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# STATE OF NEW HAMPSHIRE DEPARTMENT of NATURAL and CULTURAL RESOURCES DIVISION OF PARKS AND RECREATION

172 Pembroke Road Concord, New Hampshire 03301 Phone: (603) 271-2411 Fax: (603) 271-3553 E-Mail: <u>nhparks@dncr.nh.gov</u> Web: www.nhstateparks.org

November 22, 2022

His Excellency, Governor Christopher S. Sununu and the Honorable Executive Council State House Concord, New Hampshire 03301

## **REQUESTED ACTION**

Authorize the Department of Natural and Cultural Resources, Division of Parks and Recreation, Cannon Mountain Ski Area to enter into a contract with Durham School Services, L.P. (VC#286818), Brentwood, NH, in the amount of \$52,072 for the transport of international groups to and from Cannon Mountain Ski Area for daily skiing during the 2022/2023 and 2023/2024 ski seasons effective upon Governor and Executive Council approval through April 30, 2024. 100% Other Funds (Agency Income).

Funds are available in the following account for Fiscal Year 2023 and are anticipated to be available in Fiscal Year 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

03-035-035-351510-37040000 - Cannon Retail and Concession

	FY 2023	FY 2024
103-502664 - Contracts for Op Services	\$26,036	\$26,036

#### **EXPLANATION**

The Cannon Mountain Ski Area has a great deal of groups that visit annually from overseas. The cost of transporting these groups to and from local hotels and inns is included in their overall pricing. Payment is credited to the Cannon Mountain Ski School which many international students benefit from.

On July 15, 2022, a Request for Bids for 2022/2023 and 2023/2024 International Group Transportation was posted on the Department of Administrative Services' website seeking bidders for the transport of international groups to and from Cannon Mountain for daily skiing during the 2022/2023 and 2023/2024 ski seasons. The last day for bid questions and requests to change bids was August 4, 2022. Bid closing was August 19, 2022 at 2:00 PM (EST). Durham School Services, L.P. was the only bid received, and whereas Durham School Services has performed this service to the satisfaction of the Department in the past, was selected as the vendor for this service.

The Attorney General's Office has reviewed and approved this contract as to form, substance, and execution.

Respectfully submitted,

Auran ah L. Stewar

Commissioner

# STATE OF NEW HAMPSHIRE DEPARTMENT OF NATURAL AND CULTURAL RESOURCES Division of Parks and Recreation Cannon Mountain Ski Area

## **Request for Bids**

## RFP DNCR 2023-02 2022/2023 and 2023/2024 International Group Transportation

<b>Contractor Name and Address</b>	Bid Amt. (2 Ski Seasons)
	7.
Durham School Services, L.P.	
2601 Navistar Drive	\$52,072
Lisle, IL 60532	

DNCR posted Cannon Mountain's 2022/2023 and 2023/2024 International Group Transportation Request for Bids on 7/15/2022 with a closing date of 8/19/2022. DNCR received one bid offer by closing which was Durham School Services, L.P. Since Durham School Services, L.P. has performed this service to the satisfaction of the Department in the past, they were selected as the vendor for this service.

# FORM NUMBER P-37 (version 12/11/2019)

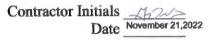
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

#### AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

## GENERAL PROVISIONS

1. IDENTIFICATION.			
1.1 State Agency Name DNCR Division of Parks and R Cannon Mountain	ecreation	1.2 State Agency Address 172 Pembroke Road, Co	ncord, NH 03301
1.3 Contractor Name		1.4 Contractor Address	
Durham School Services, L.P.		2601 Navistar Drive, Lisle,	IL 60532
<ul><li>1.5 Contractor Phone Number</li><li>603-726-2033</li></ul>	1.6 Account Number 37040000-103-502664	1.7 Completion Date April 30, 2024	1.8 Price Limitation \$52,072
1.9 Contracting Officer for Sta	ate Agency	1.10 State Agency Telephon	e Number
Sarah L. Stewart; Commissione	r	603-271-4135	
1.11 Contractor Signature	Date: 11.20.2022	1.11 Name and Title of Cont Gary L. Waits Jr. Presi	
1.11 State Agency Signature	-	1.14 Name and Title of Stat	te Agency Signatory
Sarah Steve	Date: 11/30/2022	Sarah L. Stewart, Commissio	oner
1.15 Approval by the N.H. De	partment of Administration, Divis	sion of Personnel (if applicable,	
By: N/A	2	Director, On:	
1.16 Approval by the Attorney	General (Form, Substance and E	xecution) (if applicable)	
By: A		On: 12/02/2022	
1.17 Approval by the Governo	or and Executive Council (if appli	icable)	
G&C Item number:		G&C Meeting Date:	



2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

## 3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

#### 4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

#### 5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price. 5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

#### 6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

#### 7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

Page 2 of 6

Contractor Initials - Ch2/> Date November 21, 2022

#### 8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

## 9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop<sup>1</sup> and submit to the State a Transition Plan for services under the Agreement.

#### 10. DATA/ACCESS/CONFIDENTIALITY/ PRESERVATION.

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

#### 12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against

Contractor Initials \_\_\_\_\_\_\_ Date November 21,2022

the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

#### **14. INSURANCE.**

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000;000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

#### 15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("Workers' Compensation").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. CHOICE OF LAW AND FORUM. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

**19. CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

**21. HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

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Contractor Initials \_\_\_\_\_\_\_ Date November 21, 2022

## STATE OF NEW HAMPSHIRE DEPARTMENT OF NATURAL AND CULTURAL RESOURCES DIVISION OF PARKS AND RECREATION

## Group Transportation Services To and From Cannon Mountain

## EXHIBIT A

There are no changes or additional provisions to this contract.

#### EXHIBIT B

#### Scope of Work

The Contractor shall provide the State with transportation to and from Cannon Mountain Ski Area for international groups staying at various Inns and Hotels in the Lincoln/Woodstock/Mt. Washington Valley area, NH to allow daily skiing/riding.

- 1. Vendor must be able to transfer more than one school from more than one location or property on any given day, regardless of holidays.
- 2. Pick-up times generally include times between 7:00AM to 10:00AM and 1:00PM to 4:30PM. Vendor must be flexible with times to accommodate varying situations at the resort and lodging properties.
- 3. Pick-up and drop-off locations are generally from the Linwood/Franconia NH area and the Mt. Washington Valley area.
- 4. Vendor must have the ability to transport a minimum of 15 passengers and a maximum of 200 passengers (per school) with as few transportations vehicles/buses as possible.
- 5. Vendor shall send scheduled number of buses as what's requested via function sheet. Vendor shall not send one bus to do two trips unless previously confirmed. In emergency situations where the second or third bus is unable to make a trip, Vendor may request a bus to do more than one trip for a group to transport to or from lodging property or Cannon to remain in accordance with pick-up or drop-off times.
- 6. Requested and confirmed number of buses will be sent via a function sheet; sent a month prior to a group's arrival. Vendor shall not assume a group is confirmed or the number of busses until the final function sheet has been received.
- 7. Vendor buses shall be able to accommodate a maximum of 56 people per bus.
- 8. Vendor, when requested, shall transport equipment on vehicles/busses when space and safety allow both to and from Cannon and respective lodging properties.
- 9. Dates of transportation required: December 2022 through April 2024 during the winter operating seasons.

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Contractor Initials \_\_\_\_\_\_ Date November 21,2022

# EXHIBIT C

## Contract Price

Cost of service based on an estimated 105 trips for each season billed at \$247.97 per trip.

## FY2023

Total contract shall not exceed: \$26,036

FY2024	
Total contract shall not exceed:	\$26,036
Total:	\$52,072

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## Method of Payment

Payments shall be made within 30 days after receipt of progress-based invoices and inspections by Cannon's project manager.

## Term

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This contract shall commence upon approval of the Governor and Executive Council with a completion date of April 30, 2024.

Contractor Initials \_\_\_\_\_\_ Date November 21,2022

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# **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 DURHAM SCHOOL SERVICES, L.P. a Delaware Limited Partnership formed to transact business in New Hampshire on November 08, 2016. I further certify that it has paid the fees required by law and has not dissolved.

Business ID: 759541 Certificate Number: 0005892578



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 3rd day of November A.D. 2022. ٤.

David M. Scanlan Secretary of State

# Limited Partnership or LLC Certificate of Authority

I, Steve Schmuck – Vice President of Operations, hereby certify that I am a Partner, Member or Manager

(Name)

of <u>Durham School Services, L.P</u> a limited liability partnership under RSA 304-B, a limited liability professional partnership under RSA 304-D, or a limited liability company under RSA 304-C.

I certify that Gary L. Waits Jr.- President and CEO is authorized to bind the partnership or LLC. I

(P-37 Signatory)\*

further certify that it is understood that the State of New Hampshire will rely on this

certificate as evidence that the person listed above currently occupies the position indicated

and that they have full authority to bind the partnership or LLC and that this authorization

shall remain valid for thirty (30) days from the date of this Corporate Resolution

DATE: \_\_\_\_11/17/2022 ATTEST: (Stephen Schmuck)

Vice President of Operations (Title)

\* Note: The signatory to this Certificate of Authority and the signatory to the P-37 may not be the same individual.

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