



ADMINISTRATIVE OFFICE
45 SOUTH FRUIT STREET
CONCORD, NH 03301-4857



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	<u>SFY 2019</u>
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.

Respectfully 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:
State of NH
Colleen O'Neill
25 Capitol Street, RM 102
Concord, NH 03301
Concord, New Hampshire
United States

Ship To:
State of NH

United States

Billing Number 00006167
Billing Date 5/22/2018
Billing Due Date 6/21/2018
Amount Due \$3,948.00

Product	Product Description	Comment	Quantity	Unit Price	Total
MN-Professional Services		Shred 580 hard drives	1.000000	\$3,948.000000	\$3,948.00

Total \$3,948.00

Amount Paid \$0.00

Amount Due \$3,948.00

Thank you! We appreciate your business.

For Electronic Payments:

Bank of America
Account: 004640505437
Routing: 026009593 (for wire payments)
Routing: 011000138 (for ACH payments)
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:
State of NH
Colleen O'Neill
25 Capitol Street, RM 102
Concord, NH 03301
Concord, New Hampshire
United States

Ship To:
State of NH

United States

Billing Number 00007297
Billing Date 9/26/2018
Billing Due Date 10/26/2018

Amount Due:	(\$468.00)
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Product	Product Description	Comment	Quantity	Unit Price	Total
MN-Professional Services	Shred 580 hard drives - price adjustment		1.000000	(\$468.000000)	(\$468.00)

Total (\$468.00)

Amount Paid \$0.00

Amount Due:	(\$468.00)
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Thank you! We appreciate your business.

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