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STATE OF NEW HAMPSHIRE  
DEPARTMENT of NATURAL and CULTURAL RESOURCES  
DIVISION of PARKS and RECREATION  
BUREAU OF HISTORIC SITES

172 Pembroke Road Concord, New Hampshire 03301  
Phone: (603) 271-3238 Fax: (603) 271-3553

February 14, 2022

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

**REQUESTED ACTION**

Authorize the Department of Natural and Cultural Resources, Division of Parks and Recreation, Bureau of Historic Sites (Department) to make a **Sole Source** and **Retroactive** payment to Oceanside Landscaping, LLC (VC #167165), Berwick, ME in the amount of \$20,675 for landscaping services at the Wentworth-Coolidge Mansion in Portsmouth and Fort Constitution and Fort Stark in New Castle for the 2020/21 season per the invoices dated 4/9/20, 7/21/21, 11/12/21 and 12/1/21. 100% General Funds.

Funding is available in account, Bureau of Historic Sites, as follows:

	<u>FY 2022</u>
03-035-035-350010-34020000-048-500226 – Contractual Maintenance B&G	\$20,675

**EXPLANATION**

Mowing services for the Seacoast's historic sites was previously done by Parks staff. Following the 2008 recession and the loss of various employees, the Wentworth-Coolidge Commission paid for the landscaping and mowing at the Wentworth Coolidge Mansion. Forts Constitution and Fort Stark were done intermittently by volunteers, if at all. The Bureau of Historic Sites agreed to absorb mowing costs starting in May 2017, using the same landscaping contractor. During this transition, the Bureau of Historic Sites failed to formally contract with Oceanside Landscaping or put the mowing services out to bid.

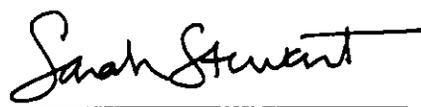
For five seasons the Department continued to pay for these services, in part due to it being overlooked during a leadership transition for the one-person Bureau of Historic Sites. In late 2021 this error was realized when the contractor billed the Department for the entire 2020/21 season, exceeding the \$10,000 threshold and spanning two fiscal years.

Landscaping services will go out to bid for the 2022 season.

Respectfully submitted,

Concurred,

  
Philip A. Bryce  
Director

 (15M)  
Sarah L. Stewart  
Commissioner

# Oceanside Landscaping, LLC

311 Route 236  
 Berwick, ME 03901  
 603-396-2406

# Invoice

Date	Invoice #
4/9/2020	22397

<b>Bill To</b>
State of New Hampshire, Division of Parks and Recreation, Bureau of Historic Sites 25 Capitol St, Rm 121 Concord, NH 03301

P.O. No.	Terms	Project
Wentworth Coolidge	Due on receipt	

Quantity	Description	Rate	Amount
1	March 2020 Spring Clean up	2,385.00	<del>2,385.00</del>
1	April 2020 fix plow damage, loam & seed	385.00	385.00
2	Loam	35.00	70.00
1	Seed	40.00	40.00
Vendor # 278657			

385.00  
 70.00  
 40.00  
 \$495

<b>Sales Tax (5.5%)</b>		\$0.00
<b>Total</b>		<del>\$2,880.00</del>
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		<del>\$2,880.00</del>

<b>E-mail</b>
intoccia@gmail.com

# Oceanside Landscaping, LLC

311 Route 236  
 Berwick, ME 03901  
 603-396-2406

# Invoice

Date	Invoice #
7/27/2021	23964

<b>Bill To</b>
State of New Hampshire, Division of Parks and Recreation, Bureau of Historic Sites 25 Capitol St, Rm 121 Concord, NH 03301

P.O. No.	Terms	Project
Wentworth Coolidge	Due on receipt	

Quantity	Description	Rate	Amount
14	Lawn Mowing April 26, 2021 - July 30, 2021 Wentworth Coolidge  Vendor # 278657	190.00	2,660.00

<b>Sales Tax (5.5%)</b>		\$0.00
<b>Total</b>		\$2,660.00
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$2,660.00

<b>E-mail</b>
intoccia@gmail.com

# Oceanside Landscaping, LLC

311 Route 236  
 Berwick, ME 03901  
 603-396-2406

# Invoice

Date	Invoice #
7/27/2021	23965

<b>Bill To</b>
State of New Hampshire, Division of Parks and Recreation, Bureau of Historic Sites 25 Capitol St, Rm 121 Concord, NH 03301

P.O. No.	Terms	Project
Wentworth Coolidge	Due on receipt	

Quantity	Description	Rate	Amount
14	April 26, 2021 - July 30, 2021 Lawn Mowing Fort Constitution	190.00	2,660.00
14	April 26, 2021 - July 30, 2021 Lawn Mowing Fort Stark	260.00	3,640.00
Vendor # 278657			

<b>Sales Tax (5.5%)</b>		\$0.00
<b>Total</b>		\$6,300.00
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$6,300.00

<b>E-mail</b>
intoccia@gmail.com

# Oceanside Landscaping, LLC

311 Route 236  
 Berwick, ME 03901  
 603-396-2406

# Invoice

Date	Invoice #
11/12/2021	24394

<b>Bill To</b>
State of New Hampshire, Division of Parks and Recreation, Bureau of Historic Sites 25 Capitol St, Rm 121 Concord, NH 03301

P.O. No.	Terms	Project
Wentworth Coolidge	Due on receipt	

Quantity	Description	Rate	Amount
13	Wentworth Coolidge Portsmouth, NH Lawn Mowing Aug, Sept, & Oct 2021  Wentworth Coolidge Vendor # 278657	190.00	2,470.00

<b>Sales Tax (5.5%)</b>		\$0.00
<b>Total</b>		\$2,470.00
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$2,470.00

<b>E-mail</b>
intoccia@gmail.com

# Oceanside Landscaping, LLC

311 Route 236  
 Berwick, ME 03901  
 603-396-2406

# Invoice

Date	Invoice #
11/12/2021	24395

<b>Bill To</b>
State of New Hampshire, Division of Parks and Recreation, Bureau of Historic Sites 25 Capitol St, Rm 121 Concord, NH 03301

P.O. No.	Terms	Project
Wentworth Coolidge	Due on receipt	

Quantity	Description	Rate	Amount
13	Aug, Sept, & Oct 2021 Lawn Mowing Fort Stark	260.00	3,380.00
13	Aug, Sept, & Oct 2021 Lawn Mowing Fort Constitution	190.00	2,470.00
Vendor # 278657			

<b>Sales Tax (5.5%)</b>		\$0.00
<b>Total</b>		\$5,850.00
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$5,850.00

<b>E-mail</b>
intoccia@gmail.com

# Oceanside Landscaping, LLC

311 Route 236  
 Berwick, ME 03901  
 603-396-2406

# Invoice

Date	Invoice #
12/1/2021	24601

<b>Bill To</b>
State of New Hampshire, Division of Parks and Recreation, Bureau of Historic Sites 25 Capitol St, Rm 121 Concord, NH 03301

P.O. No.	Terms	Project
Wentworth Coolidge	Due on receipt	

Quantity	Description	Rate	Amount
1	Fall clean up & disposal of property, parking lot, beds, and turf Nov 2021 Wentworth Coolidge Portsmouth, NH ID 278657	2,900.00	2,900.00

<b>Sales Tax (5.5%)</b>		\$0.00
<b>Total</b>		\$2,900.00
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$2,900.00

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