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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GLENCLIFF HOME

Jeffrey A. Meyers
Commissioner

393 HIGH STREET, PO BOX 76, GLENCLIFF, NH 03238
603-989-3111 Fax: 603-989-3040
TDD Access: 1-800-735-2964
www.dhhs.nh.gov

Lori A. Shibinette
Chief Executive Officer

January 9, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to amend an existing agreement with Blake Group Holdings, Inc. (Vendor #163107-B001), 34 Locke Road, Unit #5, Concord, NH 03301 for a one-time cleaning and replacement of gaskets to the boiler system at the Glencliff Home by increasing the price limitation by \$4,722.88 from \$90,000.00 to an amount not to exceed \$94,722.88 effective upon Governor and Executive Council approval, with no change to the completion date of June 30, 2019. This agreement was originally approved by the Governor and Executive Council on June 29, 2016, Item #38; and subsequently amended on June 21, 2017, Item #39D. 100% General Funds.

Funds are available in the following account in State Fiscal Year 2018 and State Fiscal Year 2019, with the authority to adjust encumbrances between state fiscal years through the Budget Office without Governor and Executive Council approval, if needed and justified.

05-95-91-910010-7892 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF BEHAVIORAL HEALTH, GLENCLIFF HOME, MAINTENANCE

Fiscal Year	Class/ Account	Title	Current Budget Amount	Increase/ (Decrease) Amount	Modified Budget Amount
2017	048-500226	Contract Maintenance	\$30,000	\$0	\$30,000
2018	048-500226	Contract Maintenance	\$30,000	\$4,722.88	\$34,722.88
2019	048-500226	Contract Maintenance	\$30,000	\$0	\$30,000
		Totals	\$90,000	\$4,722.88	\$94,722.88

EXPLANATION

The purpose of this Amendment request is to expand the service provided by Blake Group Holdings, Inc. to include an additional one-time cleaning and repair of the gaskets to the dual-chambered (surge and de-aeration) boiler system at the Glencliff Home.

Funds in this Amendment will be used for the cleaning and gasket replacement for the surge and de-aeration tanks along with the installation of two (2) sets of gauge cocks and glass; one (1) set on the surge tank and one (1) set on the de-aeration tank. The gauge cocks and glass will allow workers in the boiler room to accurately see the levels in the tanks and allow them to add water if/when necessary.

The original contract was competitively bid in 2015.

Should the Governor and Executive Council not approve this request, low water levels may severely damage the boilers as a result of not completing the recommended service and replacement of the inoperable site glass and gauges currently on the tanks.

Area Served: Glenclyff Home

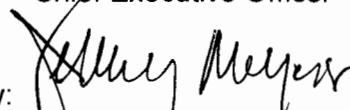
Source of Funds: 100% General Funds

Respectfully submitted,



Lori A. Shibinette
Chief Executive Officer

Approved by:



Jeffrey A. Meyers
Commissioner

**New Hampshire Department of Health and Human Services
Boiler Maintenance and Repair**



**State of New Hampshire
Department of Health and Human Services
Amendment #2 to the
Boiler Maintenance and Repair Contract**

This 2nd Amendment to the Boiler Maintenance and Repair contract (hereinafter referred to as "Amendment #2") dated this 20th day of June, 2017, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Blake Group Holdings, Inc., (hereinafter referred to as "the Contractor"), a corporation with a place of business at 34 Locke Road, Unit #5, Concord, NH 03301.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 29, 2016, Item # 38, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, the State may modify the scope of work and the payment schedule of the contract by written agreement of the parties;

WHEREAS, the parties agree to add to the scope of services and increase the price limitation.

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

1. Amend Form P-37, Block 1.8, to increase Price Limitation by \$4,722.88 from \$90,000 to read:
\$94,722.88
2. Amend Form P-37, Block 1.9, to read E. Maria Reinemann, Esq., Director of Contracts and Procurement
3. Amend Form P-37, Block 1.10 to read: 603-271-9330
4. Add Exhibit A-1, Amendment #2



**New Hampshire Department of Health and Human Services
Boiler Maintenance and Repair**

This amendment shall be effective upon the date of Governor and Executive Council approval.
IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

1/12/18 *ss*
Date

Lori Shubinette

Katja S. Fox Lori Shubinette
Director CEO

Blake Group Holdings, Inc.,

8-29-2017
Date

Fred B. Coda

Name: Fred B. Coda
Title: President

Acknowledgement of Contractor's signature:

State of Connecticut, County of Hartford on Aug 29, 2017, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Amy Renee Soley

Signature of Notary Public or Justice of the Peace

Amy Renee Soley Notary
Name and Title of Notary or Justice of the Peace

My Commission Expires: 8-31-2021

**New Hampshire Department of Health and Human Services
Boiler Maintenance and Repair**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

1/17/18
Date

[Signature]
Name: Maia A. Y. Hill
Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Scope of Services

1. Scope of Services

- 1.1. The Contractor shall clean and replace the gaskets to a dual-chambered (surge and de-aeration) tank, referred to as "DA tank," connected to the steam system located on the Glencliff Home property, that includes but is not limited to:
 - 1.1.1. Open manway covers;
 - 1.1.2. Clean manway covers;
 - 1.1.3. Install manway gaskets;
 - 1.1.4. Put DA tank back into service; and
 - 1.1.5. Provide parts and labor.
- 1.2. The Contractor shall:
 - 1.2.1. Install two (2) sets of gauge cocks with site glass on the DA tank, one (1) set on the surge side and one (1) set on the de-aeration side; and
 - 1.2.2. Provide parts and labor.
- 1.3. The Contractor shall perform the work in Sections 1.1 and 1.2 on The Glencliff Home property between the hours of 7:00 am and 3:00 pm on weekdays, with the exception of State Holidays.

2. Staffing

- 2.1. The Contractor shall ensure, at the request of Glencliff Home, that each Contractor employee performing work in patient-care areas has documentation of a criminal background check, which demonstrates no criminal offences.

3. Licenses and Permits

- 3.1. The Contractor shall maintain all necessary licenses, permits, and/or certifications required by Federal, State, County and Municipal laws, ordinances, rules and regulations for the life of the contract.
- 3.2. The Contractor shall notify the Department immediately of loss or suspension of any such licenses, permits, and/or certifications.

4. WARRANTY

- 4.1. Except as otherwise specified, all parts and labor shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment or workmanship for ONE (1) YEAR from the date of acceptance of work by the Department.



Exhibit A-1, Amendment #2

- 4.2. If, within any guarantee period, repairs or changes are required in connection with guaranteed work, which in the opinion of the Contract Administrator, is rendered necessary as a result of the use of materials, equipment or workmanship which are inferior, defective, or not in accordance with the terms of the Contract shall, promptly upon receipt of notice from the Commissioner, and at his own expense:
- 4.2.1. Place in satisfactory condition in every particular, all such guaranteed work and correct all defects therein.
 - 4.2.2. Make good on all damage to the equipment, which in the opinion of the Contract Administrator, is the result of the use of materials, equipment or workmanship which are inferior, defective, or not in accordance with the terms of the Contract.
 - 4.2.3. Make good on any work or material, or the equipment disturbed in fulfilling any such guarantee.

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 BLAKE GROUP HOLDINGS, INC. is a Connecticut Profit Corporation registered to transact business in New Hampshire on October 12, 1982. 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: 53671



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 31st day of May A.D. 2017.

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, David Birdsey, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of Blake Group Holdings, Inc.
(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on 9/14/2017:
(Date)

RESOLVED: That the President/CEO
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 14 day of September, 2017.
(Date Contract Signed)

4. Fred Cuda is the duly elected President/CEO
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

David Birdsey VP
(Signature of the Elected Officer)

CONNECTICUT
STATE OF ~~NEW HAMPSHIRE~~

County of Hartford

The forgoing instrument was acknowledged before me this 18th day of October, 2017.

By David Birdsey
(Name of Elected Officer of the Agency)

[Signature]
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: 2/29/2020

DIANNA LEE MOORE
NOTARY PUBLIC OF CONNECTICUT
My Commission Expires 2/29/2020



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/08/2017

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 Marsh USA Inc. One Towne Square, Suite 1100 Southfield, MI 48076 Attn: DetroitGroupCaptive.CertRequest@marsh.com 00126 -GAW-17-18	CONTACT NAME: PHONE (A/C, No, Ext):		FAX (A/C, No):
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED BLAKE GROUP HOLDINGS, INC. DBA NORTHEAST MECHANICAL 198 LONDONDERRY TURNPIKE HOOKSETT, NH 03106	INSURER A : American Zurich Insurance Company		40142
	INSURER B : Zurich American Insurance Company		16535
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** CHI-005486334-16 **REVISION NUMBER:** 3

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
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		GLO6510815-19	04/01/2017	04/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BAP6510814-19	04/01/2017	04/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A		WC6510677-19 (Does not apply to Monopolistic States [ND, OH, WA, and WY], Puerto Rico, or the Virgin Islands)	04/01/2017	04/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER 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 (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER **CANCELLATION**

HHS - Glenciff Home for the Elderly Vendor #163107 393 High Street Glenciff, NH 03238	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 of Marsh USA Inc. John C Hurley
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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR BEHAVIORAL HEALTH
GLENCLIFF HOME

Jeffrey A. Meyers
Commissioner

Katja S. Fox
Director

393 HIGH STREET, PO BOX 76, GLENCLIFF, NH 03238
603-989-3111 Fax: 603-989-3040
TDD Access: 1-800-735-2964
www.dhhs.nh.gov/glencliff

June 8, 2017

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to amend an existing agreement with Blake Group Holdings, Inc. (Vendor #163107-B001), 34 Locke Road, Unit #5, Concord, NH 03301 to provide boiler maintenance and repair services at the Glenclyff Home by increasing the price limitation by \$60,000 from \$30,000 to an amount not to exceed \$90,000 and by extending the completion date to June 30, 2019 effective upon Governor and Executive Council approval. The original agreement was approved by the Governor and Executive Council on June 29, 2016 (item #38). 100% General Funds.

Funds are anticipated to be available in the following account in State Fiscal Year 2018 and State Fiscal Year 2019 upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust encumbrances between state fiscal years through the Budget Office without Governor and Executive Council approval, if needed and justified.

05-095-910010-7892 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: GLENCLIFF HOME, GLENCLIFF

Fiscal Year	Class/ Account	Title	Current Budget Amount	Increase/ (Decrease) Amount	Modified Budget Amount
2017	048-500226	Contract Maintenance	\$30,000	\$0	\$30,000
2018	048-500226	Contract Maintenance	\$0	\$30,000	\$30,000
2019	048-500226	Contract Maintenance	\$0	\$30,000	\$30,000
		Total:	\$30,000	\$60,000	\$90,000

EXPLANATION

The purpose of this Amendment is for Blake Group Holdings, Inc. to continue providing maintenance and repair services for the Well McLain Boiler located at the Lamott Building and the four (4) Hurst Steam Boilers located at the Chip Plant on Glenclyff property. These boilers provide heat and hot water to the buildings located on the property.

Funds in this agreement will be used for qualified technicians to service, inspect and repair the boiler equipment at Glenclyff Home as needed or required. As Glenclyff Home does not have staff trained or qualified to perform this technical process, an outside contractor must perform this work. The Glenclyff Home is satisfied with Blake Group Holdings' performance and response time when requested.

The original contract was competitively bid in 2015 and contains language that allows the Department the right to renew the contract for up to four (4) additional years, subject to the continued availability of funds, satisfactory performance of services and approval of Governor and Executive Council. Blake Group Holdings, Inc. was the only vendor to submit a bid.

Should the Governor and Executive Council not approve this request, the boiler systems may not receive the proper maintenance in order to function properly which may affect the heat and hot water to the buildings on the property. Without proper heat and hot water, the safety and well-being of the residents may be in jeopardy.

Area Served: Glenclyff Home


Source of Funds: 100% General Funds

Respectfully submitted,



Katja S. Fox
Director

Approved by:



Jeffrey A. Meyers
Commissioner



**State of New Hampshire
Department of Health and Human Services
Amendment #1 to the
Boiler Maintenance and Repair Contract**

This 1st Amendment to the Boiler Maintenance and Repair contract (hereinafter referred to as "Amendment #1") dated this 21st day of March, 2017, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Blake Group Holdings, Inc., (hereinafter referred to as "the Contractor"), a corporation with a place of business at 34 Locke Road, Unit #5, Concord, NH 03301.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 29, 2016, Item # 38, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, the State may modify the scope of work and the payment schedule of the contract by written agreement of the parties;

WHEREAS, the parties agree to extend the term of the agreement and increase the price limitation.

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

1. Amend Form P-37, Block 1.7, Completion Date to read:
June 30, 2019
2. Amend Form P-37, Block 1.8, Price Limitation to read:
\$90,000
3. Amend Form P-37, Block 1.9, Contracting Officer for State Agency to read:
Jonathan V. Gallo, Esq., Interim Director of Contracts and Procurement
4. Amend Form P-37, Block 1.10, State Agency Telephone Number to read:
603-271-9246



New Hampshire Department of Health and Human Services
Boiler Maintenance and Repair

This amendment shall be effective upon the date of Governor and Executive Council approval.
IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

6/8/17
Date

Todd Bickford
Administrator
Katya S. Fox
Director, Division for Behavioral Health

CONTRACTOR NAME
Blake Group Holdings, Inc.
Fred Q. Cuda
Name: Fred Cuda
Title: President

5/22/2017
Date

Acknowledgement of Contractor's signature:

State of Connecticut County of Hartford on May 22, 2017 before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

[Signature]
Signature of Notary Public or Justice of the Peace

Dianna Lee Moore Accounts Receivable Manager
Name and Title of Notary or Justice of the Peace
My Commission Expires: 2/29/2020

DIANNA LEE MOORE
NOTARY PUBLIC OF CONNECTICUT
My Commission Expires 2/29/2020

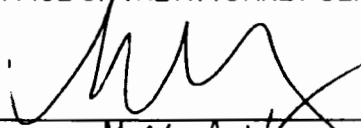
**New Hampshire Department of Health and Human Services
Boiler Maintenance and Repair**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

4/9/17
Date


Name: Megan D. Kou
Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

GLENCLIFF HOME

Jeffrey A. Meyers
Commissioner

L. Todd Bickford
Administrator

393 High Street, PO Box 76, Glencliff, NH 03238
603-989-3111 FAX: 603-989-3040 TDD Access: 1-800-735-2964

April 4, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Glencliff Home to enter into an agreement with Blake Group Holdings, Inc. (Vendor Code TBD) 34 Locke Road, Unit #5, Concord, NH 03301 to provide maintenance and repair services at the Glencliff Home in an amount not to exceed \$30,000 effective June 30, 2016 or upon Governor and Executive Council approval whichever is later, through June 30, 2017. 100% General Funds.

Funds are available in the following account in State Fiscal Year 2017 upon the availability and continued appropriation of funds in the future operating budget.

05-095-910010-7892 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: GLENCLIFF HOME, GLENCLIFF

Fiscal Year	Class	Title	Amount
2017	048-500226	Contract Maintenance	\$30,000
		Total:	\$30,000

EXPLANATION

The purpose of this agreement is to provide maintenance and repair services for the Well McLain Boiler located at the Lamott Building and the four (4) Hurst Steam Boilers located at the Chip Plant on Glencliff property. These boilers provide heat and hot water to the buildings located on the property.

A request for bid was advertised in the Penny Saver and Journal Opinion for two (2) consecutive weeks from April 1, 2015 through April 9, 2015, as well as on the Department of Purchase and Property web site. This contractor was the only respondent and is the current repair service company for this equipment.

Her Excellency, Margaret Wood Hassan
And the Honorable Council
Page 2 of 2

This contract contains language which allows the Department the right to renew the contract for up to four (4) additional years, subject to the continued availability of funds, satisfactory performance of services, and approval of Governor and Executive Council.

Should the Governor and Executive Council not approve this request, the boiler systems may not receive the proper maintenance in order to function properly which would affect the heat and hot water to the buildings. Without proper heat and hot water, the safety and well-being of the residents would be in jeopardy.

Area Served: Glenclyff Home

Source of Funds: 100% General Funds

Respectfully submitted



Todd Bickford
Administrator

Approved by:



Jeffrey A. Meyers
Commissioner

Subject: Boiler Maintenance and Repair

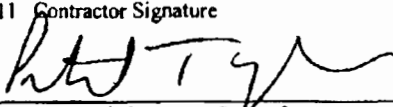
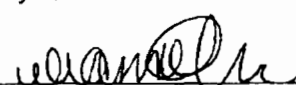
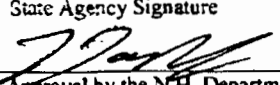
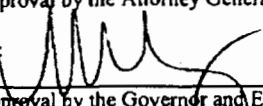
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services Glenclyff Home		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name Blake Group Holdings, Inc.		1.4 Contractor Address 34 Locke Road, Unit #5 Concord NH 03301	
1.5 Contractor Phone Number (603) 624-1507	1.6 Account Number 05-095-910010-7892-048-0226	1.7 Completion Date June 30, 2017	1.8 Price Limitation \$30,000
1.9 Contracting Officer for State Agency Eric Borrin, Director		1.10 State Agency Telephone Number 603-271-9558	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Patrick Taylor VP Finance	
1.13 Acknowledgement: State of Connecticut, County of Hartford On February 12, 2016, 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 [Seal] 		DIANNA LEE MOORE NOTARY PUBLIC OF CONNECTICUT My Commission Expires 2/29/2020	
1.13.2 Name and Title of Notary or Justice of the Peace DIANNA MOORE RR manager			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory L. Todd Bickford	
Date: 4/13/16			
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: 6/9/16			
1.18 Approval by the Governor and Executive Council (if applicable) 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("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. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. 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.

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.

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 notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and 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 \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form 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 thirty (30) 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 provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) 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.

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 unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

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.



Scope of Services

1. Provisions Applicable to All Services

- 1.1. The Contractor shall provide bi-annual cleaning, tune-ups, preventative maintenance and repairs for the following equipment located on the Glenclyff Home property:
 - 1.1.1. one (1) Well McLain Boiler, Model #688, located at the Lamott Building; and
 - 1.1.2. four (4) Hurst Steam Boilers, Model # 4VT-G-40-150 (rated for steam at 1,380 lbs/hr.), located at the Chip Plant.

2. Scope of Services

- 2.1. The Contractor will call (between the hours of 7:00 a.m. and 3:30 p.m.) to schedule an appointment with the Plant Maintenance Engineer or their designee for all tasks required in the scope of work, except for emergency service calls shall appear on site within four (4) hours of the call.
- 2.2. The Contractor will provide tools, equipment material costs and the labor to perform the all tasks required in the scope of work.
- 2.3. The Contractor will provide bi-annual cleaning, tune-ups, preventative maintenance consisting of, but not limited to, the following tasks:
 - 2.3.1. CHECK BURNER ASSEMBLY
 - 2.3.2. REPLACE FUEL FILTERS AND NOZZLE ON OIL BURNING EQUIPMENT
 - 2.3.3. CLEAN AND ADJUST ELECTRODES
 - 2.3.4. CHECK BOILER FOR CARBON MONOXIDE
 - 2.3.5. CHECK THERMOSTAT CALIBRATION
 - 2.3.6. CLEAN BOILER IGNITION ASSEMBLY
 - 2.3.7. TEST BOILER STARTING CAPABILITIES
 - 2.3.8. CHANGE BOILER WATER SIGHT GLASS
 - 2.3.9. MONITOR BOILER FLUE DRAFT
 - 2.3.10. CHECK BOILER FLUE PIPE (FOR LEAKS)
 - 2.3.11. VACUM OUT CHIMMNEY BASE
 - 2.3.12. VACUM OUT MAIN BURNERS
 - 2.3.13. TEST ALL BOILER SAFETY CONTROLS
 - 2.3.14. TIGHTEN BOILER ELECTRICAL CONNECTIONS
 - 2.3.15. CHECK BOILER GAS PRESSURE
 - 2.3.16. CHECK BOILER BURNER FLAMES OUTPUT
 - 2.3.17. CHECK BOILER PILOT LIGHT FLAME
 - 2.3.18. CHECK BOILER THERMO COUPLING
 - 2.3.19. LUBRICATE ALL MOVING PARTS
 - 2.3.20. CHECK BOILER LOW WATER CUT OFF



Exhibit A

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- 2.3.21. CHECK BOILER PRESSURE CONTROL
 - 2.3.22. CHECK BOILER WATER FEEDER
 - 2.3.23. CHECK BOILER RETURN LINE (IN SITE ONLY)
 - 2.3.24. CHECK BOILER SECTIONS (IN SITE ONLY)
 - 2.3.25. CHECK BOILER SWITCH RELAYS
 - 2.3.26. CHECK BOILER TRANSFORMERS
 - 2.3.27. CHECK BOILER DRAIN OUT VALVES
 - 2.3.28. CHECK BOILER CARBON MONOXIDE SPILL SWITCH
 - 2.3.29. CHECK END OF THE LINE AIR VALVE
 - 2.3.30. CHECK BOILER SAFETY ROLL OF SWITCH
 - 2.3.31. CHECK CHIMNEY BASE CONNECTION
 - 2.3.32. CHECK BOILER BACK FLOW PERVENTOR
 - 2.3.33. CHECK BOILER EMERGENCY SWITCH
 - 2.3.34. CHECK BOILER AQUASTAT
 - 2.3.35. CHECK BOILER FLU DAMPER
 - 2.3.36. WATER LEVEL SIGHT GLASS/VALVES
 - 2.3.37. CHECK AIR LEVEL IN BOILER ROOM
 - 2.3.38. CHECK SHELL FOR CLEANLINESS, EXCESSIVE RUST, CORROSIONS STREAKS, DEFORMATIONS AND CRACKS
 - 2.3.39. EMERGENCY
- 2.4. The Contractor shall, prior to initiating any repairs, submit an estimate for any repair work needed to the boiler in question to the Plant Maintenance Engineer or appointed designee for approval.
- 2.4.1. The estimate shall include all parts, labor, etc.
- 2.5. Upon approval for the repair work needed, the Contractor will ensure:
- 2.5.1. All repair work is performed in accordance with the manufacturer's specifications; and
 - 2.5.2. All repair work performed is completed by a certified technician.

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Exhibit B

Method and Conditions Precedent to Payment

1. The State shall pay the Contractor in an amount not to exceed the Price Limitation on Form P-37, General Provisions, Block 1.8, Price Limitation, for the services provided by the Contractor pursuant to Exhibit A, Scope of Services.
2. Payment for services shall be processed as follows:
 - 2.1 The Contractor shall submit an invoice within thirty (30) days from the date of service.
 - 2.1.1 The Hourly Fee Schedule is as follows:
 - 2.1.1.1 Normal Working Hours (Monday – Friday 7:00 AM – 5:00 PM) \$90.00 per hour.
 - 2.1.1.2 Nights/Weekend Hours excluding Holidays \$135.00 per hour.
 - 2.1.1.3 Holidays \$180.00 per hour
 - 2.1.2 Round-trip expenses (including time and mileage), is a flat rate of \$534.00.
 - 2.1.3 Mark-up of replacement parts shall not be greater than 20%.
 - 2.2 The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice and approval of the Business Administrator III or appointed designee.
 - 2.3 Invoices must be submitted to:

NH Department of Health and Human Services
Glenclyff Home
Attn: Accounts Payable
PO Box 76
393 High Street
Glenclyff, NH 03238
3. Either party to this Agreement may cancel by notifying the other party of such desire to terminate and giving thirty (30) days written notice of such intent to cancel.

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SPECIAL PROVISIONS

Contractors Obligations: The Contractor hereby covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

1. **Gratuities or Kickbacks:** The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.
2. **Equal Employment Opportunity Plan (EEOP):** The Contractor will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR), if it has received a single award of \$500,000 or more. If the recipient receives \$25,000 or more and has 50 or more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For recipients receiving less than \$25,000, or public grantees with fewer than 50 employees, regardless of the amount of the award, the recipient will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. Nonprofit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption. EEOP Certification Forms are available at: <http://www.ojp.usdoj/about/ocr/pdfs/cert.pdf>.
3. **Pilot Program for Enhancement of Contractor Employee Whistleblower Protections:** The following shall apply to all contracts that exceed the Simplified Acquisition Threshold as defined in 48 CFR 2.101 (currently, \$150,000)

CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (SEP 2013)

- a. This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239) and FAR 3.908.
 - b. The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.
 - c. The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.
4. **Subcontractors:** DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:
- 3.1 Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function.



- 3.2 Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate.
- 3.3 Monitor the subcontractor's performance on an ongoing basis.
- 3.4 Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed.
- 3.5 DHHS shall, at its discretion, review and approve all subcontracts.

If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall take corrective action.

DEFINITIONS

As used in the Contract, the following terms shall have the following meanings:

COSTS: Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

DEPARTMENT: NH Department of Health and Human Services.

FINANCIAL MANAGEMENT GUIDELINES: Shall mean that section of the Contractor Manual which is entitled "Financial Management Guidelines" and which contains the regulations governing the financial activities of contractor agencies which have contracted with the State of NH to receive funds.

PROPOSAL: If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

UNIT: For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

FEDERAL/STATE LAW: Wherever federal or state laws, regulations, rules, orders, and policies, etc. are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc. as they may be amended or revised from the time to time.

CONTRACTOR MANUAL: Shall mean that document prepared by the NH Department of Administrative Services containing a compilation of all regulations promulgated pursuant to the New Hampshire Administrative Procedures Act. NH RSA Ch 541-A, for the purpose of implementing State of NH and federal regulations promulgated thereunder.

SUPPLANTING OTHER FEDERAL FUNDS: The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.



REVISIONS TO GENERAL PROVISIONS

1. Subparagraph 4 of the General Provisions of this contract, Conditional Nature of Agreement, is replaced as follows:

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, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected by any state or federal legislative or executive action that reduces, eliminates, or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account(s) identified in block 1.6 of the General Provisions, Account Number, or any other account, in the event funds are reduced or unavailable.

2. Subparagraph 10 of the General Provisions of this contract, Termination, is amended by adding the following language;

- 10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.

- 10.2 In the event of early termination, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.

3. The Department reserves the right to renew the contract for up to four additional years, subject to the continued availability of funds, satisfactory performance of services and approval by the Governor and Executive Council.



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner
NH Department of Health and Human Services
129 Pleasant Street,
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
 - 1.2.1. The dangers of drug abuse in the workplace;
 - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
 - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - 1.4.1. Abide by the terms of the statement; and
 - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency

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New Hampshire Department of Health and Human Services
Exhibit D



- has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
 - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

Check if there are workplaces on file that are not identified here.

Contractor Name:

2/12/16
Date

PATRICK TAYLOR, VP FINANCE
Name:
Title:



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND
WHISTLEBLOWER PROTECTIONS**

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

Contractor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit E

Contractor Initials

PT

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Date

2/12/16

New Hampshire Department of Health and Human Services
Exhibit E



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this proposal (contract) the Contractor agrees to comply with the provisions indicated above.

Contractor Name:

2/12/16
Date

Pat Taylor
Name: Pat Taylor
Title: VP Finance; Admin

Exhibit E

Contractor Initials PT

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Date 2/12/16