



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street - Room 120
Concord, New Hampshire 03301
Office@das.nh.gov

188 ml

Charles M. Arlinghaus
Commissioner
(603) 271-3201

Joseph B. Bouchard
Assistant Commissioner
(603) 271-3204

Catherine A. Keane
Deputy Commissioner
(603) 271-2059

May 27, 2020

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

REQUESTED ACTION

sole source

Authorize the Department of Administrative Services, Division of Plant and Property, to retroactively pay invoices totaling \$1815.00 to Northeast Door Corp., d/b/a Curtin Enterprises Inc. (Vendor No. 174243) for door maintenance repair work. The payment will be processed upon Governor and Council approval. 100% Transfers from Other Agencies

Funds are available in the following Department of Administrative Services, Division of Plant and Property:

01-14-14-141510-29510000 DOS/DMV Facility 33 Hazen 048-500226 Contractual Maint. FY2020
\$ 1,815.00

EXPLANATION

This request is **retroactive** because a purchase order was not issued prior to the contractor being given authorization to perform the services. In addition, the item comes before Governor and Council because this invoice brings payment this vendor over the \$10,000 threshold for the fiscal year. The item was also **sole source**. There was an immediate need to repair of the front and main doors of the Department of Safety as they had failed and employees and visitors could not access the building. We hired Northeast Door because they had originally installed the doors and all the electronic hardware. For items less than \$2500, this process is not uncommon.

Because of this and a similar item on today's agenda, we have reviewed with relevant staff the requirements around purchase orders and the RQ10 process as well the MOP requirements that require items that are cumulatively more than \$10,000 to go through the Governor and Council process.

Respectfully submitted,

Charles M. Arlinghaus
Commissioner

Northeast Door Corp
PO Box 2366
Concord, NH 03302
603-225-7826

Invoice

Date	Invoice #
4/29/2020	20-04-817

Bill To
ADMINISTRATIVE SERVICES BUREAU OF GENERAL SERVICES 25 CAPITAL STREET, ROOM 418 CONCORD, N.H. 03301 *

Ship To
N.H. DEPT. OF SAFETY 33 HAZEN DRIVE CONCORD, NH 03301

Description	Qty	Rate	P.O. No.	Terms
				30 DAYS
			Amount	
NABCO U-30 AUTOLOCK ASSY.	1	650.00	650.00	
BEA IXIO MOTION / PRESENCE SENSOR	1	400.00	400.00	
HOURS LABOR / TRAVEL	1	82.50	82.50	
SERVICE PERFORMED				
(A) REPLACED DEFECTIVE AUTO LOCK ASSY. ON EXTERIOR RIGHT SIDE ENTRANCE SLIDER				
(B) REPLACED DEFECTIVE MOTION / PRESENCE SENSOR ON EXTERIOR LEFT SIDE ENTRANCE SLIDER				

Payment is due within 30 days of billing. Payments not received within 30 days shall be deemed delinquent and may incur charges of 2% interest per month. In the event it becomes necessary to retain an attorney or collection agency for collection of a delinquent bill, the customer shall be responsible for any and all collection fees, attorney fees and court costs incurred for such collection.

The validity, interpretation, construction, and performance of this Agreement shall be governed by the laws of the State of New Hampshire without regard to its conflicts of laws principles. Any claims or legal actions by one party against the other regarding this Agreement shall be commenced and maintained exclusively in any state or federal court located in the State of New Hampshire and the parties hereby submit to the jurisdiction and venue of any such court.

Sales Tax (0.0%)	\$0.00
Total	\$1,132.50
Payments/Credits	\$0.00
Balance Due	\$1,132.50

Northeast Door Corp
PO Box 2366
Concord, NH 03302
603-225-7826

Invoice

Date	Invoice #
4/27/2020	20-04-807

Bill To
ADMINISTRATIVE SERVICES BUREAU OF GENERAL SERVICES 25 CAPITAL STREET, ROOM 418 CONCORD, N.H. 03301 *

Ship To
N.H. DEPT. OF SAFETY 33 HAZEN DRIVE CONCORD, NH 03301 ATTN: RICH FROST

P.O. No.	Terms
	30 DAYS

Description	Qty	Rate	Amount
NABCO GT-1175 TOP ROLLER	2	150.00	300.00
NABCO GT-1175 BOTTOM GUIDE- FBO	1	175.00	175.00
NABCO GT-1175 AUTO LOCK LATCH BOLT	1	125.00	125.00
HOURS LABOR	1	82.50	82.50
SERVICE PERFORMED			
(A) REPLACED WORN TOP ROLLERS, BOTTOM GUIDES AND AUTO LOCK LATCH BOLT ASSY. ON EXTERIOR RIGHT SIDE SLIDER AT DEPT OF SAFETY ENTRANCE			

Payment is due within 30 days of billing. Payments not received within 30 days shall be deemed delinquent and may incur charges of 2% interest per month. In the event it becomes necessary to retain an attorney or collection agency for collection of a delinquent bill, the customer shall be responsible for any and all collection fees, attorney fees and court costs incurred for such collection.

The validity, interpretation, construction, and performance of this Agreement shall be governed by the laws of the State of New Hampshire without regard to its conflicts of laws principles. Any claims or legal actions by one party against the other regarding this Agreement shall be commenced and maintained exclusively in any state or federal court located in the State of New Hampshire and the parties hereby submit to the jurisdiction and venue of any such court.

Sales Tax (0.0%)	\$0.00
Total	\$682.50
Payments/Credits	\$0.00
Balance Due	\$682.50