



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

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**JEFF BRILLHART, P.E.**  
**ACTING COMMISSIONER**

Bureau of Mechanical Services  
February 2, 2015

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

**Informational Item**

The Department of Transportation requests to place item on the Consent Calendar.

In accordance with Chapter 143, Laws of 2013, 04-96-96-960515-30050000-030 footnote, attached is the Department's Monthly Equipment Acquisition Plan status report for the period ending January 31, 2015, which is submitted for review by the Governor and the Council.

**Explanation**

Chapter 143, Laws of 2013, 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."

Sincerely,



David J. Brillhart, P.E.  
Acting Commissioner

**State of New Hampshire**  
**Department of Transportation**  
**Bureau of Mechanical Services**

**Equipment Acquisition Plan Status Report**  
**Fiscal Year 2015**

January 2015

Prepared by:

William J. Dusavitch

Administrator

Submitted by:

David J. Brillhart, P.E.

Acting Commissioner

## Department of Transportation - Bureau of Mechanical Services

### Equipment Acquisition Plan Status Report

#### Fleet Purchasing Process

Chapter 143 Laws of 2013, 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 **January 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 2015 Equipment Acquisition Status Report  
January 2015**

ITEM	Plan as approved by CBOC and G&C			Actual Purchase Information adjusted based on Bids				Notes
	Planned Quantity	Planned Unit Cost	Planned Total	Purchased Quantity	Amended Quantity (1-93)	Bid Price Including Options	Total Cost	
3-5 Ton Cab & Chassis (airbag deduct) 4/6 C.Y. Dump Bodies**	15	\$94,000 -\$500	\$1,410,000	15	6	\$90,220 -\$500	\$1,894,620 -\$3,000	9/9/2014 & 1/16/2015
Hydraulic Systems - Single Wing *	15	\$11,000	\$165,000	15	6	\$10,949	\$229,929	9/30/2014 & 12/14/2014
Hydraulic Systems - Double Wing *	0	\$15,000	\$0	15	6	\$15,649	\$234,735	11/14/2014
6 C.Y. Load Covers	15	\$21,500	\$322,500	15	6	\$22,599	\$135,594	12/24/2014
5 C.Y. Hydraulic Spreaders	15	\$1,000	\$15,000	15	6	\$750	\$15,750	9/30/2014 & 12/8/2014
Diagnostic Equipment/Software	0	\$10,500	\$0	0	6			A
1	\$46,000	\$46,000						
Tandem Cab & Chassis (airbag deduct)	2	\$118,000	\$236,000	2	1	\$125,600	\$376,800	9/9/2014 & 1/16/2015
10/12 C.Y. Dump Bodies***	2	-\$500	-\$500	2	1	-\$500	-\$500	
Hydraulic Systems - Single Wing *	2	\$13,500	\$27,000	2	1	\$14,519	\$43,557	9/30/2014 & 12/14/2014
Hydraulic Systems - Double Wing *	0	\$15,000	\$0	1	1	\$15,649	\$15,649	11/14/2014
12 C.Y. Load Covers	2	\$21,500	\$43,000	1	1	\$22,559	\$45,118	12/24/2014
11 C.Y. Hydraulic Spreaders	2	\$1,000	\$2,000	2	1	\$990	\$2,970	9/30/2014 & 12/8/2014
Diagnostic Equipment/Software	0	\$13,500	\$0	0	1			A
1	\$27,000	\$27,000						
1-1/2 Ton Dump Truck w/ Plow-diesel gas		\$57,000	\$57,000			\$53,952	\$53,952	A
2 C.Y. Spreader		\$44,677	\$44,677		2	\$44,677	\$89,354	A
3/4 Ton Extended Cab Pickup W/ Service Body W/ Diesel Engine	23	\$22,000 \$13,000	\$506,000	28 1 1		\$24,716	\$692,048	A A A
Miscellaneous Fleet Repair Equipment	1	\$500	\$500			\$6,903	\$6,903	A
<b>Budget</b>								
Class 30 Appropriation			\$2,800,000					
Class 030 Transfer			\$1,142,000					
Total expenditures to Date			\$3,779,527					
Available Balance			\$162,473					
		<b>Total:</b>	\$2,800,000			<b>Total:</b>	\$3,779,527	

**Budget**  
Class 30 Appropriation \$2,800,000  
Class 030 Transfer \$1,142,000  
Total expenditures to Date \$3,779,527  
Available Balance \$162,473

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 CY is industry standard dump body size for 6 wheel truck  
\*\*\* 10/12 CY is industry standard size for 10 wheel truck