



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



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**CHRISTOPHER D. CLEMENT, SR.  
COMMISSIONER**

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

Bureau of Mechanical Services  
October 1, 2014

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

**Informational Item**

The Department of Transportation wishes 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 September 30, 2014, 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,

Christopher D. Clement, Sr.  
Commissioner

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

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

September 2014

Prepared by:

William J. Dusavitch

Administrator

Submitted by:

Christopher D. Clement, Sr.

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 **September 2014**, 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 2015 Equipment Acquisition Status Report  
September 2014**

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	Bid Price Including Options	Total Cost	Date Purchased *	
3-5 Ton Cab & Chassis (airbag deduct) 4/6 C.Y. Dump Bodies**	15	\$94,000	\$1,410,000	15	\$90,220	\$1,353,300	9/9/2014	
Hydraulic Systems - Single Wing *	15	\$11,000	\$165,000	15	\$10,949	\$164,235	9/30/2014	
Hydraulic Systems - Double Wing *	0	\$15,000	\$0	15	\$15,649	\$234,735		A
6 C.Y. Load Covers	15	\$21,500	\$322,500					
5 C.Y. Hydraulic Spreaders	15	\$1,000	\$15,000	15	\$750	\$11,250	9/30/2014	
Diagnostic Equipment/Software	0	\$10,500	\$0	0				
	1	\$46,000	\$46,000					
Tandem Cab & Chassis	2	\$118,000	\$236,000	2	\$125,600	\$251,200	9/9/2014	
10/12 C.Y. Dump Bodies***	2	\$13,500	\$27,000	2	\$14,519	\$29,038	9/30/2014	
11 C.Y. Hydraulic Spreaders	0	\$13,500	\$0					
Hydraulic Systems - Single Wing *	0	\$15,000	\$0	1	\$15,649	\$15,649		A
Hydraulic Systems - Double Wing *	2	\$21,500	\$43,000	1	\$22,559	\$22,559		A
12 C.Y. Load Covers	2	\$1,000	\$2,000	2	\$990	\$1,980	9/30/2014	
Diagnostic Equipment/Software	1	\$27,000	\$27,000	0				
3/4 Ton Extended Cab Pickup	23	\$22,000	\$506,000					B
Service Body								
Diesel								
Miscellaneous Fleet Repair Equipment	1	\$500	\$500					
<b>Total:</b>			<b>\$2,800,000</b>			<b>\$2,083,946</b>	<b>Total:</b>	<b>\$2,083,946</b>

**Budget**

Class 30 Appropriation \$2,800,000  
 Total expenditures to Date \$2,083,946  
 Available Balance \$716,054

A = Requisitions have been processed  
 B = Admin. Services to bid in November

**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