



# State of New Hampshire

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

12 *dm*

LINDA M. HODGDON  
Commissioner  
(603) 271-3201

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

March 7, 2014

Her Excellency Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, NH 03301

*Retroactive*

### REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of General Services to make a **retroactive** payment to Office Interiors, Dover, NH (Vendor 156177) for an invoice dated February 5, 2014 in the amount of \$4,880.00 for emergency services provided to disassemble and move systems furniture at the John O. Morton Building at 7 Hazen Drive, Concord, NH. **100% General Funds**

Funding is available in account 01-14-14-141510-29500000, Department of Administrative Services, Bureau of General Services.

	<u>SFY 14</u>
048-500226 - Contract Repairs; Bldg. Grounds	\$4,880.00

### EXPLANATION

This request is retroactive because of an emergency situation due to equipment failure. On January 6, 2014, a roof top air handling unit hot water coil froze and broke sending water down through three floors on the western end of the Morton Building. The water caused extensive damage to office areas on the western side of the building. The office areas have Hayworth systems furniture that has a lifetime warranty. In order to maintain the warranty the furniture must be disassembled and moved by firms that are certified by Hayworth. In order to facilitate quick removal of wet carpet and sheetrock we had to rely on the vendor that has the contract with the State for Hayworth furniture, Office Interiors, to provide the required services.

The water from the broken pipe caused damage to the carpet and porous surfaces. These wetted materials needed to be dried and/or removed within 48 hours to prevent mold issues. As a result there was not time to solicit bids for the work. Office Interiors was called because they hold the current contract with the state to furnish and install Hayworth systems furniture. Attached is a copy of the invoice that includes the detail for hours worked.

Respectfully submitted,

Linda M. Hodgdon  
Commissioner



**OFFICE INTERIORS LTD**

85 WASHINGTON STREET  
DOVER, NH 03820  
PH: 603-749-6200 FX: 603-749-8845  
www.officeinteriorsltd.com

**Invoice**

Invoice Number: Y71  
Invoice Date: 2/5/2014  
Due Date: 2/20/2014  
Terms: Net 15 Days

**Sold To:** Administration Services  
25 Capital St  
Plant and Property Mgmt  
Concord, NH 03301

**Attn:** Melissa.Girard@NH.Gov

<u>DESCRIPTION/ COMMENTS</u>	<u>TOTAL</u>
Job# Y71	\$4,880.00
Labor to disassemble workstations and remove carpet due to flood at DOT, 7 Hazen Drive.	
1/06/14 4 men 2.5 hrs rt = 10 hrs rt	
1/06/14 2 men 2 hrs ot = 8 hrs ot	
1/07/14 7 men 8 hrs rt =56 hrs rt	
1/08/14 4 men 7 hrs rt = 28 hrs rt	

*Thank you - We appreciate you working with a local New Hampshire company!*

**PLEASE INCLUDE INVOICE NUMBER WITH PAYMENT**

Past Due accounts are subject to a finance charge of 2% monthly (24% per annum).

<b>Remit To:</b>	Subtotal	\$4,880.00
	Sales Tax	\$0.00
	Total Due	\$4,880.00
Office Interiors Ltd. 85 Washington Street Dover, NH 03820	<b>Balance Due</b>	<b>\$4,880.00</b>