



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street – Room 100
Concord, New Hampshire 03301
Office@das.nh.gov

116 m/c

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Division of Public Works
Design and Construction
Project No. 81170 – Contract C

October 28, 2021

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

REQUESTED ACTION

1). Authorize the Division of Public Works Design and Construction to enter into a contract with Engineered Construction Services, Inc., Raymond, Maine (VC#352714) for a total price not to exceed \$717,811, for the REBID Heating System Improvements, Concord, New Hampshire. This contract is effective upon Governor and Council approval through September 15, 2022, unless extended in accordance with the contract terms. **100% Revolving Funds**

2). Further authorize that a contingency in the amount of \$108,000 be approved for unanticipated modifications, for the REBID Heating System Improvements, Concord, New Hampshire bringing the total to \$825,811. **100% Revolving Funds**

2). Further authorize the amount of \$23,000 be approved for payment to the Department of Administrative Services, Division of Public Works Design and Construction (VC# 311152), for engineering services provided, bringing the total to \$848,811. **100% Revolving Funds**

01-14-14-140010-70490000 DAS Maintenance Fund

048-500226 – Contractual Main – Contract	\$717,811
048-500226 – Contractual Main – Contingency	\$108,000
048-500226 – Contractual Main – Interagency fees	\$23,000
Sub-Total	\$848,811
GRAND TOTAL	\$848,811

EXPLANATION

This project includes various mechanical work in the State Buildings that were part of the overall Steam Conversion project. Specifically, the work in the contract includes replacing a surge tank, adding a control panel for the surge tank and a deaerator tank, relocating a condensate receiver panel, installing chemical testing stations, completing Test and Balance reports, and installing pipe supports in the vaults. The work will increase operational efficiency, improve ease of maintenance for State personnel, and protect the State's investment in the installed equipment.

With the closing of the Concord Steam Facility, the State had a total of 26 buildings that did not have an independent source of heat. The Steam Conversion project included the design and installation of permanent heating solutions for those 26 buildings, located across State Office Park South, Downtown Concord, as well as several outlying State facilities in other parts of the City. During the last three years that these new heating systems have been operational, certain work items have been identified that will: increase operational efficiency; decrease time required by maintenance staff to complete certain tasks; improve safety; and increase the life of the installed equipment. The work of this contract addresses the items identified over the past three years.

The contractor has been pre-qualified by the Department of Transportation. The contract has been approved by the Department of Justice as to form and execution; and the Department of Administrative Services has certified that the necessary funds are pending. Copies of the fully executed contract are on file at the Secretary of State's Office and the Department of Administrative Services, Division of Public Works Design and Construction.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
October 28, 2021
Page 3 of 3

Attached please find a copy of the tabulation of bids for this project along with the contract supplemental information sheet.

Respectfully submitted,



Charles M. Arlinghaus,
Commissioner

Department Estimate:	\$ 750,000
Contract Amount:	<u>\$ 717,811</u>
Under Estimate:	\$ 32,189

CONTRACT SUPPLEMENTAL INFORMATION SHEET

PROJECT: REBID Heating System Improvements, Concord, NH.
Division of Public Works Project No. 81170, Contract C.

DESCRIPTION: This project includes various mechanical work in the State Buildings that were part of the overall Steam Conversion project. Specifically, the work in the contract includes replacing a surge tank, adding a control panel for the surge tank and a deaerator tank, relocating a condensate receiver panel, installing chemical testing stations, completing Test and Balance reports, and installing pipe supports in the vaults. The work will increase operational efficiency, improve ease of maintenance for State personnel, and protect the State's investment in the installed equipment.

EXPLANATION: With the closing of the Concord Steam Facility, the State had a total of 26 buildings that did not have an independent source of heat. The Steam Conversion project included the design and installation of permanent heating solutions for those 26 buildings, located across State Office Park South, Downtown Concord, as well as several outlying State facilities in other parts of the City. During the last three years that these new heating systems have been operational, certain work items have been identified that will: increase operational efficiency; decrease time required by maintenance staff to complete certain tasks; improve safety; and increase the life of the installed equipment. The work of this contract addresses the items identified over the past three years.

UNDER ESTIMATE

EXPLANATION: The low bid was approximately 5% under budget which is considered within industry standards.

DEPARTMENT

ESTIMATE: \$750,000.00

LOW BID: \$717,811.00



ABC Bid Data

CONCORD
81170C
NON-FEDERAL

Division of Public Works

PROJECT: CONCORD
STATE PROJECT NUMBER: 81170C
FED. PROJECT NUMBER: NON-FEDERAL
DATE BIDS OPEN: September 08, 2021,
SCOPE OF WORK: REBID HEATING SYSTEM IMPROVEMENTS
COMPLETION DATE: September 15, 2022
LOCATION: Merrimack

Awarded To:

Amount: \$0.00

Award Date:

Certified by:

Director of Project Development

Summary of Bidders

Contractor	Bid Amount	Rank
ENGINEERED CONSTRUCTION SERVICES INC DBA ENGINEERED CONSTRUCTION SERVICES 326 ROUTE 125, BRENTWOOD NH 03833	\$717,811.00	A

BUREAU OF PUBLIC WORKS

Award to Engineered Construction Services, Inc DBA Engineered Construction Services
 Hold for Negotiation
 Cancel Contract
 User Agency NH DAS
 Authorized by [Signature]
 Date 09/13/2021

Engineered Construction Services, Inc DBA Engineered Construction Services

Item # 901 : \$ 211,793.-
 902 : \$ 285,180.-
 903 : \$ 137,850.-
 904 : \$ 24,485.-
 905 : \$ 8,503.-
 906 : \$ 50,000.-

Total This Contract = \$ 717,811.-



ABC Bid Data

CONCORD
81170C
NON-FEDERAL

Item No.	Description	Unit	Quantity	P&E		ENGINEERED CONSTRUCTION SERVICES INC DBA ENGINEERED CONSTRUCTION SERVICES 328 ROUTE 125 BRENTWOOD, NH 03633		Unit Price	Total
				Unit Price	Total	Unit Price	Total		

Items

901	33 GREEN ST PURCHASE AND INSTALL BYPASS VALVE WITH PIPE AND GAUGE MODIFICATIONS	U	1.00	\$200,000.00	\$200,000.00	\$211,793.00	\$211,793.00		
902	EIGHT VAULT PIPING INSTALL STEAM VAULT DRAIN PIPE VARIOUS LOCATIONS	U	1.00	\$200,000.00	\$200,000.00	\$285,180.00	\$285,180.00		
903	33 GREEN ST REMOVE AND REPLACE SURGE TANK	U	1.00	\$200,000.00	\$200,000.00	\$137,850.00	\$137,850.00		
904	VAULT 2, 4,5,6, AND 8 ADD PIPE SUPPORTS IN VAULTS	U	1.00	\$50,000.00	\$50,000.00	\$24,485.00	\$24,485.00		
905	33 GREEN ST RELOCATE CONDENSATE RECEIVER FOR CP5 AND TESTING ADJUSTING AND BALANCING PER SPECS VARIO	U	1.00	\$50,000.00	\$50,000.00	\$8,503.00	\$8,503.00		
906	ALLOWANCE	\$	50,000.00	\$1.00	\$50,000.00	\$1.00	\$50,000.00		

Totals:				\$750,000.00	\$750,000.00	\$717,811.00	\$717,811.00		
Alt. Totals:									
Totals:				\$750,000.00	\$750,000.00	\$717,811.00	\$717,811.00		

State of New Hampshire

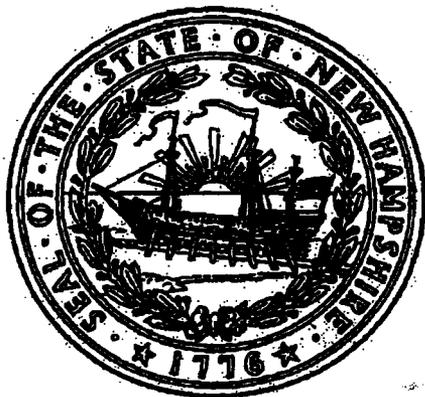
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ECS CONSTRUCTION SERVICES is a New Hampshire Trade Name registered to transact business in New Hampshire on February 11, 2013. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 687069

Certificate Number: 0005446618



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 22nd day of September A.D. 2021.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/22/2021

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 have ADDITIONAL INSURED provisions or 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 FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	CONTACT NAME: Lynn Blanchard, CIC,CISR	PHONE (A/C, No, Ext): (603) 669-3218	FAX (A/C, No): (603) 645-4331
	E-MAIL ADDRESS: Manch.Certs@crossagency.com		
INSURED Engineered Construction Services, Inc. DBA: ECS Construction Services PO Box 160 Raymond ME 04071	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: The Travelers Indemnity Co. & its Affiliates.		25658
	INSURER B: The Phoenix Ins Co		25623
	INSURER C: Travelers Property Casualty Company of America		25674
	INSURER D: Maine Employers Mutual Ins Co		11149
	INSURER E: Crum & Forster Ins. Co.		42471
INSURER F:			

COVERAGES CERTIFICATE NUMBER: DO NOT USE - STATE OF 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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<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 checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	CO0E243940	03/07/2021	03/07/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		810-8L788802	03/07/2021	03/07/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUP0J183171	03/07/2021	03/07/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 Prod/Compl Ops Aggreg \$ 10,000,000 <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER (3a. cont) VT
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	5101800481 (3a.) CT MAME NH	03/07/2021	03/07/2022	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Professional/Pollution Prof. retro date: 12/18/10		PKC110990	03/07/2021	03/07/2022	Aggregate \$2,000,000 Occurrence \$2,000,000 Deductible \$5,000

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

[Job #: 81170C Job Type: Concord Rebid Heating System]
 Covering work performed by the Named Insured during the policy period for: Concord Rebid Heating System (33 Green Street, 64 South Street, 105 Pleasant Street Main Building and Thayer Builder - Concord, NH). Project No. 81170C. State of New Hampshire, its agencies and its agents and employees are Additional Insured under General Liability as required by written contract. 30 days Notice of Cancellation applies with exception of non-payment of premium (10 days). Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER State of New Hampshire c/o Dept of Administrative Services 7 Hazen Drive, Room 250 Concord NJ 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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CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
09/22/2021

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.

PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	CONTACT NAME: Lynn Blanchard, CIC,CISR	
	PHONE (A/C, No. Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: lynn.blanchard@crossagency.com PRODUCER CUSTOMER ID: 00197512	
INSURED State Department of Administrative Services and Engineered Construction Services, Inc. dba ECS Construction Services PO Box 160 Raymond ME 04071	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Acadia Ins Co.	31325
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** State of NH Bldrs Risk **REVISION NUMBER:**

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
33 Green Street - Concord, NH; 64 South Street - Concord, NH; 105 Pleasant Street (Main Building) - Concord, NH; 105 Pleasant Street (Thayer Building) - Concord, NH

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		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
	<input type="checkbox"/> PROPERTY					BUILDING	\$
	CAUSES OF LOSS	DEDUCTIBLES				PERSONAL PROPERTY	\$
	<input type="checkbox"/> BASIC	BUILDING				BUSINESS INCOME	\$
	<input type="checkbox"/> BROAD	CONTENTS				EXTRA EXPENSE	\$
	<input type="checkbox"/> SPECIAL					RENTAL VALUE	\$
	<input type="checkbox"/> EARTHQUAKE					BLANKET BUILDING	\$
	<input type="checkbox"/> WIND					BLANKET PERS PROP	\$
	<input type="checkbox"/> FLOOD					BLANKET BLDG & PP	\$
							\$
							\$
	<input checked="" type="checkbox"/> INLAND MARINE		TYPE OF POLICY			<input checked="" type="checkbox"/> Builders Risk New	\$ 781,311
	CAUSES OF LOSS		Installation/Builder Risk			Catastrophe Limit	\$
A	<input type="checkbox"/> NAMED PERILS		POLICY NUMBER	09/21/2021	09/21/2022		\$
	<input checked="" type="checkbox"/> Special form		CIM5495256			<input checked="" type="checkbox"/> Deductible	\$ 1,000
	<input type="checkbox"/> CRIME						\$
	TYPE OF POLICY						\$
							\$
	<input type="checkbox"/> BOILER & MACHINERY / EQUIPMENT BREAKDOWN						\$
							\$
							\$

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Waiver of Subrogation applies when contractually agreed in writing prior to loss. Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER **CANCELLATION**

State of New Hampshire Department of Administrative Services 7 Hazen Drive, Room 250 Concord NH 03302	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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Additional Named Insureds

Other Named Insureds

All Other Contractors, Subcontractors and Other Employed on the
premises

Additional Named Insured



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/21/2021

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PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	CONTACT NAME: Lynn Blanchard, CIC,CISR PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: lynn.blanchard@crossagency.com
	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Indemnity Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED State of New Hampshire Department of Administrative Services c/o Engineered Construction Services, Inc. PO Box 160 Raymond ME 04071	

COVERAGES **CERTIFICATE NUMBER:** State of NH OCP **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Owners Contractors Protective GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PRS-4P420216	09/21/2021	09/21/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

[Job #: 81170C Job Type:]
 Issued as evidence of coverage for Project No. 81170C - Concord Rebid Heating System Improvements at several buildings - 33 Green Street, 64 South Street, 105 Pleasant Street (Main Building) and 105 Pleasant Street (Thayer Building) - Concord, NH. Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER State of New Hampshire Department of Administrative Services 7 Hazen Drive, Room 250 Concord NH 03302	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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