



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

April 23, 2021

Taylor Caswell
Director
Governor's Office of Emergency Relief and Recovery
100 North Main Street, Suite 100
Concord, N.H. 03301

Dear Director Caswell,

Pursuant to my authority under RSA 21-P:43; RSA 4:45; RSA 4:47; and Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05 and 2021-06 I have approved your written request, in attachment, to take the following actions related to the CARES Act Coronavirus Relief Funds and Emergency Rental Assistance Program Funds:

1. Authority for the Governor's Office for Emergency Relief and Recovery (GOFERR) to enter into a **sole source** lease agreement with Granite Center, LLC, Concord, NH for \$86,986 to secure and indoor office location for GOFERR as part of the State's COVID-19 relief and recovery efforts. Budgeted consistent with the information in the attached request with no additional funds, effective from May 1, 2021 through April 30, 2023. (100% Federal Funds)

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Christopher T. Sununu".

Christopher T. Sununu
Governor

CC: Charles Arlinghaus, Commissioner, Department of Administrative Services



STATE OF NEW HAMPSHIRE



GOVERNOR'S OFFICE

for

EMERGENCY RELIEF AND RECOVERY

April 23, 2021

His Excellency, Governor Christopher T. Sununu
State House
Concord, NH 03301

REQUESTED ACTION UNDER RSA 4:45, RSA 21-P:43, AND SECTION 4 OF EXECUTIVE ORDER 2020-A4 AS EXTENDED BY EXECUTIVE ORDERS 2020-05 AND 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05 AND 2021-06 and SUSPEND THE MANUAL OF PROCEDURES 150, V., B., 1., REQUIREMENT.

Authorize the Governor's Office for Emergency Relief and Recovery (GOFERR) to enter into a Sole Source lease agreement with Granite Center, LLC Vendor Code 306217, PO BOX 1438, Concord, NH. 03301 for \$86,986.00 to secure an indoor office location for the GOFERR as part of the State's COVID-19 relief and recovery, effective on May 1, 2021 upon the Governor's approval through April 2023. 100% Federal Funds.

Funds for the lease payments from May 2021 through December 2021 are available in 01-02-002-020210-19110000 - Office of the Director, as follows:

Class 102, Account 500731 - CONTRACTS FOR PROGRAM SERVICES \$ 28,995.36

Funds for the lease payments from January 2022 through April 2023 are available in 01-02-002-020210-19710000 - Emergency Rental Assistance Program, as follows:

Class 102, Account 500731 - CONTRACTS FOR PROGRAM SERVICES \$ 57,990.64

Total Lease payment from all Sources: \$ 86,986.00

EXPLANATION

This request is Sole Source because the GOFERR identified an office site as being the best possible location and option in this region to move the GOFERR office. Currently, the GOFERR is using space located at Business and Economic Affairs (BEA) while staff is mostly working remotely. This allows for BEA staff working remotely the freedom to return to a more normal work schedule.

The purpose of this request is to secure office space in the same building that is available for lease to the GOFERR. The Executive Director GOFERR is also the Commissioner of Business and Economic Affairs. Securing this location give the ability to have both offices in one location to be contiguous workspace for GOFERR staff and its Executive Director/Commissioner currently working in the BEA

location. This also allows the GOFERR to continue its work in COVID-19 relief and recovery efforts with minimal change.

The GOFERR will pay the Leaser a monthly rate of \$3,624.42 for use of the space.

There are no renewal options included in this Lease Agreement.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'CHAS', with a horizontal line extending to the right.

Chase Hagaman,
Deputy Director, GOFERR