



# New Hampshire Fish and Game Department

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May 10, 2024

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

### REQUESTED ACTION

Authorize the New Hampshire Fish and Game Department, to hold an organized meeting on June 1, 2024 at Owl Brook Hunter Education Center in Holderness NH for a total conference cost not to exceed \$13,021.37 for the purpose of recognizing and training Hunter Education Volunteer Instructors effective upon Governor and Council approval through June 1, 2024. 100% Federal Funds.

Funds to support this request are available in the following account:

**03-75-75-751020-21210000 Public Information and Conservation Education – Hunter Education**

20-07500-21210000-020-500252 Current Expense

FY 2024  
\$13,021.37

### EXPLANATION

The purpose of this event is to provide training and recognition for volunteer instructors in the Department’s Hunter and Trapper Education Programs. It gives the instructors an opportunity to gather with their peers from across the State and to receive any necessary training. In addition, these volunteer instructors are recognized for their donation of time to the Department in delivering the mandatory Hunter Education Program to students across New Hampshire. Each year these volunteers donate more than 14,000 hours of volunteer time used to match over \$430,000.00 for the Hunter Education Program. Without their services, providing these mandatory programs to the public would be far more costly, if not impossible.

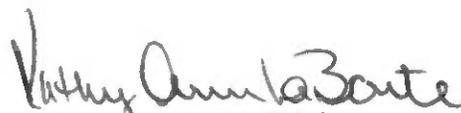
The amount of \$13,021.37 is based upon the potential of up to 200 instructors, guests and staff attending the event. Cost quotes from vendors were submitted based on an estimate of 200 instructors, guests and staff attending.

Attached is the breakdowns from White Mountain Chalet and Special Events of New England, LLC of all costs associated with this event.

The New Hampshire Hunter Education Program is an approved U.S. Fish and Wildlife Service Federal Aid Project and 100% of the costs associated with this function are reimbursed to the Fish and Game Fund.

Respectfully Submitted,

  
Scott R. Mason  
Executive Director

  
Kathy Ann LaBonte, Chief  
Business Division

## Bid Page Summary

**Bid Description:** To provide a lunch buffet with all condiments and utensils for annual Hunter Education volunteer instructor recognition and training event for approximately 200 people. Event Date: June 1, 2024. Location: Owl Brook Hunter Education Center, 387 Perch Pond Rd. Holderness NH.

**RFP Number –**

**Contact Person:** Joshua Mackay Hunter education coordinator 603-271-3212

**Closing date:** 12/01/2023

**Closing Time:** 3:00 pm

**Agency:** Fish & Game Commission

**Commodity:** Services, Contractual

**Contract period –** Upon state approval of contract – June 30, 2024

A sole bid was received for catering.

White Mountain Chalet, Inc.	\$7,547.50
26 Madore Road	
Stark, NH 03582	

<b>Breakdown of Costs for White Mountain Chalet</b>			
<b>Item</b>	<b>price</b>	<b>number</b>	<b>total</b>
<i>Food Charges</i>			
The Carolina Buffet	\$24.99	200	\$4,998.00
Addition of second entree	<del>\$5.99</del>	200	\$0.00
Beverages	\$2	200	\$0.00
Off-Site Fee	\$4.00	200	\$800.00
<i>Food Totals</i>			<b>\$5,798.00</b>
Staffing	25%	-	\$1,449.50
<i>Delivery &amp; Equipment Charges</i>			
Heavy-weight disposable plates and flatware	free	100	\$0
Delivery	\$100/hr	3	\$300
<b>Your total</b>			<b>\$7,547.50</b>

## Bid Page Summary

**Bid Description:** To provide tents, chairs and tables for the annual Hunter Education volunteer instructor recognition and training event for approximately 200 people. The event is to be held at the Owl Brook Hunter Education Center, 387 Perch Pond Road Holderness NH. Event date June 1st, 2024

**RFP#:** RFB F&G 2022-04

**Contact Person:** Thomas Flynn, Owl Brook Facility manager (603) 536-1290

**Closing Date:** January 23, 2024

**Closing Time:** 3:00 pm

**Agency:** Fish and Game Commission

**Commodity:** Services, Contractual

**Contract Period-** Upon state approval of contract- June 30, 2024

Five bids were received for tents:

- |   |             |
|---|-------------|
| 1. Special Events of New England<br>PO Box 5203<br>Manchester, NH 03108<br>(603) 624-8389 | \$5,473.87  |
| 2. Lakes Region Tent<br>6 Whitney Rd,<br>Concord, NH 03301<br>(603) 456-2049              | \$6,644.00  |
| 3. Undercover Tents   | \$7,333.91  |
| 4. Zymetra Structures   | \$10,580.00 |
| 5. Holzberg Communications  | \$10,995.00 |

**BREAKDOWN OF COSTS**  
**SPECIAL EVENTS OF NEW ENGLAND, LLC**

1 - 40 X 100 Commercial Tent	\$3,650.00
1 - 20 X 30 Canopy Tent	\$ 440.00
Side Curtains - 140 ft. of Cafe Sides	\$ 112.00
Chairs 275 @ \$1.70 /chair	\$ 467.50
35 – 8 - Foot Rectangle Tables (30-in, X 96 in,) @ \$12.00/table	\$ 420.00
Chair set up/take down fee @ \$.68 for 275	\$ 187.00
Table 8 - foot set up/take down fee @ \$4.80 for 35	\$ 168.00
32 - Plug Holes in Asphalt	\$ 128.00
Total	<u>\$5,752.50</u>
Discount 5%	\$ - 278.63
Delivery Fee	<u>\$ 180.00</u>
Total Balance	<u>\$5,473.87</u>