



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



105

CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

Bureau of Mechanical Services
March 29, 2013

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

Informational Item

In accordance with Chapter 223, Laws of 2011, 04-96-96-960515-30050000-030 footnote, attached is the Department's Monthly Equipment Acquisition Plan status report for the period ending February 28, 2013, which is submitted for review by the Governor and the Council.

Explanation

Chapter 223, Laws of 2011, 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,

Christopher D. Clement, Sr.
Commissioner

CDC/dlm

State of New Hampshire
Department of Transportation
Bureau of Mechanical Services

Equipment Acquisition Plan Status Report

February 2013

Prepared by:

William J. Dusavitch

Administrator

Submitted by:

Christopher D. Clement, Sr.

Commissioner

Department of Transportation

Bureau of Mechanical Services

Equipment Acquisition Plan February Status Report

Fleet Purchasing Process

Chapter 223 Laws of 2011, 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 **February 2013**, 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.

**Bureau of Mechanical Services
Fiscal Year 2013 Equipment Acquisition Status Report
February 2013**

Attachment	ITEM	Plan as approved by CBOC and G&C			Actual Purchase Information adjusted based on Bids				
		Planned Quantity	Planned Unit Cost	Planned Total	Purchased Quantity	Bid Price Including Options	Total Cost	Date Purchased *	Notes
3-5 Ton Cab & Chassis	4/6 C.Y. Dump Bodies**	12	\$88,000	\$1,056,000	12	\$93,727	\$1,124,728	2/14/2013	
	Hydraulic Systems - Single Wing	12	\$10,000	\$120,000	12	\$10,600	\$127,200	2/15/2013	A
	Hydraulic Systems - Double Wing	0	\$15,500	\$186,000					A
	6 C.Y. Load Covers	12	\$22,000	\$0					A
	5 C.Y. Hydraulic Spreaders	12	\$700	\$8,400	12	\$775	\$9,300	2/15/2013	A
	Diagnostic Equipment/Software	12	\$12,000	\$144,000					A
		9	\$600	\$5,400	10	\$4,600	\$46,000	2/14/2013	B
	Tandem Cab & Chassis	5	\$117,000	\$585,000	5	\$117,670	\$588,350		C
	10/12 C.Y. Dump Bodies***	5	\$15,000	\$75,000	5	\$13,373	\$66,865		C
	11 C.Y. Hydraulic Spreaders	8	\$15,000	\$120,000					A
Hydraulic Systems - Single Wing	5	\$15,500	\$77,500					A	
Hydraulic Systems - Double Wing	0	\$22,000	\$0					A	
12 C.Y. Load Covers	5	\$950	\$4,750	5	\$965	\$4,825	2/26/2013	A	
Diagnostic Equipment/Software	9	\$1,500	\$13,500		\$0			D	
3/4 Ton Extended Cab Pickups	7								
2 Wheel Drive	6	\$22,000	\$132,000	6	\$21,343	\$128,058		C	
4 Wheel Drive	1	\$24,000	\$24,000	1	\$24,010	\$24,010		C	
1-1/2 T 4X4 Cab & Chassis	1								
Accessories Package #1****	1	\$31,000	\$31,000	1	\$28,777	\$28,777		C	
Miscellaneous Fleet Repair Equipment	1	\$12,500	\$12,500	1	\$14,293	\$14,293		C	
	1	\$0	\$7,935						
		Total:	\$2,602,985		Total:	\$2,162,406			

Budget
Original Appropriation \$2,937,985
Lapse (Chapter 223:19,II Laws of 2011) -\$335,000
Balance (approved acquisition plan 2013) \$2,602,985
Total \$2,162,406
Available Balance as of 2/28/2013 \$440,580

A = Bids not yet received in February
B = Software Units increased to cover additional location, price increased because of 10 year upgrades included in purchase price
C = Bids received, however purchase orders not yet processed in February
D = NHDOT Turnpikes Bureau purchased this software
** 4/6 CY is industry standard dump body size for 6 wheel truck
*** 10/12 CY is industry standard size for 10 wheel truck
**** Accessorie Package #1 = Plow and dump body

* Bold indicates current Month's Reporting