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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street
Concord, New Hampshire 03301
(603) 271-3201 | Office@das.nh.gov

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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

July 16, 2025

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

REQUESTED ACTION

Pursuant to Adm 611.08(g) governing Motor Vehicles, the Department of Administrative Services (DAS), Division of Plant and Property respectfully requests authorization to increase the size of its fleet by two (2) vehicles effective upon Governor and Council approval.

EXPLANATION

This request is to authorize the Division of Plant and Property's fleet to increase by two (2) to include two Utility Terrain Vehicles which allow significant versatility for both snow removal and landscaping work. The Division maintains 95 buildings statewide include courthouses across the state, but these vehicles will be used primarily in Concord at the State Office Park South and for Downtown buildings.

Currently, the Division of Plant and Property has a total fleet of thirty-eight (38), including sixteen (16) light-duty trucks, seven (7) medium-duty trucks, one (1) heavy-duty truck, four (4) passenger autos, one (1) utility vehicle, three (3) mobile pieces of equipment and six (6) trailers. 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.

The Division of Plant and Property Grounds Team has had challenges recruiting for grounds positions, problems that are exacerbated during snow removal season. As vacancies continue in this area, the Division is looking to add two (2) new utility terrain vehicles (UTVs) to be acquired through the competitive bid process. The UTVs will be equipped with a sander and snow blower in winter months to provide a solution to maintain safe and accessible environments for the Downtown buildings and State Office Park South campus, despite our current vacancies in ground positions. By enabling more efficient snow removal and ensuring safer walkways, these vehicles will enhance our operational capacity and eliminate the need for staff to transport sand and salt in personal vehicles. The addition of UTVs will reduce the risk of worker compensation claims associated with manual shoveling, ultimately leading to a

more efficient, safer, and sustainable grounds maintenance program for the Downtown buildings and State Office Park South campus.

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 vehicles is available in the following Equipment accounts:

01-14-14-141510-15890000-030-501865	$ 55,000	100% Intra-Agency Transfers
01-14-14-141510-70490000-030-501865	$ 55,000	100% Revolving Funds.

Respectfully submitted,

Charles M. Arlinghaus
Commissioner

State of New Hampshire

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February 19, 2025

Attn:
Director Karen Rantamaki
NH Department of Administrative Services
Central Facilities Bureau
Division of Plant and Property
25 Capital Street
Concord, NH 03301

SUBJECT: Response to Fleet Increase Request

Director Rantamaki:

Please accept this as receipt of your request to increase the NH Department of Administrative Services, Central Facilities Bureau, Division of Plant and Property fleet size by two (2) Utility Vehicles, which will be sourced through the competitive bid process, 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, Central Facilities Bureau, Division of Plant and Property fleet be increased by two (2) Utility Vehicles. This would bring your fleet totals for the Division of Plant and Property to two (2) Utility Vehicles.

The request to increase the fleet by two (2) Utility Vehicles is reasonably justified and compelling enough to merit consideration by the Governor and Executive Council in a near future meeting.

Should Governor and Executive Council approve, you will have one (1) year from the G&C approval date to purchase the vehicles. Purchases will not be approved if longer than one (1) year form G&C approval date.

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

Respectfully submitted,

Lincoln Adams
Administrator II, State Fleet Manager, DAS Division of Procurement and Support Services

Gary Lunetta Digitally signed by Gary Lunetta
Date: 2025.06.12 09:14:21 -04'00'

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