



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner

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April 25, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Environmental Services (NHDES) to make a **RETROACTIVE, UNENCUMBERED**, payment to Shoubert's Auto (VC#251967 B001) Boscawen, NH totaling \$4,654 for the repair of department fleet vehicles, upon Governor and Council approval. 100% Federal Funds.

Funding is available in the account as follows:

	<u>FY 2025</u>
03-44-44-442010-7602-020-500235	\$4,654
Dept Environmental Services, Surface Water Quality PPG - Current Expenses	

EXPLANATION

This request is for **RETROACTIVE** payment for vehicle repair expenses which were incurred over the last two months that have put the department over the \$10,000 Governor and Council (G&C) threshold.

The Department of Administrative Services (DAS) recently informed NHDES that the longstanding interpretation of ADM 608.01, "Repairs to Motor Vehicle", conflicts with the Manual of Procedures (MOP). Adm 608.01 authorizes NHDES to repair a motor vehicle for amounts less than or equal to the \$10,000 amount established by RSA 21-I:11, I(a)(3) without further approval. DAS notes that the cumulative vendor spend in MOP 150 section A.3 must be applied to all automotive repair transactions requiring G&C approval for cumulative repairs that exceed \$10,000 with a single vendor.

The department expects that this change will require G&C approval on a number of individual invoices, causing payment delays which will negatively impact small and local businesses and likely lead to refusal of services causing delays in repairs and downtime for NHDES vehicles.

We respectfully request your approval of this item.


Robert R. Scott, Commissioner

SHOUBERT'S AUTO
 29 North Main Street
 Boscawen, NH 03303
 Phone: (603) 565.5259
 shoubert@gmail.com

INVOICE

NH DEPT OF ENVIRONMENTAL SERVICES

Invoice # 2736

Invoice Date 04/12/2025

Due Date 04/12/2025

Item	Description	Unit Price	Quantity	Amount
	2018 FORD FOCUS			
	REPLACED BROKEND HOOD, BUMPER, GRILL, LEFT HEADLIGHT, FOG LAMP COVER BOTH SIDE .			
	GRILL	283.00	1.00	283.00
	BUMBER	582.00	1.00	582.00
	HEADLIGHT	647.00	1.00	647.00
	FOG LAMP COVER	37.00	2.00	74.00
	PAINT	180.00	1.00	180.00
	CLEAR	96.00	1.00	96.00
Labor		65.00	30.00	1,950.00
	INSPECTION	40.00	1.00	40.00
	HOOD	802.00	1.00	802.00

RECEIVED
 APR 24 2025
DES ACCOUNTING

NOTES: Any warranties on parts or materials, hereby are those made by the manufacturer. Loyalty Car Care LLC Disclaims all warranties, express or implied, including any implied warranties for any purpose by Loyalty Car Care LLC. Special Orders are NON Refundable Installed Parts are NON Refundable All Refunds Subject to 30% Labor Received Fee.

PO # _____
 PENDING: 7602-D
 APPROVED BY: KM
 EST

Subtotal	4,654.00
Total	4,654.00
Amount Paid	0.00
Balance Due	\$4,654.00