State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street – Room 100
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

October 7, 2026

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

REQUESTED ACTION

Authorize the Department of Administrative Services, Division of Public Works Design and Construction to enter into a **SOLE SOURCE** amendment to a contract with DuBois & King, Inc. (VC#160381) of 10 Corporate Drive, Suite 210, Bedford, NH 03110 for Professional Mechanical Services required for planning, design and construction of various Public Works' Projects as necessary and required by the Department, by increasing the contract by $200,000 for a revised not to exceed amount of $700,000. The contract is effective upon Governor and Council approval through June 30, 2027. The original contract was approved by Governor and Council on December 20, 2023, Item # 202.

EXPLANATION

The Department retains private architectural and engineering firms to provide appropriate technical expertise to support various construction projects on an on-call basis. These agreements enable the Department to support the anticipated project workload, as well as to respond quickly to unscheduled project requests and emergencies. Due to an increase in the number of projects and unforeseen requests, the current contract has been substantially depleted ahead of the June 30, 2027, expiration date.

While the Department is in the process of soliciting and selecting firms for new professional services contracts, there is an immediate need to bridge the gap until those contracts can be brought forward for Governor and Council approval over the next few months. This amendment is labeled **sole source** since the increase is more than 10% of the contract value. This contract amendment will provide additional services to support high-priority projects until the new contracts are in place.

Funding is provided by state agencies from monies appropriated for their respective project(s). The majority of projects needing this type of Mechanical Services consultant work are maintenance and capital funded projects.

The agreement has been approved by the Attorney General as to form and execution.

Respectfully submitted,

Charles M. Arlinghaus,
Commissioner

AMENDMENT

This AMENDMENT TO THE CONTRACT ("Amendment") is entered into on October 7, 2026, by and between the State of New Hampshire, acting by and through the Commissioner, Department of Administrative Services (hereinafter "State," "Commissioner," "Department" respectively) and DuBois & King, Inc (hereinafter "Consultant") (the State and the Consultant may hereinafter singularly and/or collectively be referred to as "Party" or "Parties").

WHEREAS, on December 20, 2023, New Hampshire Governor and Executive Council approved the original Contract for Professional Mechanical Services ("Contract") with DuBois & King, Inc (Item # 202) in the amount of $500,000, effective upon Governor and Council approval through June 30, 2027.

NOW THEREFORE, the Parties mutually agree to amend Contract as follows:

1. Increase the Contract not-to-exceed value by $200,000 for an amended not-to-exceed value of $700,000, with no changes to scope or the expiration date.

2. Except to the extent specifically set forth herein, this Amendment does not alter the terms of the Contract. All terms of the Contract remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have set their hands the date first-written above.

CONSULTANT:
DuBois & King, Inc

By: Alan S. Gould — Digitally signed by Alan S. Gould DN: cn=Alan S. Gould, c=US, o=DuBois and King, Inc., email=agould@dubois-king.com Date: 2026.10.12 14:41:50 -04'00' — Date: October 12,2026

Name: Alan S. Gould
Title: C. E. O.

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES

By: _____ Date: 10/13/26

Name: Charles M. Arlinghaus
Title: Commissioner

The foregoing Amendment, having been reviewed by this office, is approved as to form and execution on October 19, 2026.

OFFICE OF THE ATTORNEY GENERAL

By: _____
Assistant Attorney General

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 DUBOIS & KING, INC. is a Vermont Profit Corporation registered to transact business in New Hampshire on June 04, 1970. 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: **766**

Certificate Number: **0008007834**



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 31st day of August A.D. 2026.

David M. Scanlan
Secretary of State

DUBOKIN-01 LARKA1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/20/2026

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).

PRODUCER Digital Insurance LLC- Rutland, VT 98 Merchants Row Rutland, VT 05701	CONTACT NAME: Karen Larocque PHONE (A/C, No, Ext): (800) 296-5722 FAX (A/C, No): (802) 728-4625 E-MAIL ADDRESS: karen.larocque@onedigital.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : Tri State Ins Co Of MN — 31003
INSURED Dubois & King, Inc. PO Box 339 Randolph, VT 05060	INSURER B : Union Ins Co — 25844
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

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	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC OTHER:	X		ADV 5384525 17	8/7/2026	8/7/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 500,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY			ADV 5384525 17	8/7/2026	8/7/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 0			ADV 5384525 17	8/7/2026	8/7/2027	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N / A If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WCA 5603165 14	8/7/2026	8/7/2027	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
States Listed Under Section 3A of the Workers Compensation Policy: ME, MI, NH, NM, NY, VT
No Excluded Officers

State of New Hampshire, its agencies, its agents and employees have additional insured status with regards to the general liability coverage as per written contract.

CERTIFICATE HOLDER

New Hampshire Department of Administrative Services
Division of Public Works Design & Construction
7 Hazen Drive, PO Box 483
Concord, NH 3302

CANCELLATION

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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ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/08/2026

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).

PRODUCER	CONTACT NAME: Matthew Mullard	
Brown & Brown Insurance Services, Inc. 500 Victory Rd Marina Bay North Quincy MA 02171	PHONE (A/C, No, Ext): (781) 245-5400	FAX (A/C, No): (781) 245-5463
	E-MAIL ADDRESS: matt.mullard@bbrown.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
DuBois & King, Inc. P.O. Box 339 Randolph VT 05060	INSURER A : XL Specialty Insurance Company	37885
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 2026 **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Prof. Liability Pollution Liability			DPR5060722	08/01/2026	08/01/2027	Per Claim Aggregate	3,000,000 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

NH Department of Administrative Services; Div of Public Works Design & Construction
7 Hazen Drive, PO Box 483
Concord NH 03302

CANCELLATION

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

Matthew R. Mullard

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DuBois & King, Inc.

Certificate of Vote
And
Certificate of Authority

I, Melissa L. Stephen, hereby certify that I am the duly elected Clerk of DuBois & King, Inc.

I, hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors of the Corporation, duly called and held on February 25, 2026, at which a quorum of the Board was present and voting.

VOTED:

That the Chief Executive Officer (Alan S. Gould) is authorized and directed to execute and deliver, on behalf of the Corporation, any and all documents to include, but not by way of limitation, the Amendment to the Contract that, in such officer's sole judgement, are necessary or appropriate in connection with the State of New Hampshire Department of Administrative Services, Division of Public Works Design & Construction, to provide Professional Mechanical Services under this Statewide Mechanical Agreement.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of October 12, 2026, and that Alan S. Gould is authorized to submit the Contract Agreement as detailed above for this Corporation.

Attest:

Date: October 12, 2026

Clerk