



**THE STATE OF NEW
HAMPSHIRE
DEPARTMENT OF TRANSPORTATION**



64 Beach

**CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER**

**JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER**

Bureau of Mechanical Services
December 3, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Informational Item

In accordance with Chapter 143, Laws of 2013, 04-96-96-960515-30050000-030 footnote, attached is the Department's Monthly Equipment Acquisition Plan status report for the period ending November 30, 2013, which is submitted for review by the Governor and the Council.

Explanation

Chapter 143, Laws of 2013, 04-96-96-960515-30050000-030 footnote reads as follows: "This appropriation shall not be expended, encumbered or obligated in any way until such time as the Department of Transportation has developed an acquisition plan and received the approval of such plan from both the Capital Budget Overview Committee and the Governor and Council. The Department of Transportation shall submit monthly a status report of the plan to the Capital Budget Overview Committee and the Governor and Council for review both during and between legislative sessions."

Sincerely,

Christopher D. Clement, Sr.
Commissioner

**State of New Hampshire
Department of Transportation
Bureau of Mechanical Services**

**Equipment Acquisition Plan Status Report
Fiscal Year 2014**

November 2013

Prepared by:

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Administrator

Submitted by:

Christopher D. Clement, Sr.

Commissioner

Department of Transportation
Bureau of Mechanical Services
Equipment Acquisition Plan Status Report

Fleet Purchasing Process

Chapter 143 Laws of 2013, 04-96-96-960515-30050000-030, footnote requires the Department to develop an Equipment Acquisition Plan and receive approval from both the Capital Budget Overview Committee and the Governor and Council before purchasing any new or replacement equipment. This Chapter also requires NHDOT, Bureau of Mechanical Services to submit a monthly status report of the plan to the Capital Budget Overview Committee and the Governor and Council. This document serves as the **November 2013**, Status Report.

The Department purchases replacement equipment and vehicles in five distinct and separate phases throughout a given fiscal year:

Phase I - Approval Process: The Department reviews the fleet to prioritize replacement needs considering equipment condition, age, and usage. Based on the needs identified and the available budget, the Department identifies the pieces to be replaced and prepares the Equipment Acquisition Plan. The Department then submits the plan to the Capital Budget Overview Committee and the Governor and Council for approval prior to expending Class 30 – Equipment New/Replacement funding as appropriated.

Phase II - Bid & Award: Once the Acquisition Plan is approved the Department works with Administrative Services to prepare a bid package that includes equipment and vehicle specifications and options. When the documents are complete Administrative Services advertises and receives bids, determines the low bidder and executes a notice of contract.

Phase III - Financial Evaluation: The Department compares the contract costs to the estimated costs. Minor quantity adjustments may be made to adjust for actual vs. estimated costs, equipment failure or other factors.

Phase IV – Purchasing: Purchasing is initiated based on the financial evaluation. Priority is given to purchasing the major units and equipment. Remaining funds may be used to purchase necessary miscellaneous shop equipment.

Phase V - Reporting: The Department submits this monthly status report to both the Capital Budget Overview Committee and the Governor and Council. The Attachment to this report shows items to be purchased, planned quantity, planned cost and the planned total that were shown and approved in the Equipment Acquisition Plan. The attachment also shows the actual purchased quantity, the actual bid price, the actual total cost and the date purchased.

**Bureau of Mechanical Services
Fiscal Year 2014 Equipment Acquisition Status Report
November 2013**

Attachment	ITEM	Plan as approved by CBOC and G&C			Actual Purchase Information adjusted based on Bids				
		Planned Quantity	Planned Unit Cost	Planned Total	Purchased Quantity	Bid Price Including Options	Total Cost	Date Purchased *	Notes
3-5 Ton Cab & Chassis	4/6 C.Y. Dump Bodies**	15	\$94,000	\$1,410,000	12	\$92,269	\$1,107,228	TBD	B
	Hydraulic Systems - Single Wing	15	\$11,000	\$165,000	3	\$91,769	\$275,307	TBD	B
	Hydraulic Systems - Double Wing	0	\$15,000	\$0			\$0		
	6 C.Y. Load Covers	15	\$21,500	\$322,500			\$0		
	5 C.Y. Hydraulic Spreaders	15	\$1,000	\$15,000			\$0		
	Diagnostic Equipment/Software	0	\$10,500	\$0			\$0		
3-5 Ton Cab & Chassis-Used		1	\$46,000	\$46,000			\$0		
Tandem Cab & Chassis		2		\$16,000			\$16,000	10/24/2013	A
	10/12 C.Y. Dump Bodies***	0	\$118,000	\$0		\$124,673	\$0		B
3/4 Ton Extended Cab Pickups-New	11 C.Y. Hydraulic Spreaders	0	\$13,500	\$0			\$0		
	Hydraulic Systems - Single Wing	0	\$13,500	\$0			\$0		
	Hydraulic Systems - Double Wing	0	\$15,000	\$0			\$0		
	12 C.Y. Load Covers	0	\$21,500	\$0			\$0		
3/4 Ton Extended Cab Pickups-Used	Diagnostic Equipment/Software	0	\$1,000	\$0			\$0		
		0	\$0	\$0			\$0		
Miscellaneous Fleet Repair Equipment		24	\$22,000	\$528,000			\$0		
		0	\$0	\$0	2		\$7,000	10/24/2013	A
Total:				\$2,500,000	Total:				\$1,405,535

A = Purchased under-utilized equipment from NHDOT-Turnpikes
B= Bids have been received

Budget
Class 30 Appropriation \$2,500,000
Total expenditures to Date \$1,405,535
Available Balance \$1,094,465

** 4/6 CY is industry standard dump body size for 6 wheel truck
*** 10/12 CY is industry standard size for 10 wheel truck

* Bold indicates current Month's Reporting

