



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

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Jm

LINDA M. HODGDON
Commissioner
(603) 271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603) 271-3204

September 19, 2013

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

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Graphic Services to budget and expend agency carry forward revenues from Fiscal Year 2013 in the amount of \$25,400.00 to lease a Collator/Bookletmaker for the period of Governor and Council approval through June 30, 2015.

The funds are to be transferred from Agency Income Balance Forward to FY 2014 and FY 2015 budget in appropriation 01-14-14-141510-34030000 Print Shop Operations Account 500257; Rent/Lease Non-Office Equipment. **100% Agency Funds**

Class	FY 2014 Budget	Requested Change	FY 2014 Revised Budget	FY 2015 Budget	Requested Change	FY 2015 Revised Budget
010 Personal Services-Perm Classified	397,286	-	397,286	426,009	-	426,009
018 Overtime	6,000	-	6,000	6,000	-	6,000
020 Current Expense	376,400	-	376,400	402,800	-	402,800
022 Rents-Leases Other Than State	113,000	8,500	121,500	115,000	16,900	131,900
024 Maint. Other Than Building -Grounds	62,000	-	62,000	62,000	-	62,000
028 Transfers to General services	19,593	-	19,593	20,171	-	20,171
030 Equipment New/Replacement	800	-	800	35,420	-	35,420
037 Technology-Hardware	6,250	-	6,250	2,700	-	2,700
038 Technology-Software	6,350	-	6,350	6,350	-	6,350
039 Telecommunications	3,800	-	3,800	3,800	-	3,800
042 Additional Fringe Benefits	40,000	-	40,000	40,000	-	40,000
050 Personal Service-Temp/Appointee	43,412	-	43,412	43,412	-	43,412
060 Benefits	237,009	-	237,009	272,101	-	272,101
066 Employee Training	800	-	800	800	-	800
070 In-State Travel Reimbursement	60	-	60	250	-	250
103 Contracts for Op Services	200	-	200	200	-	200
TOTAL	1,312,960	8,500	1,321,460	1,437,013	16,900	1,453,913

EXPLANATION

The Bureau of Graphic Services is located at 12 Hills Avenue, Concord, NH. On February 26, 2010, part of this building sustained critical damage during a severe storm. The worst damage occurred in the Print Shop located on the third floor. As a result, all salvageable Print Shop equipment and other items had to be moved and the remaining contents demolished.

The Print Shop's collator, an automated device that collates, trims, stitches and folds print items, was one of the pieces of equipment that was damaged beyond repair. When the Print Shop moved back to the newly constructed third floor in June 2011, they were fortunate enough to purchase a much older collator for \$100 from the Department of Transportation through Surplus Distribution and used a combination of this collator and existing parts of the damaged collator to regain some collating functionality.

Although the Print Shop hoped to keep the pieced-together collator until the FY 2016/2017 biennium, the device does not provide full functionality and is failing. In addition, repair parts are difficult, if not impossible, to acquire due to the age of the device.

The Print Shop must replace this collator in order to continue serving customers as per RSA 21- 1:12 (IV). A collator is a vital piece of automated equipment which is used consistently to compile and finish print jobs. The automation it provides is a major cost savings over manual processes. This savings is passed to State Agency customers.

Respectfully Submitted,



Linda M. Hodgdon
Commissioner

FISCAL YEAR 2013 AGENCY FUNDS

FY 2013 Balance Forward To FY 2014:	\$45,268.25
Requested Action:	<u>\$25,400.00</u>
FY 2014 Balance:	\$19,868.25