



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

OFFICE OF THE COMMISSIONER

25 Capitol Street – Room 120

Concord, New Hampshire 03301

JUN 07 '13 AM 7:55 DAS

38 Bm

LINDA M. HODGDON
Commissioner
(603) 271-3201

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

May 28, 2013

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

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Graphic Services, to enter into a three-year contract with McIntire Business Products, 128K Hall Street, Concord, NH (Vendor #156694) for an amount not to exceed \$16,944.00 for a repair service and maintenance contract for bindery equipment. This contract will be effective upon Governor and Executive Council approval, for the period effective July 1, 2013 through June 30, 2016.

100% AGENCY INCOME

Funding is available in the following Department of Administrative Services' account contingent upon availability and continued appropriations for all fiscal years with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

01-14-14-141510-34030000 Print Shop Operations	<u>FY 2014</u>	<u>FY2015</u>	<u>FY2016</u>
024-500225 Maint. O/T Bldgs. & Grounds	\$5,648.00	\$5,648.00	\$5,648.00

EXPLANATION

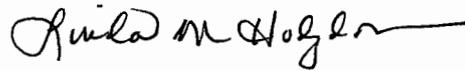
This contract will provide preventive and repair maintenance on bindery equipment located at the Bureau of Graphic Services Print Shop in Concord. The Print Shop is responsible for producing and processing print jobs for state agencies per RSA 21-I:12 (IV) with the Legislature as its primary customer. This agreement will protect and repair equipment from untimely breakdowns avoiding costly loss of productivity.

The contract bid was advertised in the Manchester Union Leader and the Concord Monitor for 3 days and posted on the Purchase and Property Website for a period of 14 days. In addition 8 Vendors who provide repair and maintenance service of printing equipment were sent notification that the bid was posted on the Purchase and Property Website.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
May 28, 2013
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There was one bid response from McIntire Business Products. Inquiries to non-responding Vendor's revealed that they were unable to service all equipment as specified.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Linda M. Hodgdon", with a long horizontal flourish extending to the right.

Linda M. Hodgdon
Commissioner

Subject: Repair Service and Maintenance Agreement for Bindery Equipment

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 <u>Department of Administrative Services; Bureau of Graphic Services</u>		1.2 State Agency Address <u>12 Hills Avenue, Concord NH 03301</u>	
1.3 Contractor Name <u>McIntire Business Products</u>		1.4 Contractor Address <u>128K Hall Street, Concord NH 03301</u>	
1.5 Contractor Phone Number <u>603-225-3400</u>	1.6 Account Number <u>10-14-141510-34030000-500225</u>	1.7 Completion Date <u>June 30, 2016 11:59 P.M.</u>	1.8 Price Limitation <u>\$16,944.00</u>
1.9 Contracting Officer for State Agency <u>Kathleen Carr</u>		1.10 State Agency Telephone Number <u>603-271-3205</u>	
1.11 Contractor Signature <u>Cynthia L. Christie</u>		1.12 Name and Title of Contractor Signatory <u>Cynthia L. Christie</u> ^{President}	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>5/24/13</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 <u>DAPHNE L. DODGE, Notary Public</u> My Commission Expires November 14, 2017 [Seal] <u>Daphne Dodge</u>			
1.13.2 Name and Title of Notary or Justice of the Peace <u>Daphne Dodge</u>			
1.14 State Agency Signature <u>Linda M. Hodgdon</u>		1.15 Name and Title of State Agency Signatory <u>Linda M. Hodgdon; Commissioner, Administrative Services</u>	
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: <u>Mike Bern</u> On: <u>6/1/13</u>			
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 CLC
Date 5-24-13

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.

EXHIBIT A

1. The services to be provided by McIntire Business Products as "Contractor" include a three (3)-year repair and maintenance agreement for services, including all required preventive maintenance, adjustments, repair/replacement parts and labor 8:00 A.M. to 5:00 P.M. five (5) days a week (herein known as 8 x 5 x 5) Monday-Friday on the equipment listed below:

<u>EQUIPMENT</u>	<u>MODEL</u>	<u>SERIAL #</u>
GBC Auto Punch Ultra	AP-2	6794A1299
Fastback	15	6195
Powis Printer		01455
Discovery Laminator	80	MIG9933
GBC Digicoil		SG40166E

2. This repair service and maintenance contract will be in effect for a three (3)-year period upon approval by the Governor and Executive Council or July 1, 2013, whichever is the latter, and running through 11:59 P.M. June 30, 2016. Any request for service placed by the State within the time period of this contract, even up to the last minute, is to be covered in accord with the terms described herein.
3. All services described under this contract are to be performed at the New Hampshire Bureau of Graphic Services Print Shop, 12 Hills Avenue, Concord NH 03301.
4. The Contractor shall respond to the Bureau of Graphic Services via telephone within one (1) hour of initial service request.
5. Unless otherwise jointly agreed upon, the Contractor shall be on-site within two (2) hours of telephone response with the Bureau of Graphic Services.
6. All preventive maintenance, repair/replacement parts and labor are included in the contract costs excluding the cost of consumable materials. The cost of consumable supplies such as AP2 dies, binding, fastback strips, foil cartridges and laminating material shall be the responsibility of the Bureau of Graphic Services.
7. All repair/replacement parts shall be new and from the original equipment manufacturer (OEM) and FOB Destination. Installation of generic/used parts must be approved by the Print Shop Supervisor, Bindery Foreman or appointed delegates.
8. The State of New Hampshire, Bureau of Graphic Services shall not pay or be responsible to pay for any mileage or travel time for any services requested or performed.
9. In addition to repairs, the Contractor shall provide **quarterly** preventive maintenance on all equipment as listed in section 1. Scheduled preventive maintenance visit for each machine shall consist of:
- Lubrication: comprehensive lubrication of all manufacturer-indicated oil & grease points.
 - Adjustment: testing, tuning, adjusting and specialized cleaning, as needed to maintain optimal machine performance and operator adjustability.
 - Inspection, Evaluation & Parts replacement – timely replacement of all parts whose level of wear or structural weakness is seen by either the Print Shop Supervisor, Bindery Foreman, appointed

delegates or the service technician (or any combination of) as threatening to cause a breakdown, hinder correct machine operation or adversely affect output quality before the next scheduled preventive maintenance visit. All repair parts must be new and from the original equipment manufacturer (OEM) and FOB Destination. Installation of generic/used parts must be approved by the Print Shop Supervisor, Bindery Foreman or appointed delegates.

10. All Contractor correspondence and submittals shall be sent to:
State of New Hampshire
Bureau of Graphic Services Print Shop
12 Hills Avenue Concord NH 03301

Contractor Initials CLC
Date 5-24-13

EXHIBIT B

1. The Contractor shall receive payment in the amount of \$5,648.00 for the period commencing with Governor and Executive Council approval or July 1, 2013, whichever is the latter, through June 30, 2014, \$5,648.00 for the period beginning on July 1, 2014 to June 30, 2015 and \$5,648.00 for the period beginning on July 1, 2015 to June 30, 2016 in return for the services described in "EXHIBIT A".
2. For each machine listed below, the Contractor's annual price shall include one year's worth of scheduled preventive maintenance at the specified frequency, plus all regular-hour repair call service for that machine, to whatever frequency or degree the need arises, including all technician travel time, labor and repair/replacement parts as described in "EXHIBIT A".

SERVICE REPAIR AND MAINTENANCE FOR BINDERY EQUIPMENT	Price/Year (12 Months)
One (1) GBC Auto Punch Model AP-2 Serial #1530A0597	\$2,189.00
One (1) Fastback Model 15 Serial #6195	\$514.00
One (1) Powis Printer Serial #01455	\$419.00
One (1) Discovery Laminator Model 80 Serial #MIG9933	\$585.00
One (1) GBC Digicoil Serial #G40166E	\$1,941.00
TOTAL CONTRACTED PRICE PER YEAR	\$5,648.00

3. Contractor shall supply one invoice with an itemized yearly cost of each machine listed in section 2.
4. Should the Bureau of Graphic Services replace or retire any of the equipment listed in section 2 during the contract period, the repair service and maintenance for the replaced/retired equipment shall be removed from the contract within 14 working days of written notification to the vendor. After such time, the Bureau will no longer be responsible for any repair service/maintenance charges of replaced or retired equipment in the subsequent annual invoice cycle.
5. Payments shall be made to the Contractor within thirty (30) days after receipt of invoice and acceptance of the work to the State's satisfaction. Said payment shall be made by means of a check mailed to the address on Paragraph 1.4, Contractor Address.

EXHIBIT C

SPECIAL PROVISIONS

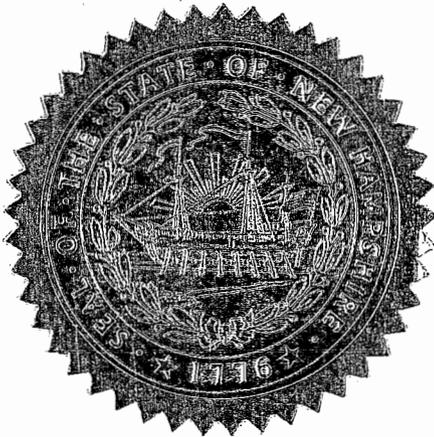
1. Delete paragraph 14.1.1. and replace with the following: comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$1,000,000 per incident and no less than \$1,000,000 in excess/umbrella liability each occurrence; and
2. There are no other special provisions of this contract.

Contractor Initials CLC
Date 5-24-13

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 McIntire Business Products, Inc. is a New Hampshire corporation duly incorporated under the laws of the State of New Hampshire on June 1, 1989. 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 14th day of May, A.D. 2013

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

William M. Gardner
Secretary of State



128 K Hall Street • Concord, NH 03301
(603) 225-3400 • FAX (603) 225-4014
1 (800) 847-2463 • www.mbp-inc.com

Certificate of Vote

I, Cynthia L. Christie, hereby certify that I am the Sole Owner of the company known as McIntire Business Products, Inc.

I hereby further certify and acknowledge that the State of New Hampshire will rely on this certification as evidence that I have full authority to bind McIntire Business Products, Inc. and that no corporate resolution, shareholder vote, or other document or direction is necessary to grant me such authority.

Cynthia L. Christie

Cynthia L. Christie
President

State of New Hampshire, County of Merrimack **DAPHNE L. DODGE, Notary Public**
My Commission Expires November 14, 2017

On this the 24th day of May, 2013, before me Daphne Dodge the undersigned officer personally appeared Chris Cynthia Christie known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purpose therein contained. In witness whereof, I hereunto set my hand and official seal.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/4/2013

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).

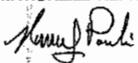
PRODUCER License # AGR8150 Clark Insurance 80 Canal St Manchester, NH 03101	CONTACT NAME: Nancy Poulin PHONE (A/C, No, Ext): (603) 622-2855 E-MAIL ADDRESS: npoulin@clarkinsurance.com	FAX (A/C, No): (603) 622-2854
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Merchants Mut Ins Co	NAIC # 23329
INSURED McIntire Business Products Inc 128 K Hall St Concord, NH 03301	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <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 type="checkbox"/> PROJECT <input type="checkbox"/> LOC			BOP9100315	6/12/2013	6/12/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PO/ AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CAP9267526	6/12/2013	6/12/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP9143850	6/12/2013	6/12/2014	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCA9097861	6/12/2013	6/12/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER 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 (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Cynthia Christie is excluded from Workers Comp coverage

CERTIFICATE HOLDER State of New Hampshire 25 Capitol Street Concord, NH 03301	CANCELLATION 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 
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State of New Hampshire Bureau of Graphic Services

Bid Summary: Graphics 2013-45

Three Year Repair Service and Maintenance Contract For Bindery Equipment

Responding Vendors: 1 (one)

McIntire Business Products

EQUIPMENT DESCRIPTION	Year 1		Year 2		Year 3	
	Price		Price		Price	
1.2a. One (1) GBC Auto Punch Model AP-2 Ultra Serial #6794A1299	\$	2,189.00	\$	2,189.00	\$	2,189.00
1.2b. One (1) Fastback Model 15 Serial #6195	\$	514.00	\$	514.00	\$	514.00
1.2c. One (1) Powis Printer Serial #01455	\$	419.00	\$	419.00	\$	419.00
1.2d. One (1) Discovery Laminator Model 80 Serial #MIG9933	\$	585.00	\$	585.00	\$	585.00
1.2e. One (1) GBC Digicoil Serial#sG40166E	\$	1,941.00	\$	1,941.00	\$	1,941.00
TOTAL CONTRACTED PRICE PER YEAR	\$	5,648.00	\$	5,648.00	\$	5,648.00

E-mail Notifications Sent To

AB Dick/Offtech Of Maine

PressTek

A.L. Larson Co.,

Graphic Machinery Service Inc.

Richard Nesmith Graphic Equipment

Shaughnessy Graphic Services Inc.

McIntire Business Products

Request to Vendors For No Response: Type of equipment as specified and distance to travel.

Client:	1103925	ADMINISTRATIVE SERVICES -	Phone:	(603) 271-3205
Est #:	765925	Requested By:	Fax:	
Sales Rep.:	LEGA	CATHY VALLEY	Phone:	(603) 369-3210
		cathy@cmonitor.com	Fax:	(603) 228-8238
Class.:	C166	LEGALS		
Start Date:	04/26/2013	End Date:	04/28/2013	Nb. of Inserts: 6
Publications:	CONCORD MONITOR, MONITOR ONLINE			
Total Price:	\$108.92			Page 1 of 1

PUBLIC NOTICE

The State of New Hampshire is seeking competitive bidding for a Repair Service and Maintenance Contract for Bindery Equipment. Bid# Graphics 2013-45 information may be obtained at: http://www.admin.state.nh.us/purchasing/bids_posteddate.asp?sort=PostedDate%20DESC

April 26, 27, 28

DUMP BODY (2)

The Town of Bedford, NH is seeking a sealed proposal for the purchase of two (2) "Dump Bodies" and plowing equipment, for one (1) Ten-Wheel Cab and Chassis and one (1) F-550 cab and chassis which will be purchased under a separate contract by the Town of Bedford. Sealed proposals will be received at the office of the Public Works Director, 24 North Amherst Road, Bedford, New Hampshire 03110 until 4:00 p.m. prevailing time Tuesday, May 7, 2013.

The proposals shall be submitted in a sealed envelope, addressed to the Town of Bedford, Public Works Department and clearly marked in the lower left-hand corner "TOB RFP 06-13 Dump Body".

Specifications and proposal forms will be available at the office of the Public Works Department at 24 North Amherst Road.

Public Notices

They're how you know! Public Notices help citizens to stay alert to what is happening in the community.

Legal Notice

The State of New Hampshire is seeking competitive bidding for a Repair Service and Maintenance Contract for Bindery Equipment. Bid# Graphics 2013-45 information may be obtained at:

<http://www.admin.state.nh.us/purchasing/bids/posteddate.asp?sort=PostedDate%20DESC>
(UL - Apr. 29, 30; May 1)

UNION LEADER



154225

Legal Notice

State of New Hampshire
Department of Health and
Human Services

foreclosure deed, at the option of the Mortgagee. The deposits placed by unsuccessful bidders shall be returned to those bidders at the conclusion of the public

