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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 4, 2019

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

Requested Action

Authorize the Department of Safety, Office of the Commissioner, to retroactively pay an invoice with SFY2020 funds for work performed in SFY2019 in the amount of \$2,295.00 to WS Dennison Cabinets, Inc., 779 Silver Hills Drive, Pembroke, NH 03275 (VC#158229-B001) for the purchase of cabinets for the new Market Café remodel at 33 Hazen Drive. The invoice will be processed upon Governor and Council approval. Funding source: 50.90% General Funds, 44.03% Other Funds, 5.07% Highway Funds.

Funds are available in the SFY2020 operating budget as follows.

02-23-23-231015-23000000	Dept. of Safety – Office of the Commissioner – Office of the Commissioner	
048-500226	Contractual Maint-Buil-Grn – Contract Repairs;Bldg. Grounds	<u>SFY2020</u>
		\$2,295.00

Explanation

This request is retroactive because a requisition was not entered. Although the cabinets were installed by the vendor, the cost of the cabinets exceeded the cost of the labor and required a purchase order. The applicable staff have been re-trained on the appropriate purchasing process before placing orders. This project repurposed existing underutilized cafeteria space into a newly renovated self-service café market with seating area and new office space to address existing needs.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety

Invoice

WS DENNISON CABINETS, INC.
 779 Silver Hills Drive
 Pembroke, NH 03275
 Phone (603)224-8434 Fax (603)228-9116

Date	Invoice #
5/31/2019	8826

Bill To
 State of New Hampshire DOS
 33 Hazen Drive
 Concord, NH 03305

P.O. No.	Terms
NHDOS	

Description	Amount																		
State of New Hampshire Department of Safety ATTN: Jim Minery Cafeteria Counter 3 DB19 1/2 B16 1/2 with Double Trash (5) A&M 15 x 21 Brackets 22 LF of P.lam Counters Delivery Installation	2,345.00																		
Deduct 3' Counter Deduct 1 Bracket Add 1 Support Leg Counter 36" Tall - No Charge	-50.00																		
<table border="1" style="width: 100%;"> <tr> <td>CO <u>15</u></td> <td>Inv Date <u>5/31/19</u></td> <td>Due Date _____</td> </tr> <tr> <td>Vendor # <u>158229</u></td> <td>Remit <u>8001</u></td> <td>INV # <u>8826</u></td> </tr> <tr> <td>PO # _____</td> <td>Ln # _____</td> <td>\$ <u>2295.00</u></td> </tr> <tr> <td>Acc Unit <u>2800-0000</u></td> <td>Acct <u>500-226</u></td> <td></td> </tr> <tr> <td>Activity (job #) _____</td> <td>Acct Cat _____</td> <td></td> </tr> <tr> <td>Signature _____</td> <td>Date _____</td> <td></td> </tr> </table>		CO <u>15</u>	Inv Date <u>5/31/19</u>	Due Date _____	Vendor # <u>158229</u>	Remit <u>8001</u>	INV # <u>8826</u>	PO # _____	Ln # _____	\$ <u>2295.00</u>	Acc Unit <u>2800-0000</u>	Acct <u>500-226</u>		Activity (job #) _____	Acct Cat _____		Signature _____	Date _____	
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23H2NHP OK JCM 9-16-19 SAFETY CAFE																			
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