



*Victoria F. Sheehan
Commissioner*

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



*William Cass, P.E.
Assistant Commissioner*

Bureau of Mechanical Services
January 8, 2016

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

INFORMATIONAL ITEM

In accordance with Chapter 275, Laws of 2015, 04-96-96-960515-30050000-030 footnote, attached is the Department's Monthly Equipment Acquisition Plan status report for the period ending December 31, 2015, which is submitted for review by the Governor and the Council.

EXPLANATION

Chapter 275, Laws of 2015, 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." Attachment 1 provides the status for fleet units purchased under Chapter 275, laws of 2015.

Chapter 220, Laws of 2015 (HB25), 04-096-096-960030-82930000-034 footnote reads as follows: "The sums appropriated in subparagraph H shall be used to purchase equipment with a useful life of 10 years or greater and shall not be used by the Department, Division of Operations, Mechanical Services Bureau, to purchase passenger cars or 1/2 ton or 3/4 ton pickup trucks." Attachment 2 provides the status for fleet units purchased under Chapter 220, Laws of 2015. Although not specifically required by statute, the Department intends to report these expenditures to add to our transparency and provide consistency in our acquisition process.

Sincerely,

Victoria F. Sheehan
Commissioner

State of New Hampshire
Department of Transportation
Bureau of Mechanical Services

Equipment Acquisition Plan Status Report
Fiscal Year 2016

December 2015

Prepared by:

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Commissioner

Department of Transportation - Bureau of Mechanical Services

Equipment Acquisition Plan Status Report

Fleet Purchasing Process

Chapter 275 Laws of 2015, 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 **December 2015, 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.

Amendments: Based on actual expenditures and available funding mechanisms, any significant change to the approved plan will be submitted as an amendment to be approved by the Capital Budget Overview Committee and Governor and Council.

**Bureau of Mechanical Services
Fiscal Year 2016 Equipment Acquisition Status Report - Chapter 275
December 2015**

| Attachment 1 - Revised 1/13/2016 | | Plan as approved by CBOC and G&C | | | Actual Purchase Information adjusted based on Bids | | | |
|-----------------------------------|------------------|----------------------------------|--------------------|--------------------|--|--------------------|----------------|---------|
| ITEM | Planned Quantity | Planned Unit Cost | Planned Total | Purchased Quantity | Bid Price Including Options | Total Cost | Date Purchased | Notes |
| LDT1 - Light Duty Trucks | | | | | | | | |
| 1/2 Ton Reg Cab Pickups | 6 | \$19,000 | \$114,000 | 6 | \$18,468 | \$110,808 | 11/12/2015 | |
| w/ Orange Paint | 6 | \$19,000 | \$114,000 | 6 | \$18,955 | \$113,730 | 11/12/2015 | |
| 1/2 Ton Reg Cab Pickups | 4 | \$19,000 | \$76,000 | 4 | \$18,468 | \$73,872 | | A, B, D |
| LDT2 - Light Duty Trucks | | | | | | | | |
| 1 Ton Ex-cab 4x4 Pickup w/ Plow | 42 | \$50,000 | \$50,000 | | | | | |
| 3/4 Ton Ex-cab Pickups | 1 | \$50,000 | \$50,000 | | | | | |
| | 41 | \$25,500 | \$1,045,500 | 41 | \$24,668 | \$1,011,388 | 11/12/2015 | |
| PASSAUTO - Passenger Autos | | | | | | | | |
| Compact Sedan | 29 | \$18,000 | \$522,000 | 2 | \$15,646 | \$31,292 | | A |
| Compact Hatchback | | | | 27 | \$16,086 | \$434,322 | | A |
| Miscellaneous: | | | | | | | | |
| 6 - Wheeler Software | 1 | \$47,250 | \$47,250 | | | | | |
| 10 - Wheeler Software | 1 | \$26,850 | \$26,850 | | | | | |
| Misc. Shop Equip. | | \$4,400 | \$4,400 | | | | | |
| Total: | | | \$2,000,000 | | Total: | \$1,775,412 | | |

Budget
Class 30 Appropriation \$2,000,000
Total Expenditures to Date \$1,775,412
Available Balance \$224,588

A = Requisitions have been processed
B = Bids have been received
C = No bids required, straight purchase
D = Quantity adjusted (Continuous Resolution)

Bold indicates current Month's Reporting

**Bureau of Mechanical Services
Fiscal Year 2016 Equipment Acquisition Status Report - Chapter 220 (HB25-Bonded)
December 2015**

Attachment 2 - Revised 1/13/2016

| ITEM | Plan as reviewed by CBOC and G&C | | | Actual Purchase Information adjusted based on Bids | | | Notes |
|--|----------------------------------|-------------------|---------------|--|-----------------------------|------------|-------|
| | Planned Quantity | Planned Unit Cost | Planned Total | Purchased Quantity | Bid Price Including Options | Total Cost | |
| EHD - Extra Heavy Duty Trucks - 10 Wheelers | | | | | | | |
| Plow Truck | | \$166,000 | \$664,000 | | | | |
| Cab & Chassis | 4 | | \$506,000 | 4 | \$124,637 | \$498,548 | A, B |
| 10/12 C.Y. Dump Bodies*** | 4 | \$126,500 | \$506,000 | 4 | | | A |
| Hydraulic Systems - Single Wing * | 4 | \$15,000 | \$60,000 | 2 | | | A |
| Hydraulic Systems - Double Wing * | 4 | \$23,500 | \$94,000 | 1 | | | A |
| Hydraulic Systems - Mid-Mount Plow * | 4 | \$1,000 | \$4,000 | 1 | | | A |
| 12 C.Y. Load Covers | 4 | | | 4 | | | A |
| Knuckle Boom Crane Truck | 1 | \$250,000 | \$250,000 | | | | |
| HDT - Heavy Duty Trucks - 6 Wheelers | | | | | | | |
| Plow Truck | | | | | | | |
| Cab & Chassis (airbag deduct) | 15 | \$132,000 | \$1,980,000 | 15 | \$91,000 | | A, B |
| 4/6 C.Y. Dump Bodies** | 15 | \$95,000 | \$1,425,000 | 1 | -\$475 | | A |
| Hydraulic Systems - Single Wing * | 15 | \$12,500 | \$187,500 | 15 | | | |
| Hydraulic Systems - Double Wing * | 15 | \$23,500 | \$352,500 | 14 | | | |
| 6 C.Y. Load Covers | 15 | \$1,000 | \$15,000 | 1 | | | A |
| MID - Medium Duty Trucks - Light 6 Wheelers | | | | | | | |
| Aerial Buck Trucks - Signal/Sign | 4 | \$85,000 | \$340,000 | 1 | \$33,723 | | A, B |
| Cab & Chassis 4wd | | | | 3 | \$30,964 | | A, B |
| Cab & Chassis 2wd | | | | | | | |
| Lift & Service Body | | | | | | | |
| Dump Body w/ plow | 4 | \$53,000 | \$212,000 | 4 | \$33,723 | | A, B |
| Cab & Chassis 4wd | | | | 1 | \$34,185 | | A, B |
| Cab & Chassis 4wd, 84" CA | | | | | | | |
| Dump Body | | | | | | | |
| Rack Body | | | | | | | |
| Plow | | | | 5 | | | A |
| AE - Associated Equipment | | | | | | | |
| 11 C.Y. Hydraulic Spreaders | 4 | \$25,290 | \$101,160 | | | | |
| 5 C.Y. Hydraulic Spreaders | 14 | \$20,290 | \$284,060 | | | | |
| MEC - Mobile Equipment Construction | | | | | | | |
| Graders | 2 | \$240,000 | \$480,000 | | | | A |
| Loaders | 1 | \$160,000 | \$160,000 | | | | A |
| 97 HP - Over The Rail | 5 | \$106,000 | \$530,000 | | | | A |
| Total: | | | \$5,001,220 | | | \$498,548 | |

Budget
Fund 30, Class 34 Appropriation - Chapter 220
Total Expenditures to Date \$5,000,000
Available Balance \$498,548
\$4,501,452

A = Requisitions have been processed
B = Bids have been received

Bold indicates current Month's Reporting
* Wing configuration TBD just prior to purchasing
** 4/6 C.Y. is industry standard dump body size for 6 wheel truck
*** 10/12 C.Y. is industry standard size for 10 wheel truck