

57



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



57

William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner
Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

Bureau of Turnpikes
August 21, 2024

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

REQUESTED ACTION

Authorize the Department of Transportation, Bureau of Turnpikes, to hold an organized meetings for the purpose of training and recognizing Department of Transportation employees. The meeting will be held on October 31, 2024, at the Turnpike Rochester Maintenance Shed location. Food and other costs are estimated to be \$3,837, effective upon Governor and Council approval. 100% Turnpike Funds.

Funding is available in State Fiscal Year 2025 as follows:

04-96-96-961017-70220000	<u>FY 2025</u>
Administration - Support	
020-500200 Current Supplies	\$3,837

EXPLANATION

The Department of Transportation's Division of Operations supports and encourages the Bureau of Turnpikes to hold annual safety/training days to train and recognize safety achievements with their staff. This provides an opportunity to gather the staff to disseminate safety and training information, provides field personnel access to state services and a platform to present initiatives that Districts are focusing on. It also provides a forum for the Commissioners and Directors to address the field staff and respond to questions.

Staff are appreciative of these annual events that are held during the fall season. In addition, dispersing 100+/- employees and vendors locally for lunch significantly reduces the available training time at these events. Therefore, in order to maximize the effectiveness of the day's events, the Department has historically funded a light breakfast and lunch for attendees.

Total cost for food and other expenses is estimated to be \$3,837 per event due to inflation of these items. By utilizing catering services, it enables all attending staff to participate in the training versus some staff being diverted to food preparation and distribution, thereby missing the training.

The Department therefore requests permission to hold an organized meeting to train the DOT's Bureau of Turnpike's staff responsible for all plowing and for all spring, summer and fall maintenance operations.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in cursive script that reads "William Cass".

William J. Cass, P.E.
Commissioner

Attachments

Lemay & Sons Beef

116 DANIEL PLUMMER RD
NH 03045

Estimate

Date	Estimate #
7/29/2024	37

Name / Address
Pikes, NH Turn

			Project
Description	Qty	Rate	Total
BBQ Service, Equip & Rental Oct 31 for 100 People Steak Tips, Chicken, Pulled Pork Mac & Cheese, Potato Salad, Baked beans, Coleslaw, Corn Bread	100	28.00	2,800.00
		Subtotal	\$2,800.00
		Sales Tax (8.5%)	\$0.00
		Total	\$2,800.00

603 Smok'n Que

Pitmaster and Owner: Josh Hilyard

Quotation

Merrimack NH
603-860-5812

GUEST COUNT 150

Clients name: Kevin Conway NHDOT

Quotation valid until: N/A
Prepared by: Joshua Hilyard

Comments or special instructions: smoker onsite with buffet set up.

Description	AMOUNT
Grillmaster - Comes with marinated grilled chicken, marinated grilled steak tips and pulled pork. The sides will be garden salad, potato egg salad and macaroni & cheese. Comes with homemade sauces, salad dressing, pickle & peppers and buns.	\$26
Appetizer -	N/A
Extra side -	N/A
For onsite catering with smoker - I provide disposable plates, utensils and napkins. I keep food warm in chafing dishes. I need you to supply tents for the buffet station. Only if the food will not be inside. I bring black table clothes. I take care of my own trash only. I need proper space for my smoker and grills.	N/A
For food truck service - I serve everything from the takeout window. I provide disposable plates, utensils and napkins. Some condiments are outside for customers to use. I'm responsible for my trash only. Need proper space for a 20ft trailer and truck to park. Easy access in and out of property.	N/A
Gratuity 15%	\$585
Food tax 8.5%	\$331
TOTAL	\$4,816.00
drop off price	\$4,075

THANK YOU FOR YOUR BUSINESS!



Event Contract

**72 Manchester Street
 Concord, NH 03301
 Tel. 603-224-4101
 www.theredblazer.com**

Client/Organization State of NH	Event Date 10/29/24 (Thu)	Booking Contact Kevin Conway	Event # E19422
Address , , NH	Booking Tel (603) 419-0295	Booking Email kevin.j.conway@dot.nh	Guests 130 (Act)
Theme Office Party	Event Planner Tamra Burke	Category Off Menu	Operation delivery*hooksett

**All food items served in disposable aluminum pans or black plastic trays with lids are setup ready to serve
 full aluminum pan 21" x 13"
 half aluminum pan 10" x 13"**

**Serving utensils not included
 Paper goods not included**

DELIVERY

Minimum food order required for delivery of \$250.00 prior to delivery fee, taxes and service charge

Venue			
Delivery			
11:10 am			
Site Name	Site Address	Site Telephone	
STATE OF NH	36 HACKETT HILL ROAD, HOOKSETT, () - NH		
Directions			
LEAVE RESTAURANT AT 11:10am			
15 minute drive			
Food/Service Items			
Food/Service Items	Price	Qty	Total
SETUP IN DISPOSABLE ALUMINUM PANS HOT & READY TO SERVE			
Full Hotel Pan Beef Tips with Madeira Sauce with roasted onions & peppers	\$90.00	10	\$900.00
Full Hotel Pan Chicken Picatta (25 pieces)	\$60.00	10	\$600.00
Full Hotel Pan Italian Sausage with onions & peppers includes 24 sub rolls	\$65.00	5	\$325.00
Full Hotel Pan Shepherds Pie	\$45.00	5	\$225.00
Full Hotel Pan Roasted Red Potatoes	\$35.00	3	\$105.00
Full Hotel Pan Rice Pilaf	\$35.00	2	\$70.00

SETUP IN DISPOSABLE ALUMINUM PANS READY TO SERVE

Full Hotel Pan Potato Salad	\$40.00	2	\$80.00
Full Hotel Pan Garden Salad with Pint of Italian Dressing	\$30.00	3	\$90.00
Full Hotel Pan Greek Salad with Pint of Greek dressing	\$35.00	2	\$70.00

SETUP IN DISPOSABLE PLASTIC PLATTERS WITH COVER

Large Sandwich Platter (20 Halves) Assortment of Ham & Cheese, Turkey, Roast Beef, Chicken Salad, Tuna Salad & Vegetarian Wraps on Assorted Homemade Breads	\$59.99	1	\$59.99
---	---------	---	---------

Notes

Pickup or Delivery drop off menu items are setup and ready to serve in disposable aluminum pans or on plastic trays with lids

There is no equipment with this option; no chafing dishes, no serving utensils, no paper products, no staff

Delivery not available 4pm to 7pm Friday and Saturday

signed contract due to confirm booking
full balance will be paid by check and mailed to Red Blazer

Delivery Charge	\$45.00
-----------------	---------

Subtotal	\$2,569.99	Paid	\$0.00	Pay Method	Card Number
Tax	\$0.00	Balance	\$2,769.99	Card Type	
Service Chg	\$200.00			Card Holder	Expires
Total Value	\$2,769.99			Signature	

[DD CATERING](#) [DUNKIN' COMBOS](#) [DUNKIN' MENU](#) [ORDER HERE](#)

[CONTACT](#)



SERVING THE PITTSBURGH REGION

Other Dunkin' Items!

[Search](#)

Fresh from our bakery and to your next event!

[Order Here](#)

Beverages

Box O' Joe (10 Small Cups)	\$17.99
Box O'Joe Hot Chocolate (10 Small Cups)	\$18.99

1/2 Cambro of Coffee \$40.00

(30 cups of coffee)

Full Cambro of Coffee \$85.00

(60 cups of coffee)

*Box O' Joe and Cambro will include dairy, sweeteners, stirrers, cups, and lids.

Our Dunkin' Donuts Assorted Flavors:

Glazed, Chocolate Frosted, Strawberry Frosted, Vanilla Frosted, Old Fashioned, Boston Creme, Glazed Chocolate Cake, Jelly, Cinnamon, Powdered Sugar, Blueberry Cake. **Please ask about our seasonal varieties!

1/2 Dozen \$7.99

Dozen \$13.99

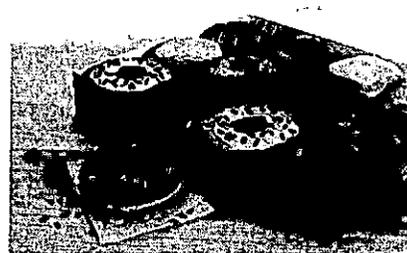
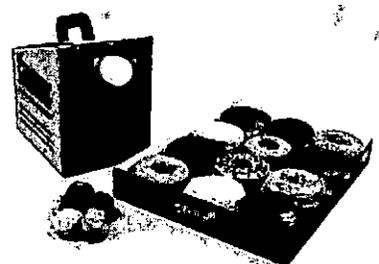
Our Munchkin Donut Hole Assorted Flavors:

Glazed, Glazed Chocolate, Jelly, Powdered Sugar, Cinnamon, Blueberry Glaze. **Please ask about our seasonal varieties!

25-ct. Munchkins \$7.99

50-ct. Munchkins \$13.99

**DDCATERING
NOW AVAILABLE!**



Freshly Baked Bagels

Plain, Cinnamon Raisin, Sesame, Everything, Poppyseed, Multigrain,
Onion, Wheat. **Please ask about our seasonal varieties!



1/2 Dozen \$8.49

Dozen \$16.49

**8oz. Cream Cheese Spread (Spread Flavors:
Plain, Strawberry)** \$2.79



Muffins

Blueberry, Reduced Fat Blueberry, Chocolate Chip, Coffee Cake, Corn,
Honey Bran Raisin. **Please ask about our seasonal varieties!



4-ct. Muffins \$9.99

1/2 Dozen Muffins \$13.99

Dozen Muffins \$25.99

PLEASE REMEMBER ALL ORDERS MUST BE PLACED 24
HOURS IN ADVANCE AND WILL BE READY FOR PICKUP
AT ANY OF OUR LOCATIONS. THERE IS A MINIMUM OF
\$25.00 PER ORDER - IF YOU HAVE QUESTIONS PLEASE
CALL 412-321-0313

DELIVERY MAY BE AVAILABLE FOR ORDERS OVER
\$200.00 IN SELECT LOCATIONS. DELIVERY CHARGES
MAY APPLY

Safety Training Day Food Expenses for NHDOT Bureau of Turnpikes
Recent Quotes Received for Food and Miscellaneous items

Food Vendor Cost

Vendor	Quote Date	Cost Per Person	Food Quote	Additional Fees	Total Cost	Description
Lemay & Sons Beef	7/29/2024	\$28.00	\$ 2,800.00	\$-	\$ 2,800.00	BBQ Service, Equipment and Rental. Catered Items for October 31, 2024: Food: Chicken, Pulled Pork, Steak Tips Sides: Potato Salad, Mac & Cheese, Beans and Corn Bread
604 Smok'n Que	8/29/2024	\$44.85	\$ 3,900.00	\$585.00	\$ 4,485.00	marinated grilled chicken, marinated grilled steak tips and pulled pork. The sides will be garden salad, potato egg salad and macaroni & cheese. Comes with homemade sauces, salad dressing, pickle & peppers and buns.
Red Blazer	8/29/2024	\$27.70	\$ 2,569.99	\$200.00	\$ 2,769.99	Red Fox BBQ, pasta salad, potato salad, hamburgers and buns, hot dogs and buns, grilled chicken breast, potato chips, corn on the cob, watermelon, all condiments.
Average Cost					\$ 3,351.66	

*Turnpikes estimates 75 people

Additional Items NOT provided by Food Service Vendor

Items	Quote	Cost per person	Fees	Total Cost	Description
Beverages		\$ 1.00		\$ 100.00	An assortment of beverages estimated for 100. Cola, water, coffee, orange juice. This estimate is based off purchase in 10/2022 purchase order 194929
Dunkin Donuts Coffee		\$ 0.85		\$ 85.00	Full Cambro of Coffee - 60 cups
Market Basket Fresh Bakery		\$ 1.50		\$ 150.00	An assortment of donuts, danishes, cookies, cupcakes, fruit and other food items estimated for people purchased This estimate is based off a recent purchase in 10/2022 purchase order 194929

Estimated Total Cost of Food \$ 3,686.66

Miscellaneous Items		\$ 1.50		\$ 150.00	Training material duplication, paper products, cutlery for coffee and donuts, honorariums, grilling fuel, trash bags, and briquettes, and/or items not included by caterer. This estimate is based off a recent purchase in 10/2022 purchase order 194929
---------------------	--	---------	--	-----------	--

Estimated Total Cost for Turnpike's Safety Day \$ 3,836.66

\$ 38.37 per person

Estimated Attendees for Turnpike's Safety Day

Active State Employees Per the NH First Active Employees Report:

Administration	7
Nashua Maintenance	5
Hooksett Maintenance	8
Merrimack Maintenance	8
Dover Maintenance	7
Hampton Maintenance	8
Rochester Maintenance	8
Hooksett Main Toll	0
Bedford Main Toll	0
Hampton Main Toll	0
Hampton Ramp Toll	0
FT Employees	51

Other Participants

Outside Presenters	1
Vendors	7
JOMB	7
	<hr/>
	15

Total Estimated Participants 66

*Turnpikes estimates approximately 75 attendees will attend.