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State of New Hampshire

DEPARTMENT OF SAFETY
 OFFICE OF THE COMMISSIONER
 33 HAZEN DR. CONCORD, NH 03305
 603/271-2791

JOHN J. BARTHELMES
 COMMISSIONER

May 15, 2013

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

Requested Action

Authorize the Department of Safety, Division of State Police to enter into a contract for the reconditioning and transport of vehicles to the White Farm before auction with Banks Chevrolet-Cadillac, Inc., 137 Manchester Street, Concord, NH (VC #177181-B002) not to exceed \$33,900.00. Effective from July 1, 2013 through June 30, 2015, upon Governor and Council approval. Funding source: 75% Highway, 11% Turnpike and 14% Agency Income.

Funds are anticipated to be available in the SFY 2014 and SFY 2015 operating budgets as follows with authority to adjust encumbrances in each of the state fiscal years through the Budget Office if needed and justified.

02-23-23-234015-40030000	Dept of Safety – Division of State Police –Traffic Bureau	<u>SFY 2014</u>	<u>SFY 2015</u>
070-500705 - Operation - State Cars (In-State)		\$ 9,492.00	\$ 9,492.00
02-23-23-234015-23050000	Dept of Safety – Division of State Police – Commercial Enforcement		
070-500705 - Operation - State Cars (In-State)		\$ 2,373.00	\$ 2,373.00
02-23-23-234015-40100000	Dept. of Safety – Division of State Police – Enforcement		
070-500705 - Operation – State Cars (In-State)		\$ 2,712.00	\$ 2,712.00
02-23-23-234010-54120000	Dept. of Safety – Division of State Police – Detective Bureau		
070-500705 - Operation – State Cars (In-State)		\$ 2,373.00	\$ 2,373.00
TOTAL		\$16,950.00	\$16,950.00

Explanation

Prior to surplusing vehicles, it is necessary to recondition them by grinding off all insignia, decals and markings, filling antenna holes and repainting areas so the cars are all one color. Pursuant to MOP 1600, advertisements for requests for proposals (RFPs) were placed in the Manchester Union Leader February 13, 14 & 15, 2012, and the Concord Monitor February 10, 11 & 12, 2012, as well as on the Administrative Services website. Banks Chevrolet-Cadillac, Inc. and Adamson Industries Corporation submitted bids. Banks was determined to be the low bidder

Respectfully submitted,

John J. Barthelmes
 John J. Barthelmes
 Commissioner of Safety

ATTACHMENT 1

Program Name	State Police cruiser reconditioning bids	
RFP Score Summary		
REA/RFP CRITERIA	Max Pts	Adamson Industries Corporation
Org Capacity	30	24.0
Plan of Operation	30	29.0
Budget & Justification	35	33.0
Format	5	4.5
Total	100	90.5
BUDGET REQUEST		\$55,000.00
Definitions of Scoring Criteria:		
Org Capacity:	The organization's services relate to the program's goals and demonstrates specific experience and knowledge of the necessity to have the surplus cruisers reconditioned in such a way as to allow maximum value to the state at auction.	
Plan of Operation:	Proposal is programmatically relevant to the program's goals: Cost to recondition vehicles at vendor's site according to state's specifications and transport to the White Farm, Clinton Street, Concord.	
Budget & Justification:	The budget is appropriate in relation to the proposed activities; is reasonable, detailed and consistent with the intended use of funds.	
Format:	The proposal adheres to the formatting instructions and directions set forth in the RFP.	
Scoring Committee		
William Haynes, Captain, NH State Police-DOS	24 years in the military with expertise in contracts/RFPs in foreign military sales. 10+ years in law enforcement with 8 years experience with State contracts/RFPs.	
Jeanette Patten, Purchasing Assistant, NH State Police-DOS	12+ years experience with State contracts/RFPs	

Attachment 1

Program Name

State Police cruiser reconditioning bids

RFP Scoring Detail

Banks Chevrolet-Cadillac, Inc.				
	1			
RFP Criteria	Max Pts	WH	JP	Total
Org Capacity	30	30	30	30.0
Plan of Operation	30	30	30	30.0
Budget & Justification	35	33	34	33.5
Format	5	5	5	5.0
	100	98	99	98.5

Adamson Industries Corporation				
	2			
RFP Criteria	Max Pts	WH	JP	Total
Org Capacity	30	25	23	24.0
Plan of Operation	30	30	28	29.0
Budget & Justification	35	33	33	33.0
Format	5	4	5	4.5
	100	92	89	90.5

Reviewers:

William Haynes
Jeanette Patten

WH
JP

Subject:

Reconditioning of State Police vehicles

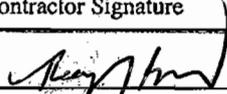
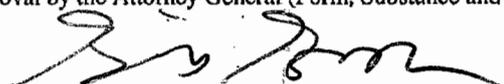
FORM NUMBER P-37 (version 1/09)

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Dept of Safety, Div. of State Police		1.2 State Agency Address 33 Hazen Dr., Concord, NH 03305	
1.3 Contractor Name Banks Chevrolet-Cadillac, Inc.		1.4 Contractor Address 137 Manchester St., Concord, NH 03301	
1.5 Contractor Phone Number (603) 224-4055	1.6 Account Number Pls see Exhibit B	1.7 Completion Date June 30, 2015	1.8 Price Limitation Not to exceed \$33,900.00
1.9 Contracting Officer for State Agency Colonel Robert L. Quinn		1.10 State Agency Telephone Number (603) 223-3863	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Tracy Banks President	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>4</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 Signatory Public or Justice of the Peace  Debrah Dwal			
1.13.2 Signatory Public or Justice of the Peace Debrah Dwal			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory John Beardmore, Director of Admin.	
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) By:  On: 5/28/13			
1.18 Approval by the Governor and Executive Council 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 THB
Date 4/29/13

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, formulac, 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

Contractor Initials TAB
Date 4/25/13

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.

Contractor Initials 716
Date 4-28-13

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
DIVISION OF STATE POLICE**

EXHIBIT A

The Department of Safety, Division of State Police is contracting Banks Chevrolet Cadillac, Inc. of Concord, NH to provide reconditioning of vehicles before auction. The scope of services is as follows:

- Transport State Police vehicles from the garage located at the Department of Safety Automotive Facility, 39 Hazen Drive, Concord, NH 03305, recondition and deliver to White Farm, 144 Clinton Street, Concord, NH at a cost of \$339.00 (included with the reconditioning cost) per vehicle;
- Once notified by the Department of Safety Automotive Facility that they have a minimum of three (3) vehicles to be reconditioned, the vehicles shall be removed not later than seven (7) business days after said notification.
- From the notification by the Department of Safety Automotive Facility, vehicles will be removed, reconditioned and delivered to the White Farm no later than thirty (30) days.

Reconditioning consists of the following:

- 1) The grinding off of all insignia, decals and markings so that no State Police markings or insignia are visible, to include adhesives.
- 2) The filling of drilled holes from antenna and light bars with non-removable nylon hole plugs.
- 3) The re-painting of all repaired, green & military rose to such quality that will allow maximum value to the State of New Hampshire at auction.
- 4) The finished product must not allow any State Police lettering or insignia visible, even by shadowing of faded paint.

EXHIBIT B

The contractor agrees to invoice the State of New Hampshire as work is completed. **Invoices must list the vehicle identification (VIN) number and state assigned equipment number.** The contractor agrees not to exceed the quoted prices. The State of New Hampshire agrees to make payment to the vendor within 30 days of receipt, acceptance and approval of such invoices.

The appropriate account numbers for the P-37 form, section 1.6 are:

	<u>FY 2014</u>	<u>FY 2015</u>
02-23-23-234015-4003 Dept. of Safety – Div. of State Police – Traffic Bureau		
070-500705	\$ 9,492.00	\$ 9,492.00
Operation – State Cars (In-State)		
02-23-23-234015-2305 Dept of Safety – Div. of State Police – Commercial Enforcement		
070-500705	\$ 2,373.00	\$ 2,373.00
Operation – State Cars (In-State)		
02-23-23-234015-4010 Dept. of Safety – Div. of State Police – Enforcement		
070-500705	\$ 2,712.00	\$ 2,712.00
Operations – State Cars (In-State)		
02-23-23-234010-5412 Dept. of Safety – Div. of State Police – Detective Bureau		
070-500705	\$ 2,373.00	\$ 2,373.00
Operations – State Cars (In-State)		

EXHIBIT C

Both parties agree that insurance currently in force meets section 14.1.1 of the P-37. The vendor's coverage currently in force of comprehensive general liability in the amount of \$1,000,000.00 each occurrence and excess/umbrella liability of \$15,000,000.00 each occurrence is deemed to be in compliance with 14.1.1. The vendor shall maintain the \$15,000,000.00 for the full time of this contract and if reduced, the amount shall not be lower than \$1,000,000.00 to maintain the \$2,000,000.00 under section 14.1.1.

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 BANKS CHEVROLET-CADILLAC, INC. is a New Hampshire corporation duly incorporated under the laws of the State of New Hampshire on April 7, 1981. I further certify that all fees and annual reports required by the Secretary of State's office have been received and that articles of dissolution have not been filed.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 15th day of February, A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

Corporation Resolution

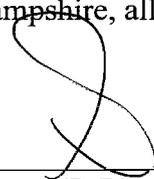
I, Peter F. Burger, hereby certify that I am duly elected Secretary of Banks Chevrolet-Cadillac, Inc. I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors by unanimous written consent with an intended effective date of February 22, 2013.

VOTED: That Tracy Banks, President, is duly authorized to enter into contracts or agreements on behalf of Banks Chevrolet-Cadillac, Inc. with the State of New Hampshire and any of its agencies or departments during the period of April 1, 2013 to March 31, 2014, and further is authorized to execute any documents which may in her judgment be desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that she has full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED: March 1, 2013

ATTEST:



Peter F. Burger,
Secretary

New Hampshire Automobile Dealers Association
P.O. Box 2337
Concord, NH 03302-2337
Phone: 800-852-3372

CERTIFICATE OF COVERAGE
WORKER'S COMPENSATION & EMPLOYER'S LIABILITY

This certificate is issued to:

Banks Chevrolet-Cadillac-Buick-GMC
137 Manchester Street
PO Box 473
Concord, NH 03301

This certifies that the above business entity has Workers' Compensation Coverage required by the New Hampshire Workers' Compensation statute pursuant to the terms and conditions of the New Hampshire Automobile Dealers Association Workers' Compensation Trust Agreement and the Specific Excess Workers' Compensation and Employers' Liability policy issued to the Trust by:

Safety National Casualty Corporation
Policy Number SP 4047572

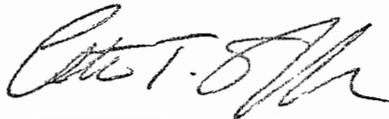
The limits of liability under this certificate for Employers' Liability coverage are \$2,000,000 per employee, per accident, per disease.

The coverage for the above entity is effective 11/1/1982 through an indefinite expiration date. The policy term for the excess coverage is 1/1/2013 through 1/1/2014. Termination of the certificate will be made by certified mail pursuant to the requirements of the New Hampshire Workers' Compensation statute and the New Hampshire Automobile Dealers Association Trust Agreement.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFESSES NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED ABOVE.

N.H. AUTOMOBILE DEALERS ASSOCIATION WORKERS' COMPENSATION TRUST

By



DIRECTOR OF WORKERS' COMPENSATION