



**THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION**



**CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER**

**JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER**

Bureau of Mechanical Services
December 3, 2014

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

Informational Item

The Department of Transportation requests to place item on the Consent Calendar.

In accordance with Chapter 143, Laws of 2013, 04-96-96-960515-30050000-030 footnote, attached is the Department's Monthly Equipment Acquisition Plan status report for the period ending November 30, 2014, which is submitted for review by the Governor and the Council.

Explanation

Chapter 143, Laws of 2013, 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."

Sincerely,

Christopher D. Clement, Sr.
Commissioner

State of New Hampshire
Department of Transportation
Bureau of Mechanical Services

Equipment Acquisition Plan Status Report
Fiscal Year 2015

November 2014

Prepared by:
William J. Dusavitch
Administrator

Submitted by:
Christopher D. Clement, Sr.
Commissioner

Department of Transportation
Bureau of Mechanical Services
Equipment Acquisition Plan Status Report

Fleet Purchasing Process

Chapter 143 Laws of 2013, 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 2014**, 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.

**Bureau of Mechanical Services
Fiscal Year 2015 Equipment Acquisition Status Report
November 2014**

revised 12/2/2014

ITEM	Plan as approved by CBOC and G&C			Actual Purchase Information adjusted based on Bids				
	Planned Quantity	Planned Unit Cost	Planned Total	Purchased Quantity	Bid Price Including Options	Total Cost	Date Purchased *	Notes
3-5 Ton Cab & Chassis	15	\$94,000	\$1,410,000	15	\$90,220	\$1,353,300	9/9/2014	
(airbag deduct)								
4/6 C.Y. Dump Bodies**	15	\$11,000	\$165,000	15	\$10,949	\$164,235	9/30/2014	
Hydraulic Systems - Single Wing *	0	\$15,000	\$0	15	\$15,649	\$234,735		A
Hydraulic Systems - Double Wing *	15	\$21,500	\$322,500					
6 C.Y. Load Covers	15	\$1,000	\$15,000	15	\$750	\$11,250	9/30/2014	
5 C.Y. Hydraulic Spreaders	0	\$10,500	\$0					
Diagnostic Equipment/Software	1	\$46,000	\$46,000	0				
Tandem Cab & Chassis	2	\$118,000	\$236,000	2	\$125,600	\$251,200	9/9/2014	
10/12 C.Y. Dump Bodies***	2	\$13,500	\$27,000	2	\$14,519	\$29,038	9/30/2014	
11 C.Y. Hydraulic Spreaders	0	\$13,500	\$0					
Hydraulic Systems - Single Wing *	0	\$15,000	\$0	1	\$15,649	\$15,649		A
Hydraulic Systems - Double Wing *	2	\$21,500	\$43,000	1	\$22,559	\$22,559		A
12 C.Y. Load Covers	2	\$1,000	\$2,000	2	\$990	\$1,980	9/30/2014	
Diagnostic Equipment/Software	1	\$27,000	\$27,000	0				
3/4 Ton Extended Cab Pickup	23	\$22,000	\$506,000					B
Service Body								
Diesel								
Miscellaneous Fleet Repair Equipment	1	\$500	\$500					
Total:			\$2,800,000			\$2,083,946		

Budget
Class 30 Appropriation \$2,800,000
Total expenditures to Date \$2,083,946
Available Balance \$716,054

A = Requisitions have been processed
B = Admin. Services to bid in November

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