MAY31'18 AM10:28 DAS



THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION



William Cass, P.E. Assistant Commissioner

Victoria F. Sheehan Commissioner

His Excellency, Governor Christopher T. Sununu and the Honorable Council State House Concord, New Hampshire 03301 Bureau of Construction April 24, 2018

REQUESTED ACTION

Authorize the Department of Transportation to enter into a contract with A.J. Cameron Sod Farm, Inc. (Vendor 154277) of Farmington, NH on the basis of a low bid of \$59,650.00 for establishing Lilac beds along road ways throughout the State utilizing funds through the Moose Plate Program in accordance with **R.S.A. 261:97-b.**, from the date of Governor and Council approval through October 26, 2018 unless extended by the Department in accordance with the Standard Specifications. 100% Agency Funds.

Funding is available in State Fiscal Year 2018 and 2019 as follows, with the ability to adjust encumbrances through the Budget Office between State Fiscal Years if needed and justified:

Funding is available as follows:

FY 2018

FY 2019

04-96-96-962015-3025

Highway Design

405-500881 Lilac Program

\$20,000.00

\$39,650.00

EXPLANATION

This project is part of the State's Highway Bridge and Betterment Program. This project establishes Lilac beds along road ways throughout the State utilizing funds through the Moose Plate Program in accordance with R.S.A. 261:97-b. The project will enhance New Hampshire's roadsides with the establishment of these sites. It will assist to inform and educate the public on planting, care and identification of lilacs the State Flower, and will help foster a positive attitude towards the State of New Hampshire and the Department of Transportation.

The intent of this project is to enhance roadway aesthetics. The project involves construction with plantings of 7 lilac beds, one in each NHDOT district (6) and Turnpikes. Locations were chosen where lilacs would be visible to the traveling public such as Welcome Centers and Interstate exits/on ramps which will enhance New Hampshire's roadsides.

Page 2

Although the bid costs exceeded the Department's estimate by 19.30%, the low bid of 2 bids received is felt to be reasonable for the work involved. Readvertising this project would result, in our opinion, in higher prices and prevent the completion of the work in a timely manner. The Department considers it to be in the best interest of the State to accept this bid.

The Contractor has been prequalified by this Department. The Contract has been approved by the Attorney General as to form and execution, and the Department has certified that the necessary funds are available and the bid reasonably conforms to the engineer's estimate in accordance with State procedure. Copies of the fully executed contract are on file at the Secretary of State's Office and the Department of Administrative Service's Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

This project funding is 100% Agency Funds.

A copy of the Tabulation of Bids received for this project is attached along with the Contract Supplemental Sheet and a map indicating the location of the project.

Sincerely,

Victoria F. Sheehan Commissioner

VFS/md

Department Estimate: \$50,000.00 Contract Amount: \$59,650.00 Over Estimate: \$9,650.00

Attachments

March 6, 2018

SUPPLEMENTAL PROJECT INFORMATION SHEET

DESCRIPTION: This project establishes Lilac beds along road ways throughout the State utilizing funds through the Moose Plate Program in accordance with **R.S.A. 261:97-b.** The project will enhance New Hampshire's roadsides with the establishment of these sites. It will assist to inform and educate the public on planting, care and identification of lilacs the State Flower, and will help foster a positive attitude towards the State of New Hampshire and the Department of Transportation.

FEDERAL FUNDING: 0% (100% Agency Funds: Lilac Program/Moose Plate)

CONTINGENCY: 0%

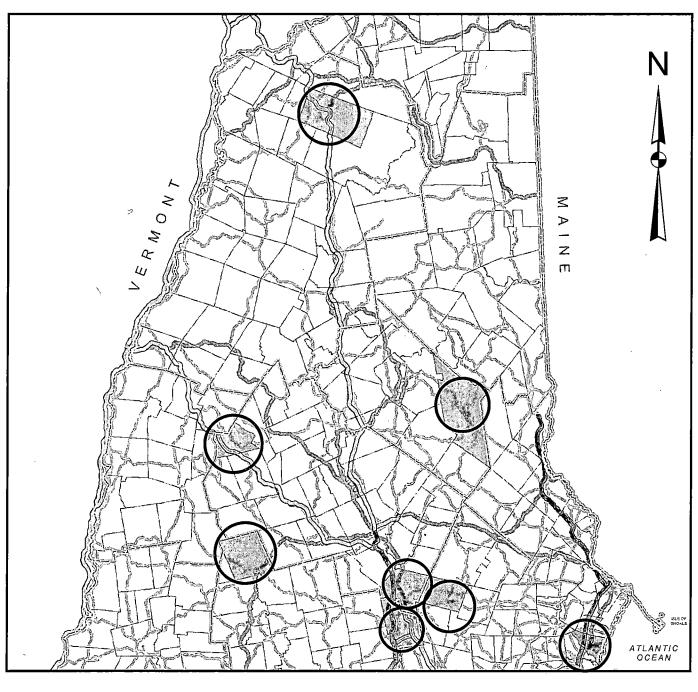
PROJECT INITIATED: State's Highway Bridge and Betterment Program

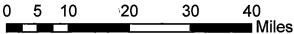
PROJECT EXPLANATION: The intent of this project is to enhance roadway aesthetics and minimize maintenance through reduced mowing. The lilac planting beds will be distributed throughout the entire state in each District of the Department of Transportation.

TRAFFIC IMPLICATIONS: Minimal traffic implications are anticipated. Work performed on this project will occur off the roadway and should not affect the flow of traffic.

COMPLETION DATE: October 26, 2018

STATEWIDE





LEGEND

Streams

Water Bodies

US Routes

State Routes

Interstates

Local Roads

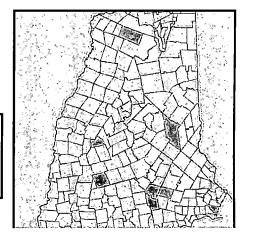
- - Town Boundary



Department of Transportation

State #: 41733 Federal #: -

LOCATION MAP



New Hampshire Department of Transportation

ABC Bid Data

STATEWIDE 41733 NON-FEDERAL

PROJECT:

LOCATION:

STATEWIDE

STATE PROJECT NUMBER: 41733

NON-FEDERAL

DATE BIDS OPEN:

FED. PROJECT NUMBER:

April 05, 2018, 2:00

SCOPE OF WORK:

Establishment of Lilacs throughout the state

COMPLETION DATE:

October 26, 2018

Awarded To: CAMERON, A. J. SOD FARM

INC

926 NH ROUTE 11

FARMINGTON, NH 03835

Amount:

\$59,650.00

Certified by: PETER.E.STAMNAS Director of Project Development

Award Date:

Summary of Bidders

Contractor	Bid Amount	Rank
CAMERON, A. J. SOD FARM INC 926 NH ROUTE 11, FARMINGTON NH 03835	\$59,650.00	A
BROCHU, L.A. INC.	\$97,000.00	В

121 COMMERCIAL ST, CONCORD NH 03301

		_		P	S&E	926 NH	J. SOD FARM INC ROUTE 11 ON, NH 03835	121 COM	U, L.A. INC. MERCIAL ST RD, NH 03301
Item No.	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total

Items

618,61	UNIFORMED OFFICERS WITH VEHICLE	\$	3,000.00	\$1.00	\$3,000,00	\$1.00	\$3,000.00	.\$1.00	\$3,000.00
619.1	MAINTENANCE OF TRAFFIC	υ	1.00	\$4,000.00	\$4,000.00	\$245.00	\$245,00	\$4,000.00	\$4,000.00
650,201	LANDSCAPING	U	1,00	\$2,625,00	\$2,625,00	°\$3,381.00	\$3,381.00	\$10,000.00	\$10,000.00
650,202	LANDSCAPING	U	1,00	\$2,625,00	\$2,625.00	\$3,381.00	\$3,381.00	\$10,000.00	\$10,000.00
650.203	LANDSCAPING	U	1.00	\$3,000.00	\$3,000.00	\$3,864.00	\$3,864.00	\$9,000.00	\$9,000.00
650.204	LANDSCAPING	υ	1.00	\$2,625.00	\$2,625.00	\$3,381.00	\$3,381.00	\$9,000.00	\$9,000.00
650.205	LANDSCAPING	υ	1,00	\$10,500.00	\$10,500.00	\$13,524,00	\$13,524.00	\$18,000.00	\$18,000.00
650.206	LANDSCAPING	υ	1.00	\$3,125.00	\$3,125.00	\$8,050.00	\$8,050.00	\$9,000.00	\$9,000.00
650,207	LANDSCAPING	U	1.00	\$10,500.00	\$10,500.00	\$13,524.00	\$13,524.00	\$18,000.00	\$18,000.00
659.401	LANDSCAPE ESTABLISHMENT CREW (4 MEN - 8 HR DAY)	DAY	.50	\$4,000.00	\$2,000.00	\$2,600.00	\$1,300.00	\$2,000.00	\$1,000.00
1007.1	MISCELLANEOUS LANDSCAPE TREATMENT	\$.	6,000.00	\$1.00	\$6,000.00	\$1.00	\$6,000.00	\$1.00	\$6,000.00

Totals:	\$50,000.00	\$59,650.00	\$97,000.00
Alt. Totals:			-
Totals:	\$50,000.00	\$59,650.00	\$97,000.00



PS&E Comparison

STATEWIDE 41733 NON-FEDERAL

	<u> </u>		Quantity	A-Bido	ler	PS8		
Item No.	Description	Unit		Unit Price	Total	Unit Price	Total	A-PS&E Difference
Items						•		
618.61	UNIFORMED OFFICERS WITH VEHICLE	\$	3,000.00	\$1.00	\$3,000.00	\$1.00	\$3,000.00	\$0.00
619.1	MAINTENANCE OF TRAFFIC	U	1.00	\$245.00	\$245.00	\$4,000.00	\$4,000.00	(\$3,755.00)
650.201	LANDSCAPING	υ	1.00	\$3,381.00	\$3,381.00	\$2,625.00	\$2,625.00	\$756.00
650.202	LANDSCAPING	U	1.00	\$3,381.00	\$3,381.00	\$2,625.00	\$2,625.00	\$756.00
650.203	LANDSCAPING	υ	1.00	\$3,864.00	\$3,864.00	\$3,000.00	\$3,000.00	\$864.00
650.204	LANDSCAPING	υ	1.00	\$3,381.00	\$3,381.00	\$2,625.00	\$2,625.00	\$756.00
650.205	LANDSCAPING	U	1.00	\$13,524.00	\$13,524.00	\$10,500.00	\$10,500.00	\$3,024.00
650.206	LANDSCAPING	υ	1.00	\$8,050.00	\$8,050.00	\$3,125.00	\$3,125.00	\$4,925.00
650.207	LANDSCAPING	U	1.00	\$13,524.00	\$13,524.00	\$10,500.00	\$10,500.00	\$3,024.00
659.401	LANDSCAPE ESTABLISHMENT CREW (4 MEN - 8 HR DAY)	DAY	.50	\$2,600.00	\$1,300.00	\$4,000.00	\$2,000.00	(\$700.00)
1007.1	MISCELLANEOUS LANDSCAPE TREATMENT	\$	6,000.00	\$1.00	\$6,000.00	\$1.00	\$6,000.00	\$0.00

\$59,650.00

Total:

\$9,650.00

\$50,000.00

JGUYER



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/17/2018

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).

	his certificate does not confer rights							require an endorsemen	i. A's	tatement on	
-	DDUCER	-				ст Julie Gu		.=-			
Bernier Insurance Inc.					NAME: PHONE FAX (A/C, No, Ext): (A/C, No):						
32 Wakefield St Rochester, NH 03867				E-MAIL ADDRESS: jguyer@bernierins.com							
,					g	NAIC#					
						/ INSURER(S) AFFORDING COVERAGE INSURER A : Liberty Mutual					
INS	JRED				INSURI						
	AJ Cameron Sod Farm Inc			0 - 1 -	INSURI						
	DBA AJ Cameron Home an PO Box 536	a Gar	aen	Center	INSURI						
	Farmington, NH 03835				INSURI	RE:	-				
					INSURI	RF:					
CC	VERAGES CEF	RTIFI	CATI	E NUMBER:	``			REVISION NUMBER:			
11	HIS IS TO CERTIFY THAT THE POLICI NDICATED. NOTWITHSTANDING ANY I ERTIFICATE MAY BE ISSUED OR MAY XCLUSIONS AND CONDITIONS OF SUCH	REQU PER POLI	TAIN CIES:	ENT, TERM OR CONDITIO THE INSURANCE AFFOR LIMITS SHOWN MAY HAVE	N OF A	ANY CONTRAC Y THE POLIC REDUCED BY	CT OR OTHER IES DESCRIB PAID CLAIMS	R DOCUMENT WITH RESPE	CT TO	WHICH THIS	
INSF	TYPE OF INSURANCE	ADDL	SUBF	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	3		
Α	X COMMERCIAL GENERAL LIABILITY							EACH OCCURRENCE	\$	1,000,000	
	CLAIMS-MADE X OCCUR	X	Х	BKW58104845		10/01/2017	10/01/2018	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$, 100,000	
				•			ji	MED EXP (Any one person)	\$	5,000	
	<u></u>		1					PERSONAL & ADV INJURY	\$	1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:				1			GENERAL AGGREGATE	\$	2,000,000	
	POLICY X PROLOC			\				PRODUCTS - COMP/OP AGG	\$	2,000,000	
A	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000	
	ANY.AUTO	x	х	BAW58104845	10/01/2017	10/01/2018	BODILY INJURY (Per person)	\$			
	· OWNED AUTOS ONLY X SCHEDULED AUTOS	^	^			10.0	10/0/1/2010		\$.		
	X HIRED X NON-OWNED AUTOS ONLY							PROPERTY DAMAGE (Per accident)	\$		
	AUTOS ONET							Medical Payment	ŝ	5,000	
Α	X UMBRELLA LIAB X OCCUR							EACH OCCURRENCE	s	10,000,000	
	EXCESS LIAB CLAIMS-MADE	X	X	USO58104845	10/01/2017	10/01/2018			10,000,000		
١.	DED X RETENTION \$ 10,000	Ī		٠,					\$		
Α	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				10/01/2017		PER X OTH-	-			
		N/A		XWO58104845		10/01/2017	10/01/2018	E.L. EACH ACCIDENT	\$	500,000	
	(Mandatory in NH)	in NH)		•			E.L. DISEASE - EA EMPLOYEE	\$	500,000		
	If yes, describe under DESCRIPTION OF OPERATIONS below						* *	E.L. DISEASE - POLICY LIMIT	\$	500,000	
Α	Owners Protective	-		TBD		04/12/2018	04/12/2019	\$2,000,000 Aggregate		1,000,000	
				,							
		<u> </u>	l	<u> </u>		<u> </u>	·				
As a	cription of operations / Locations / vehicles of the Corporation, Alfred Cal	mero	ACORI) 101, Additional Remarks Schedu xcluded from the Workers	compe	e attached if more	e space is requir rage.	ed)			
A.F. 1	Department of Transportation, Finance	4 6		anta in Additional Incorporati	·		معمده الأملمات	tions or a naima® and s		ntributoin	
	s, when required by written contract. V										
	ility is provided in the name of NH Dep ect: 41773 - NH Statewide Lilac Plantin		nt of	Transportation, Finance a	nd Con	tracts.					
PIO	ect: 41773 - NA Statewide Lilac Flairing	y				•					
				•		• 1					
CERTIFICATE HOLDER						CELLATION					
	,							*			
	NH Department of Transportation Finance and Contracts					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CAN THE EXPIRATION DATE THEREOF, NOTICE WILL BE ACCORDANCE WITH THE POLICY PROVISIONS.					
	7 Hazen Drive				AUTHO	RIZED REPRESE	NTATIVE				
	Concord, NH 03301				NIZED REFRESE	.,					



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/18/2018

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). CONTACT Julie Guyer PRODUCER FAX (A/C, No): PHONE (A/C, No, Ext): Bernier Insurance Inc. 32 Wakefield St E-MAIL ADDRESS: jguyer@bernierins.com Rochester, NH 03867 INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Liberty Mutual 24198 INSURED INSURER B: NH Department of Transportation INSURER C: C/O AJ Cameron Sod Farms, Inc. INSURER D: PO Box 536 Farmington, NH 03835 INSURER E : INSURER F : **COVERAGES REVISION NUMBER:** CERTIFICATE 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 POLICY EFF POLICY EXP INSR ADDL SUBR TYPE OF INSURANCE POLICY NUMBER LIMITS COMMERCIAL GENERAL LIABILITY EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) CLAIMS-MADE OCCUR MED EXP (Any one person) PERSONAL & ADV INJURY GEN'L AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE POLICY LOC PRODUCTS - COMP/OP AGG OTHER: COMBINED SINGLE LIMIT (Ea accident) AUTOMOBILE LIABILITY ANY AUTO BODILY INJURY (Per person) SCHEDULED AUTOS OWNED AUTOS ONLY BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) HIRED AUTOS ONLY NON-OWNED AUTOS ONLY UMBRELLA LIAB **OCCUR** EACH OCCURRENCE **EXCESS LIAB** CLAIMS-MADE **AGGREGATE** DED RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY PER STATUTE ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) E.L. EACH ACCIDENT N/A E.L. DISEASE - EA EMPLOYEE \$ lf yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT 04/12/2018 04/12/2019 \$2,000,000 Aggregate 1,000,000 Owner's Protective BLO58774651 DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) As an Officer of the Corporation, Alfred Cameron is excluded from the Workers Compensation Coverage. Project: 41772 - NH Statewide Lilac Planting CANCELLATION CERTIFICATE HOLDER SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. NH Department of Transportation **Finance and Contracts** 7 Hazen Drive AUTHORIZED REPRESENTATIVE Concord, NH 03301 Auli a. Lugar



GGAGANON

ACORD'

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/16/2018

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(les) 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). Bernier Insurance Inc. PHONE (A/C, No, Ext): (603) 335-2345 FAX, No): (603) 994-4663 32 Wakefield St Rochester, NH 03867 E-MAIL ADDRESS: info@bernierins.com INSURER(S) AFFORDING COVERAGE NAIC# 24198 INSURER A : Liberty Mutual INSURED INSURER B: NH Dept of Transportation INSURER C c/o AJ Cameron Sod Farms, Inc. INSURER D PO Box 536 Farmington, NH 03835 INSURER E INSURER F 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. POLICY EFF POLICY EXP
(MM/DD/YYYY) (MM/DD/YYYY) INSR LIMITS TYPE OF INSURANCE POLICY NUMBER COMMERCIAL GENERAL LIABILITY EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) CLAIMS-MADE OCCUR MED EXP (Any one person) PERSONAL & ADV INJURY GEN'L AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE PRO-LOC POLICY PRODUCTS - COMPIOP AGG OTHER: COMBINED SINGLE LIMIT (Ea accident) AUTOMOBILE LIABILITY ANY AUTO BODILY INJURY (Per person) SCHEDULED OWNED AUTOS ONLY BODILY INJURY (Per accident)
PROPERTY DAMAGE
(Per accident) HIRED AUTOS ONLY NON-OWNED AUTOS ONLY UMBRELLA LIAS OCCUR EACH OCCURRENCE EXCESS LIAB CLAIMS-MADE AGGREGATE DED RETENTION \$ PER STATUTE WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) E.L. EACH ACCIDENT NIA E.L. DISEASE - EA EMPLOYEE \$ If yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT BINDER 05/16/2018 | 11/16/2018 |\$500 DED 59,650 Builder's Risk DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Project #41772- NH Statewide Lilac Planting CANCELLATION CERTIFICATE HOLDER SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. NH Department of Transportation **Finance and Contracts** 7 Hazen Drive Concord, NH 03301 AUTHORIZED REPRESENTATIVE