



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
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 Deputy Commissioner
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October 18, 2018

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

REQUESTED ACTION

Authorize the Department of Administrative Services, Division of Plant and Property, to **retroactively** pay an invoice in the amount of \$18,900.00 to Daniel R. Gelinas Landscaping & Excavating (Vendor No. 157635) for catch basin repair work. The payment will be processed upon Governor and Council approval. **67% Transfers from Other Agencies, 33% General Funds**

Funds are available in the following Department of Administrative Services, Division of Plant and Property SFY 2019 accounts:

01-14-14-141510-20300000	DES/DHHS Bldg 27-29 Hazen 048-500226 Contractual Maintenance	\$ 3,150.00
01-14-14-141510-20950000	Londergan Hall 048-500226 Contractual Maintenance	\$ 6,300.00
01-14-14-141510-29520000	DOT Buildings 048-500226 Contractual Maintenance	\$ 3,150.00
01-14-14-141510-29500000	General Services 048-500226 Contractual Maintenance	<u>\$ 6,300.00</u>
	Total	\$18,900.00

EXPLANATION

This request is **retroactive** due to the oversight of procuring a purchase order prior to the contractor being given authorization to perform the services. The vendor provided repair work on six (6) failed catch basins which were in need of repair to prevent the parking lot areas from collapsing. The Division has educated the staff that provided approval of this work, about the purchasing rules of acquiring a purchase order prior to any work being performed.

Respectfully submitted,

Charles M. Arlinghaus
 Commissioner

Daniel R. Gelinis Landscaping & Excavating

42 Abbott Road
Penacook, NH 03303

Invoice

Date	Invoice #
7/16/2018	2045

Bill To
State of NH Dept. of Admin. Services David Horton 25 Capitol Street Concord NH 03301

P.O. No.	Terms	Project
	Net 15	

Quantity	Description	Rate	Amount
	Repair six catch basins on Hazen Drive and SOPS campus. Materials are bricks, mortar, stone, and asphalt Labor 3 laborers and equipment (mini excavator, skid steer, dump truck, compactor, utility van)	10,840.00 8,060.00	10,840.00 8,060.00
	#1 Supreme Court Back Parking lot. Replace complete structure. Saw cut and repave after structure is installed. \$3840 materials and \$2560 for labor and equipment		
	#2 Supreme Court in Round About Saw cut pavement and remove frame and grate and four courses of bricks. Replace bricks and frame & grate. Repave.\$1400 for materials and \$1100 for labor and equipment		
	#3 Backside of #7 Hazen Drive. Excavate around catch basin, parge with cement around pipe. Reset frame and grate. Pave new 5' x 6' apron around catch basin frame and grate. \$1800 for materials and \$1400 for labor and equipment		
	#4 Next to Biomass building. Saw cut and remove catch basin frame and grate. Remove bad concrete cone and replace with new. Repave area \$2100 for materials and \$1700 for labor and materials		
	#5 State Hospital off Pleasant Street. Saw cut around catch basin frame and grate. Reset frame and grate and repave. \$850 for materials and \$650 for labor and materials		
	#6 State Hospital off Pleasant Street, about 20' away from #5. Saw cut around catch basin frame and grate. Reset frame and grate and repave. \$850 for materials and \$650 for labor and materials		

Thank you for your business.

Total
Web Site

\$18,900.00

gelinasexcavation.com