



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

Bureau of Mechanical Services
December 9, 2015

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

INFORMATIONAL ITEM

In accordance with Chapter 275, Laws of 2015, 04-96-96-960515-30050000-030 footnote, attached is the Department's Monthly Equipment Acquisition Plan status report for the period ending November 30, 2015, which is submitted for review by the Governor and the Council.

EXPLANATION

Chapter 275, Laws of 2015, 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." Attachment 1 provides the status for fleet units purchased under Chapter 275, laws of 2015.

Chapter 220, Laws of 2015 (HB25), 04-096-096-960030-82930000-034 footnote reads as follows: "The sums appropriated in subparagraph H shall be used to purchase equipment with a useful life of 10 years or greater and shall not be used by the Department, Division of Operations, Mechanical Services Bureau, to purchase passenger cars or ½ ton or ¾ ton pickup trucks." Attachment 2 provides the status for fleet units purchased under Chapter 220, Laws of 2015. Although not specifically required by statute, the Department intends to report these expenditures to add to our transparency and provide consistency in our acquisition process.

Sincerely,

Victoria F. Sheehan
Commissioner

State of New Hampshire
Department of Transportation
Bureau of Mechanical Services

Equipment Acquisition Plan Status Report
Fiscal Year 2016

November 2015

Prepared by:
William J. Dusavitch
Administrator

Submitted by:
Victoria F. Sheehan
Commissioner

Department of Transportation - Bureau of Mechanical Services

Equipment Acquisition Plan Status Report

Fleet Purchasing Process

Chapter 275 Laws of 2015, 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 2015**, 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.

Amendments: Based on actual expenditures and available funding mechanisms, any significant change to the approved plan will be submitted as an amendment to be approved by the Capital Budget Overview Committee and Governor and Council.

**Bureau of Mechanical Services
Fiscal Year 2016 Equipment Acquisition Status Report - Chapter 275
November 2015**

Attachment 1 - Revised 12/4/2015				Plan as approved by CBOC and G&C				Actual Purchase Information adjusted based on Bids			
ITEM	Planned Quantity	Planned Unit Cost	Planned Total	Purchased Quantity	Bid Price Including Options	Total Cost	Date Purchased	Notes			
LDT1 - Light Duty Trucks											
1/2 Ton Reg Cab Pickups	16	\$19,000	\$114,000	6	\$18,468	\$110,808	11/12/2015				
w/ Orange Paint	6	\$19,000	\$114,000	6	\$18,955	\$113,730	11/12/2015				
1/2 Ton Reg Cab Pickups	4	\$19,000	\$76,000	4	\$18,468	\$73,872		A, B, D			
LDT2 - Light Duty Trucks	42	\$50,000	\$50,000								
1 Ton Ex-cab 4x4 Pickup w/ Plow	1	\$50,000	\$50,000								
3/4 Ton Ex-cab Pickups	41	\$25,500	\$1,045,500	41	\$24,668	\$1,011,388	11/12/2015				
PASSAUTO - Passenger Autos	29	\$18,000	\$522,000					B			
Miscellaneous:											
6 - Wheeler Software	1	\$47,250	\$47,250								
10 - Wheeler Software	1	\$26,850	\$26,850								
Misc. Shop Equip.		\$4,400	\$4,400					D			
Total:			\$2,000,000		Total:	\$1,309,798					

Budget
 Class 30 Appropriation \$2,000,000
 Total Expenditures to Date \$1,309,798
 Available Balance \$690,202

A = Requisitions have been processed
 B = Bids have been received
 C = No bids required, straight purchase
 D = Quantity adjusted (Continuous Resolution)

Bold indicates current Month's Reporting

**Bureau of Mechanical Services
Fiscal Year 2016 Equipment Acquisition Status Report - Chapter 220 (HB25-Bonded)
November 2015**

Attachment 2 - Revised 12/4/2015

ITEM	Plan as approved by CBOC and G&C			Actual Purchase Information adjusted based on Bids			Notes
	Planned Quantity	Planned Unit Cost	Planned Total	Purchased Quantity	Bid Price Including Options	Total Cost	
EHDT - Extra Heavy Duty Trucks - 10 Wheelers							
Plow Truck	4	\$166,000	\$664,000				
Cab & Chassis	4	\$126,500	\$506,000				A, B
10/12 C.Y. Dump Bodies***	4	\$15,000	\$60,000				
Hydraulic Systems - Single Wing *	4	\$16,500	\$66,000				
Hydraulic Systems - Double Wing *	4	\$23,500	\$94,000				
12 C.Y. Load Covers	4	\$1,000	\$4,000				
Knuckle Boom Crane Truck	1	\$250,000	\$250,000				
HDT - Heavy Duty Trucks - 6 Wheelers							
Plow Truck	15	\$132,000	\$1,980,000				
Cab & Chassis (airbag deduct)	15	\$95,000	\$1,425,000				A, B
4/6 C.Y. Dump Bodies**	15	\$12,500	\$187,500				
Hydraulic Systems - Single Wing *	15	\$23,500	\$352,500				
Hydraulic Systems - Double Wing *	15	\$1,000	\$15,000				
6 C.Y. Load Covers							
MDT - Medium Duty Trucks - Light 6 Wheelers							
Aerial Buck Trucks - Signal/Sign	4	\$85,000	\$340,000				
Dump Body w/ plow	4	\$53,000	\$212,000				
AE - Associated Equipment							
11 C.Y. Hydraulic Spreaders	4	\$25,290	\$101,160				
5 C.Y. Hydraulic Spreaders	14	\$20,290	\$284,060				
MEC - Mobile Equipment Construction							
Graders	2	\$240,000	\$480,000				A
Loaders	1	\$160,000	\$160,000				A
97 HP - Over the Rail	5	\$106,000	\$530,000				
Total:			\$5,001,220			\$0	

Budget
Fund 30, Class 34 Appropriation - Chapter 220
Total Expenditures to Date
Available Balance

\$5,000,000
\$0
\$5,000,000

A = Requisitions have been processed
B = Bids have been received

Bold indicates current Month's Reporting
* Wing configuration TBD just prior to purchasing
** 4/6 CY is industry standard dump body size for 6 wheel truck
*** 10/12 CY is industry standard size for 10 wheel truck