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# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capitol Street – Room 100  
Concord, New Hampshire 03301  
(603) 271-3201 | [Office@das.nh.gov](mailto:Office@das.nh.gov)

Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

November 8, 2023

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, N.H. 03301

## REQUESTED ACTION

Pursuant to Adm 611.08(g), the Division of Plant and Property respectfully requests authorization to increase the size of its fleet by one vehicle. This will be effective upon Governor and Council approval.

## EXPLANATION

Over the years, the division has provided a shuttle bus program to State employees within the downtown Concord area to combat the challenges of finding affordable parking facilities in this area. On more than one occasion, we have sought to acquire the services of a vendor through the RFB process to provide this service but to no avail as we have not received any bids. For the past two years, we have been maintaining the shuttle program by utilizing vehicles borrowed from other agencies and using overtime labor to staff the program. Obtaining a vehicle on loan from other agencies have become unsustainable and it is for this reason that we are seeking to expand the Division's fleet by adding a passenger van to accommodate the shuttle program.

The Department of Administrative Services Fleet Management has been consulted and has conditionally approved this request pending Governor and Council approval, as noted in the attached letter.

Funding for the vehicle is available in Equipment New Replacement account 01-14-14-144010-13020000-030-501863. **Source of funds is 100% General Funds.**

Respectfully submitted,

Charles M. Arlinghaus  
Commissioner



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November 06, 2023

Attn:  
Director Karen Rantamaki  
NH Department of Administrative Services  
Division of Plant and Property  
25 Capitol Street  
Concord, NH 03301

SUBJECT: Response to Fleet Increase Request 11/6/23

Director Rantamaki:

Please accept this as receipt of your request to increase the NH Department of Administrative Services, Division of Plant and Property fleet size by one (1) passenger van prior to submission to the Governor and Executive Council for formal consideration.

It is the position of the DAS Division of Procurement and Support Services Fleet Management that the NH Department of Administrative Services, Division of Plant and Property fleet be increased by one (1) passenger van to bring your total Division of Plant and Property fleet size to twenty-nine (29) vehicles.

The request to increase the fleet by one (1) passenger van is reasonably justified and compelling enough to merit consideration by the Governor and Executive Council in a near future meeting.

Thank you for your proactive request to involve us in your fleet review in support of statewide efforts to maintain fleet efficiency.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrew Bennett" followed by a small circular mark.

Andrew Bennett  
Administrator III, State Fleet Manager, DAS Division of Procurement and Support Services

TDD ACCESS: RELAY NH 1-800-735-2964



DN: cn=Gary S Lunetta,  
o=Dept of Admin Svs,  
ou=Div of Procurement  
Support Svs,  
email=Gary.S.Lunetta@  
das.nh.gov, c=US  
Date: 2023.11.08  
10:37:42 -05'00'

Gary S. Lunetta  
Director, DAS Division of Procurement & Support Services



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November 6, 2023

Mr. Andrew Bennett  
Fleet Administrator  
State of New Hampshire  
Bureau of Purchase and Property  
25 Capitol Street, RM 102  
Concord, NH 03301

## **RE: Division of Plant and Property – Proposed Fleet Expansion**

Dear Mr. Bennett:

This letter is to seek preliminary approval from the Division of Procurement and Support Services to expand the Division of Plant and Property's state vehicle fleet from 28 vehicles to 29 vehicles as detailed below. Currently, the Division of Plant and Property has a fleet of sixteen light duty trucks, five medium duty trucks, two heavy duty trucks and five passenger autos. The light, medium and heavy-duty trucks are used within the normal course of our operations to manage and maintain state buildings and grounds while the passenger autos are used by employees who travel throughout the State and occasionally outside the State for State related business.

Over the years, the division has provided a shuttle bus program to State employees within the downtown Concord area to combat the challenges of finding affordable parking facilities in this area. On more than one occasion, we have sought to acquire the services of a vendor through the RFB process to provide this service but to no avail as we have not received any bids. For the past two years, we have been maintaining the shuttle program by utilizing vehicles borrowed from other agencies and using overtime labor to staff the program. Obtaining a vehicle on loan from other agencies have become unsustainable and it is for this reason that we are seeking to expand the Division's fleet by adding a passenger van to accommodate the shuttle program.

We respectfully ask that the Division of Procurement and Support Services support this request conditioned on final approval by the Governor & Executive Council. If you have any questions related to this proposed expansion, please feel free to contact me directly.

Thank you for your consideration.

Yours sincerely,



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Karen Rantamaki  
Director – Division of Plant & Property