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THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



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William Cass, P.E.  
Commissioner

David Rodrigue, P.E.  
Assistant Commissioner  
Andre Briere, Colonel, USAF (RET)  
Deputy Commissioner

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

Bureau of Bridge Maintenance  
April 18, 2023

**REQUESTED ACTION**

1. Authorize the New Hampshire Department of Transportation (Department) to enter into a **Sole Source** contract amendment (Contract #4011267) with Capitol Alarm Systems, LLC (Vendor 177298) of Penacook, NH, to increase the total amount payable by \$14,000, from \$30,000 to \$44,000, effective upon Governor and Council approval. The purpose of this amendment is to complete needed upgrades to two existing fire alarm systems on NHDOT maintained covered bridges by increasing the maximum allowable dollar value of the existing service contract and extending the completion to be able to complete the work. 100% Federal Funds
2. Further authorize the Department to change the contract completion date from June 30, 2023 to August 4, 2023.

Funding is available in Fiscal Year 2023 as follows:

04-096-096-960515-3048	<u>FY 2023</u>
Maintenance and Critical Repair	
048-500226 Contractual Repairs	\$14,000

**EXPLANATION**

On September 23, 2020, Governor and Executive Council approved the original contract (Item #30) with Capitol Alarm Systems, LLC. This **Sole Source** contract allows for the monitoring, maintenance and repair of fire alarm systems installed on the five, timber, covered bridges maintained by the NHDOT Bureau of Bridge Maintenance. The systems were originally installed in the 1990's. Two of the original fire alarm panels have been replaced in the past. This additional funding will allow the Department to replace two additional fire alarm panels with updated hardware and allow for multiple fire alarm zones. Specifically, the panels at the Conway Saco River and Cornish, NH-Windsor, Vt covered bridges will be updated. It will also eliminate continued issues we have maintaining these older systems that results in multiple calls out and system trouble alarms.

The Department has available Asset Maintenance and Critical Repair funds, which intended to help preserve, rehabilitate, and address safety concerns to Division of Operations building and related assets. These are 100% Highway Funds. Capitol Alarm Systems, LLC has provided monitoring,

repair and rehabilitation services to these systems for over twenty years and is thoroughly familiar with the work to be performed and the bridges. This cost increase will allow the work to be completed by this company prior to the expiration of their current service agreement on June 30, 2023.

This contract amendment has been approved by the Attorney General as to form and execution. Copies of the fully executed amended Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

It is respectfully requested that authority be given to amend this agreement as outlined above.

Sincerely,

A handwritten signature in black ink, appearing to read "William Cass". The signature is written in a cursive style with a large initial "W".

William J. Cass, P.E.  
Commissioner

Attachments

AMENDMENT TO AGREEMENT

Capitol Alarm Systems, LLC.

WHEREAS, the Governor and Executive Council approved an agreement between the New Hampshire Department of Transportation (NHDOT) and Capitol Alarm Systems, LLC. (Vendor # 177298), Penacook, N.H., Governor, and Council (Item #30, September 23, 2020) for the period of July 1, 2020, through June 30, 2023, and this agreement remains in effect;

WHEREAS, NHDOT is executing an amendment to increase to allowed contract amount;

WHEREAS, the Completion Date in Section 1.7 of the P-37 form is: June 30, 2023, and the NHDOT wishes to change this to allow the work to be completed,

WHEREAS, the Price Limitation in Section 1.8 of the P-37 form is: \$30,000 and NHDOT wishes to increase the contract by \$14,000 to \$44,000;

WHEREAS, NHDOT has affirmed that the Contractor has satisfactorily preformed its obligations under this agreement during the initial term hereof and has substantially complied with the terms of this agreement;

WHEREAS, the Department of Transportation has identified available funding;

RESOLVED, that the agreement be amended as follows:

Section 1.7, "Completion Date" of the P-37 for is amended to read August 4, 2023

Section 1.8, "Price Limitation" of the P-37 form is amended to read (\$44,000).

Exhibit "C" – Compensation shall be adjusted under TIME AND METHOD OF PAYMENT shall read,

"Payment will be made within thirty (30) days from the date of receipt of invoice.

Invoices shall be rendered as work is completed, or monthly.

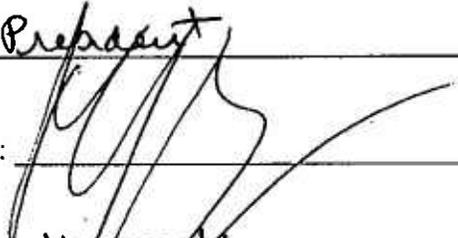
The maximum contract amount is \$44,000. Exact contract amount cannot be determined but will be based on actual contract usage."

All other provisions of the agreement shall remain in effect.

Capitol Alarm Systems, LLC.

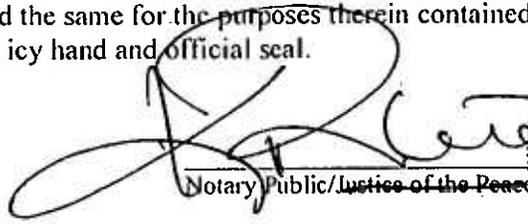
BY: Roger G. Laro, Jr. Date: 5/8/23

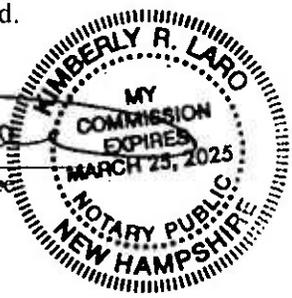
Title: President

Signature: 

County of: Merrimack

On this the 8<sup>th</sup> day of May, 2023, before me, Kimberly R. Laro, the undersigned officer, personally appeared Roger G. Laro, Jr. known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that (s)he has executed the same for the purposes therein contained. IN WITNESS WHEREOF I hereunto set icy hand and official seal.

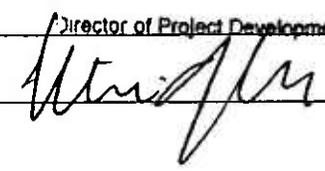
  
Notary Public/Justice of the Peace



NH Department of Transportation

By: William J. Oldenburg Date: 5/8/23

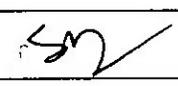
Title: Director of Project Development

Signature: 

Approved by Attorney General

By: S. J. (Samuel Burgess) Date: 5/17/23

Title: Attorney

Signature: 

Approved by Governor and Council

By: \_\_\_\_\_ Date: \_\_\_\_\_

# State of New Hampshire

## Department of State

### CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that CAPITOL ALARM SYSTEMS, LLC is a New Hampshire Limited Liability Company registered to transact business in New Hampshire on December 03, 1987. 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: 121636

Certificate Number: 0006205354



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 13th day of April A.D. 2023.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan  
Secretary of State

Certificate of Authority # 6

(Limited Partnership or LLC- Corporate General Partner or Manager)

**Corporate Resolution**

I, Kimberly R Lamo, hereby certify that I am duly elected Clerk/Secretary of  
(Name)  
Capital Alarm Systems LLC I hereby certify the following is a true copy of a vote taken at a  
(Name of Corporation)

meeting of the Board of Directors/shareholders, duly called and held on May 8<sup>th</sup>, 2023  
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Roger G. Lamo, Jr. is duly authorized to enter a  
(Name and Title) President

contract on behalf of Capital Alarm Systems LLC which is the general  
(Name of Corporation)

partner of Capital Alarm Systems, LLC a limited partnership,  
(Name of Limited Partnership)

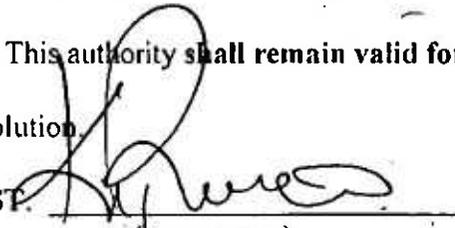
with the NH Dept. of Transportation, State of New Hampshire and  
(Name of State Agency)

further is authorized to execute any documents which may in his/her  
judgment be desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full  
force and effect as of the May 8<sup>th</sup>, 2023 I further certify that it is understood that the  
State of New Hampshire will rely on this certificate as evidence that the person listed above  
currently occupies the position indicated and that they have full authority to bind the  
corporation and that the corporation as the general partner has full authority to bind the  
limited partnership to the specific contract indicated. This authority shall remain valid for  
thirty (30) days from the date of this Corporate Resolution.

DATED: 5/8/23

ATTEST

  
(Name & Title)

Kimberly R. Lamo  
Director/Manager





Victoria F. Sheehan  
Commissioner

**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**

G+C #30  
Date 9/23/20



William Cass, P.E.  
Assistant Commissioner

Bureau of Bridge Maintenance  
July 29, 2020

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

**REQUESTED ACTION**

Authorize the Department of Transportation to enter into a contract based on a single bid received with Capitol Alarm Systems Inc., (Vendor 177298) in the amount of \$30,000.00 for Inspection, Testing, Service and Repair of Fire Alarm Systems for the five locations within NHDOT Bureau of Bridge Maintenance from the date of Governor and Council approval through June 30, 2023. 38.0% Federal funds, 6.2% Intra Agency, 2.6% Agency Income and 53.2% Highway funds.

Funds to support this request are available in the following account in State FY 2021, and funding is contingent upon the availability and continued appropriation of funds in FY 2022 and FY 2023, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified:

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
04-96-96-960515-3008 Bridge Maintenance			
024-500225 Contracted Repairs; Machin-Equip	\$10,000.00	\$10,000.00	\$10,000.00

**EXPLANATION**

This Contract is necessary for the Inspection, Testing, Service and Repair of Fire Alarm System on our five (5) covered bridges throughout the State as follows:

- Saco River Covered Bridge – Conway
- Cornish-Windsor Covered Bridge – Cornish NH and Windsor, VT
- County Covered Bridge – Hancock – Greenfield
- Honeymoon Covered Bridge – Jackson
- Plymouth Covered Bridge – Plymouth

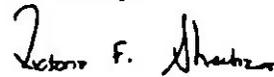
The Department advertised the work in the Department of Administrative web page, on June 25, 2020. One sealed bid was opened on July 14, 2020. The bid was evaluated by two reviewers independently on

the basis of price, monitoring experience, exterior alarm experience, linear heat detection, wire experience and years in business.

The contract has been approved by the Attorney General as to form and execution and the Department has certified that the necessary funds are available. Copies of the fully executed contract are on file at the Secretary of State's office and the Department of Administrative Services Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan  
Commissioner

**Attachments**

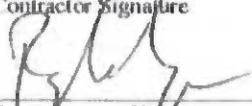
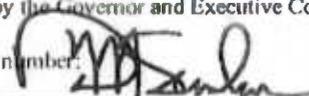
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**I. IDENTIFICATION.**

1.1 State Agency Name Department of Transportation Bridge Maintenance		1.2 State Agency Address 7 Hazen Dr, PO Box 483 Concord, NH 03302	
1.3 Contractor Name Capital Alarm Systems, Inc		1.4 Contractor Address 37 Washington Street Renwick, NH 03303	
1.5 Contractor Phone Number (603) 753-4044	1.6 Account Number 04-96-96-960515-3008	1.7 Completion Date June 30, 2023	1.8 Price Limitation \$ 30,000
1.9 Contracting Officer for State Agency Steve W. Johnson		1.10 State Agency Telephone Number	
1.11 Contractor Signature  Date: 7/23/2020		1.12 Name and Title of Contractor Signatory Roger G. LARO, JR. President	
1.13 State Agency Signature  Date: 8/1/2020		1.14 Name and Title of State Agency Signatory David Rodrigue Director of Operations	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: 8/25/2020			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number:  <b>DEPUTY SECRETARY OF STATE</b> SEP 23 2020			

Contractor Initials   
 Date 7/23/2020

**2. 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 B 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("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 for 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 affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. 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 reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source 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 C 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 applicable 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 employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property 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 The Contractor 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.

**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 cured, 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 give the Contractor a written notice specifying the Event of Default and 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 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. 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.

**9. TERMINATION.**

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, 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 B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and

submit to the State a Transition Plan for services under the Agreement.

**10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

10.1 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.

10.2 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.

10.3 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.

**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.**

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

**13. INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor Initials

Date

P  
7/28/2000

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. 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 continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 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 ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

#### 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. The 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. 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.

17. 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 unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. CHOICE OF LAW AND FORUM. This Agreement shall be governed, interpreted and 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. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

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 or modifying provisions set forth in the attached EXHIBIT A 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 with respect to the subject matter hereof.

**MONITORING, INSPECTION, TESTING, AND SERVICE RATES**

1. The CONTRACTOR agrees to provide the monitoring services for all five listed locations inclusive of all costs for a yearly rate of:

Monitoring Services per year:

(\$ 1,680.00 )

*Abstract  
July 23/2020*

2. The CONTRACTOR agrees to provide the inspection, testing, and service at each of the five listed locations inclusive of all costs for yearly rates as follows:

✓ SACO RIVER COVERED BRIDGE, CONWAY, NH

(\$ 336.00 )

*July  
2020*

✓ GORNISH-WINDSOR COVERED BRIDGE, CORNISH, NH AND WINDSOR, VT

(\$ 336.00 )

✓ COUNTY COVERED BRIDGE, HANCOCK-GREENFIELD, NH

(\$ 336.00 )

✓ HONEYMOON COVERED BRIDGE, JACKSON, NH

(\$ 336.00 )

✓ PLYMOUTH COVERED BRIDGE, PLYMOUTH, NH

(\$ 336.00 )

3. The CONTRACTOR agrees to provide Labor Per Hour For Repairs/Modifications as follows:  
(\*hours are estimated for bid basis only, actual hours will be invoiced).

(\$ 80.00 ) /hour x 60\* hours = (\$ 4,800.00 )

*7/23/2020  
Application  
for Bid  
(11)*

TOTAL PER YEAR (sum of the above)

Eight Thousand One Hundred Sixty Dollars

(\$ 8,160.00 )

*OK  
7/23/2020*

Exhibit C 2 of 2

*(Signature)*  
Contractor's Signature  
Date

**EXHIBIT "A" – SPECIAL PROVISIONS**

1. Upon agreement of both parties additional equipment and/or other facilities belonging to the Department of Transportation may be added to the contract.
2. The State of New Hampshire reserves the right to remove one or more locations from the project at the price quoted in the bid with the remaining locations serviced at the individually quoted prices.
3. Any failure of the contractor to meet the requirements of this contract shall constitute an event of default and provide justification for the contracting agency to immediately terminate the contract.
4. Bidders need to have relevant alarm inspection, testing, and service related work experience for a minimum of 5 years and need to provide references for that work.
5. This contract requires performing duties in potentially adverse working environments, which may include exposure to all types of weather and work at heights.
6. All work shall be conducted so as to interfere as little as possible with the Department of Transportation business and to limit inconvenience to the traveling public. Except for emergencies, the work shall occur during normal Department working hours 7:00 am to 3:30 pm on non-weekend, non-holiday dates unless otherwise approved by the Department.
7. The Bureau of Bridge Maintenance operates in accordance with the Department of Transportation's Environmental Policy, which seeks to minimize or eliminate negative impacts to the environment. The contractor shall conduct their work in a manner consistent with this policy.
8. The contractor shall conduct his work activities in a safe manner so as to protect Bureau of Bridge Maintenance personnel as well as the public. The contractor, at their own expense, shall furnish safety devices and take other precautions whenever required to protect life and property.
9. This form contract (Form P-37, attached), shall be completed by incorporating the service requirements and price conditions established by the contractor's proposal and shall be promptly executed by the successful bidder and the State of New Hampshire following notification of award. This contract form shall be part of all proposals and may not be omitted, waived, or modified.
10. The Contractor acknowledges and agrees that this Agreement was entered into following the coronavirus disease 2019 (COVID-19) outbreak. The Contractor agrees that to the extent the COVID-19 outbreak, or any federal, state or local orders.

Exhibit A 1 of 2

Contractor Initials 

Date 7/23/2020

regulations, rules, restrictions, or emergency declarations relating to COVID-19, disrupt, delay, or otherwise impact the Scope of Services to be performed by the Contractor as set forth in EXHIBIT B of this Agreement, any such disruption, delay, or other impact was foreseeable at the time this Agreement was entered into by the Parties and does not excuse the Contractor's performance under this Agreement. The Contractor agrees that any such impact, including any disruption to supply chains, workforce reductions, delays or interruptions in performance, or other effects on businesses, are not the fault of the State and the Contractor may not seek damages against the State for any such impacts.

If the Contractor experiences or anticipates any such COVID-19-related impacts to this Agreement, the Contractor shall immediately notify the Contracting Officer. In the event of any COVID-19-related impact or anticipated impact to this Agreement, the Contracting Officer shall have the right to temporarily modify, substitute, or decrease the Services, without the approval of the Governor and Executive Council, upon giving written notice to the Contractor. The State's right to modify includes, but is not limited to the right to modify service priorities, including how and when Services are delivered, and expenditure requirements under this Agreement so as to achieve compliance therewith, provided such modifications are within the Scope of Services and cost limitations of this Agreement. By exercising any of the rights described within this subsection, the State does not waive any of its right under this Agreement.

In the event that a modification by the State under this subsection would result in a reduction of Services that cannot be supplemented during the remaining term of this Agreement with either replacement or substituted services of substantially similar value, the Parties shall submit an amendment to this Agreement with a commensurate reduction in the price. In order to facilitate reconciliation of services performed under this Agreement, the Contractor shall submit weekly reports detailing the following for any service not fully performed pursuant to the terms of the Agreement:

- 1) The services required to be performed under the terms of this Agreement as written;
- 2) The services actually performed;
- 3) Any replacement or substituted services performed with reference to the associated unperformed contracted services.

Exhibit A 2 of 2

Contractor's Initials

Date



7/33/2020

## EXHIBIT "B" - SCOPE OF SERVICES

GENERAL DESCRIPTION: The DEPARTMENT seeks to engage a CONTRACTOR for the purpose of providing annual inspections, maintenance, modifications, and repair of fire alarm detection and communication systems at the following five sites:

1. SACO RIVER COVERED BRIDGE, CONWAY, NH

Location: One-quarter mile north of NH Route 16 on East Side Road in Conway Village. The bridge spans the Saco River.

Structural Characteristics: The bridge is 224' 9" long with clear spans of 103' 4" and 95' 4". It has an overall width of 30' 4" with a roadway width of 18' 3" and a maximum vertical clearance of 13' 7".

2. CORNISH-WINDSOR COVERED BRIDGE, CORNISH, NH AND WINDSOR, VERMONT

Location: West of NH Route 12A, five miles south of Plainfield Village on Cornish Toll Bridge Road. This bridge spans the Connecticut River connecting the towns of Cornish, New Hampshire and Windsor, Vermont.

Structural Characteristics: The bridge is 449' 5" long and consists of two spans of 204' 0". It has an overall width of 24' 0", a roadway width of 19' 6" and a maximum vertical clearance of 12' 9".

3. COUNTY COVERED BRIDGE, HANCOCK-GREENFIELD, NH

Location: One mile east of U.S. Route 202, three and one-half miles west of Greenfield on the Hancock-Greenfield (Forest) Road. It spans the Contoocook River between Hancock and Greenfield.

Structural Characteristics: The bridge is 86' 6" long with a clear span of 81' 6". It has an overall width of 27' 1" and a roadway width of 20' 0" with a maximum vertical clearance of 13' 9".

4. HONEYMOON COVERED BRIDGE, JACKSON, NH

Location: At the intersection of NH Route 16 and 16A on Village Street in Jackson Village spanning the Ellis River.

Structural Characteristics: The bridge is 121' 1" long with a clear span of 103' 0". It has an overall width of 26' 5" with a roadway width of 16' 0" and a maximum vertical clearance of 12' 3".

5. PLYMOUTH COVERED BRIDGE, PLYMOUTH, NH

Location: On Smith Bridge Road over Baker River

Structural Characteristics: The bridge is 176' long with a clear span of 103' 0". It has an overall width of 26' 5" with a roadway width of 16' 0" and a maximum vertical clearance of 12' 3".

Contractor's Initials

Date

Handwritten initials 'P' and date '7/23/2011'.

SCOPE OF SERVICES:

Provide all labor, materials, equipment and transportation necessary to perform Annual Inspections, Testing, Monitoring and repair/modifications at each site in accordance with the National Fire Protection Agency's (NFPA) standards 70 – National Electric Code, 70B - Recommended Practice for Electrical Equipment Maintenance, 72 - National Fire Alarm and Signaling Code and also include manufacturer's recommendations for line type heat detection systems.

1. Monitoring:

Alarm monitoring shall consist of 24/7/365 monitoring and dispatching services.

2. Inspection, Testing, and Service:

The following will also be conducted during each annual inspection:

- a) Check electrical wiring for grounds and shorts
- b) ~~Check battery and charger~~
- c) Check alarm devices
- d) Check digital meter to ensure accurate length of zones
- e) Visual inspection Protectowire linear heat detector
- f) Short out end of line zone box(es)
- g) Cause alarm and verify.

Results of the above inspections and recommendations pertaining thereto shall be forwarded, in writing, within ten (10) days to the Department of Transportation, Bureau of Bridge Maintenance, 7 Hazen Drive, P.O. Box 483, Concord, NH 03302-0483.

1. Repairs/Modifications:

Promptly perform any repairs or replacement of defective parts found required at said locations upon authorization from the Administrator, Bureau of Bridge Maintenance, State of New Hampshire. Parts necessary for repairs, which do not exceed \$1,000.00 per bridge are authorized without written approval. Parts necessary for repair, which exceed \$1,000.00 per repair, require written approval from the Administrator, Bureau of Bridge Maintenance.

Upon authorization from the Administrator, Bureau of Bridge Maintenance, State of New Hampshire, perform upgrades or modifications to improve alarm system performance or reliability.

Repairs/modifications shall be made using parts that meet or exceed the original manufacturer's requirements.

2. Emergency Repairs:

Perform emergency repairs to the alarm systems at the locations stated on a 24-hour, 7-day a week basis as ordered by the Administrator, Bureau of Bridge Maintenance. In case of an answering

Contractor's Initials

(P)

Date

7/23/2020

machine, contractor must return call to the agency within (2) two hours.

Upon notification of a deficiency, the contractor will respond to the site within (12) twelve hours and complete the repairs within (48) forty-eight hours of notification.

Parts necessary for repairs, which do not exceed \$1,000.00 per bridge are authorized without written approval. Parts necessary for repair, which exceed \$1,000.00 per repair, require written approval from the Administrator, Bureau of Bridge Maintenance.

Should the contractor be unable to complete the repair within the 48 hour time period, the contractor must request/notify in writing, the Administrator, Bureau of Bridge, Bureau of Bridge Maintenance.

Examples of valid reasons are:

- a) Parts unavailable with explanation why
- b) ~~Repair is ongoing and requires additional time to complete~~
- c) Parts exceed \$1,000.00 and appropriate Dept. of Transportation personnel were unavailable to authorize
- d) Written notification must include all pertinent information regarding the delayed repair which include:
  - Specified time period until repair can be completed.
  - Devices affected and how it affects system
  - Reasons for delay of repair
  - And any other information to justify the request for non-compliance of the 48 hour provision.

Contractor's Initial  
Date

(P)  
7/25/2020

**EXHIBIT "C" - COMPENSATION**

**COMPENSATION**

In full compensation for the work performed under this agreement, the contractor shall be reimbursed as follows:

1. **Monitoring Alarm Systems:**

Monitoring alarm systems shall be paid at the combined (for all five locations) yearly rate shown on the rate sheet (Exhibit C - 2 of 2). This rate shall be all inclusive (equipment, labor, overhead, profit, expenses, etc) for monitoring the alarm systems at the five locations and communicating as required with fire department, police department, or Bridge Maintenance personnel.

2. **Inspection, Testing, and Service:**

Yearly inspection, testing, and servicing shall be paid at the individual rate for each location shown on the rate sheet (Exhibit C - 2 of 2). This rate shall be all inclusive (equipment, labor, overhead, profit, travel time, mileage, expenses, etc) necessary for inspecting, testing, and servicing the alarm systems at each of the locations.

3. **Repairs/Modifications:**

Labor will be reimbursed based on the hours worked on-site at the hourly rates listed on the rate sheet (Exhibit B-2 of 2). The rate shall be a total rate including health and welfare benefits, taxes, insurances, retirement, union benefits, overhead, and profit. Only itemized invoices showing each employee who worked with hour details will be paid. Travel to locations will be reimbursed at labor hourly rates above plus mileage using the applicable the IRS standard mileage rate.

Materials will be paid for at actual cost, including transportation charges paid, to which 15 percent may be added. Only itemized invoices showing a breakdown for parts and costs will be paid. Actual hours of equipment used for repairs or modifications shall be charged at rates established in the latest edition of the "Rental Rate Blue Book for Construction Equipment" published by Dataquest, Inc.

Repairs/Modifications that are instituted during the inspection, testing, and servicing visit will only be reimbursed for the additional time at the labor hourly rate plus material costs.

4. **Emergency Repairs:**

Emergency work during normal business hours will be reimbursed as indicated for Repairs/Modifications. Labor for work outside regular hours will be reimbursed at a maximum of 1-1/2 times the listed hourly labor rate (this includes, nights weekends, and holidays). This rate shall include all costs including labor.

**TIME AND METHOD OF PAYMENT**

Payment will be made within thirty (30) days from the date of receipt of invoice. Invoices shall be rendered as work is completed, or monthly.

The maximum contract amount is \$30,000 or \$10,000 per fiscal year. Exact contract amount cannot be determined but will be based on the actual contract usage.



# CAPITOL Alarm Systems

"Alarming Quality...For Your Protection"

Capitol Alarm Systems, Inc.

Corporate Office:  
37 Washington Street  
Penacook, NH 03303  
Phone: 603. 753. 4044  
Fax: 603. 753. 4144  
www.capitolalarms.com

Other Locations:  
Newport, NH  
Hampton, NH  
Lancaster, NH  
mail@capitolalarms.com

## Corporate Resolution

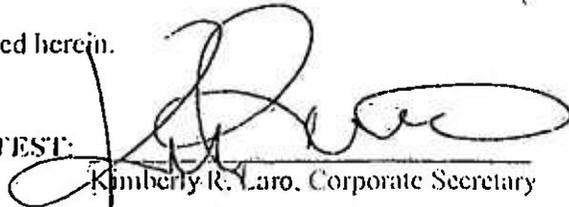
I, Kimberly R. Laro, hereby certify that I am duly elected Secretary of Capitol Alarm Systems, Inc. I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on July 23, 2020 at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That Roger G. Laro, Jr., President are duly authorized to enter into contracts or agreements on behalf of Capitol Alarm Systems, Inc. with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

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

DATED: 7/23/2020

ATTEST:

  
Kimberly R. Laro, Corporate Secretary

INTERNATIONAL  
FIRE ALARM

INTERNATIONAL  
FIRE ALARM  
ASSOCIATION

  
NFA  
MEMBER

  
MEMBER

  
MEMBER

**Inspection, Testing, Service, and Repair of Covered Bridge Alarm Systems**  
**NHDOT Bureau of Bridge Maintenance**  
**Bid Opening 7/14/2020**

Contract includes as-needed, on-call hourly rate services for a total contract amount estimated at \$10,000 per fiscal year x 3 fiscal years = \$30,000

	1	2	3
	Capitol Alarm Systems, Inc		
<b>Price (60 points)</b>			
Monitoring:	\$1,680.00		
Inspection	\$1,680.00		
Repairs (estimated)	\$4,800.00		
Total	\$8,160.00	\$0.00	\$0.00
<b>Total Points</b>	60.0	#DIV/0!	#DIV/0!
<b>Qualifications (40 points maximum)</b>	(Average Values - 2 Reviewers)		
Years in business	5.0		
Protecto-wire Experience	12.5		
Covered Bridge/Exterior Experience	12.5		
Monitoring Experience	3.0		
<b>Total Points</b>	33.0	0.0	0.0
<b>Overall Score</b>			
<b>Price+Qualifications</b>	93.0	#DIV/0!	#DIV/0!

Price - 60 points max

Points = 60 x (Min Bid price/Firm's Bid price)

Qualifications - 40 points max

- Years in business - 5 points max (> 15 years - 5 points, 10-15 years - 4 points, 3-10 years - 2 point)
- Protecto-wire experience - 15 points max (Excellent 10-15 points, Good 5-10 points, Fair/Poor)
- Covered Bridge/Exterior Experience - 15 points max (Excellent 10-15 points, Good 5-10 points, Fair/Poor)
- Monitoring - 5 points max (In-house monitoring 4-5 points, large number with outside subcontractors 5 points)

Qualifications will be ranked relatively between firms based on the information provided with the bid

**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 **CAPITOL ALARM SYSTEMS, INC.** is a New Hampshire Profit Corporation registered to transact business in New Hampshire on December 03, 1987. 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: 121636

Certificate Number: 0004963941



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 23rd day of July A.D. 2020.

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

William M. Gardner  
Secretary of State



CAPIALA-01

YFANARAS

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/23/2020

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).

<b>PRODUCER</b> Davis & Towle Morrill & Everett, Inc. 115 Airport Road Concord, NH 03301	<b>CONTACT NAME:</b> Yvette Fanaras	
	<b>PHONE (A/C No. Ext.):</b> (603) 715-9741	<b>FAX (A/C No.):</b> (603) 225-7935
<b>EMAIL ADDRESS:</b> yfanaras@davistowle.com		
<b>INSURED</b>  Capitol Alarm Systems, Inc. 37 Washington Street Penacook, NH 03303	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Lloyds of London	
	<b>INSURER B:</b> Acadia Insurance Company	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		
<b>NAIC #</b> 31325		

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	ADOL (ISSD)	SUBR (ISSD)	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 checked="" type="checkbox"/> LOC OTHER:			WCSE-CGL-0000210-01	1/1/2020	1/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Adv. of care benefit) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 PER PROJECT LOC \$ 5,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CAA5369320-11	1/1/2020	1/1/2021	COMBINED SINGLE LIMIT (Per 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      RETENTION \$			WCSE-CEL-0000211-01	1/1/2020	1/1/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCA5369322-11	1/1/2020	1/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY UM1 \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Workers Compensation - 3A States: NH

Proof Of Insurance

<b>CERTIFICATE HOLDER</b>  Bureau of Bridge Maintenance, New Hampshire Department of Transportation Steve Johnson, P.E., Administration PO Box 483 Concord, NH 03302-0483	<b>CANCELLATION</b>  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 