



State of New Hampshire

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

LINDA M. HODGDON
Commissioner
(603) 271-3201

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

Bureau of Public Works
Design & Construction

November 1, 2013

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

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Public Works Design and Construction to enter into an agreement with Lee F. Carroll, P.E., (Vendor Code 190432) PO Box 357, 1 Madison Avenue, NH, 03581 in an amount not to exceed \$300,000 for Electrical Services required for planning, design and construction of various Public Works' Projects as necessary and required by the Department. The contract is effective from the date of Governor and Council approval through June 30, 2016.

EXPLANATION

The Department proposes to retain the private consulting firm Lee F. Carroll, P.E., to expedite the current project workload and provide appropriate technical expertise as required for specific projects. This is one (1) of three (3) open-ended agreements for Electrical services that will be presented for approval. The agreement will enable the Department to respond quickly to unscheduled project requests and possible emergencies regarding Electrical services issues. The decision as to which projects will be assigned will be made on a case-by-case basis depending on the particular expertise required and the firm's current workload.

This type of consulting agreement will be funded from the monies for each project. The majority of projects needing this type of Electrical services consultant work are maintenance and capital funded projects.

This agreement is a proposed contract with the Electrical services firm selected to provide on-call Electrical services. It is anticipated that Electrical services can be handled by three (3) Electrical firms through the contract period.

The consultant selection process employed by the Department for this project is in accordance with RSAs 21-I:22, 21-I:22-c, and 21-I:22-d, all applicable Federal Laws and the

Department's procedures for "Selection of Engineers, Architects and Surveyors dated July 28, 2005. Cumulative scoring was used in this selection process in order to assure that the perspective of each committee member received proper consideration during scoring deliberations. Each committee member, Mark Nogueira, Michelle Juliano, Gordon Graham and Beverly Kowalik, brings different strengths and knowledge to the table. This allows thorough discussion and weighing of the different perspectives during the scoring process. This process also makes follow-up explanations to the unselected firms easier.

In April 2013, the Bureau of Public Works Design & Construction advertised in the Union Leader, the Bureau of Public Works Design & Construction website and email notification soliciting interest in providing on-call Electrical Services. The following table lists the sixteen (16) consultant firms that submitted letters of interest and were considered for this assignment.

| | |
|--------------------------|-----------------------------|
| Ackroyd Engineering, LLC | Oak Point Associates |
| Lee F. Carroll, PE | RDK Engineers |
| Colby Company, LLC | Reno Engineering |
| Dubois & King | RFS Engineering |
| Harriman Associates | SMRT |
| Jacobs Engineering | Stantec Consulting Services |
| McFarland Johnson | WV Engineering Associates |
| Nangle Engineering, Inc. | Yeaton Associates |

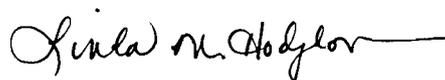
The firms were then rated on the basis of comprehension of the assignment, clarity of the proposal, capacity to perform in a timely manner, quality and experience of the project manager and team, and overall suitability for the assignment. It is now the Department's intent to enter into Statewide Consultant Service Agreements with the three (3) highest rated firms as their legal documentation and Certificate of Insurance become available.

| | |
|--------------------------|--------------------|
| Ackroyd Engineering, LLC | Colby Company, LLC |
| Lee F. Carroll, P. E. | |

A copy of Lee F. Carroll, P.E.'s Statement of Qualifications is provided, herewith, for your information and convenience.

The subject agreement has been approved by the Attorney General as to form and execution. Copies of the fully executed agreement are on file at the Secretary of State's Office and the Department of Administrative Services, Bureau of Public Works Design & Construction.

Respectfully submitted,



Linda M. Hodgdon,
Commissioner

Explanation of Statewide Consultant Committee Selection

Members are selected using the approved guidelines for the Bureau of Public Works Design and Construction "Selection of Engineering, Architects, and Surveyor Services". Per these guidelines, the Committee should consist of the Bureau Administrator plus two other Project Managers.

The Administrator is a member of all the Selection Committees, serving to provide the larger perspective of the consultant capabilities that are desired, also bringing knowledge of the quantity of work and various types of anticipated projects the consultant may be called on to perform. He brings the perspective of achieving agency goals, using a balance of those consultants who have performed excellent work in the past, along with bringing in new consultant firms. His background in the private sector and State services provides insight into expertise, staffing and capacity of the consultant firms.

The Assistant Administrator manages the day-to-day oversight of the Consultant assignments, and is the second member of all the selection committees. Her job description specifically outlines her involvement in the management of the consultants. She brings the expertise of the day-to-day working with consultants. Her past and present experience involves frequent interaction with consultants, including review of consultants' proposals and their engineering work.

The Discipline Head, (PM 4) for the specific type of work the consultant is being hired for (i.e. Mechanical, Civil, etc.), brings additional expertise concerning the capabilities of various consultants with whom they have worked. Their years of project management experience provide the more detailed perspective about the various consultants' strengths or weaknesses and how they would fit with the project needs.

Administrator PM6

Mark T. Nogueira - 24 years private/state service

Asst. Administrator PM5

Michelle Juliano - 25 years State service

Project Mgr – PM 4

Gordon Graham - 11 years State service

Project Mgr – PM 4

Beverly Kowalik - 20 year State Service

**COMMITTEE PROPOSAL RATING FOR
ELECTRICAL STATEWIDE**

| Consultant Name | Comprehension of Assignment | Clarity of Proposal | Capacity to Perform in a Timely Manner | Quality and Experience of PM/Team | Overall Suitability for the Assignment | Total Score | Cumulative Score | |
|------------------------------|-----------------------------|---------------------|--|-----------------------------------|--|-------------|------------------|-----------------------|
| Ackroyd Engineering | | | | | | | 90.5 | <===== Highest Rating |
| Mark Nogueira | 4 | 4 | 4 | 4 | 4 | 20 | | |
| Michelle Juliano | 4 | 4 | 5 | 5 | 5 | 23 | | |
| Gordon Graham | 5 | 5 | 4 | 5 | 4 | 23 | | |
| Beverly Kowalik | 5 | 5 | 4.5 | 5 | 5 | 24.5 | | |
| Lee F Carroll | | | | | | | 91.0 | <===== Highest Rating |
| Mark Nogueira | 4 | 4 | 4 | 4.5 | 4 | 20.5 | | |
| Michelle Juliano | 4 | 4 | 5 | 5 | 5 | 23 | | |
| Gordon Graham | 5 | 5 | 4 | 5 | 4 | 23 | | |
| Beverly Kowalik | 5 | 5 | 4.5 | 5 | 5 | 24.5 | | |
| Colby Co. Engineering | | | | | | | 90.0 | <===== Highest Rating |
| Mark Nogueira | 4.5 | 4.5 | 4.5 | 4.5 | 4.5 | 22.5 | | |
| Michelle Juliano | 4.5 | 4.5 | 4.5 | 4.5 | 4.5 | 22.5 | | |
| Gordon Graham | 4 | 4 | 5 | 5 | 4 | 22 | | |
| Beverly Kowalik | 5 | 4.5 | 4.5 | 4.5 | 4.5 | 23 | | |
| DuBois & King | | | | | | | 88.5 | |
| Mark Nogueira | 4.5 | 4.5 | 5 | 4.5 | 4.5 | 23 | | |
| Michelle Juliano | 4 | 4 | 4 | 5 | 5 | 22 | | |
| Gordon Graham | 5 | 4 | 4 | 4 | 4 | 21 | | |
| Beverly Kowalik | 4 | 4.5 | 4.5 | 4.5 | 5 | 22.5 | | |
| SMRT | | | | | | | 84.0 | |
| Mark Nogueira | 4 | 4.5 | 4.5 | 4.5 | 4 | 21.5 | | |
| Michelle Juliano | 4 | 3.5 | 4 | 3.5 | 4 | 19 | | |
| Gordon Graham | 4 | 4 | 4 | 5 | 4 | 21 | | |
| Beverly Kowalik | 4.5 | 4.5 | 4.5 | 4.5 | 4.5 | 22.5 | | |
| Stantec | | | | | | | 88.5 | |
| Mark Nogueira | 4.5 | 4.5 | 4.5 | 4.5 | 4.5 | 22.5 | | |
| Michelle Juliano | 4 | 4 | 4 | 5 | 5 | 22 | | |
| Gordon Graham | 4 | 4 | 5 | 5 | 4 | 22 | | |
| Beverly Kowalik | 4.5 | 4.5 | 4 | 4.5 | 4.5 | 22 | | |

LEE F. CARROLL, PE
Electrical Consultant
PO BOX 357 • 1 MADISON AVENUE
GORHAM, NEW HAMPSHIRE 03581
TEL. 603-466-5065 - OFFICE
TEL. 603-466-3680 - HOME
E-mail: lcarroll@ne.rr.com

RECEIVED

JUN 17 2013

Bureau of Public Works

June 14, 2013

Mark T. Nogueira, PE
Administrator, Bureau of Public Works Design and Construction
NH Department of Administrative Services
Seven Hazen Drive, Room 250
PO Box 483
Concord, NH 03302-0483

RE: Statewide Electrical Engineering Services

Subject: Your communication of 7 June 2013

Dear Sir:

In response to your subject communications and further to my April 16, 2013 letter indicating interest in the referenced project selection, the following is provided for your consideration.

Although this is a small firm specializing in electrical engineering design and forensic engineering services with two licensed professional engineers, the firm regularly services various clients throughout New England and occasionally outside of New England so the provision of services within all areas of the State of New Hampshire is routine. Also, as there are only two engineers, there is routinely discussion of the various projects being served.

Upon an indication that this firm has been selected for a specific project I review the present active project status of both engineers, the type of project involved and decide whether I will be the Project Manager and Project Engineer for the project or whether Mr. Edward Gibson, PE will be will be the Project Manager, with me acting as the Project Co-ordinator. I will negotiate/estimate all project fees and generally I will draft the technical specifications involved for all projects, with the specifications reviewed by Mr. Gibson if he is the Project Engineer for that project. The Project Manager selected will then coordinate with the client for access to facilities, existing facility drawings, etc. and the notification of any project complications identified during the facility review/existing documents review. We have found this approach to be very successful on projects served to date.

Design then proceeds to provide the necessary contract documents for use on the project, with on site inspections (on past state projects) as requested by the Department's Project Administrator.

This firm has provided electrical engineering design services to the Bureau of Public Works Design and Construction in the past, both as a sub consultant to Architects and others and as prime consultant. To my knowledge this firm has been able to respond in a timely manner on all previous projects for the Bureau, and I see no reason that this firm could not continue to provide a timely completion of projects it may be assigned.

For projects the Bureau might select for this firm the Project Manager (Engineer providing actual site review, design, response to questions during construction and providing site reviews during construction) will be either myself or Mr. Edward Gibson, PE. This firm subcontracts its CAD work to the firm of Info-Graphics Technologies (IGT) in Berlin, NH. We have had this association with IGT for many years and find it functions extremely well. (IGT is a CAD contracting firm with several employees and it

provides services to several large national/international manufacturing organizations). Any computer services for typing of specifications, preparation of various schedules (light fixture, panel, etc.) are generally prepared in our office by our staff as are any hand drafting requirements. We have in-house plan printing capabilities and specification duplication facilities as would be normal for a firm of our size.

In my opinion the Bureau of Public Works is familiar with this firm's team members, however copies of resumes are attached should you have review board members who are not familiar with the firm and who wish to review them.

This firm's insurance coverage meets or exceeds the stated coverage limits. The firm has no company provided vehicles so coverage on vehicles is the vehicle owner's decision. My personal vehicle coverage exceeds state requirements.

Your consideration of this firm to assist the Bureau of Public Works Design and Construction with future projects is appreciated and I await your further communication on this.

Very truly yours,

A handwritten signature in cursive script that reads "Lee F. Carroll, PE". The signature is written in black ink and is positioned above the printed name.

Lee F. Carroll, PE

Lee F. Carroll, PE
Electrical Consultants

1 Madison Avenue
Gorham, NH 03582
(603) 466-5065(W) (603) 466-3680(H)

Professional Experience

- 1973-Present Self Employed Electrical Engineering Consultant. Electrical Consulting for industrial, commercial, municipal, education and institutional projects. Included are projects on the airfield side of airports including upgrades to power vaults, obstruction beacons, and other ancillary systems/equipment and also potable water and waste water treatment and pumping facilities, electrical utility designs and studies, pulp and paper industry control and power design, low head hydroelectric and coal/wood fired power plants, hospitals, schools, energy audits, and forensic engineering/expert witness testimony, etc.
- 1970-1973 Wright, Pierce, Barnes & Wyman, Topsham, Maine. Chief Electrical Engineer responsible for all electrical design and specifications for engineering projects. Some responsibility for electrical phase of architectural projects of Wright, Pierce & Whitmore. Work included sewage pumping stations, treatment plants, water systems, recreational areas, street and site lighting, schools, hospitals, nursing homes, multi-story office building, etc.
- 1966-1970 Brown Company, Berlin NH Electrical Engineer, Central Engineering, Dept. Responsible for formulating material and construction specifications. Full electric responsibility for \$22 million plant expansion, including consulting firm coordination. Responsible for operation management of power system including budgeting, manpower, etc. Consultant to other company divisions.
- 1965-1966 Georgia-Pacific Corp., Lyons Falls, NY Plant Electrical Engineer. Responsible for initiation, estimating, specification, and follow-up on plant electrical projects. In depth analytical report of plant electrical system economic operations and development of long-range plant generation modifications.
- 1964-1965 American Optical Co., Southbridge MA. - Maintenance Engineer. Responsible for estimating, specification, procurement and follow-up on plant engineering projects.

Resume of Lee F. Carroll, P.E.

- 1960-1964 Fraser Paper, Ltd., Madawaska, Maine Plant Electrical Engineer with overall electrical responsibility after 1962. Electrical systems studies, major expansion liaison with contractors.
- 1957-1960 Fraser Paper, Ltd., Madawaska, Maine (under Northeastern University cooperative education program). In crew work on electrical maintenance and project engineering work in engineering department.
-

Education

Graduate of Gould Academy, Bethel, Maine, 1955

Graduate of Northeastern University, BSEE Boston, Mass. 1960

Professional and Civic Activities

Professional Engineer Licensed in Maine, New Hampshire, Commonwealth of Massachusetts, Commonwealth of Virginia, Vermont, Texas, Louisiana, New York, Pennsylvania, Rhode Island, New Jersey, North Carolina, South Carolina, Ohio, Connecticut, Florida, Nebraska, and Oklahoma.

Professor, Adjunct Staff: NH Community Technical College at Berlin

Master Electrician licensed in State of New Hampshire

Senior Member - Institute of Electrical and Electronics Engineers

Member - Illuminating Engineering Society

Member - New Hampshire Society of Professional Engineers, NSPE

Member - International Association of Electrical Inspectors

Associate Member - National Fire Protection Association

Past Member - N. H. Department of Transportation Appeals Board (1985-2002)

Life Fellow Member – American College of Forensic Examiners International

Resume of Lee F. Carroll, P.E.

Past Member - Board of Trustees - Gould Academy, Bethel Maine (1982-2009)

Past President - New Hampshire Society of Professional Engineers (1999-2000)

Past President - Gorham Development Corporation

Past President - North Country Home Health Agency (1997-2000)

Commissioner - Gorham, NH Water and Sewer Dept.

Past Member - Professional Engineers Board, State of New Hampshire

Emeritus Member - Professional Engineers Board, State of New Hampshire

Member – Real Estate Appraisers Board, State of New Hampshire

Professional Awards and Recognition

New Hampshire Engineer of the Year, 1990

Edward J. Gibson

20 Jewel Street

Gorham, NH 03581

(603) 466-5065 (W) (603) 466-3658 (H)

Professional Experience

- 1975-Present Lee F. Carroll, P.E. Electrical Consultant, Gorham, NH. Responsible for design of lighting, power distribution, communications, alarm and control systems for housing projects nursing homes, industrial commercial, office, educational and medical buildings; energy audit preparation; design of utility and industrial substations, transmission and distribution lines.
- 1973-1974 Madison Electric Works, Madison, Maine. Superintendent Responsible for all materials specification and ordering, design of transmission and distribution circuits, supervisor and foreman of line crews and hydroelectric generation plant operators.
-

Education

Graduate - Ocean County Community College, NJ; A. A. 1969, Major: Electrical Engineering

Graduate - University of Maine, Orono; BSEE 1973, Major: High Voltage Power Transmission. Minors: Acoustics, Business Administration, Waste Water Treatment

Professional and Civic Activities

Professional Engineer Registered in Maine and New Hampshire

Professor, Adjunct Staff: NHCTC at Berlin - 9 years

Master Electrician Licensed in State of New Hampshire

Past Trustee - Gorham Congregational Church - 3 years

Past Educational Coordinator - Presidential Gem and Mineralogical Society - 2 years

Past Member - Gorham School Board - 5 years

Member - Institute of Electrical and Electronics Engineers

Member - NH Building Officials Association - 1991 to Present

Equipment Manager Theater North - 2004 to Present

Resume of Edward J. Gibson, Gorham, NH

Boy Scouts of America:

Past Cub Master - 2 years

Past Scout Master - 5 years

Assistant Scoutmaster 1997 to Present

Wood Badge NE-1-169, Completed 1995

District "Friends of Scouting" Coordinator (Fund Raising) - 8 years

District Training Team - 1998 to Present

Council (State) Training Team - 2 years

Explorer Post Advisor - 3 years

Order of the Arrow - Ordeal 1995/Brotherhood 1996

Support Staff - 1993 National Scout Jamboree

Support Staff State Scout Jamboree 1999, 2003, 2007

Wood Badge Training Staff Assistant Course Director - 2003

Professional Awards and Recognition

Edwin F. Guth Memorial Award of Excellence for Interior Lighting Design, along with Jim Stockman, Lighting Designer, Christopher Williams and Rick Holt, Architects, 1995.

Civic Awards and Recognition

Boy Scouts of America:

Spouse of the Year

Scoutmaster of the Year

Scouter of the Year

District Award of Merit

Silver Beaver 2002

Order of the Arrow, Vigil Honor 2006



CERTIFICATE OF LIABILITY INSURANCE

CARRO-1

OP ID: SC

DATE (MM/DD/YYYY)
10/18/2013

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 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 Vallancourt & Woodward Inc 15 Exchange Street P O Box 8 Berlin, NH 03570 Sandra A Cere | Phone: 603-752-2440 Fax: 603-752-2583 | CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No): | | | | | | | | | | | | | |
|---|---|--|-------------------------------|--------|--------------------------------------|--|----------------------------|--|-------------|--|-------------|--|-------------|--|-------------|
| | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Acadia Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B : InterGUARD LTD</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table> | | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : Acadia Insurance Company | | INSURER B : InterGUARD LTD | | INSURER C : | | INSURER D : | | INSURER E : | | INSURER F : |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A : Acadia Insurance Company | | | | | | | | | | | | | | | |
| INSURER B : InterGUARD LTD | | | | | | | | | | | | | | | |
| INSURER C : | | | | | | | | | | | | | | | |
| INSURER D : | | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | | |
| INSURED Lee F. Carroll PE P.O. Box 357 1 Madison Avenue Gorham, NH 03581 | | | | | | | | | | | | | | | |

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 INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|-----------------------------|-------------------------|-------------------------|--|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | CPA0071337-22 | 10/10/2013 | 10/10/2014 | 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 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | | | | | | |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB EXCESS LIAB DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | Y/N Y | LEWC329367 NEW HAMPSHIRE | 12/31/2012 | 12/31/2013 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER 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 (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Architects-office. Wc excludes Lee F Carroll.

| | |
|--|---|
| CERTIFICATE HOLDER NH Dept of Administrative Service BPW Design & Const 7 Hazen Drive-Room 250 PO Box 483 Concord, NH 03302-0483 | CANCELLATION NHADMIN 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 |
|--|---|



CARRLE1 OP ID: RV

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/20/2013

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 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 Vaillancourt & Woodward Inc 15 Exchange Street P O Box 8 Berlin, NH 03570 | | CONTACT NAME: PHONE (A/C, No, Ext): 603-752-2440 FAX (A/C, No): 603-752-2583 E-MAIL: ADDRESS: | |
| INSURED Lee F & Judith A Carroll PO Box F Gorham, NH 03581 | | INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Ins Co INSURER B: INSURER C: INSURER D: 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.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR INSR | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|--|-----------|-----------|---------------|-------------------------|-------------------------|---|--------------|
| | GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | | EACH OCCURRENCE | \$ |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ |
| | | | | | | | MED EXP (Any one person) | \$ |
| | | | | | | | PERSONAL & ADV INJURY | \$ |
| | | | | | | | GENERAL AGGREGATE | \$ |
| | | | | | | | PRODUCTS - COMPOP AGG | \$ |
| | | | | | | | | \$ |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | 9836968001011 | 09/27/2013 | 03/27/2014 | COMBINED SINGLE LIMIT (Ea accident) | \$ |
| | | | | | | | BODILY INJURY (Per person) | \$ 250,000 |
| | | | | | | | BODILY INJURY (Per accident) | \$ 500,000 |
| | | | | | | | PROPERTY DAMAGE (PER ACCIDENT) | \$ 100,000 |
| | | | | | | | | \$ |
| A | UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE | | | 9326668443117 | 09/27/2013 | 09/27/2014 | EACH OCCURRENCE | \$ 1,000,000 |
| | | | | | | | AGGREGATE | \$ |
| | | | | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | WC STATUTORY LIMITS | OTHR |
| | | | | | | | E.L. EACH ACCIDENT | \$ |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 2007 Toyota Camry CE PP 4T1BE46K870021137

| | |
|--|--|
| CERTIFICATE HOLDER NH Dept of Admin Services Bureau Public Works Designs and Construction PO Box 483 Concord, NH 03302-0483 | CANCELLATION 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  |
|--|--|

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