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STATE OF NEW HAMPSHIRE
 DEPARTMENT of NATURAL and CULTURAL RESOURCES
 DIVISION of PARKS and RECREATION
 BUREAU OF HISTORIC SITES

172 Pembroke Road Concord, New Hampshire 03301
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November 28, 2018

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

REQUESTED ACTION

Authorization is respectfully requested for the Department of Natural and Cultural Resources, Division of Parks and Recreation (Department) to make a **RETROACTIVE** and **SOLE SOURCE** payment to L.M. Cloutier Construction (VC #261858), Waterford, VT in the amount of \$8,400 for an unpaid invoice dated June 25, 2018. **100% Agency Income**

Funding is available as follows:

	<u>FY 2019</u>
03-35-35-350010-34050000 Conservation Plate Funds 048-500226-35H08911 Contractual Maintenance B&G	\$3,400
03-35-35-350010-53120000 Historic Site Fund 048-500226-35H08911 Contractual Maintenance B&G	\$5,000
Total:	\$8,400

EXPLANATION

The invoice covers the cost of building and installing four (4) movable partitions inside the Main House at the Weeks State Park Historic Site. L.M. Cloutier Construction (Cloutier) was already onsite performing repairs to the building and had all the required equipment there. The staff mistakenly requested Cloutier perform this work thinking it would be more cost effective than to have another contractor who would build-in mobilization costs and did not consider the error in not properly following bidding procedures. In addition to sole source approval, retroactive approval is also being sought as the Bureau of Historic Sites believed that the invoice had already been submitted to the Department's Business Office for processing and did not follow up on its status until recently.

The Bureau of Historic Sites has received \$5,000 in donations toward the partition creation for which the funds have been deposited in accounting unit 53120000 "Historic Site Fund" and will be used to help pay for this effort.

Respectfully submitted,

Concurred,

(CS)

Philip A. Bryge
 Director

Sarah L. Stewart
 Commissioner

RECEIVED

AUG 01 2018

LM CLOUTIER CONSTRUCTION

748 Hurlbut Hill Lane, Waterford, Vermont 05819
(802) 917-4968

June 25, 2018

Invoice for movable wall displays

Weeks State Park
Lancaster N.H. 03584

Construct four movable wall displays as drawn in print A5.O:
Paint, stain and install.

Total Labor and Materials	Four @ \$2100.00	\$8400.00
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Total Due		\$8400.00
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Thank You