



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

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

Bureau of Highway Maintenance
February 27, 2018

REQUESTED ACTION

Authorize the Department of Transportation, Bureau of Highway Maintenance to exercise a contract renewal option with Travelers Marketing LLC, (Vendor Code #227453), of Wellesley, MA, for the first of two 2-year contract extensions for the Motor Safety Patrol in an amount of \$70,000.00, for a fee to be paid to the Bureau of Highway Maintenance beginning July 1, 2018 to June 30, 2020. This contract amendment increases the original contract from \$101,300.00 to \$171,300.00. Revenue (100% Agency Income – Sponsorship Fees) is to be deposited into Consolidated Federal Aid Account, AU 3054.

EXPLANATION

On May 27, 2015, Governor and Council approved the original contract with Travelers Marketing LLC, item # 40, to assist and provide service for motorists experiencing motor vehicle problems while traveling on the Interstate 93 from the Massachusetts state line to the southern merge with Interstate 293 to be effective for a 3-year period through June 30, 2018. The contract also included provisions for two 2-year extensions through June 30, 2022.

The Bureau of Highway Maintenance's (The Bureau) Motorist Safety Patrol (MSP) program was established in the spring of 2008. The MSP has been a major success with positive public feedback. The Department is very pleased with the partnership that has been forged with Travelers Marketing/State Farm to sponsor the safety patrol and is looking to extend the term of the agreement through June 30, 2020.

The Bureau operates one (1) specially equipped MSP vehicle dedicated to Interstate 93 six and one-half (6.5) hours per day on Monday – Thursday, eight and one-half (8-1/2) hours on Friday, and six (6) hours on Sunday year-round for a total of approximately 2,106 hours. The MSP vehicles will provide immediate service to disabled vehicles inside the patrol route. Personnel costs required to operate the safety patrol are paid with overtime funds (class 18) from the Consolidated Federal Aid Account.

The Bureau's MSP vehicle consist of one (1) MSP vehicle, which is a Ford F-250 pick-up truck with full crew cad that can accommodate five (5) passengers and Omaha utility beds. The service-bodied trucks contain extensive equipment to aid disabled motorists including gasoline and diesel fuel cans to replenish fuel depleted vehicles, an air compressor to inflate soft tires and to power air actuated tools, vehicle lift jacks, jumper cables, water to be used for vehicle coolant, rubber faced push bumper, an

assortment of mechanic's tools including air actuated impact wrenches, traffic cones, roadway flares, emergency lighting, two-way mobile radio and cellular phone.

The sponsorship for this program is State Farm Insurance with Travelers Marketing managing the contract. The sponsorship includes, but is not limited to, annual revenue fee to the Bureau, the wrapping of the Bureau's MSP vehicle identifying the sponsorship, customer satisfaction feedback postcards, hats for Bureau drivers, patches to be displayed on their safety vests, and State Farm's Thankadriver.com website. The Department has installed informational highway signs identifying the NHDOT Safety Patrol sponsorship and recently added "Call #999" to the sign for access to the Department's Transportation Management Communication Center to request assistance during the hours of operations. The Bureau's website will provide content about the safety patrol and a link to the Thankadriver website.

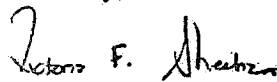
Sponsorship Fees for Fiscal Years 2019 and 2020 will be due on the anniversary date of the original launch event (July 1, 2015) or subsequent to Governor and Council approval. Funds are deposited to 3054 to offset overtime expense for Interstate 93. Funds for this are request are to be deposited as follows:

	<u>FY 2019</u>	<u>FY 2020</u>
04-96-96-963515-3054	\$35,000.00	\$35,000.00
Central Maintenance		
009-403669 Sponsorship Fee		

The contract amendment has been approved by the Attorney General as to form and execution. Copies of the fully executed contract are on file at the Secretary of State's office and the Department of Administrative Services office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

It is respectfully requested that this resolution be approved.

Sincerely,



Victoria F. Sheehan
Commissioner

cc: M.Kirouac
Attachments



**THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION**



**WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER**

April 30, 2015
Bureau of Highway Maintenance

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

REQUESTED ACTION

Authorize the Department of Transportation, Bureau of Highway Maintenance to enter into a contract with Travelers Marketing LLC, Wellesley, MA, (Vendor Code #227453) for sponsorship of the Bureau of Highway Maintenance Motor Service Patrol along Interstate 93 from the Massachusetts state line to the southern merge with Interstate 293 for a fee to be paid to the Bureau of Highway Maintenance on the basis of a single bid in the amount of \$101,300 to be effective upon Governor and Council approval through June 30, 2018, with the option to renew for two additional two-year periods subject to Governor and Council approval. Revenue (100% Agency Income – Sponsorship Fees) is to be deposited into Consolidated Federal Aid Account, AU 3054.

EXPLANATION

The Bureau of Highway Maintenance (The Bureau) Motorist Service Patrol (MSP) program was established in the spring of 2008. The purpose was and continues to be to assist and provide service for motorists experiencing motor vehicle problems while traveling on Interstate 93 from the Massachusetts state line to the southern merge with Interstate 293.

Whereas from May 2008 to present, the program has operated utilizing Consolidated Federal Aid funds, the Department now proposes to operate the program partially utilizing revenue from a private vendor in return for advertising a sponsor's name on the MSP vehicle, as well as other marketing elements as indicated below.

The Bureau operates the specially equipped MSP vehicle on Interstate 93 approximately six and one-half (6.5) hours per day, Monday to Thursday, eight and one-half (8.5) hours Friday and six (6) hours on Sunday year-round for a total of and approximately 2,106 hours. The MSP vehicle provides immediate service to disabled vehicles inside the patrol route. Presently, personnel costs required to operate the service patrol are paid with overtime funds (class 18) from the Consolidated Federal Aid Account.

The Bureau's MSP Program consists of one (1) MSP vehicle, which is a Ford F-250 pick-up truck with full crew cab that can accommodate five (5) passengers and Omaha utility beds. The vehicle is equipped with a fuel cell to replenish fuel-depleted vehicles, an impact wrench to remove lug nuts, a compressor to inflate soft tires, a floor jack, jumper cables, lock-out tools, water, push bumper, flares, state-of-the-art emergency lighting, State radio and cellular phone.

The sponsorship for this program is State Farm Insurance with Travelers Marketing managing the contract. The sponsorship will include, but is not limited to, annual revenue fee to the Department, the wrapping of the Bureau's MSP vehicle identifying the sponsorship, customer satisfaction feedback postcards, hats for Bureau drivers, patches to be displayed on their safety vests, and State Farm's "Thankadriver.com" website. The Department will be installing informational highway signs identifying the NHDOT Safety Patrol and the sponsorship. The Bureau's website will provide content about the safety patrol and a link to the State Farm website.

The contract also reserves the right for the Department to expand the MSP to fully cover Interstate 93 up to the northern merge with Interstate 293, Route 101, and Interstate 89. Travelers Marketing reserves the right of first refusal of the sponsorship benefits for a prorated annual sponsorship amount based on the number of additional vehicles and anticipated annual hours of operation.

The Department advertised for proposals for sponsorship of the MSP program in the Manchester Union Leader on November 2 through November 4, 2014. Invitations to bid were also sent to twenty-six insurance companies who do business in New Hampshire. One sealed bid was received and publicly opened on December 1, 2014. Travelers Marketing, LLC was the sole bidder to provide sponsorship of the program as required in our proposal. The contract will begin subsequent to approval by the Governor and Council, no earlier than July 01, 2015 and end June 30, 2018. The contract is for a total of \$101,300.00. Sponsorship Fees will be due for the first year of the contract within (5) five business days of the scheduled Launch event of the program, currently planned to be on July 1, 2015, subsequent to Governor and Council approval, and will be due for the next two years on the anniversary date of the scheduled Launch event during Fiscal Year 2016 and 2017. Funds for this request are to be budgeted as follows:

	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>
04-96-96-963515-3054 Consolidated Federal Aid			
009-403669 Sponsorship Fee	\$31,300	\$35,000	\$35,000

Because of the timing of this request, the Department will seek acceptance of these funds through the budget process.

The contract has been approved by the Attorney General as to form and execution. Copies of the fully executed contract are on file at the Secretary of State's office and the Department of Administrative Services office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

It is respectfully requested that this resolution be approved.

Sincerely,



William Cass, P.E.
Assistant Commissioner

Attachments

**Results for the Bid Opening for the
Motor Service Patrol Sponsorship December 1, 2014**

**Bureau of Highway Maintenance
NH Department of Transportation
Date: January 2015**

(Only One Bid Received)

Bidder Name	Annual Sponsorship Amount
Travelers Marketing LLC	\$35,000

**New Hampshire Department of Transportation
Bureau of Highway Maintenance
I-93 Safety Patrol**

2017 - January, December Report

Safety Patrol Basics:

Coverage:

The Bureau of Highway Maintenance (BHM) operates the specially equipped MSP vehicle on I-93 from the Massachusetts state line to the southern merge at I-93 and I-293 for a total of 40.5 hours per week. It is a 19 mile long segment of the highway. The hours of operation are

Monday – Friday: 5:00 – 8:00 AM
Monday – Thursday: 3:30 – 7:00 PM
Friday: 3:30 – 9:00 PM
Sunday: 2:00 – 8:00 PM

Manpower: BHM employees from Patrol Shed 528 in Derry.

Equipment: 1 Motorist Service Patrol trucks with the following accessories:

- Rubber-faced push bumper installed on the truck
- Roof-mounted grill and rear end high visibility amber and white LED working light;
- Mounted arrow board;
- Spot lights (AC adapter) and rear work lights;
- Air compressor;
- Portable Battery booster pack;
- Water bottles offered to the public for hydration purposes;
- Rear mounted jumper cable connections;
- 3-ton hydraulic jack;
- Air-power impact wrench.

Sponsorship: State Farm Insurance

Safety Patrol Statistics:

- Logged 1,248 stops— average of 104 stops per month.
- Covered 133 shifts of patrols (total 1,961 hours, covering 62,731 miles, averaging 123 miles of coverage per shift).
- Provided Traffic Control Assistance on 72 occasions.
- Provided direct vehicle assistance on 351 occasions:
 - 108 changing flat tires;
 - 18 jump-starting a vehicle;
 - 27 adding water/coolant;
 - 71 adding fuel;
 - 2 adding oil;
 - 20 providing phone;
 - 4 providing directions; and,
 - 1 providing drinking water.
- Cleaned up debris and road kill 794 times including items such as tire pieces, bedding, ladders, trash, metal, wood, and other hazards on the roadway.
- Provided motorist indirect assistance 276 times by calling for tow services and/or waiting for other aid to arrive while providing traffic control with arrow board and/or flashing lights.

Performance Observations for Current Period

- 90% of service stops are by direct contact through the operator of the service patrol (OSP).
- Stops: PM stops occur at a rate 46% higher than AM stops (983 vs. 410).

Cost:

- Total cost for this year was \$82,524.06
 - \$3,023.27 Class 10 – Normal time
 - \$47,962.51 Class 18 – Overtime
 - \$0 Class 19 - Holiday
 - \$29,048.28 Class 60 - Benefits
 - \$0 Class 20 –Fuel, water, supplies
 - \$2,490 Class 22 – Rents-Leases Other than State
- Cost per mile patrolled \$1.32
- Cost per hour of service – all inclusive \$42.08
- Cost per stop \$66.13
- State Farm's Sponsorship cost is \$35,000

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
MOTOR SERVICE PATROL
BUREAU OF HIGHWAY MAINTENANCE
CONTRACT AMENDMENT 1**

WHEREAS, pursuant to an Agreement approved by Governor and Council, as a result of Motor Service Patrol Request for Proposal, on May 27, 2015, Item #40 (herein after referred to as the "Agreement"), Travelers Marketing, LLC (VC #227453) (hereinafter referred to as "Vendor" or "Travelers Marketing") agreed to supply certain services and sponsorship fees upon the terms and conditions specified in the Agreement and the Department of Transportation (hereinafter referred to as the "Department") acting for the benefit of the Agency, certain sums as specified therein;

WHEREAS, pursuant to the Agreement Section 20 Amendment, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and approved by the Governor and Executive Council;

WHEREAS, the Parties now wish to amend the Agreement further as set forth in this Amendment;

WHEREAS, Travelers Marketing and the Department have agreed to amend the Agreement in certain respects:

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do agree as follows:

I. Contract Agreement Part 1 is hereby amended as follows:

1. General Provisions of the Agreement are hereby amended as follows:

- a. Amend Section 1.7 of the General Provisions of the Agreement by deleting the current Completion Date of 6/30/2018 and adding a new completion date of 6/30/2020.
- b. Amend Section 1.8 of the General Provisions of the Agreement by increasing the current Price Limitation of \$101,300.00 by \$70,000.00 to a new Price Limitation of \$171,300.00.

II. Exhibit B Contract Deliverables Part 2 is hereby amended as follows:

1. Under Deliverable Payment Schedule is hereby amended as follows:

- **Replace** Statement No. 2 to read "The total contract fee shall not exceed One Hundred Seventy-One Thousand, Three Hundred Seventy Dollars and No Cents (\$171,300.00)."
- **Replace** Statement No. 3 to read "The Department will accept payments in the following accounts:

04-096-096-963515-3054 – Consolidated Federal Aide

- **Add** Table 1 Summary of Contract Amendment:

Initial and Date All Pages:

TRAVELERS MARKETING'S

Initials DES

Date 4/5/18

Contract Amendment 1

Page 1 of 4

STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
MOTOR SERVICE PATROL
BUREAU OF HIGHWAY MAINTENANCE
CONTRACT AMENDMENT 1

CONTRACT AND AMENDMENT NUMBER	END DATE	CONTRACT AMOUNT AND INCREASES
Original Contract	May 27, 2015 – June 30, 2018	\$101,300.00
Amendment # 1	July 1, 2018 – June 30, 2020	\$70,000.00

STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
MOTOR SERVICE PATROL
BUREAU OF HIGHWAY MAINTENANCE
CONTRACT AMENDMENT 1

Except as provided herein, all provisions of the Agreement shall remain in full force and effect. This modification shall take effect upon the approval date from the Governor and the Executive Council.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

David E. Stein
David E. Stein, Managing Partner
Travelers Marketing LLC

Date: 4/5/18

Corporate Signature Notarized:

STATE OF MASSACHUSETTS

COUNTY OF SUFFOLK

On this the 5 day of APRIL, 2018, before me,

David E. Stein, the undersigned Officer (MANAGING PARTNER)
personally appeared and acknowledged her/himself to be the MANAGING PARTNER
of TRAVELERS MARKETING LLC, a corporation, and that she/he, as such

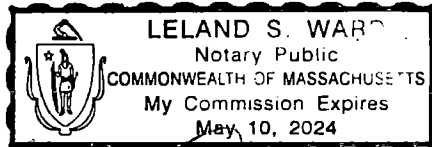
_____ being authorized to do so, executed the foregoing instrument
for the purposes therein contained, by signing the name of the corporation by her/himself as

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Leland S. Ward
Notary Public/Justice of the Peace

My Commission Expires: MAY 10, 2024

(SEAL)



William Cass
William Cass, PE
Assistant Commissioner
State of New Hampshire Department of Transportation

Date: 4/26/18

Alvin B. Greenstein

Date: 5/2/18

STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
MOTOR SERVICE PATROL
BUREAU OF HIGHWAY MAINTENANCE
CONTRACT AMENDMENT 1

Approval by Attorney General Office (Form, Substance and Execution)

Date: _____

Approval by the Governor and Council

Initial and Date All Pages:

TRAVELERS MARKETING's

Initials DES

Date 4/5/18

Contract Amendment 1

Page 4 of 4

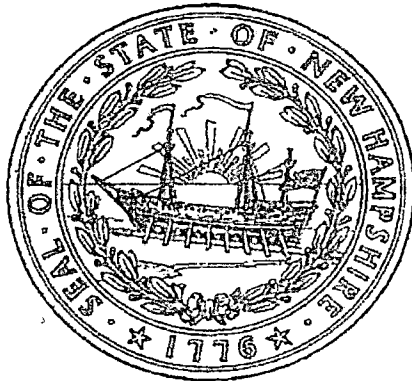
State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that TRAVELERS MARKETING LLC is a Massachusetts Limited Liability Company registered to transact business in New Hampshire on June 14, 2012. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **672798**

Certificate Number: **0004075789**



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 5th day of April A.D. 2018.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

TRAVELERS MARKETING LLC

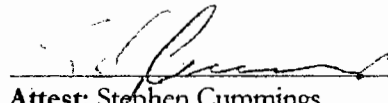
CERTIFICATE OF VOTE OF AUTHORIZATION

April 5, 2018

I hereby certify that a meeting of the Board of Directors of Travelers Marketing LLC (the "LLC") duly called and held at Wellesley, Massachusetts on the 5th day of April 2018 at which a quorum was present, it was voted that David E. Stein, Managing Partner of the LLC, be and hereby is authorized to execute and deliver for and on behalf of the LLC the Bureau of Highway Maintenance Contract Amendment 1 pertaining to the Request for Bid dated May 27, 2015.

I further certify that David E. Stein is duly qualified and acting on behalf of the LLC and that said vote has not been repeated, rescinded or amended.

A true copy of the record,



Attest: Stephen Cummings
Co-Owner

4/6/18

Date



TRAVE-1

OP ID: DL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/05/2018

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 have ADDITIONAL INSURED provisions or 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 Hoffman Insurance Services Inc 368 Washington St Wellesley, MA 02481 Robert S. Hoffman III	781-235-0087	CONTACT NAME: Robert S. Hoffman III PHONE (A/C, No, Ext): 781-235-0087 FAX (A/C, No): 781-235-6665 E-MAIL ADDRESS:
INSURED Travelers Marketing LLC Mark Crowley 47 Church St Ste 301 Wellesley, MA 02482		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Fire Insurance Co. NAIC # 19682 INSURER B: Hartford Insurance Company 22357 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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		08SBALR7314	04/15/2018	04/15/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LCC OTHER					
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		08SBALR7314	04/15/2018	04/15/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A X	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000		08SBALR7314	04/15/2018	04/15/2019	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	08WECCG2628	08/14/2017	08/14/2018	<input checked="" type="checkbox"/> PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

NHDOT--

State of New Hampshire
Department of Transportation
PO Box 2950
Concord, NH 03302-2950

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