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STATE OF NEW HAMPSHIRE  
 DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
 DIVISION of PARKS and RECREATION  
 172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856  
 PHONE: (603) 271-3556 FAX: (603) 271-3553 E-MAIL: nhparks@dred.state.nh.us  
 WEB: www.nhstateparks.org

October 15, 2013

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

*Sole Source*

**REQUESTED ACTION**

Authorize the Department of Resources and Economic Development, Division of Parks and Recreation to enter into a **SOLE SOURCE** contract with Tsigonis Companies, Inc. (VC #252913), Fairbanks, Alaska, in the amount of \$8,500 to update the existing Operation and Maintenance (O&M) Manual to document modifications made to the wastewater treatment plant at Mount Washington State Park in Gorham, NH upon approval of Governor and Executive Council through February 1, 2014. 100% Capital Funds

Funding is available in account titled, 05259:1-IX-E Mt. Washington, as follows:

|                                      |                             |                           |
|--------------------------------------|-----------------------------|---------------------------|
| 03-35-35-351510-374200000-048-500226 | Contractual Maintenance B&G | <u>FY 2014</u><br>\$8,500 |
|--------------------------------------|-----------------------------|---------------------------|

**EXPLANATION**

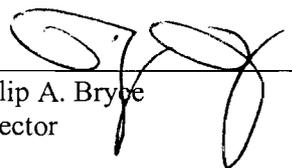
Tsigonis Companies designed and manufactured the original wastewater treatment plant for the summit of Mt. Washington as a subcontractor to White Mountain Communications Corporation, the contractor selected by the Bureau of Public Works (Contract #80344 A) for the project which was approved by the Governor and Executive Council on June 25, 2008 (Item #64).

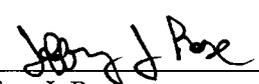
Since its installation in 2010, Tsigonis Companies has been directly involved in modifications and adjustments to the system necessary due to the unusual high altitude and extreme cold temperatures at this unique location. For this reason, the Department is requesting sole source approval of a contract with Tsigonis to update the O&M Manual to document these modifications and adjustments. The revisions to this manual are a directive of the Department of Environmental Services. They will also help ensure successful operation of the system by Department staff for the rest of its lifetime.

The Attorney General's Office has approved this contract as to form, substance and execution.

Respectfully submitted,

Concurred,

  
 Philip A. Bryce  
 Director

  
 Jeffrey J. Rose  
 Commissioner

JJR/PAB/lml



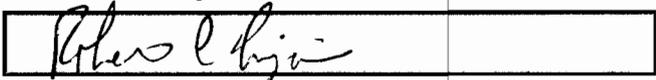
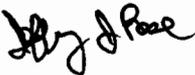
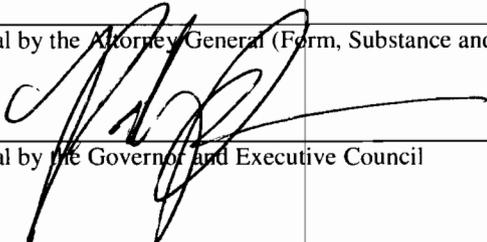
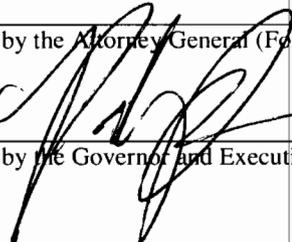
Subject: Revision of O&M Manual FORM NUMBER P-37 ( version 1/09)

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

|   |  |   |   |
|---|--|---|---|
| 1.1 State Agency Name<br><u>Department of Resources and Economic Development</u>  |  | 1.2 State Agency Address<br><u>172 Pembroke Road, Concord, NH 03302-1856</u>          |   |
| 1.3 Contractor Name<br><u>Tsigonis Companies, Inc.</u>  |  | 1.4 Contractor Address<br><u>1963 Donald Ave, Fairbanks, AK 99701</u>                 |   |
| 1.5 Contractor Phone Number<br><u>1-907-458-7024 x310</u>   | 1.6 Account Number<br><u>35151037420000-<br/>L 048500226</u> | 1.7 Completion Date<br><u>02/01/2014</u>  | 1.8 Price Limitation<br><u>\$8,500.00</u> |
| 1.9 Contracting Officer for State Agency<br><u>Jeffrey Rose, Commissioner</u>   |  | 1.10 State Agency Telephone Number<br><u>603-271-2411</u>                             |   |
| 1.11 Contractor Signature<br>  |  | 1.12 Name and Title of Contractor Signatory<br><u>Robert C. Tsigonis, President</u>   |   |
| 1.13 Acknowledgement: State of <u>Alaska</u> , County of <u>Fairbanks North Star Borough</u><br>On <u>7-30-2013</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<br><br><u>Peggy Peters</u>  |  |   |   |
| 1.13.2 Name and Title of Notary or Justice of the Peace<br><u>PEGGY PETERS</u>  |  |   |   |
| 1.14 State Agency Signature<br>  |  | 1.15 Name and Title of State Agency Signatory<br><u>Jeffrey J. Rose, Commissioner</u> |   |
| 1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)<br>By: <u>N/A</u> Director, On:   |  |   |   |
| 1.17 Approval by the Attorney General (Form, Substance and Execution)<br>By:  On: <u>10/29/13</u>  |  |   |   |
| 1.18 Approval by the Governor and Executive Council<br>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.

**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.

Contractor Initials PCT  
Date 7/30/13

**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 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.

**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.

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF RESOURCES AND ECONOMIC  
DEVELOPMENT  
DIVISION OF PARKS AND RECREATION

Revision of O&M Manual  
Mount Washington State Park

EXHIBIT A

**SUMMARY OF THE WORK:**

- Update the existing manual to document the modifications made to the Mount Washington septic system
- Address the DES six general suggestions for additions and/or corrections.
  1. Discussion of personnel requirements for the facility including staffing needs, the recommended operator certification to operate the plant and training requirements should be a component of the manual.
  2. Process control strategies such constant mass of mixed liquor, or mean cell residence time, or food to mass ration and laboratory testing should be included to guide the operators with optimum targets for good process performance and effluent quality.
  3. Record keeping system guidance should be a chapter in the manual.

4. Maintenance requirements for the equipment included in the treatment system should be discussed at length in a separate chapter.
  5. A chapter should be devoted to planning for emergency operation during such events as power outages, natural disasters of all sorts, hydraulic overloads leading to process bypassing, personnel injury, etc.
  6. A chapter should be devoted to Safety in the wastewater industry. Topics such as Confined Space Entry, Lockout/Tagout of mechanical and electrical equipment, proper chemical handling procedures, the potential for explosive gases, MSDS information, and location of safety equipment should be addressed. There may already be a safety procedure document that is established for the many activities that are part of the daily operation at the summit facilities. At a minimum, reference should be made to this document, if it exists.
- Provide and updated O&M manual document in electronic format for Division of Parks and Recreation use and for approval by DES

#### **EXHIBIT B**

Payments shall be made upon satisfactory completion of work and receipt of an itemized invoice.

Total contract shall not exceed \$8,500

#### **EXHIBIT C**

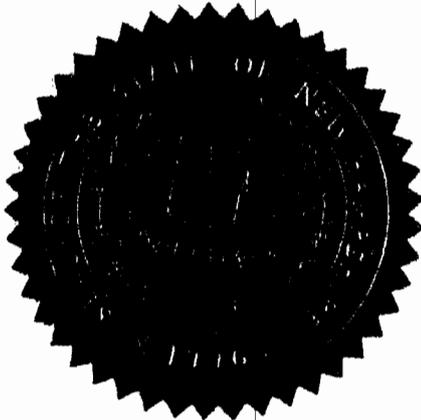
There are no additional provisions on this contract

TM/jed

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 Tsigonis Companies, Inc., a(n) Alaska corporation, is authorized to transact business in New Hampshire and qualified on January 28, 2013. I further certify that all fees required by the Secretary of State's office have been received.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 7<sup>th</sup> day of May, A.D. 2013

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

William M. Gardner  
Secretary of State

# State of New Hampshire Department of State

CERTIFICATE OF AUTHORITY OF

TSIGONIS COMPANIES, INC.

The undersigned, as Secretary of State of the State of New Hampshire, hereby certifies that an Application of TSIGONIS COMPANIES, INC. for a Certificate of Authority to transact business in this State, duly signed pursuant to the provisions of the New Hampshire Business Corporation Act, has been received in this office.

ACCORDINGLY the undersigned, as such Secretary of State, and by virtue of the authority vested in him by law, hereby issues this Certificate of Authority to TSIGONIS COMPANIES, INC. to transact business in this State under the name of TSIGONIS COMPANIES, INC. and attaches hereto a copy of the Application for such Certificate.

Business ID#: 686164

IN TESTIMONY WHEREOF, I hereto  
set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 28th day of January, 2013 A.D.



William M. Gardner  
Secretary of State



## Certificate of Vote

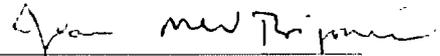
I, Jean Tsigonis, do hereby certify that:

1. I am a duly elected Vice President of Tsigonis Companies, Inc. (the "Corporation").
2. The following are true copies of two resolutions adopted at a meeting of the Board of Directors of the Corporation duly held on July 30, 2103.

**RESOLVED:** That this Corporation enter into a contract with the State of New Hampshire, acting by and through its Department of Resources and Economic Development (the "State"), for the provision of O&M Manual Revision services.

**RESOLVED:** That Robert C. Tsigonis, President is hereby authorized on behalf of this Corporation to enter into 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 July 30, 2013.
4. Robert C. Tsigonis (is/are) the duly elected President.



Jean Tsigonis, Vice President

State of Alaska

County of Fairbanks North Star Borough

The forgoing instrument was acknowledged before me this 30th day of July, 2013, by Jean Tsigonis, Vice President.

In witness whereof, I hereunto set my hand and official seal:



Notary Public / Justice of the Peace

Commission Expires: 12-25-2013



**John Duncan**

**From:** John Duncan  
**Sent:** Tuesday, August 27, 2013 9:14 AM  
**To:** bob@lifewaterengineering.com  
**Cc:** Peggy Peters  
**Subject:** Tslgonis  
**Importance:** High

Hi Bob,

Hope this email finds you well. We are putting things together for the Governor and Council meeting and we did find a change we need to make. The internal account number that we will be paying from has changed from 04200000 to 37420000. I don't need any more forms from you but I do need a response from you via this email that you are ok with this change.

Thanks so much,  
Jack Duncan  
Project Facilitator  
DD&M

Cc: Peggy

*We are okay with this  
account number change.*

*Robert E. Higgins  
President  
Lifewater Engineering Company  
10/22/13*