

91A MLC



# State of New Hampshire

DEPARTMENT OF SAFETY  
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ROBERT L. QUINN  
COMMISSIONER

September 26, 2023

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

### REQUESTED ACTION

Authorize the Department of Safety (DOS), Division of Homeland Security and Emergency Management (HSEM) to retroactively hold an organized meeting on September 20, 2023 at the Best Western Plus, The Inn of Hampton, (VC#334532-B001), for a total cost not to exceed \$5,310.00, to host HSEM's Radiological Emergency Preparedness (REP) Tabletop Exercise. Effective retroactive to September 20, 2023, upon Governor and Council approval. 100% Private and Local Funds.

Funding is available in the SFY 2024 operating budget as follows:

02-23-23-236010-27600000	DOS - HSEM - Seabrook Station	<u>SFY 2024</u>
103-502664	Contracts For Operational Services	\$5,310.00

### EXPLANATION

This request is retroactive due to delays in obtaining the required documentation. HSEM hosted a one-day tabletop exercise on September 20, 2023, for Emergency Planning Zone (EPZ) responders, including emergency management directors, public health officials, hospital representatives, fire and police departments, and emergency medical services workers, as well as other State and Federal partners. The tabletop exercise is part of the State's required REP exercise cycle to prepare for a response to a radiological event at NextEra Energy Seabrook Station nuclear power plant.

The Best Western Plus, Inn of Hampton agreed to host approximately 120 attendees, which included tables, chairs, audio and visual equipment, Wi-Fi, and breakfast and lunch, all associated set-up and breakdown. Multiple local facilities were contacted for availability and pricing to host this event. The Best Western Plus, Inn of Hampton was the only facility found with the capacity needed for the group size on the date required and was also the least expensive.

Respectfully submitted,

Robert L. Quinn  
Commissioner Of Safety

**BID SUMMARY\***

Check the box that applies:

RFB

RFQ

DOCUMENT #: EMAIL

SERVICES BID: Best Western Plus, The Inn of Hampton

POSTING OR NOTIFICATION DATE : 8/31/2023

CLOSING DATE: N/A

VENDOR NAME	VENDOR ADDRESS	FINAL BID PRICE
1. Dockside Restaurant- Hampton		\$9,500.00
2. AC Hotel Portsmouth -		\$12,000.00
3. The Venue at Portwalk Place -		\$6,000.00
4. Best Western Plus, The Inn of Hampton		\$5,310.00
5.		

\* For use with contracts resulting from Request for Quotes or Request for Bids.

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## SCOPE OF SERVICES

Best Western Inn of Hampton will host Seabrook Stations conference in the Grand Ball room on September 20<sup>th</sup>, 2023 from 8am to 5pm. Best Western will provide 10-15 tables, and seating for 110 individuals meeting for this conference. Best Western will provide audio with central speakers, mic, and projector screen. The cost of hosting this banquet will not exceed the amount of \$1,610.00.

Best Western Inn of Hampton will provide breakfast for 110 to 120 people to include: coffee, tea, pastries, muffins, and granola bars. The cost of breakfast will not exceed the amount of \$1,000.00.

Best Western Inn of Hampton will provide Panera Bread box lunches for 110 people to include water and/or soft drinks. The cost of the box lunches will not exceed the amount of \$2,700.00.

Banquet Room and set-up	\$1,610.00
Breakfast	\$1,000.00
Lunch	<u>\$2,700.00</u>
Total not to exceed	<u><b>\$5,310.00</b></u>



**New Hampshire Department of Safety  
Division of Homeland Security and Emergency Management**

**REP Tabletop Exercise**

**REP Tabletop Exercise**

When: September 20, 2023

Where: Best Western Plus, The Inn at Hampton  
815 Lafayette Rd, Hampton, NH 03842

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**Agenda**

- **8:30 – 9:00**     **Welcome, Introductions, Opening Remarks**
- **0900 – 0930**     **Briefing**
- **9:30 – 10:30**     **Unusual Event (UE) to Alert**
- **10:30 – 11:30**     **Site Area Emergency**
- **11:30 – 11:45**     **Break**
- **11:45 – 12:15**     **Discussion/Questions**
- **12:15 – 1:00**     **Lunch**
- **1:00 – 1:45**     **General Emergency**
- **1:45 – 2:15**     **Intermediate Phase/Recovery**
- **2:15 – 2:45**     **Discussion**
- **2:45 – 3:00**     **Wrap-up**