REQUEST FOR CONTRACT EXTENSION

DATE: July 5, 2017

CONTRACT: FUEL – PROPANE, SUPPLY & DELIVER

CONTRACT NO.: 8001799 – RYMES PROPANE VC # 177233

CONTRACT PERIOD: August 1, 2015 through July 31, 2017
EXTENSION: August 1, 2017 through July 31, 2019

Questions: Danielle Bishop, Purchasing Agent
Phone: 603-271-3290
E-Mail: Danielle.Bishop@NH.Gov

EXPLANATION

I am requesting the approval to exercise a 2-year extension provision allowed for statewide contract 8001799. The current contract was implemented on August 1, 2015 for two (2) years with additional extensions, as a result of RFB #1754-15.

I have verified through System for Award Management that there are no records of debarment or exclusions listed. I have also surveyed DOT, DRED, DOS and Liquor as well as other using agencies; all of whom have indicated that the vendor is performing well. The estimated FY-18 spend on this contract is $500,000.00.

The vendor has agreed to extend under the same terms and conditions with a reduction in the current pricing structure, saving the State approximately $5,400 per year, with market price increases representing 25%. I recommend the extension of the contract based on the information provided and believe that to do so would be in the best interest of the State.

PROPOSED BY: Danielle Bishop, Purchasing Agent
Bureau of Purchase and Property

DATE PROPOSED: 7/5/17

REVIEWED BY: Loretta Razin, Purchasing Manager
Bureau of Purchase and Property

DATE REVIEWED: 7/5/17

REVIEWED BY: Paul Rhodes, Admin III
Bureau of Purchase and Property

DATE REVIEWED: 7/1/17

REVIEWED BY: Gary Lunetta, Admin IV
Bureau of Purchase and Property

DATE REVIEWED: 7/1/17

ENDORSED BY: Lisa Pollard, Director
Division of Procurement & Support Services

DATE ENDORSED: 7-11-17

APPROVED BY: Charles M. Arlinghaus, Commissioner
Department of Administrative Services

DATE APPROVED: 7-11-17
Hi Danielle,

As we discussed earlier today, the initial propane bid invitation #1754-15 states under the section titled Contract Terms that "The contract may be extended for an additional two (2) years thereafter under the same terms, conditions and pricing structure upon the mutual agreement between the successful Vendor and the Bureau of Purchase and Property with the approval of the Commissioner of the Department of Administrative Services".

Rymes Propane & Oil is pleased to offer propane to the State of New Hampshire at a fixed price of $1.3850 per gallon for an additional (2) two years at all locations Statewide.

Please let me know if this pricing structure is acceptable to you and we can execute the appropriate paperwork. We have enjoyed a great relationship with the State of New Hampshire and appreciate the opportunity to continue working with you for the next two years.

Sincerely,

Kerry Mattson
Rymes Propane & Oil
603-393-8310
**ACORD Certificate of Liability Insurance**

**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 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).

**Producers: USI Insurance Services LLC-CL**

75 John Roberts Road, Building C
South Portland, ME 04106
855 874-0123

**Certificate of Liability Insurance**

**Contact: Phoe (A.C. No.: 855 874-0123)**

**Fax:** 877-775-0110

**Certificate Number:**

**Certificate Number:**

**Insured:**

Rymes Heating Oils, Inc.
PO Box 2948
Concord, NH 03302-2948

**Coverages**

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>ADDL/SUBR. INSR. VWD</th>
<th>POLICY NUMBER</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>CLAIMS-MADE</td>
<td>ZBPD077884</td>
<td>10/28/2016</td>
</tr>
<tr>
<td></td>
<td>OCCUR</td>
<td>10/28/2017</td>
<td></td>
</tr>
</tbody>
</table>

**Automobile Liability**

<table>
<thead>
<tr>
<th>AUTOMOBILE LIABILITY</th>
<th>GEN. AGGREGATE LIMIT APPLIES PER:</th>
<th>POLICY</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANY AUTO</td>
<td>OCCUR</td>
<td>EACH OCCURRENCE:</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>ALL OWNED AUTOS</td>
<td></td>
<td>DAMAGE TO RENTED PREMISES</td>
<td>$100,000</td>
</tr>
<tr>
<td>Hired Autos</td>
<td></td>
<td>MED EXP (Any one person)</td>
<td>$10,000</td>
</tr>
<tr>
<td>Umbrella Liability</td>
<td></td>
<td>PERSONAL &amp; ADV INJURY</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Excess Liability</td>
<td></td>
<td>GENERAL AGGREGATE</td>
<td>$2,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PRODUCTS - COMP/COP AGG</td>
<td>$2,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Workers Compensation and Employers’ Liability**

<table>
<thead>
<tr>
<th>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</th>
<th>DESCRIPTION OF OPERATIONS below</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?</td>
<td></td>
</tr>
<tr>
<td>If yes, describe under</td>
<td></td>
</tr>
</tbody>
</table>

**Description of Operations/Locations/Vehicles**

Cert Holder Continues: Administrative Services, Purchasing Agent, Danielle Ruest or his/her successor, Bureau of Purchase and Property.

This Certificate is issued for insured operations usual to fuel dealer.

**Certificate Holder**

State of New Hampshire
25 Capitol Street
Room 102;
Concord, NH 03301

**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**

NYDZP

© 1988-2014 ACORD CORPORATION. All rights reserved.
CERTIFICATE OF INSURANCE

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.

This is to certify that:  
Rymes Heating Oils, Inc  
Post Office Box 2948  
Concord, NH 03302-2948

Certificate #: 51

Is, at the issue date of this certificate, insured by the Company, under the policy(ies) listed below. The insurance afforded by the listed policy(ies) is subject to all their terms, exclusions and conditions and is not altered by any requirement, term or condition or other document with respect to which this certificate may be issued.

Coverage afforded under WC Law of the following State: NH

<table>
<thead>
<tr>
<th>TYPE OF POLICY</th>
<th>EXP DATE</th>
<th>POLICY NUMBER</th>
<th>LIMIT OF LIABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers Compensation</td>
<td>01/01/2017-01/01/2018</td>
<td>P000654NHMTA2017</td>
<td>Bodily Injury By Accident</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bodily Injury by Disease Policy Limit $1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bodily Injury by Disease Each Person $1,000,000</td>
</tr>
</tbody>
</table>

Description of Operations:

ADDITIONAL COMMENTS:

*If the certificate expiration date is continuous or extended term, you will be notified if coverage is terminated or reduced before the certificate expiration date.

NOTICE OF CANCELLATION: (Not applicable unless a number of days is entered below.) Before the stated expiration date, the company will not cancel or reduce the insurance afforded under the above policies until at least 30 days. Notice of such cancellation has been mailed to:

NH MOTOR TRANSPORT ASSOCIATION SELF-INSURANCE GROUP TRUST

Authorized Representative

State of NH - Dept of Admin Services -  
Bureau of Purchasing & Property  
Purch. Agent, Danielle Ruest or his/her successor  
25 Capitol Street, Room 102  
Concord, NH 03301

Concord, NH 603-224-7337 12/13/2016  
Office Phone Number Date issued