



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

Bureau of Mechanical Services
December 21, 2015

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

REQUESTED ACTION

Authorize the Department of Transportation to enter into a contract amendment with North American Equipment Upfitters Incorporated (Vendor 174352) of Hooksett NH, to increase the contract amount by \$15,000 from \$130,010 to \$145,010, effective upon Governor and Council approval. The original contract was approved by Governor and Council on July 22, 2015, Item # 37. 95% Highway funds, 5% other funds.

Funding is available as follows:

04-96-96-960515-3005	<u>FY 2016</u>
Mechanical Services	
024-500225 Contract Repairs; Machine-Equip	\$15,000

EXPLANATION

The service contract is necessary for providing Aerial Lift inspection, repair, scheduled service and unscheduled emergency parts and repair to the Bureau of Mechanical Services. The intent of this amendment is to provide additional funds for unscheduled emergency repairs in the Aerial lift fleet. Repairs to date have been more extensive than anticipated.

The Department of Transportation, Bureau of Mechanical Services currently owns twenty (20) Aerial lift vehicles that are used for road sign mounting and maintenance, traffic sign repair and maintenance and various other functions. The Aerial lift trucks require yearly safety inspections, repair and maintenance. Once the inspection is completed, the Bureau is provided an explanation of repairs and maintenance needed, and the associated costs.

All other provisions of this agreement shall remain in effect for the amendment period.

The amendment has been approved by the Attorney General as to form and execution. Copies of the fully executed amendment are on file at the Secretary of State's Office and the Department of Administrative Service's Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

Your approval of this contract Amendment is respectfully requested.

Sincerely,

Victoria F. Sheehan
Commissioner

STATE OF NEW HAMPSHIRE - DEPARTMENT OF TRANSPORTATION - BUREAU OF MECHANICAL SERVICES
 BID RFB_DOT_2015_04 AERIAL LIFT INSPECTION, REPAIRS & SCHEDULED SERVICE
 EXHIBIT B - CONTRACT VALUE - AMENDMENT 1

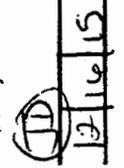
COMPANY		NORTH AMERICAN EQUIPMENT UPFITTERS					
		FY2016		FY2017			
Aerial Lift Make & Model	Quantity	Inspection Ea.	Inspection x Qty.	Labor / Hr.	Inspection Ea.	Inspection x Qty.	Labor / Hr.
ALTEC AT200A	2	\$85.00	\$170.00	\$75.00	\$275.00	\$550.00	\$75.00
TELSTA A37 - P	2	\$80.00	\$160.00	\$75.00	\$225.00	\$450.00	\$75.00
VERSALIFT SST - 37 - NE	4	\$115.00	\$460.00	\$75.00	\$300.00	\$1,200.00	\$75.00
VERSALIFT TEL - 29 - NE	1	\$80.00	\$80.00	\$75.00	\$225.00	\$225.00	\$75.00
VERSALIFT - 29 - N	1	\$80.00	\$80.00	\$75.00	\$225.00	\$225.00	\$75.00
VERSALIFT - SST37-EIH-01	1	\$215.00	\$215.00	\$75.00	\$400.00	\$400.00	\$75.00
VERSALIFT - TEL - 29	4	\$80.00	\$320.00	\$75.00	\$225.00	\$900.00	\$75.00
VERSALIFT - VAN- 29	1	\$80.00	\$80.00	\$75.00	\$225.00	\$225.00	\$75.00
ELLIOTT - H55R - D	2	\$235.00	\$470.00	\$75.00	\$875.00	\$1,750.00	\$75.00
MTI - U3	1	\$125.00	\$125.00	\$75.00	\$400.00	\$400.00	\$75.00
VERSALIFT VST - 50001 - 01	1	\$125.00	\$125.00	\$75.00	\$400.00	\$400.00	\$75.00
TOTAL UNITS	20		\$2,285.00			\$6,725.00	
Assumptions:		Estimated parts cost to repair issues discovered during the inspection = \$30,000 total for 20 Aerial lifts. Estimated Labor (time) to repair issues discovered during the inspection = 7 hrs (each) X 20 Aerial lifts x \$75.00 / hr = \$10,500.00					
Method of Payment:		The Annual Safety Inspection service shall be paid per unit including all labor to perform the inspection. Parts discovered as needing to be replaced during the annual inspection shall be paid based upon invoice amount charged. Labor to perform the repairs shall be paid for by the hourly rate. Prior to any work being completed, the contractor shall provide a written estimate for the proposed work, to be reviewed and approved by department personnel prior to commencement. An amount of \$20,000 is included in each fiscal year and is intended to cover any unscheduled emergency repairs and required associated parts.					
Bid tabulation values		FY2016		FY2017			
Inspection Fee for 20 Aerial Lifts		\$2,285.00		\$6,725.00			
Labor Cost (\$75 x 7 hrs x 20 Aerial lifts)		\$10,500.00		\$10,500.00			
Bid tabulation Totals		\$12,785.00		\$17,225.00			
Contract Cost:							
Bid tabulation Totals		\$12,785.00		\$17,225.00			
Assumed parts cost for repairs		\$30,000.00		\$30,000.00			
Unscheduled Emergency Repairs							
Contract Value per fiscal year		\$77,785.00		\$67,225.00			

Total contract value (FY2016 + FY2017) equal to P-37 + Amendment 1

\$145,010.00

Contractors Initials:

Date:

 12/16/15

STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
AERIAL LIFTS, INSPECTION, REPAIRS & SCHEDULED SERVICE
CONTRACT 2015-04 CONTRACT AMENDMENT 1

WHEREAS, pursuant to an Agreement approved by Governor and Council, on July 22, 2015, Item #37, (herein after referred to as the "Agreement"), North American Equipment Upfitters Inc. agreed to supply AERIAL LIFTS, INSPECTION, REPAIRS & SCHEDULED SERVICE per the terms and conditions specified in the Agreement and in consideration of payment by the Department of Transportation.

WHEREAS, the price limitation in Section 1.8, as amended, is \$130,010.00 and Exhibit A, as amended, describes the scope of work and exhibit B, as amended, describes the budget.

WHEREAS, the Department of Transportation has additional available funds for the repair & service of Aerial Lifts.

RESOLVED, that the agreement be amended as follows:

Page 1, Section 1.8" price Limitation" of the P-37form be amended to read \$145,010.00, (increase of \$15,000.00);

Exhibit B, Budget Contract value; be revised to include \$15,000.00 to the FY16 "Unscheduled Emergency Repairs" Line

Except as provided herein, all provisions of the Agreement shall remain in full force and effect. This modification shall take effect upon the approval date from the Governor and the Executive Council.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

Janet Dunican, CEO
Contractor Name and Title

North American Equipment Upfitters, Inc. Date: 12/16/15
COMPANY NAME

Corporate Signature Notarized:

STATE OF New Hampshire

COUNTY OF Rockingham

On this the 16th day of December, 2015, before me,

Janet Dunican, the undersigned Officer _____, personally Appeared and

Acknowledged her/him to be the CEO, of

North American Equipment Upfitters, a corporation, and that she/he, as such

CEO being authorized to do so, executed the foregoing instrument for the purposes

Therein contained, by signing the name of the corporation by her/himself as Janet Dunican

IN WITNESS WHEREOF I hereunto set my hand and official seal.

[Signature] notary public
Notary Public/Justice of the Peace

My Commission Expires: Feb. 20, 2018

(SEAL)



Contract 2015-04 Amendment 1

Initial and Date all pages

North American Equipment Upfitters Inc. Inc.

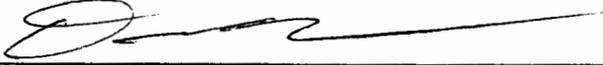
Initials JD

Date 12/16/15

Page 1 of 2

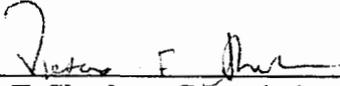
STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
AERIAL LIFTS, INSPECTION, REPAIRS & SCHEDULED SERVICE
CONTRACT 2015-04 CONTRACT AMENDMENT 1

State of New Hampshire



Date: 1/7/16

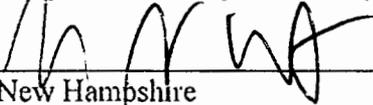
Dave Rodrigue, Assistant Director of Operations
State of New Hampshire
Department Of Transportation



Date: 1/11/16

Victoria F. Sheehan, Commissioner
State of New Hampshire
Department Of Transportation

Approved by the Attorney General (Form, Substance and Execution)



Date: 1/12/16

State of New Hampshire
Department of Justice

Approved by Governor & Council

By: _____
Deputy Secretary of State

Date: _____

EXHIBIT A

ARIAL LIFT INSPECTION -REPAIRS-SCHEDULED SERVICE

SCOPE OF SERVICES

PERFORMING SERVICES:

The Bidder will perform all services according to the requirements and specifications of this bid.

ANNUAL INSPECTION - COMPLIANCE STANDARDS

Annual inspections of the aerial lifts shall be in accordance with "OSHA" 1926 subpart CC & "ANSI" B30.22 & ANSI B30.5 or most recent revisions. All inspections shall take place at NH DOT 0 Bureau of mechanical Services, 33 Smokey Bear Blvd. Concord, NH

BIDDER QUALIFICATIONS:

Note: bidder must have qualified people to verify compliance with the provisions of the aerial lift inspection, per ASME B 30.5-2004 or latest revision.

ANNUAL INSPECTION PROCESS

Bidder shall provide the following under the annual ANSI / OSHA inspection segment:

Both Years of contract - 2016 & 2017

- Perform Annual ANSI / OSHA safety inspection for issuance of certificate (sample attached)
- Perform Manufacturers recommended inspection for optimum utilization and safety (sample attached)
- Replacement of all hydraulic filter(s), quantity /type to be determined by the make/model specified in Exhibit B
- Grease / lubricate all fittings

Year 2 of contract - 2017, in addition to all 2016 requirements

- Replace hydraulic fluid in all units. (Only in year 2 of contract [FY 2017]). Replacement hydraulic fluid product per manufacturers recommendation for region

ANNUAL SAFETY INSPECTION BY APPOINTMENT

The annual safety inspection shall take place according to Exhibit A, scope of services. Inspection times and dates shall be coordinated on a mutually agreed appointment schedule with the utilizing agency. The inspections shall be scheduled to allow the utilizing agency employees to wait at the location while the inspection is performed and return with the vehicle to their normal location the same day, during normal business hours.

Transportation of truck / Aerial lift to the **Bureau of mechanical Services** for inspection shall be the responsibility of the utilizing agency.

It is anticipated that the inspections shall occur over a two to six week period to avoid having multiple units being inspected. Bidder and utilizing agency may schedule as many inspections in a day as time and a thorough inspection process allows. Agency personnel shall report any known operational issues to the bidder upon arrival for inspection

ANNUAL SAFETY INSPECTION - RELEASE OF UNIT

If the aerial lift should not pass the annual safety inspection, the bidder shall document such to the utilizing agency employee waiting for the vehicle and have him sign a document (to be supplied by the bidder) identifying the specific functions of the crane that are tagged out of service (because they did not meet the ANSI / OSHA inspection criteria) until repairs are made to the referenced unit. At that point the utilizing agency personnel shall take the vehicle and may utilize any part of the vehicle not flagged for failure by the inspection report (i.e. transportation vehicle). The utilizing agency employees shall be permitted to view the inspection process (while maintaining necessary safety precautions).

ANNUAL SAFETY INSPECTION - STATUS / COMMUNICATION / TIME

Once the annual ANSI / OSHA safety inspection is complete, the Bureau of Mechanical Services will be provided a "repair estimate" inspection compliance repairs or factory recommended services and the associated cost for parts and labor to perform the aforementioned work. A copy of the ANSI / OSHA inspection report along with a copy of the repair estimate shall be emailed to mechanical services for review. The bidder shall have up to **seven (7) business days** to submit the specified information from the date of inspection completion to the Bureau of Mechanical Services at the following Email: Bureau38@dot.state.nh.us, attention Tom Moore.

Contractor's Initials: JD

Date: 12/16/15

REPAIR ESTIMATE COMPONENTS:

Supplied estimates shall have the following documentation, at a minimum:

- Customer name & address.
- Mechanical Services Contact person, telephone ,fax and email
- Date of inspection, make, model and serial of unit inspected and State vehicle number ("H" number)
- Each job repair on the estimate is broken out to include parts and labor for each job and a priority code as stated below. Service Code:
 - Damaged - Required to pass ANSI inspection - Imminent Safety - "X"
 - Normal wear - Factory Recommended service "W"
 - Good condition – "G"
 - Requires repair – "O"
 - Not Applicable – "N/A"

REPAIR AUTHORIZATION:

Under this solicitation and resulting contract, all repair authorizations (Parts, labor or both) shall come from the Bureau of Mechanical Services. Utilizing agencies do not have the authority to approve work, add work, purchase parts or augment any repair estimate. Any work done or parts purchased without the written consent of the Bureau of Mechanical Services is prohibited and shall not be paid for.

REPAIR ESTIMATE APPROVAL PROCESS, LOCATION

- Upon review and approval of the submitted repair estimate by NH DOT Mechanical Services, the bidder shall order the necessary parts and materials. Once the parts arrive, the bidder shall contact the utilizing agency to schedule the repair work to include whether the aerial lift will be left for repair or it is the utilizing agency intension to wait while the repair is being completed.
- In the event that unforeseen additional work is found during repairs and service work, the bidder shall contact the Bureau of Mechanical Services prior to any additional spending and supply an estimate for the cost for the additional work. Upon review and approval of the submitted repair estimate, by NH DOT Mechanical Services, the bidder shall order the necessary parts and materials to do the approved repairs.

REPAIR TIME:

- General - The successful bidder shall be required to accomplish the intended service within the quoted time communicated on the submitted repair report. The number of hours or days the unit would be out of service at the bidders' location for safety inspection compliance repairs or Factory recommended service would be communicated on the "repair estimate and communicated verbally to the utilizing agency when scheduling the repair.
- All repair and scheduled maintenance work shall be performed at the bidders' place of business.
- SCHEDULING - Once the bidder notifies the utilizing agency that the parts are received , the utilizing agency and the bidder shall schedule a time for repair at mutual agreement to both parties

REPAIR PROCESS

- Upon completion of the inspection, required repairs and scheduled maintenance, the bidder shall notify the utilizing agency and the Bureau of Mechanical Services.
- The bidder shall provide an itemized invoice comprised of all parts / supplies stated in the "repair estimate" plus actual cost, (cost billed to the state) to complete authorized repairs. There may be times when the 'actual labor cost is less than the estimated labor cost.
- Transportation of truck / Aerial lift to the vendor's location for repair shall be the responsibility of the utilizing agency.

REPAIR – POST INSPECTION

After completion of all authorized work and before the utilizing agency employee leaves the bidder's location with the unit, a post repair inspection of all items authorized for repair or replacement under the repair estimate shall be inspected and / or tested by the technician who did the work and observed utilizing agency employee responsible for vehicle. A printed list of repaired items shall be given to the utilizing agency employee prior to the post repair inspection. Once complete and the inspection is successful, all records shall be finalized and prepared for billing.

Contractor's Initials: JD

Date: 12/16/15

CORRECTING FAILURES -FOUND DURING POST REPAIR INSPECTION

Items repaired / replaced specified on the repair estimate that fail the post repair inspection shall be documented by the bidder & the utilizing agency employee. The utilizing agency employee shall leave the unit for up to an **additional two (2) business day's period**. The bidder has up to the same two (2) business days to correct all failures, re inspect the unit and turn it over to the utilizing agency.

WARRANTY REQUIREMENTS:

Successful bidder shall be required to warranty all of the parts or components repaired or installed for a period of not less than the manufacturer's standard period of time, from the date the items are received, inspected and accepted by the State of New Hampshire. The warranty shall cover 100% of all parts, shipping, labor, travel, lodging and expenses.

WORK HOURS

Contractor will observe official State holidays. All hours the contractor is required to work on a State holiday will be considered as Sunday or holiday work hours. The following State holidays will be observed:

NEW YEARS DAY	PRESIDENTS DAY
MARTIN LUTHER KING'S DAY	VETERAN'S DAY
MEMORIAL DAY	THANKSGIVING DAY
INDEPENDENCE DAY	DAY AFTER THANKSGIVING
LABOR DAY	CHRISTMAS DAY

Contractor's Initials: JD

Date: 12/16/15

EXHIBIT B

AERIAL LIFT INSPECTION –REPAIRS-SCHEDULED SERVICE & COMPENSATION

REPAIR PARTS – PRICING & MARK UP

- Parts or materials required and utilized in the "annual inspection" segment of the contract shall be included in the safety inspection flat rate charge offered by the bidder for this service as identified in exhibit B.
- Parts and materials required and identified in the "repair estimate" to provide needed repairs, safety inspection compliance repairs or Factory recommended service shall be charged to the Agency Remit Account at the same invoice price charged by the bidder's supplier plus an adder not to exceed **25%**. A copy of the Bidders invoice(s) from the bidders supplier for purchased parts and materials shall be submitted with the contractors invoice for payment.
- Parts and materials that are undefined or unanticipated and not stated in the "repair estimate" to provide needed repairs, safety inspection compliance repairs or Factory recommended service shall be charged to the Agency Remit Account at the same invoice price charged by the bidder's supplier plus an adder not to exceed **25%** plus a written explanation as to the need for the added parts and /or materials. A copy of the Bidders invoice(s) from their parts supplier for such parts and materials shall be submitted with the bidders invoice for payment.
- Freight cost for **expedited freight** (previously quoted and approved by NH DOT – Mechanical Services) shall be billed at the same price the shipping bidder charged the bidder with no additional markup cost
- The state reserves the right to request verification of any transaction prior to payment

INVOICING:

Invoicing shall be done to the Agency Remit Account on the basis of each order completed. Invoices shall clearly indicate the license plate number of the vehicle ["H" number], part quantity, description, part number, date of service, labor, Contract labor rate and Total due. Invoices shall include copies of "part" support documentation as specified above

INVOICING – STATUS / COMMUNICATION / TIME

Once all work is complete and the aerial lift is accepted back to the State, A copy of the final invoice shall be emailed to Mechanical Services for review. The bidder shall have up to **five (5) business days** to submit the specified information from the date of final work completion to the Bureau of Mechanical Services at the following Email: Bureau38@dot.state.nh.us attention Tom Moore

ROAD SERVICE – RATES AND CHARGES

In the case of equipment failure or breakdown, Bidder shall indicate road service rates:

\$ _____ / Mile

\$ 75.00 / Hour

- These rates are fixed for the term of the contract but not considered in the bid evaluation.
- In the case where the equipment failure or breakdown is found to be from labor or parts provided by the bidder and is under bidders' warranty, no road service charges shall be charged.

NOTE: The state reserves the right to add or remove aerial lifts to be inspected or repaired from the list indicated in Exhibit B, due to the possibility of units being added or removed from service during the contract period

Contractor's Initials: JD

Date: 12/16/15

EXHIBIT C

ARIAL LIFT INSPECTION -REPAIRS-SCHEDULED SERVICE

SPECIAL PROVISIONS

There are no special provisions for this contract

Contractor's Initials: JD
Date: 12/16/15

North American Equipment Upfitters, Inc



Certificate of Vote

This is to certify that a special meeting of the board of directors of North American Equipment Upfitters, Inc. held at our office at 6 Sutton Circle Hooksett, NH 03106 on December 16, 2015, all directors being present and vote, unanimously agree to enter into a service contract with the State of New Hampshire to provide service of Inspection, repairs and scheduled service to Aerial Lifts per #RFB_DOT_15_04, and Janet Dunican, CEO, to execute all documents related to the service contract.

Respectfully,

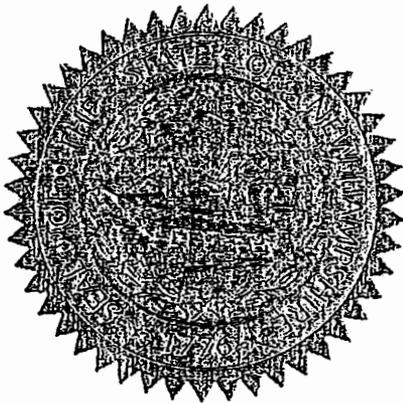
A handwritten signature in cursive script, appearing to read "Janet Dunican".

Janet Dunican
Secretary

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NORTH AMERICAN EQUIPMENT UPFITTERS, INC. is a New Hampshire corporation duly incorporated under the laws of the State of New Hampshire on January 7, 1999. I further certify that all fees and annual reports required by the Secretary of State's office have been received and that articles of dissolution have not been filed.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 10th day of April, A.D. 2015

A handwritten signature in cursive script that reads "William M. Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/7/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	CONTACT NAME: Lynn Blanchard, CIC, CIBR PHONE (AC, HA, Ext): (603) 669-3218 FAX (AC, HA): (603) 665-4331 E-MAIL ADDRESS: lblanchard@crossagency.com
INSURED North American Equipment Upfitters, Inc. Boru Enterprises, LLC PO Box 1017 Londonderry NH 03053	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Ins. Co. INSURER B: The Phoenix Ins Co INSURER C: James River Ins Co INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER: 15-16 All lines** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SURR INSD (V/D)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		63076204866	7/3/2015	7/3/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		8101010A137	7/3/2015	7/3/2016	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		EUP1010A149	7/3/2015	7/3/2016	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/>	N/A	3/1/2015	3/1/2016	E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Excess Liability		000646181	7/3/2015	7/3/2016	Limit: 2,000,000
A	Garagekeepers Liability		8101010A137	7/3/2015	7/3/2016	Deductible: \$500 Limit: 750,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER State of New Hampshire Department of Transportation Bureau of Mechanical Service PO Box 456 Concord, NH 03302	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE M Hendershot, CIC/JSC <i>Mudrik J Hendershot</i>
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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



37

William Cass, P.E.
Assistant Commissioner

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

Bureau of Mechanical Services
July 7, 2015

REQUESTED ACTION

Authorize the Department of Transportation to enter into a contract with North American Equipment Upfitters, Inc. (Vendor 174352) of Hooksett NH, on the basis of a low bid of \$130,010.00 for providing Aerial Lifts Inspection, repair, scheduled service and unscheduled emergency parts and repair, effective upon Governor and Council approval through June 30, 2017. 95% Highway Funds, 5% other Funds.

Funds to support this request are anticipated to be available in the following accounts in State FY 2016 and State FY 2017 upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified:

	<u>FY 2016</u>	<u>FY 2017</u>
04-96-96-960515-3005 Mechanical Services		
024--500225 Contract Repairs; Machine-Equip	\$62,785.00	\$67,225.00

EXPLANATION

The service contract is necessary to perform inspections, repairs and service to the Department's Aerial lift trucks.

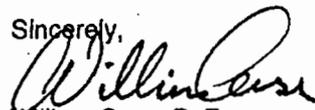
The Department of Transportation, Bureau of Mechanical Services currently owns twenty (20) Aerial lift vehicles that are used for road sign mounting and maintenance, traffic sign repair and maintenance and various other functions. The Aerial lift trucks require yearly safety inspections, repair and maintenance. Once the inspection is completed, the Bureau is provided an explanation of repairs and maintenance needed, and the associated costs.

Invitation for bids was solicited in the Union Leader, Manchester, NH, for three (3) consecutive business days, May 5, 7 and 8, 2015. The bid opening date was May 18, 2015. Two bids were received, one from North American Equipment Upfitters, Inc. and a second bid from Consolidated Utility Equipment Service Incorporated. The contract amount of \$130,010.00 includes the inspection fee and labor estimated from the past contract period. North American Equipment Upfitters, Inc. bid amount of \$130,010.00 is reasonable based on previous contracts for similar work. The Department believes it to be in the best interest of the State of New Hampshire to accept this bid to accomplish the needed work.

The Contract has been approved by the Attorney General as to form and execution. Funding for FY 2016, and FY 2017 is contingent upon the availability and continued appropriation of funds. Copies of the fully executed contract are on file at the Secretary of State's Office and the Department of Administrative Service's Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

The Department of Transportation respectfully requests Governor and Council approval of this contract.

Sincerely,


William Cass, P. E.
Assistant Commissioner