



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER

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Lori A. Shibinette
Commissioner

Lori A. Weaver
Deputy Commissioner

April 19, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Office of the Commissioner, to enter into a **Sole Source** amendment to an existing lease agreement with Concord Litho Group, Inc. (Vendor #174084-B001), Concord, NH, to continue leasing warehouse space located at 19 Terrill Park Drive, Concord, New Hampshire 03301, for the storage of protective personal equipment and other emergency supplies needed for the State's ongoing response to COVID-19, by exercising a contract renewal option by extending the completion date from May 31, 2021, to May 31, 2022, effective upon Governor approval, with no change to the price limitation of \$811,294. 100% Other (FEMA Public Assistance).

The original lease agreement was approved by Governor on June 15, 2020, and presented to the Executive Council on August 26, 2020, item #C.

Funds are available in the following account for State Fiscal Year 2021, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-95-95-950010-56760000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: COMMISSIONER'S OFFICE, OFFICE OF THE COMMISSIONER, OFFICE OF BUSINESS OPERATIONS

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2020	103-502664	Contracts for Prog Svc	95010999	\$299,739	\$0	\$299,739
2021	103-502664	Contracts for Prog Svc	95010999	\$511,555	\$0	\$511,555
			Total	\$811,294	\$0	\$811,294

EXPLANATION

This request is **Sole Source** because the lease agreement was originally approved as sole source and MOP 150 requires any subsequent amendments to be labeled as sole source. The Department originally identified the Lessor as having the capacity to immediately lease sufficient warehouse space to the Department to store protective personal equipment (PPE) and other emergency supplies needed for the State's COVID-19 response.

The Department is requesting to extend the lease agreement to allow the Department to continue leasing the warehouse space to store emergency supplies and equipment to respond to the ongoing public health crisis. Pursuant to the terms of the lease agreement, the Department will pay monthly rent to occupy approximately 36,332 square feet of space. The lease rate per square foot is \$11.00 in Year 1 and \$11.33 in Year 2.

As referenced in in Paragraph 3.4 of the original lease agreement, the parties have the option to extend the agreement for up to one (1) additional year. The Department is exercising its option to extend the lease agreement for the full one (1) year available.

Area served: Statewide

Respectfully submitted,



Lori A. Shibinette
Commissioner

I hereby approve this request pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of 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, and 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.

4.22.21

Date



Name: Governor Christopher T. Sununu