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MLC

State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, N.H. 03305
603-271-2791

ROBERT L. QUINN
COMMISSIONER OF SAFETY

October 8, 2019

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

Requested Action

Authorize the Department of Safety (DOS), Office of the Commissioner, to pay a **retroactive** invoice with SFY2020 funds for work performed in SFY2019 in the amount of \$1,190.75 to Graybar Electric Co. Inc. (VC#174836-P001), 80 Pepsi Road, Manchester, NH 03109 for supplies needed for building offices and storage areas in the Department of Safety's warehouse. The invoice will be processed upon Governor and Council approval. Funding source: 100% Highway Funds.

Funds are available in the SFY2020 operating budget as follows.

02-23-23-231015-23310000	Dept. of Safety – Office of the Commissioner – Property Upkeep	<u>SFY2020</u>
047-500240	Own Forces Maint-Build-Grnds	\$1,190.75

Explanation

This invoice is **retroactive** due to a misunderstanding of purchasing thresholds. Electrical cable and related supplies was needed during the remodeling of the DOS warehouse to establish much needed office space and to reconfigure the storage areas to provide more room. In order to continue the work, the supervisor was advised to use a P-card for the purchase; however, later it was determined the amount to be slightly over the P-card purchasing threshold. Pertinent staff have been reminded of the approved P-card threshold.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety



Packing List



MANCHESTER, NH
80 PEPSI RD
MANCHESTER NH 03109-5303

Phone: 603-206-7900

Graybar Delivery: 8022602842
Graybar Sales Order: 365386641

Ordered: 10/03/2018
Shipped: 10/03/2018

Ship To:	Sold To:
NH DEPARTMENT OF SAFETY 33 HAZEN DRIVE CONCORD NH 03305-0011	NH DEPARTMENT OF SAFETY 33 HAZEN DRIVE CONCORD NH 03305-0011

Ordered By: TOM MCCOO

Customer PO:	Customer Release Number:	Shipping Method:
WAREHOUSE		GRAYBAR COUNTER

Mfg Part Number	Description	Ordered	Shipped	BO/Oth	Unit Price	Ext Price
6NP4P24-BL-P-GCC-PV	7133900 <i>Blue CAT 6 CABLE</i>	3,000 EA	3,000 EA		247.91 Per 1000 EA	743.73
IFP110W	PLATE WALL FLUSH 1-G 1PORT OW	12 EA	12 EA		2.35 Per 1 EA	28.20
IFP120W	PLATE WALL FLUSH 1-G 2PORT OW	12 EA	12 EA		2.35 Per 1 EA	28.20
HXJ60W25	JACK HXJ CAT6 8POS UNI A/B OW 25PK	2 EA	2 EA		195.31 Per 1 EA	390.62

Terms of Payment: Pay immediately
As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.

Sub Total: 1,190.75
Freight & Handling: 0.00
Tax: 0.00
Total due: 1,190.75
Credit Card: VISA ending in 1922

✓ TM

Graybar Standard Terms and Conditions of Sale apply unless other terms have been agreed to by Graybar and Customer in writing. See www.graybar.com for the Graybar Standard Terms and Conditions of Sale.

In this shipment: _____ Boxes _____ Pieces _____ Bundles _____ Coils _____ Reels _____ Pallets

Received By: _____ Received Name: TOM MCCOO

