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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
NH STATE LIBRARY

20 Park Street Concord, New Hampshire 03301

November 19, 2018

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

Retroactive

REQUESTED ACTION

Authorization is respectfully requested for the Department of Natural and Cultural Resources, NH State Library (NHSL) to make a **SOLE SOURCE** payment to Brodart, Inc. (VC #175196), Williamsport, PA in the amount of \$5,102.61 for an unpaid invoice dated November 8, 2018. **100% Agency Income**

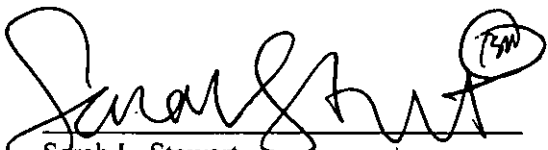
Funding is available as follows:

	<u>FY 2019</u>
03-35-35-350010-34000000	
Administration	\$5,102.61
054-500528 Trust Fund Expenditures	

EXPLANATION

The NHSL has a permanent collection of materials which includes numerous maps, broadsides, posters, and other large format materials dating back well over 100 years. As we continue to add to these collections we're running out of storage space. Due to the need to store these materials in a manner that maintains their flatness and to do so indefinitely, they require special map cabinets which must be archival meaning that their finishes are such that they will not release gases or develop rust over time which would damage the materials stored in them. As a leading supplier of archival file cabinets, Brodart, Inc. (Brodart) was contacted for a quote. Upon receiving the quote, an order was then placed directly with Brodart without consideration of the fact that a purchase order needed to be generated first. We recognize the error in not properly following purchasing procedures and did confer with purchasing to seek the possibility of correcting the issue but was unable to do so due to timing of the transaction. In order to proceed with paying the vendor, sole source approval for this oversight is respectfully requested.

Respectfully submitted,


Sarah L. Stewart
Commissioner



REMIT PAYMENT TO
BRODART CO.
 L - 3544
 COLUMBUS, OH 43260 - 0001
 ID# 23 - 2248758
 888-820-4377

SHIPMENT NO.	DATE SHIPPED	BILL OF LADING	PAGE
3217814	11/05/18		1
METHOD OF SHIPMENT		FREIGHT TERMS	
ABF		FREIGHT QUOTED	

Invoice

INVOICE NO.	INVOICE DATE	PRINTED ON	CUSTOMER PURCHASE ORDER NUMBER
514853	11/08/18	11/08/18	RUSSELL MARY
SALES ORDER NO.	PAYMENT TERMS	CONTRACT NUMBER	
59064	PAYMENT IN 30 DAYS	90694	

BILL TO ▶ 281095
 NEW HAMPSHIRE STATE LIBRARY
 20 PARK ST
 CONCORD, NH 03301
 USA

SHIP TO ▶ 281095
 NEW HAMPSHIRE STATE LIBRARY
 ATTN: MARY RUSSELL
 20 PARK ST
 CONCORD, NH
 USA 03301

Destination Control Statement

These commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited.

LINE	PRODUCT NUMBER PRODUCT DESCRIPTION	QTY. INVOICED QTY. BACKORDERED	UOM	NET UNIT PRICE LIST PRICE	NET EXTENSION
	***** INSIDE DELIVERY/NO DOCK LIFTGATE/EXTRA HELP AUTHORIZED IF NEEDED ***** MARY RUSSELL 603-271-2866 MARY.RUSSELL@DNCR.NH.GOV ***** 38053, 1608LBS, \$728.51, ABF ZRC0092428 ***** VALUE: \$4374.10 ***** MM *****				
1	82186000 D 5-DRAWER FLAT FILE 55 3/4"W BLACK	6.0000 0.0000	EA	707.20000	4243.20
2	82187000 D CLOSED BASE 55 3/4"W BLACK	2.0000 0.0000	EA	65.45000	130.90
900	FREIGHT CHARGE ABF				728.51
				SUBTOTAL:	5102.61
	TAX: 0.00 @ 0.000%				0.00
	AVP TAX RATE FOR 514853			TOTAL:	5102.61

REMITTANCE