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State of New Hampshire

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

LINDA M. HODGDON
Commissioner
(603) 271-3201

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

October 22, 2012

His Excellency, Governor John Lynch
and Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1.) Authorize the Department of Administrative Services, Bureau of Graphic Services, to enter into a three-year contract with Offtech of Maine, Inc., 1 Karen Drive, Westbrook, ME 04092 (Vendor #36739) in the amount of \$140,997.77, to cover the cost of a Graphic Equipment Repair and Maintenance Contract effective upon Governor and Executive Council approval through October 31, 2015. 100% Agency Income (Graphic Services Fees).

2.) Further authorize contingency for emergency repair services and concomitant repair parts required outside the normal hours of contract service coverage in the amount of \$3,000 for a total contract amount of \$143,997.77. 100% Agency Income (Graphic Services Fees).

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 Department of Administrative Services, Plant and Property Management, Print Shop Operations

024-500225 Maintenance Other Than Bldgs. & Grounds

<u>SFY 2013</u>	<u>SFY 2014</u>	<u>SFY 2015</u>	<u>SFY 2016</u>	<u>Total</u>
\$26,788.48	\$51,373.79	\$52,595.99	\$13,239.51	\$143,997.77

EXPLANATION

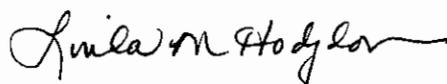
This contract will provide repairs and preventive maintenance on press and bindery equipment located at the Bureau of Graphic Services Print Shop in Concord, NH. This agreement will protect and repair equipment from untimely breakdowns, avoiding production delays and costly loss of productivity.

His Excellency, Governor John Lynch
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The contract bid was advertised in the Manchester Union Leader and the Concord Monitor , both for 3 days from August 14, 2012 through August 16, 2012. It was also posted on the Purchase and Property Website for a period of 15 days, from August 14, 2012 through August 29, 2012. In addition, four (4) vendors who provide this type of service were sent notification that the bid was posted on the Purchase and Property website.

Two bids were received with Offtech of Maine, Inc. selected because theirs was the only bid that was compliant to specifications. Please find attached a bid summary.

Respectfully Submitted,



Linda M. Hodgdon
Commissioner

Encumbrances Worksheet

The contract year runs from Nov. 1 – Oct. 31, whereas the state fiscal year runs from July 1 – June 30. The purpose of this worksheet is to translate the schedule of contract year payments into a schedule of fiscal year encumbrances, taking into account for the contingency allocations for work and repair parts requested at non-standard times.

Schedule of Payments By Contract Year From Exhibit B

	NOV 1	FEB 1	MAY 1	AUGUST 1	TOTALS
YEAR 1 (Nov 2012 – Oct 2013)	\$8,203.00	\$8,203.00	\$9,632.48	\$12,491.43	\$38,529.91
YEAR 2 (Nov 2013 – Oct 2014)	\$12,627.46	\$12,627.45	\$12,627.45	\$12,627.45	\$50,509.81
YEAR 3 (Nov 2014 – Oct 2015)	\$12,989.52	\$12,989.51	\$12,989.51	\$12,989.51	\$51,958.05
3-YEAR CONTRACT TOTAL:					\$140,997.77

Schedule of Payments & Encumbrances By Fiscal Year

	AUG 1	NOV 1	FEB 1	MAY 1	TOTAL OF PAYMENTS	CONTINGENT FUNDS REQUESTED	*ENCUMB. AMOUNT
FY '13	N/A	\$8,203.00	\$8,203.00	\$9,632.48	\$26,038.48	\$750.00	\$26,788.48
FY '14	\$12,491.43	\$12,627.46	\$12,627.45	\$12,627.45	\$50,373.79	\$1,000.00	\$51,373.79
FY '15	\$12,627.45	\$12,989.52	\$12,989.51	\$12,989.51	\$51,595.99	\$1,000.00	\$52,595.99
FY '16	\$12,989.51	N/A	N/A	N/A	\$12,989.51	\$250.00	\$13,239.51
Totals:					\$140,997.77	\$3,000.00	\$143,997.77

* Encumbrance amount = Total of Scheduled Payments + Contingent Funds Requested.

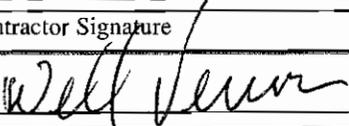
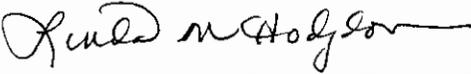
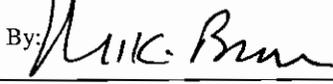
Subject: Graphic Equipment Repair & Maintenance Contract **FORM NUMBER P-37 (version 1/09)**

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Bureau of Graphic Services, Dept. of Administrative Svcs.		1.2 State Agency Address 12 Hills Ave., Concord, NH	
1.3 Contractor Name Offtech of Maine, Inc.		1.4 Contractor Address 1 Karen Drive, Westbrook, ME 04092	
1.5 Contractor Phone Number (207) 879-1905	1.6 Account Number 	1.7 Completion Date October 31, 2015	1.8 Price Limitation \$143,997.77
1.9 Contracting Officer for State Agency Daniel Ostroth, Creative Services Manager		1.10 State Agency Telephone Number (603) 271-3205	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Will Vercoe, President	
1.13 Acknowledgement: State of ME , County of Cumberland On 10/19/2012 , 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 [Seal]		ANKUC C. CHEN Notary Public, Maine My Commission Expires July 11, 2013 	
1.13.2 Name and Title of Notary or Justice of the Peace 			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Linda M. Hodgdon, Commissioner, Dept. of Admin. Svcs.	
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: OCT 31, 2012			
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 WZV
Date 10-19-12

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

Contractor Initials *WZV*
Date *10-19-12*

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.

GRAPHIC EQUIPMENT REPAIR AND MAINTENANCE CONTRACT

EXHIBIT A

**SERVICES TO BE PROVIDED BY CONTRACTOR
AS SET FORTH IN BID #GRAPHICS 2013-41**

1. **Type of Service to be Provided** – The services to be provided by Offtech of Maine, Inc., as "Contractor" shall be quick-response equipment repairs and periodic preventive maintenance, to be performed on specific printing and finishing equipment listed below. The scope and provisions of these services are also further defined below.

2. **Service Location** – 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.

3. **Two Equipment Lists With Different Coverage Periods** – There shall be two lists of equipment to be covered under this contract, each with a different start date but the same ending date for coverage under this contract. These lists shall hereafter be referred to as the "36 Month List" and the "28 Month List". Coverage for items on the 28 Month List begins later because the equipment on that list is already covered under another service contract through June 30, 2013.

4. **The 36 Month List** – All items on the 36 Month List are identified in the table below, along with their various required preventive maintenance schedules. Coverage for these items under this contract shall begin upon Governor and Executive Council approval or at 12:00 a.m. (the start of the day) November 1, 2012, whichever is the latter, and continue through 11:59 p.m. October 31, 2015, a period of 36 months. Any request for service placed by the State within the time period of this 36 month contract, even up to the last minute, is to be covered in accord with the terms described herein.

ITEM #	EQUIPMENT	SERIAL NUMBER	PREVENTIVE MAINTENANCE SCHEDULE
1	Hamada H-234C two-color offset press	HG-D0011P	QUARTERLY
2	Royse 6000-11 fountain chiller/recirculator for Hamada H-234C	784321/6/98	SEMI-ANNUALLY
3	Ryobi 3304HA 4-color offset press plus PCS-F console and IVS system	1619	MONTHLY
4	Royse 6002-2YCD fountain chiller/recirculator for Ryobi 3304HA	0049328-09	SEMI-ANNUALLY
5	Ryobi 3200 one-color offset press	10863	MONTHLY
6	Ryobi 3200 one-color offset press	11094	MONTHLY
7	AB Dick 9920 one-color offset press	2340	MONTHLY
8	Townsend T-51 AE 2 nd color unit for AB Dick 9920	071051PMU	MONTHLY
9	Astro 2000 envelope feeder	180002026	SEMI-ANNUALLY
10	Astro 1200 envelope feeder	4537	SEMI-ANNUALLY
11	Two Astro CD-100 delivery conveyors	110053622*	SEMI-ANNUALLY
12	Baumfolder Mark II 20 x 26 buckle folder parallel unit w/ pile feeder	MK2 042	QUARTERLY

Contractor Initials: WZJ

Date: 9-24-12

ITEM #	<u>36 Month List (continued)</u> EQUIPMENT	SERIAL NUMBER	PREVENTIVE MAINTENANCE SCHEDULE
13	Baumfolder Mark II 8-page right angle unit model 3FA 20 x 20	MK2 040	QUARTERLY
14	Baumfolder Mark II 16-page right angle unit model 2RA 11 1/2 x 20	MK2 041	QUARTERLY
15	Rosback 220 TrueLine vacuum-fed scoring & perforating machine	2238V-99192	QUARTERLY
16	Swanek Pro-Cut 320 programmable guillotine paper cutter	J22-10798-03	QUARTERLY
17	Challenge EH-34 three-spindle paper drill w/ hydraulic pedal	72559	SEMI-ANNUALLY
18	Challenge EH-34 three-spindle paper drill w/ hydraulic pedal	64774	SEMI-ANNUALLY

*Serial number of other Astro CD-100 delivery conveyor not found.

5. **The 28 Month List** – All items on the 28 Month List are identified in the table below, along with their various required preventive maintenance schedules. Coverage for these items under this contract shall begin upon Governor and Executive Council approval or 12:00 a.m. (the start of the day) July 1, 2013, whichever is the latter, and continue through 11:59 p.m. October 31, 2015. Any request for service placed by the State within the time period of this 36 month contract, even up to the last minute, is to be covered in accord with the terms described herein.

ITEM #	EQUIPMENT	SERIAL NUMBER	PREVENTIVE MAINTENANCE SCHEDULE
19	Baum BA714 tabletop folder	1648	QUARTERLY
20	Bourg AE 30 collator	621000188	SEMI-ANNUALLY
21	Bourg AGR dual stitcher	211225148	SEMI-ANNUALLY
22	Bourg TR face-trimmer	581002077	SEMI-ANNUALLY
23	Bourg TD-T stacker	561002433	SEMI-ANNUALLY
24	Bourg PA softfold unit	551001387	SEMI-ANNUALLY
25	Count CT 121 numbering machine	140685-702038	QUARTERLY
26	Presstek TX 52 Vector metal platesetter and file server	45-298	QUARTERLY

6. **Provisions of Repair Service** –

- A. **“8 x 5 x 5 Service”** – contractor shall respond to calls for repair service whenever requested between the hours of 8:00 A.M to 5:00 P.M., five (5) days a week, Monday-Friday (a.k.a. “8 x 5 x 5 service”).
- B. **Response Time** –
- I. **Phone Acknowledgement** – Contractor shall respond by telephone to a service request from Bureau of Graphic Services within one (1) hour after initial receipt of a support request made anytime during the 8 x 5 x 5 service period.
- II. **On-Site Presence** – Unless otherwise agreed between Bureau of Graphic Services and the contractor, contractor’s technical support staff shall be on-site at Bureau of Graphic Services within (2) hours

Contractor Initials: WJ Date: 9-24-12

after returning the support request call if that would be before 5:00 p.m. on that day; otherwise, technical support staff shall be on-site at 8:00 a.m. on the next service period day.

- C. **Labor, Mileage and Travel Time Included** – All labor, mileage and/or travel time for technicians performing service under this contract shall be included in the contract amount and shall not be billed as extra.
- D. **Repair Parts Included** – Repair parts are included in the contract amount, except for consumable supplies. Consumable supplies shall not be considered repair parts and are not covered by this contract, e.g., offset blankets, rubber rollers, dampening sleeves, Kompac seals, lamps, glass, etc.
- E. **OEM Parts Required** – All repair parts shall be new and from the original equipment manufacturer (OEM) except in specific instances where the installation of another brand or used part has been approved by the Bureau of Graphic Services Print Shop Supervisor.
- F. **Parts Delivery Included** – Delivery of any repair parts or other materials covered under these contracts shall be included in the contract amount. Any shipments made to the Bureau by common carrier under this contract shall be shipped FOB Concord, NH 03301 and paid by the contractor.
- G. **Computer Technical Support Included** – Two of the items listed for contract coverage have a PC at the front end: the Ryobi 3404HA has one to run the Ink Volume Setting software, and the Presstek TX52 platesetter has one to manage, RIP and serve the image files to be plated. Service under this contract shall include technical support, software upgrades and calibration for related devices on these computers as needed.

7. **Provisions of Preventive Maintenance Service** –

- A. **Schedule** – Contractor shall perform preventive maintenance on each machine according to the frequency schedules listed in the 36 Month List and 28 Month List given above.
- B. **Scope of Maintenance** – Each preventive maintenance visit per machine shall include:
 - I. Lubrication – comprehensive lubrication of all manufacturer-indicated oil & grease points.
 - II. Adjustment – testing, tuning, adjusting and specialized cleaning, as needed to ensure optimal machine performance, range of motion and ease of use.
 - III. Inspection, Evaluation and Parts Replacement – timely replacement of all parts whose level of wear or structural weakness is judged by either the Print Shop Supervisor or the service technician or both to present a risk of breaking, hindering correct machine operation or adversely affecting output quality or quantity before the next scheduled PM visit.
- C. **Labor, Mileage and Travel Time Included** – All labor, mileage and/or travel time for technicians performing service under this contract shall be included in the contract amount and shall not be billed as extra.
- D. **Parts Replacement Included** – Replacement parts are included in the contract amount, except for consumable supplies. Consumable supplies shall not be considered repair parts and are not covered by this contract, e.g., offset blankets, rubber rollers, dampening sleeves, Kompac seals, lamps, glass, etc.
- E. **OEM Parts Required** – All replacement parts shall be new and from the original equipment manufacturer (OEM) except in specific instances where the installation of another brand or used part has been approved by the Bureau of Graphic Services Print Shop Supervisor.
- F. **Parts Delivery Included** – Delivery of any replacement parts or other materials covered under these contracts shall be included in the contract amount. Any shipments made to the Bureau by common carrier under this contract shall be shipped FOB Concord, NH 03301 and paid by the contractor.

Contractor Initials: WZ

Date: 9-24-12

G. **Computer Technical Support Included** – Two of the items listed for contract coverage have a PC at the front end: the Ryobi 3404HA has one to run the Ink Volume Setting software, and the Presstek TX52 platesetter has one to manage, RIP and serve the image files to be plated. Service under this contract shall include technical support, software upgrades and calibration for related devices on these computers as needed.

8. **Other General Provisions** --

A. **Invoicing** – The contractor shall invoice quarterly in advance for contract services to be rendered in the coming quarter-year period. Quarters shall begin November 1, February 1, May 1 and August 1. Invoicing for equipment on the 28 Month List shall commence in the quarter in which their coverage under this contract begins, i.e., in the quarter beginning May 1, 2013.

B. **Discontinuation of Use** -- Upon receipt of notification from Bureau of Graphic Services that the use of a covered machine is being discontinued, the contractor shall, within 14 working days, discontinue contract service and invoicing for that equipment.

Contractor Initials: *awd*

Date: 9-24-12

GRAPHIC EQUIPMENT REPAIR AND MAINTENANCE CONTRACT

EXHIBIT B

TERMS OF COMPENSATION FOR GRAPHIC EQUIPMENT REPAIR AND MAINTENANCE SERVICE AS DERIVED FROM BID #GRAPHICS 2013-41

1. **Amounts to be Paid** – In return for the graphic equipment repair and maintenance services described in "EXHIBIT A", the Contractor shall receive quarterly base rate payments of \$8,203.00 in the 1st year quarters 1 and 2, \$9,632.48 in the 1st year quarter 3, \$12,491.43 in the 1st year quarter 4, quarterly base rate payments of \$12,627.45 in the 2nd year, and quarterly base rate payments of \$12,989.51 in the 3rd year, as listed in "EXHIBIT B" Appendix I.
2. **Invoicing for Regular Service** – At the beginning of each contract quarter as defined in "Exhibit A" Section 8A, the Contractor shall supply an invoice itemized for each equipment item listed in the table of Itemized Base Rates in "EXHIBIT B" Appendix II.
3. **Off-Hour Service** – The Contractor may bill as extra, according to the rates and definitions in "EXHIBIT B" Appendix III, for repair hours and repair parts called for by the State outside the contracted hours of 8:00 A.M. to 5:00 P.M. Monday-Friday. The following provisions shall govern repair services rendered at non-standard times:
 - I. Mileage and Travel Time Is Included – the hourly rate for on-site labor at non-standard times includes mileage and travel time. Contractor shall invoice only for straight time on-site and parts, if any.
 - II. All repair parts that are critical for proper repair will be reimbursed to the Contractor at cost plus 10%. "Cost" shall not include any transportation charge for acquisition or delivery of the part(s) in question. Pricing for such parts shall be based on delivery FOB Concord, NH 03301, contractor-paid.
 - III. All repair parts shall be new and from the original equipment manufacturer (OEM) unless installation of off-brand or used parts has been approved by the Graphic Services Print Shop Supervisor.
 - IV. Any charges for service or repair parts ordered and provided outside the 8 x 5 x 5 service period or on a State holiday may be invoiced in the contractor's normal monthly billing cycle as they are incurred.
4. **Contingency** – The total amount of contingency allowance for off-hour repair work and parts as described in Item 3 above shall not exceed \$1,000 for the first contract year, \$1,000 for the second contract year, and \$1,000 for the third contract year.
5. **Timeframe and Method of Payment** – Payment against all invoices shall be made to the Contractor within thirty (30) days following receipt of invoice. Payment shall be by means of a check mailed to the Contractor's accounts receivable address listed on the Integrated Financial System for the State of New Hampshire.

Contractor Initials: WAV

Date: 10-19-12

6. **Mid-Contract Equipment Removal** – In the event Bureau of Graphic Services replaces, retires or takes out of service for any reason any of the listed equipment during the contract period, the Bureau shall notify the Contractor in writing. The Contractor shall, within 14 working days of receipt of this notification, discontinue all repairs, maintenance and invoicing for that equipment. After such time, the Bureau will no longer be responsible for any repair service/maintenance charges on that equipment in any subsequent billing cycle of the contract.
7. **In the Event of Non-Appropriation** – Notwithstanding anything in 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 those 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 Vendor notice of such termination. The State shall not be required to transfer funds from any other account.

Exhibit B Appendix I: Schedule of Base Rate Payments

	NOVEMBER 1	FEBRUARY 1	MAY 1	AUGUST 1	TOTALS
YEAR 1	\$8,203.00 ¹	\$8,203.00 ¹	\$9,632.48 ²	\$12,491.43 ³	\$38,529.91
YEAR 2	\$12,627.46	\$12,627.45	\$12,627.45	\$12,627.45	\$50,509.81
YEAR 3	\$12,989.52	\$12,989.51	\$12,989.51	\$12,989.51	\$51,958.05
3-YEAR CONTRACT TOTAL: \$140,997.77					

¹ This amount includes service only for the 36 Month List items.
² This amount includes 1 month of service for the 28 Month List items.
³ This amount includes 3 months of service for the 28 Month List items.

Contractor Initials: WZV Date: 10-19-12

Exhibit B Appendix II: Itemized Base Rates

ITEM #	EQUIPMENT	1 ST YEAR CHARGES*	2 ND YEAR CHARGES (12 MO. ALL)	3 RD YEAR CHARGES (12 MO. ALL)
1	Hamada H-234C two-color offset press	(12 mo.) \$5,105.97	\$5,105.97	\$5,259.15
2	Royse 6000-11 fountain chiller/recirculator for H-234C	(12 mo.) \$299.00	\$299.00	\$308.40
3	Ryobi 3304HA 4-color press plus PCS-F console & IVS sys.	(12 mo.) \$9,995.00	\$9,995.00	\$10,295.00
4	Royse 6002-2YCD fountain chiller/recirculator for 3304AH	(12 mo.) \$299.00	\$299.00	\$308.40
5	Ryobi 3200 one-color offset press	(12 mo.) \$3,170.85	\$3,170.85	\$3,265.97
6	Ryobi 3200 one-color offset press	(12 mo.) \$3,170.85	\$3,170.85	\$3,265.97
7	AB Dick 9920 1-color press	(12 mo.) \$3,357.99	\$3,357.99	\$3,449.00
8	Townsend T-51 AE 2 ND color unit for AB Dick 9920	(12 mo.) \$806.93	\$806.93	\$831.14
9	Astro 2000 env. feeder	(12 mo.) \$527.80	\$527.80	\$548.90
10	Astro 1200 env. feeder	(12 mo.) \$527.80	\$527.80	\$548.90
11	Two (2) Astro CD-100 envelope delivery conveyors	(12 mo.) \$199.00	\$199.00	\$204.97
12	Baum Mark II 20 x 26 buckle folder parallel unit w/ feed	(12 mo.) \$1,040.22	\$1,040.22	\$1,071.43
13	Baum Mark II 8-page right angle unit	(12 mo.) \$526.79	\$526.79	\$542.58
14	Baum Mark II 16-page right angle unit	(12 mo.) \$526.79	\$526.79	\$542.58
15	Rosback 220 vacuum-fed scoring & perforating unit	(12 mo.) \$603.93	\$603.93	\$622.04
16	Swanek Pro-Cut 320 programmable guillotine paper cutter	(12 mo.) \$1,040.22	\$1,040.22	\$1,071.43
17	Challenge EH-34 three-spindle paper drill	(12 mo.) \$806.93	\$806.93	\$831.14
18	Challenge EH-34 three-spindle paper drill	(12 mo.) \$806.93	\$806.93	\$831.14
19	Baum BA714 tabletop folder	(4 mo.) \$201.73	\$806.92	\$831.13
20	Bourg AE 30 collator	(4 mo.) \$342.31	\$1,369.23	\$1,410.30
21	Two (2) Bourg AGR stitchers	(4 mo.) \$436.45	\$1,309.35	\$1,348.63
22	Bourg TR face-trimmer	(4 mo.) \$99.80	\$299.43	\$308.40
23	Bourg TD-T stacker	(4 mo.) \$99.80	\$299.43	\$308.40
24	Bourg PA softfold unit	(4 mo.) \$133.64	\$400.92	\$412.95
25	Count CT 121 numbering machine	(4 mo.) \$515.03	\$1,545.10	\$1,545.10
26	Presstek TX 52 Vector metal platesetter and file server	(4 mo.) \$3,889.15	\$11,667.43	\$11,995.00
	TOTALS	\$38,529.91	\$50,509.81	\$51,958.05

* Items I – 18 are on the 36 Month List and therefore will receive 12 months of coverage in the first year of the contract; whereas items 19 – 26 are on the 28 Month List and because of their delayed start will receive only 4 months of coverage in the first year. Charges shown in the “First Year Charges” column reflect this. In the 2nd and 3rd years, all 26 equipment items will receive full 12 month coverage at the 12 month rate.

Contractor Initials: WZV Date: 10-19-12

Exhibit B Appendix III: Contingent Charges

1. **Hourly Rates** – NH Bureau of Graphic Services will pay the following rates for service it requests to have performed outside the normal 8 x 5 x 5 service period.

FOR SERVICE REQUESTED TO BE PERFORMED AT NON-STANDARD TIMES	HOURLY RATE
Monday – Friday after 5:00 p.m. and before 7:59 a.m.	\$185.00 / hr
On a Weekend ¹	\$185.00 / hr
On a State Holiday ²	\$185.00 / hr

¹ Weekends are defined as beginning at 12:00 a.m. (the start of the day) on Saturdays, and ending at 4:59 a.m. on Mondays.

² The NH State holidays are: New Year's Day, Civil Rights Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day.

2. **Parts Charges** – NH Bureau of Graphic Services will pay cost plus 10% for any repair or replacement parts it deems necessary and requests to have installed outside the normal 8 x 5 x 5 service period.
3. **Invoicing** – NH Bureau of Graphic Services will honor monthly invoicing for any services it has requested to be performed or parts it has requested to be installed outside the normal 8 x 5 x 5 service period, in accordance with the rates and policies set forth above.

Contractor Initials: WV

Date: 10-19-12

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 Offtech Of Maine, Inc. a(n) Maine corporation, is authorized to transact business in New Hampshire and qualified on September 23, 2005. I further certify that all fees and annual reports 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 27th day of September, A.D. 2012

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

William M. Gardner
Secretary of State

CERTIFICATE

(Offtech of Maine, Inc., D/B/A AB Dick Company of Portland, Maine

I, Nelson A. Toner, Clerk of the corporation do hereby certify that:

- (1) I am the duly-elected and acting Clerk of Offtech of Maine, Inc., a Maine corporation doing business as "AB Dick Company of Portland, Maine" (the "Corporation");
- (2) I maintain and have custody of and am familiar with the seal and minute books of the Corporation;
- (3) I am duly authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificates with respect to the contents of such books and to affix such seal to such certificates;
- (4) The following are true, accurate and complete copies of resolutions adopted by the Board of Directors of the Corporation by Unanimous Written Consent in lieu of a meeting on the 26th day of September, 201, which resolutions were duly approved in accordance with Maine law and the Bylaws of the Corporation:

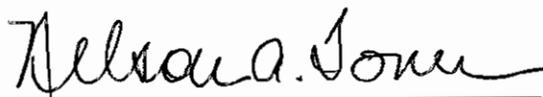
RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting by and through the Department of Administrative Services, providing for the performance by the Corporation of certain repair /maintenance services, and that the President be and hereby is authorized and directed for and on behalf of this Corporation to enter into the said contract with the State and to take any and all such actions and to execute, seal, acknowledge and deliver for and on behalf of this Corporation any and all documents, agreements and other instruments (and any amendments, revisions or modifications thereto) as he may deem necessary, desirable or appropriate to accomplish the same; and

RESOLVED: That the signature of any officer of this Corporation affixed to any instrument or document described in or contemplated by these resolutions shall be conclusive evidence of the authority of said officer to bind this Corporation thereby.

- (5) The foregoing resolutions have not been revoked, annulled or amended in any manner whatsoever, and remain in full force and effect as of the date hereof;
- (6) The following persons have been duly elected and now occupy the offices indicated below.

President: Will R. Vercoe
 Treasurer: Will R. Vercoe

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk of the Corporation and have affixed its corporate seal this 26th day of September, 2012.


 Nelson A. Toner, Clerk

Executed before me this 26th day of September, 2012.

(Seal)




 Staci L. Beal, Notary Public



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/10/2012

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 Chalmers Insurance Group - Gorham PO Box 10 65 Main Street Gorham ME 04038	CONTACT NAME: Cindy Drown PHONE (A/C No. Ext): (207) 839-3371 FAX (A/C No.): (207) 839-7050 E-MAIL ADDRESS: cdrown@ChalmersInsuranceGroup.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Excelsior Insurance Company</td> <td></td> <td></td> </tr> <tr> <td>INSURER B: Peerless Insurance Company</td> <td></td> <td>24198</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A: Excelsior Insurance Company			INSURER B: Peerless Insurance Company		24198	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
INSURER(S) AFFORDING COVERAGE		NAIC #																			
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INSURER B: Peerless Insurance Company		24198																			
INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED Offtech of Maine, Inc., DBA: dba A.B. Dick 1 Karen Drive Westbrook ME 04092																					

COVERAGES **CERTIFICATE NUMBER:** CL12101009247 **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			BOP8208641	10/9/2012	10/9/2013	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY			BA8202042	10/9/2012	10/9/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ ENDORSEMENTS \$
B	UMBRELLA LIAB			CU8206242	10/9/2012	10/9/2013	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 10,000						AGGREGATE \$ 1,000,000
	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				WC STATUTORY LIMITS OTHER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER State of NH Bureau of Graphic Services 12 Hills Ave 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 L Drown, CRIS, ACSR/L <i>Lucinda L. Drown</i>



CERTIFICATE OF LIABILITY INSURANCE

CEH
R022DATE (MM/DD/YYYY)
09-24-2012

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 PAYCHEX INSURANCE AGENCY INC/PHS 210724 P:()- F:(888)443-6112 PO BOX 33015 SAN ANTONIO TX 78265	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No): (888) 443-6112
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Hartford Fire Ins Co		
INSURED OFFTECH OF MAINE INC. DBA AB DICK OFFICE PRODUCTS 1 KAREN DR WESTBROOK ME 04092		
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
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	EXCESS LIAB						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
A	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A <input type="checkbox"/>	76 WEG TY7858	10/16/2012	10/16/2013	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)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

State of New Hampshire
Bureau Of Graphic Services
12 HILLS AVE
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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NEW HAMPSHIRE BUREAU OF GRAPHIC SERVICES

REQUEST FOR BID

PROJECT #GRAPHICS 2013-41: GRAPHIC EQUIPMENT REPAIR & MAINTENANCE CONTRACT

NOTIFY LIST

Vendor Name

- AB Dick/Offtech of Maine
Attn: Richard Page info@offtechne.com
Attn: Dennis Scheetz dscheetz@offtechne.com

- AED Reprographics
Attn: Andrew Dunbar adunbar4@myfairpoint.net

- A.L. Larsen Co.
Attn: Tom Pelusi tpelusi@allarsen.com

- Graphic Machinery Service, Inc., Attn: Mike Andrzejewski
mikea@graphicmachineryservice.us

Proposal Bid Summary

Proposal Number: 2013-41

Req No:

Closing Date: 8/29/2012

Closing Time: 11:00 A

Project Title: GRAPHIC EQUIPMENT REPAIR AND MAINTENANCE CONTRACT

Responding Vendor: OFFFTECH OF MAINE INC.

Proposal Amount: \$140,997.77

Quantity Information: 3 YEAR TOTALS

Working Days to Proof:

Working Days to Delivery:

Is Vendor Able To Meet Specified Delivery:

Delivery Stated by Vendor if Unable to Meet Specified Delivery:

Comments:

"No Bid" Responses:

Withdrawn Bids:

Bids Received Late:

Reasons for Unacceptable Bids: PRESSTEK, INC (not offering to maintain & repair all equipment listed in the bid,not offering to meet all preventive maintenance frequency schedules & not offering to meet specified response times)

Failure to Respond to Bid:

Miscellaneous:

Legal Notice

NOTICE OF POSTPONEMENT OF MORTGAGEE'S FORECLOSURE SALE

Pursuant to an Agreement by and between Mortgagee and Mortgagor, *Cassidy Rabble*, the foreclosure sale currently scheduled for September 10, 2012 at 11:00 a.m. at the subject property located at 144 Lake Street, #22, Lacoma, NH 03246 and more particularly described at Book 2433, Page 0451 in the Belknap County Registry of Deeds, is hereby postponed to October 10, 2012 at 11:00 a.m. at the premises located at 144 Lake Street, #22, Lacoma, NH and more particularly described at Book 2433, Page 0451 in the Belknap County Registry of Deeds.

Dated: August 10, 2012 Francis X. Quinn, Jr.

Attorney for Eastern Savings Bank, Mortgagee
(UL Aug. 15)

Service Agreement dated August 1, 2006

By Its Attorneys,
Abithi|Schofield, P.C.
304 Cambridge Road
Webster, MA 01801
Telephone: 781-246-8895
Fax: 781-246-8894

Date: August 9, 2012
C96.1758
(UL - Aug. 8, 15, 22)

Legal Notice

The State of New Hampshire is seeking competitive bidding for a Graphic Equipment Repair and Maintenance Contract. Bidding information may be obtained at: http://admin.state.nh.us/purchasing/bids_posteddo.asp?sort=PostDate%20DESC
(UL - Aug. 14, 15, 18)

Going Online?
See more public notices at
www.unionleader.com

New Hampshire Department of Education Request for Proposals (RFP) New Hampshire Augmentative and Alternative Communication Initiative RFP #SPED-2012-9

The NHDOE, Bureau of Special Education is seeking proposals to provide professional development to all New Hampshire school districts. For more information, please contact the Bureau of Special Education at (603) 271-3333.



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Classification #125

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3 DAYS

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only. To sell items
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Bright, spacious 4 bedroom colonial in East Concord priced to sell at \$289,000. See photos at 19profile.com

Land/Lots

Hill, NH - 15 acre get away, secluded yet not remote, easy access. Tim 603-494-3387

Looking for a place to live? A little house or a mansion, an apartment or a condo! You'll find the home you're looking for in the classifieds.

Now only \$27,700 includes all appliances, granite counters, & over 1300 SF of living space! Ask about our Fly & Buy Program! EXCELLENT FINANCING. Call now 877-526-3631, x441

PUBLIC NOTICE

The State of New Hampshire is seeking competitive bidding for a Graphic Equipment Repair and Maintenance Contract. Bidding information may be obtained at: <http://admin.state.nh.us/purchasing/bids/posteddate.asp?sort=PostedDate%20DESC>

August 14, 15, 16

RELOCATE:

CONCORD MONITOR

Call Classified at
224-7777
or **1-800-464-3415**

DNAL SERVICES

