



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capitol Street  
Concord, New Hampshire 03301  
(603) 271-3201 | [Office@das.nh.gov](mailto:Office@das.nh.gov)

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Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

June 24, 2024

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 Jeremy Hiltz Excavating, Inc., (VC#162245), 859 Lake Street, Bristol, NH 03222, for a total price not to exceed \$264,925, for Project Number 81282-C Wastewater System Improvements. This contract is effective upon Governor and Council approval through the completion of construction administration services, estimated to be December 6, 2024, unless extended in accordance with the contract terms. **100% Federal Funds.**
- 2) Further authorize that a contingency in the amount of \$35,000 be approved for unanticipated site expenses, bringing the total to \$299,925. **100% Capital Funds.**
- 3) Further authorize the amount of \$35,000 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 \$334,925. **100% Federal Funds.**

Funding is available in account title Department of Health and Human Services as follows:

	<u>FY 2025</u>
05-95-91-910010-78920000 Maintenance	
103-500736 – New Construction	\$ 264,925
103-500736 – DPW Fees	<u>\$ 35,000</u>
Subtotal	\$ 299,925
05-95-91-910030-73150000 L23:23II-Glnclff Wstwtr Imprvm	
034-500157 – Contingency	\$ 35,000
<b>Grand Total</b>	<b>\$ 334,925</b>

## EXPLANATION

Pursuant to Chapter 113-H:23, Laws of 2023, funds are available for Glencliff wastewater improvements, in addition, federal funds were also made available from the Department of Environmental Services. The work for this project includes the removal and replacement of the four sand filter

beds in the wastewater treatment system which serves the Glencliff Home facility in Benton, New Hampshire.

The existing sand filter beds within the wastewater treatment system have failed and as a result, the wastewater rises above the normal level in the sand filter bed areas. Over time, the sand medium has become “clogged” from filtering the wastewater and now doesn’t allow the wastewater to travel down through the sand as fast as it should, resulting in the wastewater building up to an unsafe level within the beds. This project will remove the existing filter sand and associated underdrain piping with new piping and specified clean sand. The new sand and piping will allow for proper filtration through the sand beds, as originally permitted by NH Department of Environmental Service.

A public bid opening was held on April 10, 2024. Two (2) bid proposals were received and the contract was awarded to the lowest qualified bidder. The low bid is 17% under the Department estimate and is considered within industry standards.

The agreement has been approved by the Attorney General as to form and execution; and the Department of Administrative Services has certified that the necessary funds are available. Copies of the fully executed agreement are on file at the Secretary of State’s Office and the Department of Administrative Services – Division of Public Works Design and Construction.

Respectfully submitted,



Charles M. Arlinghaus,  
Commissioner

Department Estimate:	\$	320,000
Low Base Bid (without Alternates):	\$	<u>264,925</u>
Under Estimate:	\$	55,075



# ABC Bid Data

BENTON  
81282C  
81282C

PROJECT:	BENTON	Awarded To:	
STATE PROJECT NUMBER:	81282C	Amount:	\$0.00
FED. PROJECT NUMBER:	81282C	Award Date:	
DATE BIDS OPEN:	April 10, 2024, 2:00	Certified by:	<u>Director of Project Development</u>
SCOPE OF WORK:	WASTEWATER SYSTEM IMPROVEMENTS		
COMPLETION DATE:	December 06, 2024		
LOCATION:	Grafton		

## Summary of Bidders

Contractor	Bid Amount	Rank
JEREMY HILTZ EXCAVATING INC 859 LAKE STREET, BRISTOL NH 03222	\$264,925.00	A
LATULIPPE CONSTRUCTION, M.E. 979 ROUTE 25, RUMNEY NH 03266	\$815,000.00	B

### BID AWARD

Award To: Jeremy Hiltz Excavating, Inc.  
 Contract Award: \$ 264,925.00  
 Negotiated: Yes/No?: NO  
 Alternates: Yes/No?: NO  
 Using Agency: HHS Glendiff  
 Authorized By: Theodore Kupper, PC  
 Date: \_\_\_\_\_

Item 901: \$ <u>229,925.00</u>	Item 906: \$ _____
Item 902: \$ <u>35,000.00</u>	Item 907: \$ _____
Item 903: \$ _____	Item 908: \$ _____
Item 904: \$ _____	Item 909: \$ _____
Item 905: \$ _____	Item 910: \$ _____

BASE BID TOTAL: \$ 264,925.00

Alternate #1: \$ _____	Alternate #6: \$ _____
Alternate #2: \$ _____	Alternate #7: \$ _____
Alternate #3: \$ _____	Alternate #8: \$ _____
Alternate #4: \$ _____	Alternate #9: \$ _____
Alternate #5: \$ _____	Alternate #10: \$ _____

GRAND TOTAL: \$ 264,925.00



Division of Public Works

# ABC Bid Data

BENTON

81282C

81282C

Item No.	Description	Unit	Quantity	PS&E		JEREMY HILTZ EXCAVATING INC 459 LAKE STREET BRISTOL, NH 03222		LATULIPPE CONSTRUCTION, INC. 878 ROUTE 25 RUMNEY, NH 03266	
				Unit Price	Total	Unit Price	Total	Unit Price	Total

Items

901	WASTEWATER SYSTEM IMPROVEMENTS	U	1.00	\$285,000.00	\$285,000.00	\$229,925.00	\$229,925.00	\$780,000.00	\$780,000.00
902	ALLOWANCE FOR UNFORSEEN CONDITIONS AND MODIFICATIONS TO THE CONTRACT	\$	35,000.00	\$1.00	\$35,000.00	\$1.00	\$35,000.00	\$1.00	\$35,000.00
<b>Totals:</b>					\$320,000.00		\$264,925.00		\$815,000.00
<b>All Totals:</b>									
<b>Totals:</b>					\$320,000.00		\$264,925.00		\$815,000.00



Division of Public Works

## PS&E Comparison

BENTON

81282C

81282C

Item No.	Description	Unit	Quantity	A-Bidder		PS&E		A-PS&E Difference
				Unit Price	Total	Unit Price	Total	
<b>Items</b>								
901	WASTEWATER SYSTEM IMPROVEMENTS	U	1.00	\$229,925.00	\$229,925.00	\$285,000.00	\$285,000.00	(\$55,075.00)
902	ALLOWANCE FOR UNFORSEEN CONDITIONS AND MODIFICATIONS TO THE CONTRACT	\$	35,000.00	\$1.00	\$35,000.00	\$1.00	\$35,000.00	\$0.00
<b>Total:</b>					\$264,925.00		\$320,000.00	(\$55,075.00)



Division of Public Works

# Bid Report

The undersigned, hereinafter referred to as principal or bidder, hereby proposes to furnish all materials and perform all labor necessary to complete the work described in the caption hereof, in accordance with the plans, current Standard Specifications, and special provisions, for the prices set for in the Total Bid. Failure to complete and submit this bid in its entirety or falsification of bid documents will result in the entire proposal being considered irregular and may be rejected by the Department of Administrative Services, Division of Public Works. Plans and specifications on this project cannot be transferred to any other firm or organization for the purpose of submitting a bid as a general contractor without the knowledge and authority of the department. Those who sign (manually and electronically) and the firm for which they are authorized to sign, do so under the penalty of perjury as specified by the laws of the United States and the State of New Hampshire.

Federal Contract Number: 81282C BENTON

### Contractor Profile

Firm	JEREMY HILTZ EXCVATING INC
Contractor ID	162245
Address	859 LAKE STREET BRISTOL NH 03222
Phone	(603)968-9694
FAX	
E-Mail	hiltzexc@hiltzexcavating.com
Authorized Signature:	<i>Isi Jeremy Hiltz</i>

### Bid Bond

### Verified

Auth Code/Check#	SNH0409530096
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### Receipt of Addenda

Sequence	Date



**Department of Administrative Services, Division  
of Public Works**

Total Bid for Award Consideration

Proposal

**\$264,925.00**

**Contract Number:** 81282C

**Bid Opening Date:** 10-Apr-2024

**Contract Name:** BENTON

**Project Funding:** Federal

**Proposal For:** 162245 - JEREMY HILTZ EXCVATING INC

**Items**

Seq#	Item #	Description	Unit	Quantity	Unit Price	Extended Price
1	901	WASTEWATER SYSTEM IMPROVEMENTS	U	1.000	\$229,925.00	\$229,925.00
2	902	ALLOWANCE FOR UNFORSEEN CONDITIONS AND MODIFICATIONS TO THE CONTRACT	\$	35,000.000	\$1.00	\$35,000.00

**Total for Category Items \$264,925.00**

**Total Bid for Award Consideration \$264,925.00**

# Proposal

Proposal Of

JEREMY HILTZ EXCVATING INC  
859 LAKE STREET, BRISTOL NH, 03222

to furnish and deliver all materials and to perform all work in accordance with the Contract of the State of New Hampshire, Department of Administrative Services, Division of Public Works for which proposals will be received until 2:00:00 PM, Prevailing Time on Wednesday, April 10, 2024. Said project being situated as follows:

## WASTEWATER SYSTEM IMPROVEMENTS

Department of Administrative Services, Division of Public Works  
John O. Morton Building  
P. O. Box 483  
Concord, NH 03302-0483

Commissioner:

In accordance with the advertisement of the Department of Administrative Services, Division of Public Works inviting proposals for the project hereinbefore named and in conformity with the Plans and Specifications on file in the office of the Department of Administrative Services, Division of Public Works, I/WE hereby certify that I AM/WE ARE the only person, or persons, interested in this proposal as principals; that this proposal is made without collusion with any person, firm or corporation; that an examination has been made of the Plans, of the Standard Specifications, of the Standard Plans Book, of the Proposal, and applicable addendums, including but not restricted to the Special Attentions, Supplemental Specifications, and Special Provisions attached thereto, and also that an examination has been made of the site of the work; and I, or we, propose to furnish all necessary machinery, equipment, tools, labor and other means of construction, and to furnish all materials specified in the manner and at the time prescribed; and understand that the quantities of work as shown herein are approximate only and are subject to increase or decrease, and further understand that all quantities of work whether increased or decreased are to be performed at the following prices:

I acknowledge, understand, and accept these terms and conditions.

Yes  No

Signature Isl Jeremy Hiltz

## SIGN-FED

It is further proposed:

To execute the Contract and begin work within 10 days from the date specified in the "Notice to Proceed" and to prosecute said work so as to complete the Project and its appurtenances on or before December 06, 2024.

To furnish a Contract Bond in the amount of 100 per cent of the Contract award, as security for the construction and completion of the Project and its appurtenances in accordance with the Plans, Specifications and Contract. The Contractor's attention is called to section 103.05 of the Standard Specifications which reads, in part, as follows: "Unless specifically waived in the Proposal, upon execution of the Contract, the successful Bidder shall furnish the Department a surety bond or bonds equal to the sum of the Contract amount. The form of the bonds(s) shall be acceptable to the Department and the bonding Company issuing the bond(s) shall be licensed to transact business in the State of New Hampshire, and ..."

To certify that the Bidder, in accordance with the requirements of 103.06 and 108.01, intends to sublet, assign, sell, transfer or otherwise dispose of one or more portions of the work and (1) has contacted the appropriate listed disadvantaged businesses and afforded such disadvantaged businesses equal consideration with non-disadvantaged business for all work the Bidder currently proposes to sublet, assign, sell, transfer or otherwise dispose of, (2) may contact additional appropriate disadvantage businesses and will afford such businesses equal consideration with non-disadvantaged businesses for all work the Bidder in the future proposes to sublet, assign, sell, transfer or otherwise dispose of, and (3) will complete enclosed "DISADVANTAGED BUSINESS ENTERPRISE COMMITMENT FORM" and Letters of Intent for each disadvantaged business. The name of the person in the Bidder's organization who has been designated as the liaison officer to administer the disadvantaged business enterprise program is:

JEREMY HILTZ EXCVATING INC

To guarantee all of the work performed under this Contract to be done in accordance with the Specifications and in good and workmanlike manner, and to renew or repair any work which may be rejected, due to defective materials or workmanship, prior to final completion and acceptance of the project.

Enclosed herewith find certified check or bid bond in the amount of 5% OF THE BID TOTAL made payable to the "Treasurer, State of New Hampshire," as a proposal guarantee which it is understood will be forfeited in the event the Contract is not executed, if awarded by the Department to the undersigned.

I acknowledge, understand, and accept these terms and conditions.

Yes  No

Signature  /s/ Jeremy Hiltz

## Debarment, Suspension, and Others

### Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions.

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and all its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification and (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default. (2). Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

I acknowledge, understand, and accept these terms and conditions.

Yes  No

Signature Is/ Jeremy Hiltz

## Contract Affidavit

I/We declare under penalty of perjury under the laws of the United States and the State of New Hampshire that, in accordance with the provisions of Title 23 USC, Section 112(c), have not either directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this Proposal.

I acknowledge, understand, and accept these terms and conditions.

Yes  No

Signature Is/ Jeremy Hiltz

# 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 JEREMY HILTZ EXCAVATING, INC. is a New Hampshire Profit Corporation registered to transact business in New Hampshire on December 16, 1996. 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: 261933

Certificate Number: 0006693906



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 May A.D. 2024.

A handwritten signature in black ink, appearing to read "David M. Scanlan", is written over a circular embossed area.

David M. Scanlan  
Secretary of State

**SOLE OFFICER CERTIFICATE OF AUTHORITY**

I, Jeremy J. Hiltz, President/Owner, hereby certify that I am the Sole  
(Name and Title)  
Officer of Jeremy Hiltz Excavating, Inc., which is a corporation registered  
(Name of Corporation)

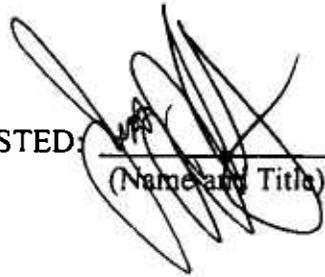
with the Secretary of State under RSA 349.

I further certify that it is understood that the State of New Hampshire may rely on this certificate as evidence that I currently occupy the position indicated and that I have full authority to bind the corporation. This authority remains in full force and effect for thirty (30) days from the date of this Certificate.

DATED: May 17, 2024

ATTESTED: JPH President/Owner

(Name and Title)

A handwritten signature in black ink, appearing to be 'JPH', is written over a horizontal line. The signature is somewhat stylized and scribbled.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/30/2024

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> The Davis Agency, LLC 24 Warren Street Concord, NH 03301	<b>CONTACT NAME:</b> Kathleen Pettit <b>PHONE (A/C, No, Ext):</b> (603) 715-8684 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> kathy@thedavisagency.com
	<b>INSURER(S) AFFORDING COVERAGE</b>
<b>INSURED</b>  Jeremy Hiltz Excavating, Inc. PO Box 1142 Ashland, NH 03217	<b>INSURER A:</b> Acadia Insurance Company <span style="float:right">31325</span>
	<b>INSURER B:</b> Westchester Surplus Lines Insurance Co.
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>

**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	ADDL INSD	SUBR 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 checked="" type="checkbox"/> LOC OTHER:			CPA5573535-10	12/18/2023	12/18/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 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
A	<input checked="" type="checkbox"/> 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			CAA5573536-10	12/18/2023	12/18/2024	COMBINED SINGLE LIMIT (Ea 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 <input checked="" type="checkbox"/> RETENTION \$ 0		X	CUA5573537-10	12/18/2023	12/18/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 Prod. Comp. Ops \$ 10,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCA5573538-10	12/18/2023	12/18/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Pollution Liability			G24350095 12	12/18/2023	12/18/2024	Aggregate \$ 2,000,000
B	Pollution Liability			G24350095 12	12/18/2023	12/18/2024	Each Occurrence \$ 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.

RE: ARPA - Wastewater System Improvements - Benton 81282C. It is agreed and understood that the State of New Hampshire, Department of Administrative Services its agencies and its agents and employees are included as additional insured on General Liability for ongoing operations and Umbrella when required by written contract.

**CERTIFICATE HOLDER** **CANCELLATION**

State of New Hampshire c/o 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 REMARKS SCHEDULE**

AGENCY <b>The Davis Agency, LLC</b>		NAMED INSURED <b>Jeremy Hiltz Excavating, Inc.</b> State of New Hampshire c/o Department of Administrative Services PO Box 1142 Ashland, NH 03217	
POLICY NUMBER <b>SEE PAGE 1</b>			
CARRIER <b>SEE PAGE 1</b>	NAIC CODE <b>SEE P 1</b>	EFFECTIVE DATE: <b>SEE PAGE 1</b>	

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 24 FORM TITLE: Certificate of Property Insurance**Description of Property:**  
premises.**Builders Risk policy includes coverage for Property in Transit of \$133,000 and Property in Temporary Storage of \$133,000.**

