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New Hampshire Liquor Commission

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Joseph W. Mollica
Chairman

Michael R. Milligan
Commissioner



Margaret Wood Hassan
Governor

June 16, 2016

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

REQUESTED ACTION

The New Hampshire Liquor Commission (NHLC) respectfully requests an exemption to New Hampshire Procurement and Property Rules, ADM 611.08(g), to enable the NHLC to increase its fleet by one vehicle which will be assigned to the new Liquor Examiner II position within the Division of Enforcement and Licensing's Auditing and Direct Shipping unit.

Funding to be established in account # 02-77-77-770512-7878, LIQUOR COMMISSION, ENFORCEMENT, ENFORCEMENT & LICENSING; 100% Liquor Funds

Class #	Class Description	FY 2016
030-500300	Motor Vehicles (New)	\$16,803.00

EXPLANATION

The current size of the Commission fleet is 43 vehicles, the Commission requests to expand the fleet to 44 vehicles. Maintenance costs associated with this fleet increase will be absorbed within the current operating budget.

The purpose of this request is to accommodate the new examiner position approved in our FY 16-17 budget identified as position #NEW0372, in accordance with the budget approved by the general court and signed by the Governor enacting it into law. Although the position cannot be filled until 1/1/2017 the funds needed to purchase a vehicle for the position was included in our FY 2016 budget. The vehicles currently assigned to the Examiner positions average 14k-17k miles per year.

By approving this request, the commission will be able to improve their ability to conduct audits and inspections to determine compliance with NH laws and administrative rules concerning the manufacturing, selling or storage of alcohol by New Hampshire wineries, breweries and brew pub licenses.

Respectfully Submitted,
New Hampshire State Liquor Commission



Joseph W. Mollica, Chairman

Vehicle Acquisition Request and Recommendations for Commissioner Approval

RQ Number: 166877 Purchasing Memo Date: 5/18/2016 Business Supervisor: McMenemy, Dorothy
Agency: Liquor Commission Division: Bureau:
Funding Source: 100% Liquor Fund Purchase Type: Fleet Increase Acquisition Type: New Purchase
RQ Amount: \$33,606.00 Quantity: 2



Vehicle Type: PassAUTO
Model Year: 2016
Make: FORD
Model: FUSION
Description:

TCO: Condition of Surplus Vehicle:
Plate or ID Number
Purchase Price: \$16,803.00

Odometer (current):
Prior FY Mileage:
Prior FY MPG:
Prior FY Repair Costs:
Prior FY Maintenance Costs:

Fleet Management and Business Supervisors Recommendation
RECOMMEND CONDITIONAL APPROVAL: OF FLEET INCREASE, PENDING G&C APPROVAL, DUE TO THE AVERAGE MILEAGE TYPICALLY TRAVELED BY EMPLOYEES IN THE POSITION OF EXAMINER.

Submitted to Commissioner

Requisition Approved: Conditionally Approved: Requisition Denied:
Search GSA General Bid Process

Signatory Comments: _____

Deputy Commissioner Signature: *Michael [Signature]* Date: 6/9/16