



David M. Wihby  
Acting Labor  
Commissioner

# State of New Hampshire

## Department of Labor

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July 26, 2013

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

### REQUESTED ACTION

The State of New Hampshire Department of Labor respectfully requests an exemption to Administrative Rules Manual, Adm. 611.08 (g) to enable the Labor Department to increase the Department's fleet by three vehicles. These three new vehicles shall be assigned to three new Labor Inspectors in the Workers' Compensation Division, located in Concord.

### EXPLANATION

The Workers Compensation Division budget in House Bill 2 reflects an increased of three new Inspectors generating additional revenue of \$300,000.00 to the general fund. The Labor Department performed a review of the agency's fleet requirements and concluded that the current twenty-six vehicles is not sufficient to handle the 3 new positions in the division, necessitating a modification to our fleet management plan and hence this request as outlined above.

These vehicles will be used each day by the Inspectors and will exceed the annual Break-Even Mileage as required by RSA 21-I: 19-g. The Department of Labor vehicles are all assigned and all travel well over the Break-Even Mileage threshold each year. Funding for these vehicles is 100% Agency Income (Worker's Compensation Fund)

We respectfully request your approval.

Sincerely,

David M. Wihby  
Acting Labor Commissioner

Attachments.

### Supporting Arguments

The vehicle contracts are expected to be released in October 2013. It takes 90 to 120 days for delivery of vehicles ordered off of the contract. This means that the three new Labor Inspectors will need to use their own vehicles until approximately February 2014.

It is not cost effective for the state to pay the required 56 ½ cents per mile rate to the three new Labor Inspectors who will need to use their personal vehicles until the new vehicles are acquired. Labor Inspectors use their vehicles daily and will exceed the Break-Even Mileage threshold of 7,935 miles annually.

The condition of the current Department of Labor fleet is poor. Seven vehicles in the fleet are 2005 models and nine vehicles exceed 100,000 miles. Repairs to the older vehicles are costly and have been increasing. When possible we move vehicles around as the older ones go in for maintenance to make sure we are operating most cost effectively; however with the new inspectors this will be harder to accomplish.

Labor Inspectors are required to carry with them boxes of files as well as crates of posters and information to be distributed to employers. In addition, the inspectors carry tools of their trade for inspections of elevators, boilers, and related safety equipment. Therefore, it is difficult for the Inspectors be forced to attempt to share vehicles. Also, there is a real need for a larger vehicle such as the requested Chevrolet Impala.

It is expected that the price for the 2013 model Chevrolet Impala will be less than the listed \$17,547.00 since it is no longer the current model.

Vehicle Acquisition Request and Recommendations for Commissioner Approval

RQNumber: 139425  
Funding Source: 100% Agency Income  
Agency: Labor Department

Purchasing Memo Date: 7/16/2013  
Business Supervisor: Wittenberg, Doreen  
Division:

Purchase Type: Fleet Increase  
Acquisition Type: New Purchase

Bureau:  
RQ Amount: \$52,641.00  
Quantity: 3

Proposed: Vehicle to be Surplussed  
Requested Replacement Vehicle  
DAS/Alternate Recommendation

Vehicle Information:

Vehicle Type: PassAUTO  
Model Year: 2013  
Make:  
Model:  
Description: 4 OR 6 CYLINDER  
FOUR DOOR SEDAN,  
SIMILAR TO A CHEVY  
MALIBU, CHEVY  
IMPALA OR DODGE  
AVENGER; COST PER  
VEHICLE \$17,547.

Vehicle History:

Purchase Price:  
Odometer (current):  
Prior FY Mileage:  
Prior FY MPG:  
Prior FY Repair Costs:  
Prior FY Maintenance Costs:

Fleet Management and Business Supervisors Recommendation  
RECOMMEND CONDITIONAL APPROVAL: RECOMMEND APPROVAL OF THE PURCHASE ASSUMING G&C AUTHORIZES THE FLEET INCREASE.  
DEPT OF LABOR VEHICLES ARE ALL ASSIGNED AND ALL TRAVEL WELL OVER THE BEM THRESHOLD EACH YEAR SO THERE IS LITTLE TO NO  
EFFICIENCY AVAILABLE VIA REORGANIZATION.

Submission to Commissioner 7/19/2013

Requisition Approved:  Conditionally Approved:  Requisition Denied:   
Search GSA  General Bid Process

Commissioner Comments: *Please proceed as described above*

Deputy Commissioner Signature: *Melinda C. Brown*

Date: 7/19/13

Clean Fleets Policy Waiver Request

Updated as of 11/29/2012 for Model Year 2013

**Purpose:** A list of approved vehicles shall be established each year that meet the Clean Fleets Policy requirements. The approved vehicles are annotated on the model year standard vehicle index list which is posted on SunSpot. This waiver is required for all non-exempted vehicles that are not on the approved vehicles list.

**Instructions:** Waivers must detail and accurately provide business justification as to why an approved vehicle cannot meet the business requirements. Once the waiver is completed attach it to the RQ10 Requisition Form. # 1394/25

Department Name: Labor

Replacement Vehicle:  Yes – P11 is attached to requisition;  No - this is a fleet increase that will require G&C approval if waiver is granted

**Please answer the following:**

1. What Division/Bureau/Section will be assigned the vehicle(s): Workers Compensation
2. Name(s) of person(s) who will be assigned or responsible for the vehicle(s): Pamela Berube, Kristopher Heath, and Ken Compton
3. Requested vehicle(s): 3
4. Define the position for which this vehicle will be used. List specific job responsibilities that require this type vehicle: Labor Dept Inspectors
5. Statement as to why an approved vehicle cannot be utilized: Approved vehicle is being used, just that we need vehicles before the next contract. We also think we will have a best price by going with 2013 car then a 2014 car
6. Statement demonstrating that this is the most fuel efficient vehicle for this purpose: Approved vehicle is being used

Requestor: David Wihby Email: dwihby@nh.gov Telephone: 271-3581

Department Head or Designee Approval:  David Wihby

Date Submitted: 7/11/2013

-----For DAS USE ONLY -----

Clean Fleets Program Waiver Request

Not Required       Approved       Denied

Explanation and/or recommendation:

By:

Dated:                    /                    /