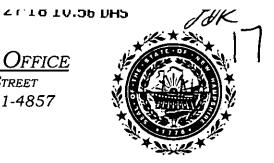
ADMINISTRATIVE OFFICE
45 SOUTH FRUIT STREET

45 South Fruit Street Concord, NH 03301-4857



"We're working to keep New Hampshire working"

GEORGE N. COPADIS, COMMISSIONER

RICHARD J. LAVERS, DEPUTY COMMISSIONER

September 26, 2018

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

### REQUESTED ACTION

To authorize New Hampshire Employment Security (NHES) to make a retroactive payment to Congruity in the amount of \$3,480 for on-site hard drive shredding services as permitted under statewide contract 8002218. 100% Federal funds.

Funding is available in account titled, Employment Security, as follows:

02-27-27-270010-8040

**DEPT OF EMPLOYMENT SECURITY** 

SFY 2019

10-02700-80400000-103-500741

Contracts for Operation Services, Trash Removal

\$3,480

#### **EXPLANATION**

NHES is requesting approval to pay the attached invoices from Congruity for necessary on-site hard drive shredding services under statewide contract 8002218. While the service location was 45 South Fruit Street, Concord, NH, the vendor addressed and sent the bill to a non-NHES location. The attached invoice dated May 22, 2018 for services rendered May 11, 2018 was not received by NHES until September 24, 2018 thereby requiring Governor and Council approval to pay. Once the invoice was received, NHES discovered the unit price was not consistent with the state contract and, consequently, the vendor submitted a second current (credit) invoice to correct their error. NHES is working to develop a better solution for tracking statewide contract services usage. Since NHES did receive the services from the vendor, we are seeking Governor and Council approval in order to pay this expense incurred in the prior fiscal year.

espectfully submitted,

George N. Copadis Commissioner

GNC/jdr Attachment(s) **Rockland Congruity** 56 Pembroke Woods Dr Pembroke, MA 02359 US



# RECEIVED

SEP 24 2018

# FISCAL MGMT

Bill To:

Ship To:

State of NH

State of NH

**United States** 

Colleen O'Neill

25 Capitol Street, RM 102

Concord, NH 03301

Concord, New Hampshire

**United States** 

Billing Number

00006167

**Billing Date** 

5/22/2018

Billing Due Date

6/21/2018

Amount Due

	Quantity	Unit Price	Total
Comment			

oduct Product Description MN-Professional

\$3,948.00

Services

Shred 580 hard drives

1.000000

\$3,948.000000

Total

\$3,948.00

**Amount Paid** 

\$0.00

Amount Due

Thank you! We appreciate your business.

For Electronic Payments:

Bank of America

Account: 004640505437

Routing: 026009593 (for wire payments) Routing: 011000138 (for ACH payments)

SWIFT: BOFAUS3N

For questions about your invoice, please contact us:

Invoice@congruity.com OR Bonnie Dugas, Accounts Receivable | BDugas@Congruity.com Melissa Winer, Director of Finance | MWiner@Congruity.com

**Rockland Congruity** 56 Pembroke Woods Dr Pembroke, MA 02359 US

# RECEIVED

SEP 26 2018



## **ACCOUNTS PAYABLE**

Bill To:

Ship To:

State of NH

State of NH

00007297

Colleen O'Neill

Billing Date

9/26/2018

25 Capitol Street, RM 102

**United States** 

Billing Due Date 10/26/2018

Concord, NH 03301

Billing Number

Concord, New Hampshire

Amount Due

**United States** 

(\$468.00)

n Product Description 1

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ាងនៅខាត្ត Unit Price 💝 রু Quantity

ு் ⊥Total

MN-Professional

Shred 580 hard drives -

1.000000 (\$468.000000) (\$468.00)

Services

price adjustment

Total

(\$468.00)

**Amount Paid** 

\$0.00

Amount Due

(\$468.00)

Thank you! We appreciate your business.

### For Electronic Payments:

Bank of America

Account: 004640505437

Routing: 026009593 (for wire payments) Routing: 011000138 (for ACH payments)

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