



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

12 *dm*

LINDA M. HODGDON
Commissioner
(603) 271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603) 271-3204

July 24, 2013

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

REQUESTED ACTION

Authorize the Department of Administrative Services to enter into a service contract not to exceed \$3,800 with Jic-Elco Inc. Vendor #220902, of 2 Island Pond Road, Derry, NH 03038 for providing relocation and reconfiguration services for five rooms of existing furniture panel systems workstations. Upon completion this move will enhance efficiencies and teamwork by locating all of the Departments' Financial Data Management staff in a single, unified suite of space. This agreement is effective upon Governor and Council authorization through September 30, 2013.

Funding is available from account # 01-14-14-141510-29500000-048-500226, Department of Administrative Services.

FY 2014 \$3,800.00

EXPLANATION

The Department of Administrative Services is seeking approval to enter into a service contract with Jic-Elco Inc. for provision of disassembly, relocation and reassembly of certain existing furniture panel workstations located in the State House Annex, 25 Capitol Street, Concord NH. The proposed work will be accomplished in two phases. The first is intended to commence upon Governor and Council approval and the second is intended for completion September 30, 2013, the resulting reconfiguration will provide contiguous space on the 4th floor of the State House Annex for the Departments' Financial Data Management staff resulting in elimination of current inefficiencies caused by their current split level (1st and 4th floors) occupancy.

As required by competitive bid requirements the Department of Administrative Services' Bureau of Planning and Management solicited bids from three (3) vendors, of these two (2) submitted quotes. The two responding vendors were Office Interiors Limited, 85 Washington Street, Dover NH and Jic-Elco Inc, 2 Island Pond Road, Derry NH. Office Interiors Limited quoted \$4,547 and Jic-Elco Inc. quoted \$3,800; the lowest cost quote was selected.

The Department of Administrative Services requests the approval of this contract.

Respectfully Submitted,

Linda M. Hodgdon
Commissioner



2 Island Pond Road
Derry, NH 03038

T: 866.366.7677
F: 603.434.3008

info@jic-elco.com
www.jic-elco.com

Proposal

Submitted to:

Mary Belec: NH State House Annex

Date:

July 16, 2013

Jic quote # 31617

Specifications

Thank you for allowing us the opportunity to bid on your project.
Jic-Elco, Inc. will supply labor and equipment to execute the following:

Two-Phase Vendor Disassembly, Relocation and Reconfiguration of Haworth Systems Furniture at 25 Capital St (State House Annex, Concord, NH)

Scope of Work:

Phase 1- Disassemble and stage in the 4th floor hallway approx. 5 workstations out of Room 411 of the State House Annex. Proposed revised dates: Jic-Elco to complete Phase 1 on August 8th and August 9th and THEN takes a break until August 21 to perform work required under Phase 2 over three days, Aug 21-Aug 23. The break in schedule is required to give our "General Services" work team time (in addition to their regular duties) to clean, repair and repaint room 411, relocate conference furniture currently located in room #425 into #411, and then repaint & clean rooms #425 and #426 preparatory to Phase 2.

Phase 2- Disassemble and move to 4th floor eleven (11) workstations (both panel and freestanding assemblies) from 1st floor rooms 113, 114, 115, & 115A up to rooms #425 and #426, configure new workstations as shown.

- Installation in room #426 will require assembly of electrified base and hook-up to Haworth wall-mount "pig-tail." Jic-Elco is not responsible to provide electrician for hard-wire connectivity.
- Installation in room #426 will, in addition to components from disassembled stations, require use of certain additional inventories panels which will be provided/staged on 4th floor for Jic-Elco's use.

Miscellaneous: Scope of the work to begin between August 8-12. See Revision to schedule notes above. Jic-Elco has its own formal ID system for any and all employees and vehicles working on site.

Our installation is guaranteed to be as specified and completed in a professional and timely manner with a 90 day warranty for the sum of:

Total price: \$3,800.00

Belec, Mary F

From: Maria Cann [mcann@officeinteriorsltd.com]
Sent: Thursday, July 11, 2013 3:39 PM
To: Belec, Mary F
Subject: Re: MI Quote needed for relocation project in State House Annex

Hi Mary,

Joe can actually do this earlier if that works for you guys. He has proposed:

Project Specifications:

Area to be clear and prepared for the installation.

I assume the extra product will be left on the fourth floor.

M.I. to have use of the elevator.

7-22-13 Disassemble and move product from room 113, 114, and 411 to room 425 and 426 and hallway storage.

7-23-13 Install WS114-01 in room 113. Disassemble room 115 and 115A. Start to install room 425.

7-24-13 Continue to install room 425. Install the 1 workstation in room 434. Start to install panels in room 426.

7-25-13 Continue and complete room 425.

7-26-13 Continue and complete room 426.

The labor cost for this roll-out would be \$4,547.00. He may also be able to do this the following week (7-29 to 8-2) if the week of the 22nd is too soon.

Otherwise it would need to be done in stages over the month of August - which would require more trips and therefore a higher cost.

Please let me know if any of these options will work for you. If so, please forward along the AutoCAD dwg so I can prepare proper install plans for them.

Thanks,

Maria

On 7/11/2013 10:13 AM, Belec, Mary F wrote:

Hi Maria,

I hate to bother you with this however I really need a quote from MI for potentially (subject to agreeable price) relocating some existing Haworth product (both systems and unit assemblies) within the State House Annex. I have attached "existing", "relocated", and "knock down" (to be used as recourse with reconfiguration) plans for your/MI's use in evaluating the project and of course I am available if anyone has questions or wants to conduct a walk through. The tentative time frame for the project is to have work start on August 6, however that date can be delayed if there are scheduling conflicts.

Thank you

7/12/2013

Subject: Relocation and reconfiguration services for modular and panel systems furniture

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name State of New Hampshire Administrative Services, Bureau of Planning and Management		1.2 State Agency Address State House Annex, Room 101 25 Capitol Street Concord, NH 03301	
1.3 Contractor Name Jicelco Inc.		Contractor Address 2 Island Pond Rd, Derry NH 03038	
1.5 Contractor Phone Number (603) 553-0349	1.6 Account Number 01-14-14-141510-2950-048	1.7 Completion Date September 30, 2013	1.8 Price Limitation \$3,800
1.9 Contracting Officer for State Agency Mary Belec, Administrator II, Bureau of Planning and Management		1.10 State Agency Telephone Number (603) 271-0090	
1.11 Contractor Signature <input checked="" type="checkbox"/> 		1.12 Name and Title of Contractor Signatory Frederick Ellis; Founder & President	
1.13 Acknowledgement: State of New Hampshire, County of <input checked="" type="checkbox"/> <u>Rockingham</u> On <input checked="" type="checkbox"/> <u>25 July 2013</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace <input checked="" type="checkbox"/>  [Seal]		SHERYL A. PARSONS NOTARY PUBLIC State of New Hampshire My Commission Expires December 5, 2017	
1.13.2 Name and Title of Notary or Justice of the Peace <input checked="" type="checkbox"/>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Linda M. Hodgdon, Commissioner	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: <input checked="" type="checkbox"/>			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <u>Willie B. Bism</u> On: <u>7/30/13</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT. Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

Contractor Initials

Date


7/25/13

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

- 8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
- 8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/ PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

Contractor Initials *JK*
Date 7/25/13

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

Contractor Initials FB
Date 7/25/13

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

Contractor Initials SP
Date 7/25/13

EXHIBIT A

PURPOSE

Jic-Elco Inc. (hereinafter referred to as the "Contractor") hereby agrees to provide the State of New Hampshire, Department of Administrative Services with relocation and reconfiguration services of modular and panel systems furniture in accordance with the specifications, schedule, and plans set forth herein.

TERM

This contract shall commence upon receipt of approval from the Governor and Executive Council, it shall remain in effective through September 30, 2013, a period of approximately 2 months.

SCOPE OF WORK & SCHEDULE

Phase 1 (two days) – August 8, 2013 and August 9, 2013. Disassemble and stage existing furniture panel systems product, remove approx. 5 workstations out of Room 409 of the State House Annex and stage in the 4th floor hallway. Work to commence on August 8th and be completed August 9, 2013, building to be open and available for performance of work 8:00 AM to 6:00 PM . After completion of Phase 1 Jic-Elco will take a break from the project until Phase 2 commencement date, therefore providing State personnel sufficient time to complete cleaning, repainting and other preparations required in the rooms targeted for Phase 2 work and occupancy.

Phase 2 (three days) - August 21, 2013 – August 23, 2013. Disassemble and move to 4th floor eleven (11) workstations (comprised of both panel and freestanding assemblies) from 1st floor rooms 113, 114, 115, & 115A up to rooms #425 and #426 and #434, configure new workstations as shown in "**Attachment A – Reconfiguration floor plan**"

- Installation in room #426 will require assembly of electrified base and hook-up to Haworth wall-mount "pig-tail." Jic-Elco is not responsible to provide electrician for hard-wire connectivity.
- Installation in room #426 will, in addition to components from disassembled stations, require use of certain additional inventories panels which will be provided & staged on 4th floor for Jic-Elco's use.

Contingency:

Notwithstanding the foregoing, in the instance commencement of work should be delayed by the State, the State and the Contractor shall negotiate a mutually acceptable two-phase work schedule similar to that which is described above. In any instance, all work shall be completed by September 30, 2013.

EXHIBIT B

CONTRACT PRICE

The Contractor hereby agrees to provide the services described herein in conformance with the terms and conditions specified in Exhibit A for an amount up to but not exceeding \$3,800.00.

INVOICE & PAYMENT

Itemized invoice shall be submitted by the contractor to the contracting agency after the completion of both phases one and two of the work described herein, the invoice shall include a brief description of the work completed, the location of work, and the total invoiced cost.

Contractor shall be paid within 30 days after receipt of properly documented invoice and acceptance of the work to the State's satisfaction.

The invoice shall be sent to the address of the using agency under agreement.

Contractor Initials RC
Date 7/25/13

EXHIBIT C

SPECIAL PROVISIONS

Paragraph 14.1.1 of the standard contract is hereby deleted, replaced by the following text:
Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$2,000,000 in products-comp/op aggregate; and"

Debarment, Suspension, Ineligibility And Voluntary Exclusion Lower Tier Covered Transactions

The Contractor certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

Contractor Initials

Date


7/25/13

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 Jic-Elco, Inc. is a New Hampshire corporation duly incorporated under the laws of the State of New Hampshire on April 7, 2008. I further certify that all fees and annual reports required by the Secretary of State's office have been received and that articles of dissolution have not been filed.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 26th day of July, A.D. 2013

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



Warehousing . Assembly . Installations

July 25, 2013

This is to certify that I, Frederick Ellis, am the President of Jic-Elco Inc., Federal Tax ID number 38-3780369, have the authority to exercise all powers to transact business for and on behalf of Jic-Elco Inc.

Frederick Ellis

7/25/13

Frederick Ellis, President Jic-Elco Inc

Date

Acknowledgment

On this 25th day of July, 2013, before me, the undersigned notary public, personally appeared Frederick Ellis proved to me through satisfactory evidence of identification, which consisted of NH Drivers License to be the person whose name is signed on the preceding and acknowledged to me that he signed it as President for Jic-Elco Inc a corporation, voluntarily for its stated purpose.

Sheryl A. Parsons

Notary Public

My commission expires: **SHERYL A. PARSONS**
NOTARY PUBLIC
State of New Hampshire
My Commission Expires
December 5, 2017

Frederick Ellis
President
Ph: 603-434-4878
FX: 603-434-3008
Dir: 603-553-0349

www.jic-elco.com

info@jic-elco.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/23/2013

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 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 Cross Insurance-Exeter PO Box 248 Exeter NH 03833	CONTACT NAME: Gail Howe
	PHONE (A/C, No, Ext): (800) 536-4080 FAX (A/C, No): (603) 772-8339 E-MAIL ADDRESS: ghowe@crossagency.com
INSURED JIC-ELCO INC C/O MARTHA ADAMOVICH 2 ISLAND POND RD DERRY NH 03038-4105	INSURER(S) AFFORDING COVERAGE
	INSURER A: Frankenmuth NAIC # 13986
	INSURER B: The Hartford NAIC # 00914
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES CERTIFICATE NUMBER: CL1372289577 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		CPP6029476	7/3/2013	7/3/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BA 6029476	7/3/2013	7/3/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	04WECLH7492	12/31/2012	12/31/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Refer to policy for exclusionary endorsements and special provisions. NH Workers Compensation Officers or Members Excluded: Fred Ellis.

CERTIFICATE HOLDER mary.belecz@nh.gov State of New Hampshire Dept. of Administrative Services Mary Belecz 25 Capitol Street Concord, NH 03301	CANCELLATION 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 Gail Howe/SF4 <i>Gail F. Howe</i>