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State of New Hampshire

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

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

September 24, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services (DAS), Division of Plant and Property, to make a **retroactive**, **sole source**, unencumbered payment to WD Matthews Machinery Co, (VC# 173991), Auburn, ME in the total amount of $7,500 for the rental of a lift from September 9, 2024, to December 8, 2024 effective upon Governor and Council approval. **95% Transfers from Other Agencies, 5% General Funds**

Funding is available in account, SOPS - ZONE 1, as follows

	FY 2026
01-14-14-141510-40830000-048- 500226 – Contractual Maint. Building – Grounds	$7,500

EXPLANATION

This is a **retroactive, sole-source** request for a lift rental from WD Matthews because our State-owned lift equipment failed during the Main Building Lodge Roof Replacement project, and the rental was a necessary temporary solution to ensure the project was completed before winter 2024. The Department expected the State-owned lift to be easily repaired, however it could not be repaired and the lift rental continued for longer than originally estimated. There were internal communication issues and staff turnover that resulted in the invoices being outstanding for an extended period.

In accordance with RSA 21-I:12, II B, the Department of Administrative Services, Division of Plant and Property Management is responsible to "provide for the general maintenance of state-owned buildings and grounds, except as otherwise provided by law." The Division of Plant and Property Management maintains 95 state owned buildings located throughout the state.

Based on the foregoing, I am respectfully recommending approval to pay the attached invoices to WD Matthews for a lift rental from September 9, 2024 to December 8, 2024 for a total of $7,500.

Respectfully submitted,

Charles M. Arlinghaus,
Commissioner

WD MATTHEWS MACHINERY COMPANY

WD Matthews Machinery Company
901 Center Street
Auburn, ME 04210
USA

RENTAL INVOICE

Invoice Number: PS174184
Invoice Date: 9/27/2024
Contract No.: RC44010
Page 1

Bill To: C11164
STATE OF NEW HAMPSHIRE
BFAM
129 PLEASANT ST
CONCORD, NH 03301

Ship To: C11164
STATE OF NEW HAMPSHIRE
79 FRUIT STREET
CONCORD, NH 03301
USA

Due Date 10/27/2024
Terms Net 30 Days

P.O. Number
P.O. Date 9/12/2024
Salesperson Ralph Dente

Unit No./Description		Quantity	Unit	Unit Price	Total Price
EQ22136	JLG 660SJ	1	PE	2,900.00	2,900.00
Billing Period	**From 09/09/24 Thru 10/06/24**				
Make: JLG Model: 660SJ					
Serial: 0300246692					
	DELIVERY & PICK-UP	2		100.00	200.00

Subtotal:	3,100.00
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	3,100.00
Total Due:	3,100.00

https://www.wdmatthews.com/terms-of-service/

WD MATTHEWS MACHINERY COMPANY

WD Matthews Machinery Company
901 Center Street
Auburn, ME 04210
USA

RENTAL INVOICE

Invoice Number: PS176059
Invoice Date: 11/25/2024
Contract No.: RC44010
Page 1

Bill To: C11164
STATE OF NEW HAMPSHIRE
BFAM
129 PLEASANT ST
CONCORD, NH 03301

Ship To: C11164
STATE OF NEW HAMPSHIRE
79 FRUIT STREET
CONCORD, NH 03301
USA

Due Date 12/25/2024
Terms Net 30 Days

P.O. Number
P.O. Date 11/4/2024
Salesperson Ralph Dente

Unit No./Description		Quantity	Unit	Unit Price	Total Price
EQ22136	JLG 660SJ	1	PE	2,900.00	2,900.00
Billing Period	**From 11/04/24 Thru 12/01/24**				
Make: JLG Model: 660SJ					
Serial: 0300246692					

Subtotal:	2,900.00
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	2,900.00
Total Due:	2,900.00

https://www.wdmatthews.com/terms-of-service/

WD MATTHEWS MACHINERY COMPANY

WD Matthews Machinery Company
901 Center Street
Auburn, ME 04210
USA

RENTAL INVOICE

Invoice Number: **PS176563**
Invoice Date: **12/13/2024**
Contract No.: **RC44010**
Page 1

Bill To: C11164
STATE OF NEW HAMPSHIRE
BFAM
129 PLEASANT ST
CONCORD, NH 03301

Ship To: C11164
STATE OF NEW HAMPSHIRE
79 FRUIT STREET
CONCORD, NH 03301
USA

Due Date 1/12/2025
Terms Net 30 Days

P.O. Number
P.O. Date 12/13/2024
Salesperson Ralph Dente

Unit No./Description		Quantity	Unit	Unit Price	Total Price
EQ22136	JLG 660SJ	1	PE	1,500.00	1,500.00
Billing Period	**From 12/02/24 Thru 12/08/24**				
Make: JLG Model: 660SJ					
Serial: 0300246692					

Subtotal:	1,500.00
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	1,500.00
Total Due:	1,500.00

https://www.wdmatthews.com/terms-of-service/