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THE STATE OF NEW HAMPSHIRE

CHAIRMAN
Martin P. Honigberg

COMMISSIONERS
Kathryn M. Bailey
Michael S. Giaimo

EXECUTIVE DIRECTOR
Debra A. Howland



PUBLIC UTILITIES COMMISSION
21 S. Fruit Street, Suite 10
Concord, N.H. 03301-2429

TDD Access: Relay NH
1-800-735-2964

Tel. (603) 271-2431

FAX (603) 271-3878

Website:
www.puc.nh.gov

December 8, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

In accordance with New Hampshire Purchasing Rules Manual, ADM 611.08(g), authorize the Public Utilities Commission (Commission) to increase the Safety Division fleet by one vehicle by allowing the Commission to purchase a 2018 Chevrolet Traverse SUV from the state contract offerings at a cost of \$25,877.00. Effective upon Governor and Council approval. Funding is 100% Other Funds.

EXPLANATION

The expenses of the Commission's Safety Division are funded primarily by a grant from the U.S. Department of Transportation - Pipeline and Hazardous Materials Safety Administration (PHMSA). This grant supports the Division's Pipeline Safety program and a portion of what is commonly referred to as the "Dig Safe" program. The amount of the grant award is determined by annual program audits by PHMSA of program requirements for inspections and violation enforcement. The CY 2017 budget submitted to and approved by PHMSA included the funding for an additional vehicle. The SFY 2018 budget also includes procurement of a SUV vehicle.

The Commission's Safety Division fleet currently consists of a 2010 Chevrolet Cobalt sedan vehicle which is suitable for most regular gas pipeline inspections, but as the duties of the division have expanded to include inspections of electrical facilities and utility crossings, a SUV type vehicle is required for the terrain at these additional sites.

The Commission's Safety Division staff currently consists of two certified inspectors in addition to the Director who also conducts some inspections. The division has approval to hire another inspector for the expanded responsibilities for electrical facilities and utility crossings. The two current inspectors are responsible for natural gas locations most of which are located in the Concord-Manchester area and the forty-nine liquid propane locations across the entire state. The inspections in SFY 2017 accounted for a total of 13,750 miles. Approximately 7,600 were on the state vehicle and another 6,150 were on a personal vehicle. The acquisition of a SUV vehicle will allow the Commission to transition mileage from personal vehicle(s) to the state vehicle resulting in cost savings for the State. The Commission estimates that the third inspector will travel 8,500 miles doing inspections in a year. Based on the total actual mileage from SFY 2017 and the additional mileage for the new inspector, the Commission has estimated that the Safety Division will have logged enough miles in a year to justify the two vehicles.

If authorization for the two vehicles is approved, the Commission will review the mileage logged as of January 2019. If the mileage at that time does not justify the additional vehicle, the Commission will surplus the 2010 sedan as a voluntary fleet reduction, reducing the Safety Division's authorized fleet units to one vehicle.

Accordingly, your consideration of our request is appreciated.

Respectfully submitted,



Martin P. Honigberg
Chairman

Vehicle Acquisition Request and Recommendations for Commissioner Approval

RQNumber: 180610

Purchasing Memo Date: 11/20/2017

Business Supervisor: Rautio, Leonard

Agency: Public Utilities Commission

Division:

Bureau:

Funding Source: 100% Other

Purchase Type: Fleet Increase

Acquisition Type: New Purchase

RQ Amount: \$25,877.00

Quantity: 1

Vehicle Information

Vehicle Type:
Model Year:
Make:
Model:
Description:

LDT1
2018
CHEVROLET
TRAVERSE

Proposed Vehicle to
be Surplussed

Requested
Replacement Vehicle

DAS Alternate
Recommendation

Vehicle History

Plate or ID Number
Purchase Price:
Odometer (current):
Prior FY Mileage:
Prior FY MPG:
Prior FY Repair Costs:
Prior FY Maintenance Costs:

TCO:
\$25,877.00

Condition of Surplus Vehicle:

Fleet Management and Business Supervisors Recommendation
RECOMMEND CONDITIONAL APPROVAL. PENDING G&C APPROVAL. AGENCY INDICATES THAT DUTIES AND SITES WILL EXPAND REQUIRING ADDITION OF AN AWD VEHICLE. AGENCY WILL VOLUNTARILY SURPLUS EXISTING 2010 CHEVROLET COBALT IF THEIR OVERALL UTILIZATION DOES NOT MEET EXPECTATIONS AS OF JANUARY 2019.

Submission to Commissioner

12/7/2017

Requisition Approved

Conditionally Approved

Requisition Denied

Search GSA

General Bid Process

Signatory Comments:

Authorizing Authority Signature:



Date

12/4/17

Authorizing Authority Title:

Administrator, Bopp