



**Victoria F. Sheehan**  
Commissioner

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



**William Cass, P.E.**  
Assistant Commissioner

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Blanch

Bureau of Mechanical Services  
February 2, 2016

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

**INFORMATIONAL ITEM**

In accordance with Chapter 275, Laws of 2015, 04-96-96-960515-30050000-030 footnote, attached is the Department's Monthly Equipment Acquisition Plan status report for the period ending January 31, 2016, which is submitted for review by the Governor and the Council.

**EXPLANATION**

Chapter 275, Laws of 2015, 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." Attachment 1 provides the status for fleet units purchased under Chapter 275, laws of 2015.

Chapter 220, Laws of 2015 (HB25), 04-096-096-960030-82930000-034 footnote reads as follows: "The sums appropriated in subparagraph H shall be used to purchase equipment with a useful life of 10 years or greater and shall not be used by the Department, Division of Operations, Mechanical Services Bureau, to purchase passenger cars or 1/2 ton or 3/4 ton pickup trucks." Attachment 2 provides the status for fleet units purchased under Chapter 220, Laws of 2015. Although not specifically required by statute, the Department intends to report these expenditures to add to our transparency and provide consistency in our acquisition process.

Sincerely,

Victoria F. Sheehan  
Commissioner

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

**Equipment Acquisition Plan Status Report  
Fiscal Year 2016**

January 2016

Prepared by:

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Submitted by:

Victoria F. Sheehan

Commissioner

## Department of Transportation - Bureau of Mechanical Services

### Equipment Acquisition Plan Status Report

#### Fleet Purchasing Process

Chapter 275 Laws of 2015, 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 2016, 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 2016 Equipment Acquisition Status Report - Chapter 275  
January 2016**

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
<b>LDT1 - Light Duty Trucks</b>								
1/2 Ton Reg Cab Pickups	6	\$19,000	\$114,000	6	\$18,468	\$110,808	11/12/2015	
w/ Orange Paint	6	\$19,000	\$114,000	6	\$18,955	\$113,730	11/12/2015	
1/2 Ton Reg Cab Pickups	4	\$19,000	\$76,000	4	\$18,468	\$73,872		A, B, D
<b>LDT2 - Light Duty Trucks</b>	42							
1 Ton Ex-cab 4x4 Pickup w/ Plow	1	\$50,000	\$50,000					
3/4 Ton Ex-cab Pickups	41	\$25,500	\$1,045,500	41	\$24,668	\$1,011,388	11/12/2015	
<b>PASSAUTO - Passenger Autos</b>	29	\$18,000	\$522,000	2	\$15,646	\$31,292	1/21/2016	
Compact Sedan				27	\$16,086	\$434,322	1/21/2016	
Compact Hatchback								
<b>Fleet Software</b>	1	\$47,250	\$47,250					
6 - Wheeler Software	1	\$26,850	\$26,850					
10 - Wheeler Software								
<b>Miscellaneous Fleet Repair Equipment</b>		\$4,400	\$4,400	1		\$2,159	1/7/2016	C
<b>Total:</b>			\$2,000,000			\$1,777,571		

**Budget**  
Class 30 Appropriation \$2,000,000  
Total Expenditures to Date \$1,777,571  
Available Balance \$222,429

**Bold indicates current Month's Reporting**

A = Requisitions have been processed  
B = Bids have been received  
C = No bids required, straight purchase  
D = Quantity adjusted (Continuous Resolution)

**Bureau of Mechanical Services  
Fiscal Year 2016 Equipment Acquisition Status Report - Chapter 220 (HB25-Bonded)  
January 2016**

Attachment 2 - Revised 02/02/2016

ITEM	Plan as reviewed by CBGC 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
<b>EHDT - Extra Heavy Duty Trucks - 10 Wheelers</b>								
<b>Plow Truck</b>		\$166,000	\$664,000					
Cab & Chassis	4		\$506,000	4				A
10/12 C.Y. Dump Bodies***	4	\$126,500	\$60,000	4	\$124,637	\$498,648	1/29/2016	A
Hydraulic Systems - Single Wing *	4	\$15,000	\$94,000	3				A
Hydraulic Systems - Double Wing *	4	\$16,500	\$4,000	1				A
Hydraulic Systems - Mid-Mount Plow *	4	\$23,500	\$4,000	1				A
12 C.Y. Load Covers	4	\$1,000	\$4,000	4				A
<b>Knuckle Boom Crane Truck</b>	1	\$250,000	\$250,000					
<b>HDT - Heavy Duty Trucks - 6 Wheelers</b>								
<b>Plow Truck</b>								
Cab & Chassis (airbag deduct)	15	\$132,000	\$1,980,000	16	\$91,000	\$1,365,000	1/29/2016	A
4/6 C.Y. Dump Bodies**	15	\$65,000	\$1,425,000	1	-\$475	-\$475	1/29/2016	A
Hydraulic Systems - Single Wing *	15	\$12,500	\$187,500	15				A
Hydraulic Systems - Double Wing *	15	\$23,500	\$352,500	14				A
6 C.Y. Load Covers	15	\$1,000	\$15,000	15				A
<b>MIDT - Medium Duty Trucks - Light &amp; Wheelers</b>								
<b>Aerial Buck Trucks - Signal/Sign</b>								
Cab & Chassis 4wd	4	\$65,000	\$340,000	1	\$33,723			A, B
Cab & Chassis 2wd				3	\$30,964			A, B
Aerial Lift & Service Body				3				A
Remount Lift & Sign Body				1				A
Utility Box				1				A
<b>Dump Body w/ plow</b>								
Cab & Chassis 4wd	4	\$53,000	\$212,000	4	\$33,723			A, B
Cab & Chassis 4wd, 84" CA				1	\$34,185			A, B
Dumping Rack Body				1				A
Fixed Rack Body				4				A
Plow				6				A
<b>AE - Associated Equipment</b>								
<b>11 C.Y. Hydraulic Spreaders</b>	4	\$25,290	\$101,160					A
<b>5 C.Y. Hydraulic Spreaders</b>	14	\$20,290	\$284,060					A
<b>MEC - Mobile Equipment Construction</b>								
<b>Gardens</b>	2	\$240,000	\$480,000					A
<b>Loaders</b>	1	\$160,000	\$160,000					A
<b>97 HP - Over the Rail</b>	5	\$106,000	\$530,000					A
<b>Total:</b>			\$5,001,220			\$1,863,073		

**Budget**  
Fund 30, Class 34 Appropriation - Chapter 220  
Total Expenditures to Date  
Available Balance

\$5,000,000  
\$1,863,073  
\$3,136,927

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