



Nearly \$2 Billion and Counting for our Schools

GOVERNOR Christopher T. Sununu
 CHAIRMAN Debra M. Douglas
 COMMISSIONER Paul J. Holloway
 COMMISSIONER J. Christopher Williams
 EXECUTIVE DIRECTOR Charles R. McIntyre

April 3, 2019

His Excellency, Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to Adm 611.08(g), the New Hampshire Lottery Commission (Lottery) respectfully requests authorization to increase the size of its fleet by one vehicle. This will be effective upon Governor and Council approval. **100% Lottery Funds.**

Funds are in the following New Hampshire Lottery Commission account for Fiscal Year 2019:

06-083-083-830013-20280000	<u>FY 2019</u>
Lottery Division	
030-500300 Equipment/New Replacement	\$19,891

EXPLANATION

The New Hampshire Lottery maintains a fleet of mini-cargo vans for the purpose of servicing more than 1,400 retailers across the State. The current fleet of thirteen vehicles is sufficient for the newly-expanded staff of twelve Lottery Service Representatives (LSRs); however, does not provide the two additional vehicles that we have determined are indispensable to our operations. Generally, the additional vans are used as spares in the event one of the LSR vehicles must be taken off the road for routine or unforeseen repairs, and as pool vehicles for use by other Lottery staff. These spares specifically allow Lottery to balance mileage across the entire fleet to ensure that we get the full life expectancy from the vehicles with the lowest amount of down time. Lottery's Facilities Manager employs recommended best practices and meticulously oversees that every vehicle is maintained and rotated on schedule. That care helps guarantee we meet break-even mileage requirements and optimize the efficiency of our fleet operations.



Live Free or Die

New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301
 TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com

The Department of Administrative Services Fleet Management has been consulted and has conditionally approved this request pending Governor and Council approval, as noted on the attached VAqR form.

Respectfully submitted,



Charles R. McIntyre
Executive Director

CRM:cn
Attachment



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VAqR Approval Form

RQNumber: 192233
Agency: Lottery Commission
Funding Source: 100.00% (100% Sweepstakes)

Received Date: 4/3/2019
Division:
RQ Amount: \$19,891

Business Supervisor: Teri Blouin
Bureau:
Quantity: 1

Vehicle Information	Proposed Vehicle to be Surplussed	Requested Replacement Vehicle	DAS Alternate Recommendation
Purchase/Acquisition Type:		Fleet Increase / New Purchase	
Vehicle Type:		Trucks	
Model Year:		2019	
Make:		Dodge	
Model:		Ram Promaster City	
Description:		4cyl, mini cargo van	

TCO:

Vehicle History
Plate or ID Number:
Purchase Price: \$19891.00
Odometer (current):
Prior FY Mileage:
Prior FY MPG:
Prior FY Repair Costs:
Prior FY Maintenance Costs:

Fleet Management and Business Supervisors Recommendation

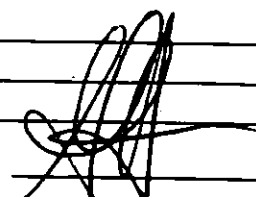
Recommend conditional approval, pending G&C approval of fleet increase. Agency does a good job balancing mileage across the entire fleet to ensure most efficient vehicle operation.

Submission for Authorization 4/3/2019

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

Signatory Comments: _____

Authorizing Authority Signature:



Authorizing Authority Title: Director, DPSS

Date: 4/3/19

STATE OF NEW HAMPSHIRE
Department of Administrative Services
Division of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

NOTICE OF CONTRACT

DATE: NOVEMBER 20, 2018

COMMODITY: 2019 MODEL YEAR VEHICLES

CONTRACT #: 8002444

NIGP CODE: 071-0000 & 072-0000

CONTRACTOR: ~~0000~~ CENTRAL DODGE INC. CONTRACTOR ID# 161731 B001
191 NEW STATE HIGHWAY
RAYNHAM MA 02767

CONTACT PERSON: DEBRA STEFANIK
Telephone No.: 1-508-823-0101 X4256
Telephone No.: 1-508-828-2134
Facsimile No.: 1-508-828-2131
E-mail: dstefanik@central.us

EFFECTIVE FROM: DECEMBER 1, 2018 through Contractor notification of "Manufacturers Build Down Date" or the vehicle is no longer available at the contract price.

STATE AGENCIES ONLY:
PLEASE REVIEW THE STATE OF NEW HAMPSHIRE CLEAN FLEETS POLICY FOR VEHICLE SELECTION AND ORDERING PROCEDURES PRIOR TO SUBMITTING AN RQ10

AGENCY TO SUBMIT AN RQ10 AGENCY ORDER WITH AN ATTACHED COPY OF THE COMPLETED P11 (DECLARATION OF SURPLUS PROPERTY) AND WAIVER IF NECESSARY

OR

G & C APPROVAL TO INCREASE THE FLEET
TO THE BUREAU OF PURCHASE AND PROPERTY.

WHEN ORDERING

CONTRACTOR, CONTRACTOR CODE, CONTRACT NUMBER, CONTRACT PRICE, NH SPECIFICATION NUMBER, VEHICLE NUMBER / MODEL AND INTERIOR / EXTERIOR COLOR MUST APPEAR ON THE RQ10

AND

VEHICLE MANUFACTURER, MODEL, YEAR, ENGINE (4, 6, 8 CYLINDER), MILEAGE, CONDITION OF THE VEHICLE AND BRIEF MECHANICAL HISTORY MUST APPEAR ON THE P11 DECLARATION OF SURPLUS

Questions: Alan Hofmann, Purchasing Manager
Phone: 603-271-2550
E-Mail: alan.hofmann@nh.gov

STANDARD SPECIFICATION FOR MOTOR VEHICLES

SCOPE:

THIS SPECIFICATION COVERS THE STATE OF NEW HAMPSHIRE'S GENERAL REQUIREMENTS FOR MOTOR VEHICLES.

REQUIREMENTS:

ALL VEHICLES OFFERED BY THE CONTRACTOR MUST BE NEW; SHALL NOT BE USED, REBUILT, REFURBISHED AND SHALL NOT HAVE BEEN USED AS DEMONSTRATION VEHICLES. INITIAL DELIVERY OF THE VEHICLES SHALL NOT EXCEED 200 MILES ON THE ODOMETER WITHOUT PRIOR APPROVAL FROM THE BUREAU OF PURCHASE AND PROPERTY.

VEHICLES MUST MEET ALL FEDERAL AND STATE EQUIPMENT AND SAFETY REQUIREMENTS. ALL VEHICLES SHALL BE EQUIPPED WITH ALL MANUFACTURER'S STANDARD FEATURES. DO NOT USE FLEET SPECIFICATIONS FOR MANUFACTURERS STANDARD FEATURES

OPTIONAL AND STANDARD EQUIPMENT ORDERED SHALL BE INSTALLED AND READY FOR USE, UNLESS OTHERWISE SPECIFIED

KEYS

EACH VEHICLE SHALL BE DELIVERED WITH TWO (2) SETS OF KEYS UNLESS OTHERWISE NOTED IN THE DETAILED SPECIFICATION

COLOR:

MANUFACTURER'S STANDARD SOLID COLOR AS REQUESTED BY THE USING AGENCY, UNLESS OTHERWISE STATED IN THE SPECIFICATIONS.

GENERAL:

A MANUFACTURER'S BILL OF MATERIALS (TRUCK SPECIFICATION LIST) MUST ACCOMPANY EACH VEHICLE OF A GVWR OF 24,000 LBS. AND OVER.

QUALITY ASSURANCE PROVISION:

ON PRODUCT DELIVERY, THE AGENCY WILL ACCOMPLISH A PRODUCT INSPECTION, TO ENSURE THAT ALL SPECIFICATIONS HAVE BEEN MET. UPON PRODUCT ACCEPTANCE, THE AGENCY WILL ACKNOWLEDGE ACCEPTANCE BY SUBMITTING PAYMENT APPROVAL. THE AGENCY WILL SUBMIT ANY AND ALL DISCREPANCIES TO THE CONTRACTOR WITHIN 10 DAYS OF RECEIPT, AND ALL DISCREPANCIES WILL BE RECTIFIED PRIOR TO PAYMENT. IF THE DISCREPANCIES CANNOT BE RECTIFIED WITHIN 14 CALENDAR DAYS OF NOTIFICATION, THE PURCHASE ORDER MAY BE CANCELLED.

PREPARATION FOR DELIVERY:

THE VEHICLE FUEL TANK SHALL BE NOT LESS THAN 1/2 FULL. THE COOLING SYSTEM OF EACH VEHICLE IS TO BE PROTECTED WITH PERMANENT TYPE ANTI-FREEZE TO A TEMPERATURE OF AT LEAST THIRTY-FOUR DEGREES BELOW ZERO F. VEHICLES MUST BE DELIVERED WITH ALL EQUIPMENT IN PLACE, CLEANED, LUBRICATED, SERVICED AND READY FOR OPERATION. **DEALER ADVERTISING OR LOGO IS NOT TO BE DISPLAYED ON VEHICLES.**

NOTES:

INVOICES ARE TO BE DELIVERED TO THE USING AGENCY WITH THE VEHICLE(S). PAYMENTS MAY BE AUTHORIZED FOR PARTIAL DELIVERY OF MULTIPLE VEHICLE ORDERS.

WARRANTY:

STANDARD WARRANTY AND OPERATOR'S MANUAL SHALL ACCOMPANY EACH VEHICLE. ALL WRITTEN WARRANTIES AND WARRANTY CARDS ARE TO BE FURNISHED IN THE GLOVE COMPARTMENT OF EACH VEHICLE DELIVERED.

CERTIFICATION:

A SIGNED COPY OF THE DEALER PRE-DELIVERY SERVICE CHECK SHEET AND A CERTIFICATE OF ORIGIN MUST ACCOMPANY EACH VEHICLE.

CONTRACTOR COMPLIANCE:

THE CONTRACTING CONTRACTOR WILL BE SOLELY RESPONSIBLE FOR MEETING SPECIFICATION REQUIREMENTS, INCLUDING DELIVERY

STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES
BUREAU OF PURCHASE AND PROPERTY

NH SPECIFICATION NO. 2011-33
9/25/18

STANDARD SPECIFICATION -MINI VAN, CARGO - 2WD & AWD
TO INCLUDE ALL MANUFACTURERS STANDARD FEATURES
INCLUDING:

WHEELBASE:		100.0 TO 125.0 INCHES
TRANSMISSION:		AUTOMATIC
BRAKES:		POWER, ABS, ALL WHEEL
STEERING:		POWER
AIR CONDITIONING:	(FACTORY)	YES
CRUISE CONTROL:	(FACTORY)	YES
WIPERS, INTERMITTENT:		YES
AM/FM RADIO:		YES
FLOOR MATS (FRONT)	FACTORY	YES- VINYL OR RUBBER
DAYTIME RUNNING LIGHTS		YES

ADD FOR OPTIONS:

BLUETOOTH	\$	<u>N/C</u>
PARTITION BEHIND PASSENGER ONLY	\$	<u>400.00</u>

CENTRAL DODGE

VEHICLE #1 -2 WHEEL DRIVE- ENGINE: TYPE / CYL GAS / 4 CYLINDER
EMISSION STANDARD REQUIREMENTS YES

MANUFACTURER/MODEL RAM PROMASTER CITY \$ 19,891.00

DELIVERY 120 DAYS AFTER RECEIPT OF PURCHASE ORDER
DELIVERY NOT TO EXCEED 120 CALENDAR DAYS ARO