear Blvd
Concord, NH 03305

Problem: Heating Repair

Reference: Work Order 18103

Terms: Net 30-Days

PO Number:

Customer ID: NHDSAF

| Item | Description | Quantity | Unit Price | Amount |
|-------------------------------|------------------------------------|----------|------------|-----------------|
| Labor | | | | |
| 12/2/2013 | Atwood; Robert L. Repaired Heating | 4.00 | 70.00 | 280.00 |
| 12/2/2013 | DelPozzo Jr.; Anthony N | 3.00 | 55.00 | 165.00 |
| 12/10/2013 | Moore; Jason D. | 2.75 | 70.00 | 192.50 |
| 12/10/2013 | Sousa; Adam J. Training | 0.00 | 70.00 | 0.00 |
| 12/16/2013 | Atwood; Robert L. Repaired Heating | 5.75 | 70.00 | 402.50 |
| 1/3/2014 | Atwood; Robert L. | 2.00 | 70.00 | 140.00 |
| 1/3/2014 | Atwood; Robert L. | 0.00 | 105.00 | 0.00 |
| Labor Subtotal | | | | 1,180.00 |
| Miscellaneous | | | | |
| | Truck Charge | 1.00 | 35.00 | 35.00 |
| | Transformer | 1.00 | 236.61 | 236.61 |
| | Power Pack | 1.00 | 902.01 | 902.01 |
| Miscellaneous Subtotal | | | | 1,173.62 |

CO 10 Inv Date 1/20/14 Due Date 2/20/14
 Vendor # 154179 Remit BA01 INV # 13710
 PO # _____ Ln # _____ \$ 2,353.62
 Acc Unit 40050000 Acc 500730
 Activity (job #) _____ Acc Cat _____
 Signature [Signature] Date 2/13/14

RECEIVED
 JAN 23 2014
 DEPT OF SAFETY WAREHOUSE

RECEIVED
 JAN 28 2014

DEPT OF SAFETY
 BUSINESS OFFICE

RECEIVED

FEB 14 2014

DEPT OF SAFETY
BUSINESS OFFICE

Total Due:

\$2,353.62

JSC
2/18/14
DA

Eckhardt & Johnson, Inc.

MECHANICAL CONTRACTORS
 896 Goffs Falls Road, Manchester, NH 03103-3288
 Tel: 603-622-7493 • Fax: 603-647-4618 • Email: info@eckhardtjohnson.com



Service Work Order

| | |
|----------|-----------|
| Number: | 18103 |
| Job #: | |
| Entered: | 12/2/2013 |

Service NH Dept of Safety Dormatory
Location: 98 Smokey Bear Blvd
 NHDSAF Concord, NH 03305

Contact : Jim Minery
Phone: (603) 271-1054
Cell: (603) 419-9451

Bill To: NH Department of Safety
 Equipment Control Warehouse
 Safety Business Office

Customer PO Number:

Work Order Satus: **** Open ****

Permission Code: 0000
Schedule: 0000
 12/2/2013 Unassigned

Call Type: Service

Problem: Heating Repair

Priority: *** URGENT ***

Travel Time:

Comments:

Need to meet with Jim and go over equipment and plumbing issues that need to be fixed. Tel 419-9451

Equip:

Location:

| Qty | Description of Materials | Qty | Description of Materials | | | |
|----------------------------------------------|--------------------------|-------|--------------------------|---------|------------|----------|
| | | | REPRINTED | | | |
| Date | Technician | In | Out | TTL Hrs | Lunch Out | Lunch In |
| 12-2-13 | Bob Oleson | 11:30 | 3 | 3 | 12- | 12:30 |
| 12-2-13 | Anthony D | 11:30 | 3 | 3 | 12- | 12:30 |
| Travel Time is added to total on site hours: | | 1. | Plus | 6 | TTL Billed | 7 00 |

Description of Work: checked burner for lockout problem - repaired bad valve to transformer, readjusted pilot pressure, checked expansion tank and is bed and looked at all leaks for parts to repair.

Work Order Completed Yes No

Customer Notes:

To Do Items:

Customer Signature: _____

Date: 12/2/13

I hereby acknowledge the satisfactory completion of the above described work

Work Order #: 14,106

Eckhardt & Johnson, Inc.

MECHANICAL CONTRACTORS
 896 Crafts Falls Road, Manchester, NH 03103-3288
 Tel: 603-622-7493 • Fax: 603-647-4618 • Email: info@eckhardtjohnson.com



Service Work Order

| | |
|--------------|------------|
| Number: | 18103 |
| Job #: | |
| Entered: | 12/2/2013 |
| Re-Printed : | 12/09/2013 |

Service Location: NH Dept of Safety Dormatory
 98 Smokey Bear Blvd
 NHDSAF Concord, NH 03305

Contact : Jim Minery
Phone: (603) 271-1054
Cell: (603) 419-9451

Bill To: NH Department of Safety
 Equipment Control Warehouse
 Safety Business Office

Customer PO Number:
Work Order Status: **** Open ****

Permission Code: 200
Schedule: 12/2/2013

Call Type: Service
Problem: Heating Repair
Priority: *** URGENT ***

Comments: Atwood; Robert L.
 DelPozzo Jr.; Anthony N

Travel Time: 1.00

Need to meet with Jim and go over equipment and plumbing issues that need to be fixed. Tel 419-9451. 12-9 Replace B&G Powerpack on circulator pump.

Equip:

Location:

| Qty | Description of Materials | Qty | Description of Materials | | | |
|----------------------------------------------|--------------------------|------|--------------------------|---------|------------|----------|
| 1 | B&G Power Pack | | REPRINTED | | | |
| | | | | | | |
| | | | | | | |
| Date | Technician | In | Out | TTL Hrs | Lunch Out | Lunch In |
| 12/10/13 | JASON MOORE | 8:00 | 9:45 | 1.75 | | |
| 12/10/13 | ADAM SALBA - TRAINING | 8:00 | 9:45 | — | | |
| Travel Time is added to total on site hours: | | 1.00 | Plus | 1.75 | TTL Billed | 2.75 |

Description of Work: - Replaced motor and checked operation on P-1

Work Order Completed Yes No

Customer Notes:

To Do Items:

Customer Signature: _____
 I hereby acknowledge the satisfactory completion of the above described work

Date: 12/10/13
Work Order # : 18,103

Eckhardt & Johnson, Inc.

MECHANICAL CONTRACTORS
 896 Crafts Falls Road, Manchester, NH 03103-3288
 Tel. 603-612-7493 • Fax 603-647-4618 • Email: info@eckhardtjohnson.com



Service Work Order

| | |
|-------------|------------|
| Number: | 18103 |
| Job #: | |
| Entered: | 12/2/2013 |
| Re-Printed: | 12/10/2013 |

Service Location: NH Dept of Safety Dormatory
 98 Smokey Bear Blvd
 NHDSAF Concord, NH 03305

Contact: Jim Minery
Phone: (603) 271-1054
Cell: (603) 419-9451

Bill To: NH Department of Safety
 Equipment Control Warehouse
 Safety Business Office

Customer PO Number:
Work Order Status: **** Open ****

Permission: Hazen Drive
 Concord, NH 03305

Call Type: Service
Problem: Heating Repair
Priority: *** URGENT ***

Schedule: 12/2/2013 Atwood; Robert L.

Travel Time: 1.00

Comments: 12/9/2013 DelPozzo Jr.; Anthony N

12/10/2013 Need to meet with Jim and go over equipment and plumbing issues that need to be fixed. Tel 419-9451. 12-9 Replace B&G Powerpack on circulator pump.
 12/10/2013 Sousa, Adam J.

Equip:

Location:

| Qty | Description of Materials | Qty | Description of Materials | | | |
|----------------------------------------------|-------------------------------------------------------------------|------|--------------------------|---------|------------|----------|
| 1 | 120V primary / 10,000 volt secondary transformer with 542 type GP | | REPLACED | | | |
| | | | | | | |
| | | | | | | |
| Date | Technician | In | Out | TTL Hrs | Lunch Out | Lunch In |
| 12-16-13 | Bob Atwood | 7:30 | 12:15 | 4.75 | | |
| Travel Time is added to total on site hours: | | 1.00 | Plus | 4.75 | TTL Billed | 5.75 |

Description of Work: Replaced transformer and pilot demand valve only to find demand valve defective.

Work Order Completed Yes No

Customer Notes:

To Do Items:

Customer Signature: _____

I hereby acknowledge the satisfactory completion of the above described work

Date: 12/16/13

Work Order #: 18,103

Eckhardt & Johnson, Inc.

MECHANICAL CONTRACTORS
 896 Grafts Falls Road, Manchester, NH 03103-3288
 Tel. 603-622-7493 • Fax 603-647-4618 • Email: info@eckhardtjohnson.com



Service Work Order

| | |
|-----------------|-----------|
| Number: | 18103 |
| Job #: | |
| Entered: | 12/2/2013 |

Service Location: NH Dept of Safety Dormatory
 98 Smokey Bear Blvd
 NHDSAF Concord, NH 03305

Contact: Jim Minery
Phone: (603) 271-1054
Cell: (603) 419-9451

Bill To: NH Department of Safety
 Equipment Control Warehouse
 Safety Business Office
 Concord, NH 03305

Customer PO Number:
Work Order Status: *** Open ***

Permission Code: Unassigned
Schedule: 12/2/2013

Call Type: Service
Problem: Heating Repair
Priority: *** URGENT ***

Comments: Need to meet with Jim and go over equipment and plumbing issues that need to be fixed. Tel 419-9451
Travel Time: 1:00 hr

Equip:

Location:

| Qty | Description of Materials | Qty | Description of Materials | | | |
|-----------------------------------------------------|--------------------------|------|--------------------------|---------|------------|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Date | Technician | In | Out | TTL Hrs | Lunch Out | Lunch In |
| 12-1-13 | Bob Chiswood | 2:45 | 3:45 | 1.00 | | |
| Travel Time is added to total on site hours: | | 1.00 | Plus | 1.00 | TTL Billed | 2.00 |

Description of Work: Tightened all connections, checked mag starter, checked out motor and no difference between windings, upon startup every 10-15 seconds would see 10 Amps for 1/2 second. Motor Rated 2.7/2.8A Drawing 2.7 Amps at 211V all legs

Work Order Completed Yes No

Customer Notes:

To Do Items:

Customer Signature: _____

Date: 1/1/14

I hereby acknowledge the satisfactory completion of the above described work

Work Order #: 14,106

